

APPRENTICESHIP REPORT

**PT PELABUHAN INDONESIA (PERSERO)
REGIONAL 1 DUMAI**

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APPROVAL SHEET
APPRENTICESHIP REPORT
PT. PELABUHAN INDONESIA (PERSERO)
REGIONAL 1 DUMAI

Written as one of the conditions for completing Apprenticeship

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TABLE OF CONTENTS

COVER	i
VALIDITY SHEET.....	ii
PREFACE	iii
TABLE OF CONTENTS.....	v
LIST OF FIGURES.....	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship.....	3
CHAPTER II LITERATURE REVIEW	5
2.1 Company Profile PT Pelabuhan Indonesia.....	5
2.2 Subsidiary of PT Pelabuhan Indonesia.....	7
2.3 Meaning of Company/Agency Logo	9
2.4 Visions, Missions, and Corporate Governance	10
2.5 Kind of Business	12
2.6 Organizational Structure.....	13
2.7 The Working Process	14
2.8 Document Used for Activity	18
CHAPTER III SCOPE OF THE APPRENTICESHIP	20
3.1 Job Description.....	20
3.2 Systems and Procedures	21
3.2.1 The Working Systems	21
3.2.2 The Working Procedures.....	22
3.3 Place and Time of Apprenticeship	34

3.3.1 Place of Apprenticeship.....	34
3.3.2 Time of Apprenticeship.....	35
3.4 Kind and Description of the Activity	35
3.5 Obstacle and Solution of Apprenticeship.....	54
3.5.1 Obstacle.....	54
3.5.2 Solution	55
CHAPTER IV CONCLUSIONS AND SUGGESTIONS	56
5.1 Conclusions	56
5.2 Suggestions.....	57
REFERENCES	59
APPENDICES	60

LIST OF FIGURES

Figure 2.1 Office of PT Pelindo (Persero) Regional 1 Dumai	7
Figure 2.2 Logo of PT Pelindo (Persero) Regional 1 Dumai.....	10
Figure 2.3 Logo Akhlak	11
Figure 2.4 Organizational Structure of PT Pelindo (Persero) Regional 1 Dumai	14
Figure 2.5 Documents Entry Permit.....	18
Figure 2.6 Exit Permit	19
Figure 2.7 Vehicle License Plate Sticker	19
Figure 3.1 Flowchart Entry Permit.....	23
Figure 3.2 Creating an Entry Permit	23
Figure 3.3 Flowchart Memos and Port Pass Certificates	24
Figure 3.4 Creating a memo.....	25
Figure 3.5 Flowchart Vehicle Registration Stickers	25
Figure 3.6 Creating Vehicle Registration Stickers.....	26
Figure 3.7 Flowchart Exit Permit.....	27
Figure 3.8 Creating an Exit Permit	27
Figure 3.9 Flowchart National K3 Month Activities	28
Figure 3.10 PT Pelindo Documentation at the K3 Month Event	29
Figure 3.11 Safety Patrol.....	30
Figure 3.12 Implementation of Fire Simulation.....	31
Figure 3.13 Managing and Archiving Documents from Various Activities....	31
Figure 3.14 Checking the K3 Box and APAR	32
Figure 3.15 HSSE Reporting Creation.....	33
Figure 3.16 Archiving Documents	34
Figure 3.17 Address of PT Pelindo (Persero) Regional 1 Dumai	34

LIST OF TABLES

Table 3.1 Apprenticeship Schedule.....	35
Table 3.2 Daily Activities from February 03rd to February 06th, 2025	36
Table 3.3 Daily Activities from February 10th to February 14th, 2025	37
Table 3.4 Daily Activities from February 17th to February 21nd, 2025	38
Table 3.5 Daily Activities from February 24th to February 28th, 2025	39
Table 3.6 Daily Activities from March 03rd to March 07th, 2025	41
Table 3.7 Daily Activities from March 10th to March 14th, 2025	41
Table 3.8 Daily Activities from March 17th to March 21nd, 2025	43
Table 3.9 Daily Activities from March 24th to March 28st, 2025.....	44
Table 3.10 Daily Activities from March 31st to April 04th, 2025.....	45
Table 3.11 Daily Activities from April 07th to April 11st, 2025.....	45
Table 3.12 Daily Activities from April 14th to April 18th, 2025	46
Table 3.13 Daily Activities from April 21st to April 25th, 2025.....	47
Table 3.14 Daily Activities from April 28th to May 02th, 2025	48
Table 3.15 Daily Activities from May 05st to May 09rd, 2025.....	49
Table 3.16 Daily Activities from May 12nd to May 16th, 2025.....	50
Table 3.17 Daily Activities from May 19th to May 23th, 2025	51
Table 3.18 Daily Activities from May 26th to May 30th, 2025	52
Table 3.19 Daily Activities from June 02nd to June 05th, 2025.....	53

LIST OF APPENDICES

Appendix 1. Application Letter of Apprenticeship.....	60
Appendix 2. Apprenticeship Reply Letter	61
Appendix 3. Apprenticeship Attendance List	62
Appendix 4. Apprenticeship Statement Letter	67
Appendix 5. QRIS Apprenticeship Assessment.....	68
Appendix 6. Apprenticeship Certificate.....	70
Appendix 7. Daily Activities of Apprenticeship.....	71
Appendix 8 Documentation for creating an Entry Permit	81
Appendix 9 Attending a Meeting with the Management System Department .	82
Appendix 10. Participating in Emergency Response and Fire Simulations a PT Pelindo (Persero) Regional 1 Dumai.....	83
Appendix 11. Checking the Evacuation Route Maps	84
Appendix 12. Archiving Various Documents	85
Appendix 13. Documentation of Handover of Plaque to the Management System Division.....	86
Appendix 14. Photo Documentation with General Manager, Manager of System Management, General Division Manager and Staff	87

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the era of globalization and increasingly tight competition in the world of work, students are required to not only master hard skills in the form of technical and academic abilities, but also soft skills such as communication, teamwork, adaptability, and time management. Both aspects are important keys in preparing themselves to face challenges in the professional world. Therefore, it is important for students to start building and developing these skills while still in college.

Bengkalis State Polytechnic as a vocational higher education institution continues to strive to produce professional, skilled, and ready-to-use graduates according to industry needs. One concrete form of this effort is by organizing the Apprenticeship Program (Apprenticeship) which is part of the Social and State Life (KBM) course, which is mandatory for all students from various majors. This program aims to provide students with direct experience in the real world of work, as well as strengthen practical skills that cannot be obtained only from theoretical learning in class.

Through the apprenticeship program, students are given the opportunity to apply the theoretical knowledge they have acquired during their studies to real-world work practices. This activity aligns with the experiential learning concept proposed by David Kolb, which states that effective learning occurs through direct experience. By actively engaging in operational activities at a company or agency, students not only learn to understand workflows and administrative procedures but also gain insight into the applicable management system, organizational culture, and the dynamics of employee relationships in the workplace.

This process, students are expected to be able to balance theory and practice, thereby developing more mature professional competencies. Furthermore, the apprenticeship experience plays a crucial role in fostering a

sense of responsibility, work ethic, communication skills, and adaptability to an ever-evolving work environment. Therefore, the apprenticeship program is a crucial step in preparing students to face the challenges of the workplace after completing their formal education.

Bengkalis State Polytechnic has various departments covering the fields of engineering and commerce, including the International Business Administration Study Program. Students of this study program are prepared to become experts in the fields of administration and business with an international perspective. To support this competence, the implementation of apprenticeship is an important momentum in expanding students' knowledge and experience, especially in understanding the work environment of the industrial and service sectors.

Based on this objective, the Author as a student of the International Business Administration Study Program carried out apprenticeship activities at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, a state-owned company engaged in port and logistics services. The Author was placed in the Management System Division, which has a strategic role in managing quality systems, operational effectiveness, and supervision of applicable work standards.

The implementation of this apprenticeship lasted for four months, starting from February 3, 2025 to June 6, 2025. During this period, the Author gained various very useful real work experiences, starting from understanding the division's workflow, being involved in administrative and documentation activities, to witnessing firsthand the implementation of a quality management system in the company environment.

Through this apprenticeship, the author hopes to broaden his horizons and understanding of the world of work directly, particularly within a state-owned enterprise (BUMN) such as PT Pelabuhan Indonesia (Persero) Regional 1 Dumai. Furthermore, the author also hopes that this activity will improve his practical skills, both in administrative and technical aspects, as well as foster a more mature mental readiness and professional attitude as provisions for facing the world of work after completing his studies at the State Polytechnic of Bengkalis.

1.2 Purpose of the Project

The purpose of the apprenticeship conducted at PT Pelabuhan Indonesia, company engaged in Port and Logistics Services, is as follows:

1. To Understand the various types of work performed at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, particularly in the Management Systems Division.
2. To find out the implementation time and location of work placement during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.
3. To understand the system, work procedures and document management at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.
4. To identify various obstacles or challenges faced during the apprenticeship, and to understand the solutions or resolution steps implemented by the company.

1.3 Significant of the Project

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

1.3.1 Significances for the Study

The apprenticeship serves as a valuable platform for students to gain exposure to the professional work environment. The advantages of this program for students include:

1. Students can implement the theoretical knowledge or concepts they have learned into real workplace situations.
2. Students gain hands-on experience that aligns with their field of study.
3. Students learn to collaborate in team settings, allowing them to contribute ideas and develop communication skills.

1.3.2 Significances for State Polytechnic of Bengkalis

The apprenticeship program also brings several benefits to the institution, such as:

1. Strengthening collaboration and communication between the State Polytechnic of Bengkalis and PT Pelabuhan Indonesia (Persero).
2. Enhancing the quality and employability of graduates through real-world industry experience.

1.3.3 Significance for the Company

For companies, hosting student apprenticeships can provide the following benefits:

1. Building strong relationships between educational institutions and industry stakeholders.
2. Receiving constructive input and fresh perspectives from students during their work practice, which can be valuable for company operations.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile of PT Pelabuhan Indonesia

PT Pelabuhan Indonesia (Persero) abbreviated (Pelindo) is an Indonesian state-owned enterprise engaged in logistics, especially port management and development. Pelindo is formed into 4 parts based on different regions. Pelindo I, for example, manages ports in the Provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau and the Riau Islands. Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java, and West Kalimantan. Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, NTB and NTT. Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua, and West Papua. Pelindo I, II, III, IV are Non-Listed BUMN Companies whose shares are 100% owned by the Ministry of BUMN. Legally, PT Pelabuhan Indonesia I (Persero), PT Pelabuhan Indonesia III (Persero) and PT Pelabuhan Indonesia IV (Persero) were merged into PT Pelabuhan Indonesia II (Persero) based on Government Regulation No. 101 of 2021. PT Pelabuhan Indonesia II (Persero) acts as the surviving entity. Then based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia No. S-756/MBU/10/2021 dated October 1, 2021 concerning Approval of Name Change, Change of Articles of Association and Company Logo, PT Pelabuhan Indonesia II (Persero) changed its name to "PT Pelabuhan Indonesia (Persero) or abbreviated as Pelindo".

PT Pelabuhan Indonesia (Persero) was initially a company under the name "Haven Bedrijf" during the Dutch colonial period. After the independence of the Republic of Indonesia, in the period 1945-1950, the company changed its status to the Port Service. In 1969, the Port Service changed its status to a State-Owned Enterprise (BUMN) with the status of a State Port Company abbreviated as PNP.

Period 1969-1983, PN Pelabuhan changed into a Port Entrepreneur Institution with the name of the Port Entrepreneur Agency abbreviated to BPP. In 1983, based on Regulation NO.11 of 1983, the Port Entrepreneur Agency (BPP) was changed into a Port Public Company I abbreviated to Perumpel I Based on Government Regulation No. 56 of 1991, Perumpel I changed its status to PT Pelabuhan Indonesia I (Persero).

Period 1969-1983, PN Pelabuhan changed into a Port Entrepreneur Institution with the name of the Port Entrepreneur Agency abbreviated to BPP. In 1983, based on Government Regulation No. 11 of 1983, the Port Entrepreneur Agency (BPP) was changed into a Port Public Company I abbreviated to Perumpel I. Based on Government Regulation No. 56 of 1991, Perumpel I changed its status to PT Pelabuhan Indonesia I (PERSERO). The change of the Company's name to PT Pelabuhan Indonesia I (PERSERO) based on Deed No. 1 dated December 1, 1992 from Imas Fatimah, S.H., Notary in Jakarta and has obtained approval from the Minister of Justice of the Republic of Indonesia based on Decree No. C2-8519.HT.01.01 of 1992 dated June 1, 1992 and has been announced in the State Gazette of the Republic of Indonesia No. 8612 dated November 1, 1994, supplement No.87

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is a company engaged in the service sector which includes port services, container services, container terminals and depots, shipyard business, fuel filling, port consulting services and customs area management. In PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch there are several sections, namely, Finance Section, Operations & Engineering Section, Management System Section, General Section, and Bengkalis Area.

The main office of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai is located at Jl Sultan Syarif Kasim no 1 Dumai, Riau. Email: dumai@pelindo1.co.id Phone No.: (0765) 314 69



Figure 2.1 Office of PT Pelindo (Persero) Regional 1 Dumai

Source: www.pelindo.co.id

2.2 Subsidiary of PT Pelabuhan Indonesia

PT Pelabuhan Indonesia (Persero) has several subsidiaries that play a role in supporting various operational sectors and port management. The following is a list of these subsidiaries:

1. PT Pelindo Jasa Maritim

Subholding PT Pelindo Jasa Maritim abbreviated as SPJM is one of four subholdings under PT Pelabuhan Indonesia (Persero) which was formed after the merger of 4 (four) State-Owned Enterprises, namely PT Pelabuhan Indonesia I-IV (Persero) on October 1, 2021. PT Pelindo Jasa Maritim manages five business clusters, namely marine services, port equipment services, shipyard services, dredging (dredging solution), and port utility service providers. SPJM manages 8 subsidiaries, namely PT Jasa Armada Indonesia Tbk., PT Pelindo Marine Service, PT Equiport Inti Indonesia, PT Jasa Peralatan Pelabuhan Indonesia, PT Energi Pelabuhan Indonesia, PT Pengerukan Indonesia, PT Berkah Industri Mesin Lifting, PT Lamong Energi Indonesia. In addition, it also operates 4 regions, namely Regions 1, 2, 3 and 4, as well as 3 subsidiary companies, namely PT Alur Pelayaran Barat Surabaya, PT Berkah Multi Cargo, and PT

Pelindo Energi Logistik. SPJM is headquartered in Makassar, while its subsidiaries are in Jakarta, Surabaya and Makassar.

2. PT Pelindo Multi Terminal

PT Pelindo Multi Terminal focuses its port services on managing non-container terminals, such as liquid bulk terminals, dry bulk terminals, multipurpose terminals, to passenger terminals and vehicle terminals. Pelindo Multi Terminal (SPMT) has officially operated at Dumai Port Terminal, Riau since January 1, 2022. A year after the Integration of Indonesian Ports, PT Pelindo Multi Terminal has taken a number of corporate action steps throughout 2022 through the operation of 10 Port Branches in Sumatra, Java, Kalimantan, and Sulawesi. Shares of subsidiaries PT Indonesia Kendaraan Terminal Tbk and PT Pelabuhan Tanjung Priok, as well as the implementation of the stages of the transformation process and digitalization of operational services in all ports managed by SPMT. This step is expected to lead to improved port services and connectivity

3. PT Pelindo Solusi Logistic

PT Pelindo Solusi Logistic is one of four sub holdings of the State-Owned Port Company PT Pelabuhan Indonesia (Persero), which was formed after the integration of Pelindo on October 1, 2021. SPSL operates in the Logistics & Hinterland Development business cluster which focuses on building capabilities and partnerships, expanding connectivity, and going beyond end-to-end integration to maximize value creation as an "Integrated Logistics Ecosystem Player". Currently, SPSL operates a logistics network and hinterland development in more than 40 service areas spread throughout Indonesia and manages 6 Subsidiaries, namely PT Multi Terminal Indonesia, PT Akses Pelabuhan Indonesia, PT Prima Indonesia Logistik, PT Nusantara Terminal Services, PT Menara Maritim Indonesia and PT Prima Pembangunan Kawasan which continue to provide end-to-end services by expanding connectivity and creating partnership strategies.

4. PT Pelindo Terminal Petikemas

PT Pelindo Terminal Petikemas is a subsidiary of Pelabuhan Indonesia which is engaged in the management of container terminals. Until August 2023, this company manages 29 Container Terminals (TPK) spread throughout Indonesia. This company was appointed as the parent sub holding within Pelindo which is engaged in the management of container terminals. In 2023, this company began managing TPK Bagendang and TPK Bumiharjo in Central Kalimantan

2.3 Meaning of Company / Agency Logo

Based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia Number: S-756/MBU/10/2021 dated October 1, 2021 concerning Approval of Name Changes, Changes to Articles of Association and Company Logo. So that Pelindo II changed its name to PT Pelabuhan Indonesia (Persero) or Pelindo.

Pelindo integration will create operational efficiency across all national ports, with standardization of information technology. Integration also creates better strategic control in overall planning for the network, reducing logistics costs, and improving infrastructure and capacity.

Post-integration, Pelindo launched a new logo that will be used by the company. This new logo takes inspiration from the shape of a busy, dense and convoluted route or lane.

The philosophical meaning behind the shape of the route illustrates how Pelindo has become an integrated port and logistics service provider that is always actively playing a major role in sea transportation in the country. The following is the logo of PT Pelindo.



Figure 2.2 Logo of PT Pelabuhan Indonesia

Source: www.pelindo.co.id

Taking the letter P which is the initial of Pelindo and also in the form of a fish, which is a symbol of the habitat of important marine creatures for Indonesia which is a maritime country. This is a symbol of Pelindo commitment to maintaining Indonesia natural wealth and continuing to contribute to supporting the sustainability of the marine ecosystem in its operational areas.

In addition to using the letter P, Pelindo new logo uses the colour blue with slightly different gradations. One is sky blue, while the other is sea blue. This colour is interpreted as the colour of the Indonesian sea which is Pelindo's operational area.

According to Pelindo, the colour blue symbolizes stability, trust, integrity, professionalism, and the company's dedication in running the sea transportation business. This colour also symbolizes the symbolism of Pelindo efforts, as part of a BUMN, to always provide the best for all Stakeholders.

2.4 Vision, Mission and Corporate Governance

1. Company Vision

“Becoming a World-Class Integrated Maritime Ecosystem Leader”

The vision is a statement of the Company's ideals to become the main gateway to the global logistics network in Indonesia. This ideal emerged based on geographical potential, business opportunities and national policies that open up opportunities for the company to realize the intended vision.

2. Company Mission

“Realizing a national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth”.

Providing Reliable and Integrated Port and Maritime Services with Industrial Estates to Support Indonesia & Global Logistics Networks by maximizing the Economic Benefits of the Strait of Malacca.

3. Company Values

The applicable values are expected to be able to lead the company to achieve its vision and carry out its mission known as AKHLAK.



Figure 2.3 Logo AKHLAK

Source: www.pelindo1.co.id

The Company Values are set as follows:

- a. Trustworthy : Upholding the trust given.
- b. Competent : Continuously learning and developing capabilities.
- c. Harmonious : Caring for each other and respecting differences.
- d. Loyal : Dedicated and prioritizing the interests of the nation and state.
- e. Adaptive : Continuously innovating and enthusiastic in moving or facing change.
- f. Collaborative : Building synergistic cooperation.

2.5 Kind of Business

In a company must have a type of business to carry out the goals of a company, PT Pelindo has several types of business that are undertaken, namely as follows:

1. Goods Service

Goods or cargo services in the form of loading and unloading services starting from the ship to delivery to the owner of the goods. This cargo service consists of general wharf services, special wharf services, field services, and warehouse services. These services are services stipulated by laws and regulations. In its implementation, this service cooperates with subsidiary companies. Pelindo carries out integrated services in handling goods services, using the following facilities:

- a. Wharf: A specially designed building at a port that is used or a place for ships to be moored or docked to carry out loading and unloading activities for cargo and passenger ships.
- b. Stacking Warehouse: A building or enclosed place used to store goods coming from ships or to be loaded onto ships.
- c. Stacking yard: An open area within the terminal area that is used to place or stack containers or other goods, which are arranged in a planned manner, whether the goods are to be loaded onto ships or the goods after being unloaded from ships.
- d. Receiving/Delivery: The work of moving goods from the stockpile/ stacking place in the warehouse/ stacking yard and handing them over to the vehicles at the door of the warehouse/ stacking yard or vice versa.

2. Ship Service

Ship service is a service for ship operational activities from entering to leaving the port. Ship services include:

- a. Mooring services: Services provided for ships docked at the wharf to carry out loading and unloading activities.

- b. Scouting services: Services provided for ships going in and out of the port through the port channel, so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment.
 - c. Tug services: Services provided by tugboats to push or two vessels to or from the wharf.
 - d. Water, garbage and waste services: Services provided for water services, waste management and ship waste
3. Miscellaneous Services
- Apart from actively carrying out port management activities, Pelindo is also engaged in other relevant fields such as leasing land, buildings and other supporting facilities needed for port activities. In carrying out port operation 10 and concession activities, the Company entered into Business Partner Cooperation with several business partners from the private sector, such as cooperation with terminal operators, tugboats, and management of other port facilities. Miscellaneous us services are services that support activities at the port. Various services include:
- a. Harbor Pass: Entrance fee to the port area for individuals and motorized vehicles.
 - b. Port Equipment Maintenance Services: Services provided, in the form of rental of forklifts, cranes (land, floating and electric), tugboats, motor boats, and fire extinguishers
 - c. Land, building, water and electricity rental services: This is a rental service for land, buildings, clean water and electricity.

2.6 Organizational Structure

In carrying out its operational activities, every company requires an organizational structure to facilitate its work, namely by dividing responsibilities and authorities based on the sections or divisions it manages. Thus, the organizational structure of PT Pelindo (Persero) Regional 1 Dumai Branch can be seen in the following image:

Work Unit Structure of PT Pelindo (Persero) Regional 1 Dumai

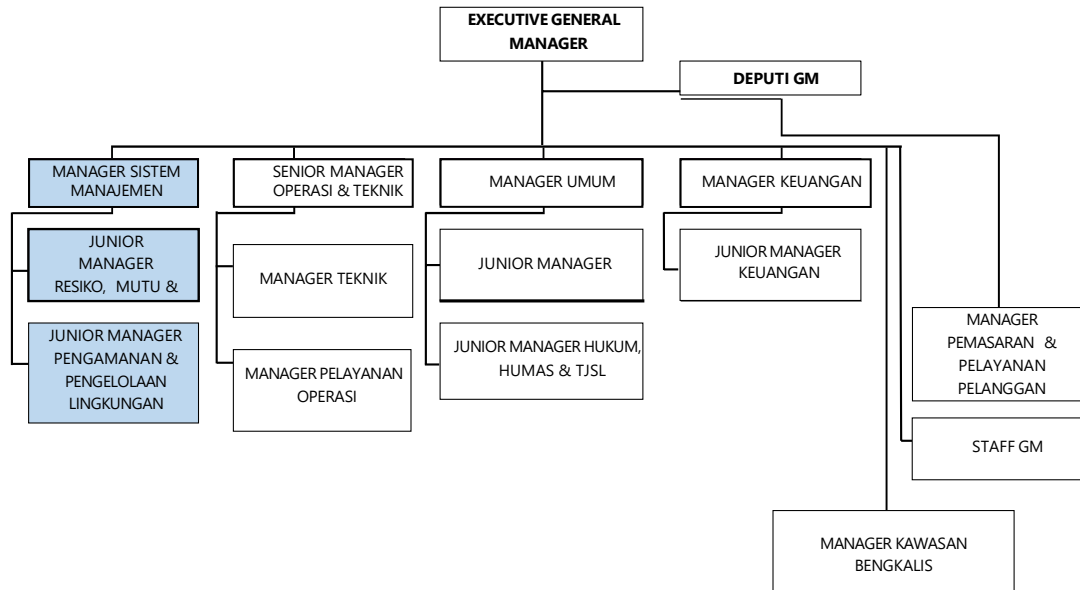


Figure 2.4 Structure of PT Pelindo (Persero) Regional 1 Dumai

Source: PT Pelindo (Persero) Regional 1 Dumai

2.7 The Working Process

In order to carry out its roles and responsibilities optimally, the following is a description of the duties and authorities held by PT Pelindo (Persero) Regional 1 Dumai:

1. Executive General Manager

Leads several functional work units that oversee all functional managers. The Executive General Manager is tasked with making decisions and taking responsibility for achieving company goals and as the controller of all tasks and functions in the company he leads.

2. Deputy General Manager

The Deputy General Manager has the main task of assisting the General Manager in planning, directing, coordinating and controlling the implementation of port activities at the Dumai Port Branch and carrying out other tasks assigned by the General Manager. In carrying out his duties and authorities, the Deputy General Manager is assisted by the Marketing and Customer Service Manager.

3. Management System Manager

The Management System Section has the main task of planning, coordinating, controlling, recommending and reporting on the preparation of quality management system work programs. Risk management, Occupational Safety and Health Management System (K3), Environmental Management System (SML), International Ship Port Security Code (ISPS Code), port security, key performance indicators (KPIs) as a whole and ensuring the suitability and effectiveness of its implementation.

In carrying out his duties and authorities, the Management System Manager is assisted by:

a. Junior Manager of Risk Management, Quality, and K3

Has the main task of planning, supervising, coordinating, controlling, identifying and reporting the preparation of work programs for activities on risk, quality and K3 for employees and workers.

b. Junior Manager of Environmental Security and Management

Has the main task of securing, monitoring, supervising to ensure security and formulating, compiling and managing technical policies in the field of arrangement and implementation of prevention instruments in environmental management protection

4. Senior Manager of Operations and Engineering

The Operations and Engineering Division has the main task of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for investment activities and maintenance of loading and unloading equipment, technical recommendations related to Building Permits (IMB), monitoring of the port master plan and the environment, as well as public water services, ship water and electricity services and operations.

In carrying out his duties and authorities, the Senior Manager of Operations and Engineering is assisted by.

a. Engineering Manager

Has the main task of implementing, supervising and evaluating investment work activities, maintenance of Port facilities, monitoring the Port master plan and implementation of technical management information systems and technical administration and preparation of technical recommendations for IMB regulation

b. Operations Service Manager

Has the main task of implementing, supervising and evaluating investment work activities, maintenance of equipment and installations of electricity service companies, ship and general water services and operation and maintenance of loading and unloading equipment

5. General Manager

The General Section has the main task of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for planning and developing Human Resources (HR), personnel administration, labor relations, administration and household affairs as well as law and public relations (PR) and TJSL. In carrying out his duties and authorities, the General Manager is assisted by:

a. Junior General Manager

Has the main task of implementing, supervising and evaluating HR planning and development activities, personnel administration, labor relations.

b. Junior Manager of Law, Public Relations, and TJSL

Has the main task of implementing, supervising, and evaluating activities and reviewing legal issues, relations with agencies and the community, document storage, protecting company interests and organizing corporate image improvement. TJSL Has the main task of implementing, supervising and evaluating financial administration activities for development funds, development of small businesses and cooperatives, assessing and evaluating the feasibility of prospective

development partners and preparing financial reports for partnerships and environmental development at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.

6. Finance Manager

The finance department has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs for budget control activities, accounting, treasury, monitoring and evaluation of financial reports and recording of asset utilization, verification of notes and notation. In carrying out his duties and authorities, the Finance Manager is assisted by the Junior Finance Manager.

7. Marketing and Customer Service Department

Has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs for planning and controlling operations, anchoring services, pilotage, towing, mooring and fleet preparation, marketing, handling customer complaints, implementing Service Level Agreement (SLA)/Service Level Guarantee (SLG), and handling Customer Relationship Management (CRM) in customer service activities. In carrying out its functions, the Marketing and Customer Service Division is led by a manager who has the following main duties:

Marketing and Customer Service Manager

Has the main task of implementing, supervising and evaluating the activities of anchoring services, pilotage, towing, mooring, ship telecommunications and implementing scouting administration and reporting on marketing and customer service throughout the dock area.

8. Bengkalis Area Manager

Has the main task of organizing, implementing port service management and services as well as other business and service services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and passenger flow in accordance with company policy.

2.8 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, especially the Management Systems Division including the following:

1. Entry Permit

An Entry Permit is an official document issued to grant permission to ships or sea transport to enter the port area. This document is legal proof that the ship has obtained an entry permit, so that loading and unloading activities can run smoothly without any obstacles. This letter also functions as part of controlling access and security in the port area.

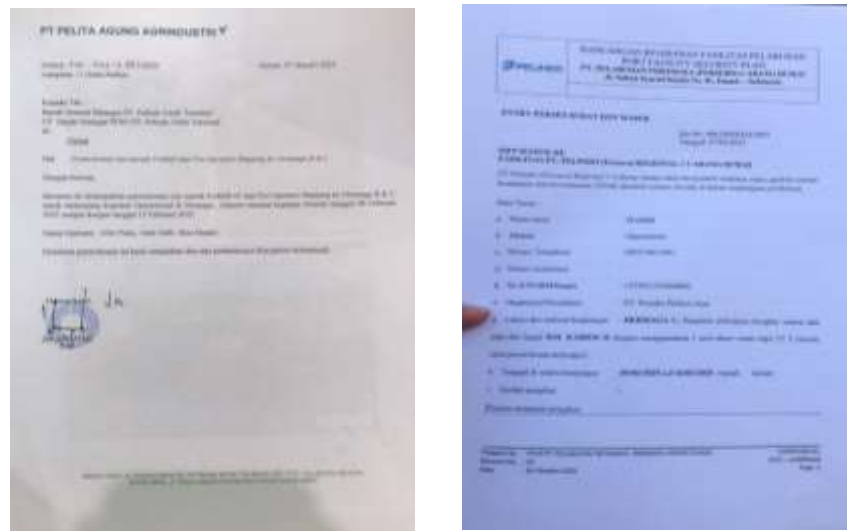


Figure. 2.5 Documents Entry Permit
Source: Data Documentation, 2025

2. Exit Permit

An Exit Permit is an official document issued by PT Pelabuhan Indonesia (Persero) for external communication purposes with various parties, such as business partners, customers, government agencies, and other organizations. This letter is used for various purposes, such as notifications, requests, confirmations, announcements, or submitting reports. With this document, all forms of official company communication become more structured and well documented.

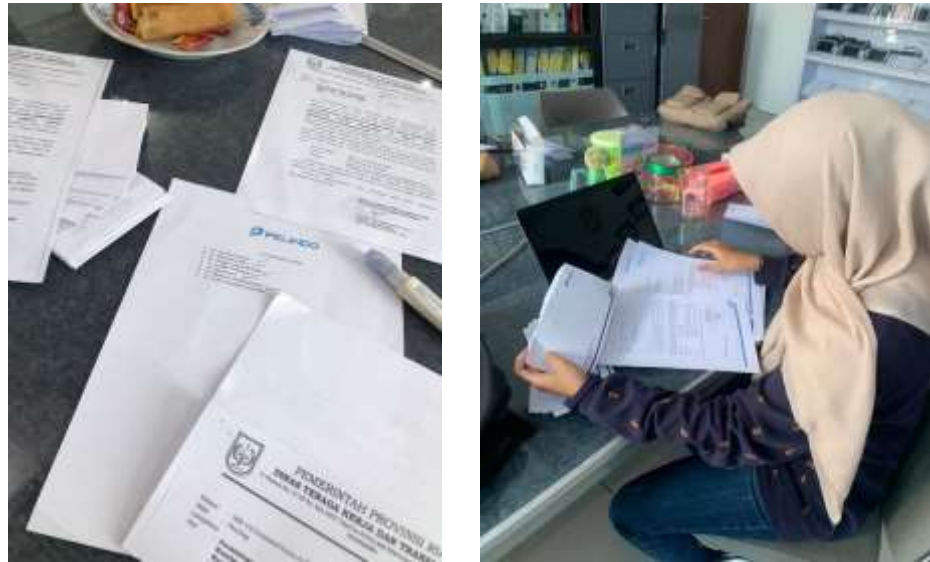


Figure. 2.6 Exit Permit
Source: Data Documentation, 2025

3. Vehicle License Plate Stickers

Vehicle license plate stickers are used as a sign that two-wheeled or four-wheeled vehicles have obtained permission to enter certain areas in the port, especially in the dock area. This sticker can only be issued by the Management System Division which has the authority in accordance with the International Ship and Port Facility Security (ISPS) Code standards. The aim is to regulate vehicle traffic, ensure security, and prevent the entry of unauthorized vehicles.



Figure. 2.7 Vehicle License Plate Stickers
Source: Data Documentation, 2025

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This Apprenticeship Program is implemented at PT Pelabuhan Indonesia (Persero) Regional 1, Dumai Branch for 4 (four) months, starting from February 1, 2025 to May 31, 2025. During the apprenticeship, participants are placed in the Management System Division. The main tasks carried out include managing document administration, data collection, implementing work safety protocols, and involvement in internal company activities. All of these tasks aim to improve participants' understanding and skills in the real world of work. The tasks carried out during the apprenticeship are as follows:

1. Making entry permit for ships or sea transportation that will operate in the port area.
2. Preparing memos and entry permit certificates (passes) as official documents for access to the port area.
3. Making and printing two-wheeled and four-wheeled vehicle number stickers for vehicles operating in the dock area.
4. Making and distributing outgoing letters to various company partners and related agencies.
5. Contribute to the preparation of the 2025 National K3 Month activities, starting from creating registration forms to being directly involved in activities such as morning roll call, healthy exercise, and distributing basic necessities, as well as ensuring the smooth running of the event until completion.
6. Participate in the implementation of safety patrols in all dock areas, and report potential work hazards to relevant officers.
7. Participate and assist in the smooth implementation of fire simulations in the dock area and passenger terminal of PT Pelindo (Persero) Regional 1 Dumai

8. Compile and archive document files from various activities and reports in the form of Word documents.
9. Conduct routine checks on the readiness of APAR (Light Fire Extinguishers) and check the suitability and replacement of first aid kits in all work operational areas.
10. Assisting in the preparation of HSSE (Health, Safety, Security, and Environment) reports periodically.
11. Systematically archiving important company documents in digital and physical formats every day.

3.2 System and Procedure

3.2.1 The Working System

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch uses a combination of online and offline systems to support operational and administrative activities, particularly in the Management Systems Division. This system ensures efficient document management, cross-divisional coordination, and compliance with occupational safety and security standards.

1. Online System

The online system at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch plays a crucial role in managing administrative and documentation activities. Processes such as issuing entry permits, issuing outgoing mail, summarizing attendance data, and compiling activity reports are all carried out using computers connected to the company's internal systems. The Management Systems Division specifically utilizes applications such as Microsoft Word and Microsoft Excel to support data processing, document creation, and digital archiving. This ensures that all data and documents can be easily accessed, updated, and stored neatly. This online system also enables faster coordination between divisions and with external parties, such as partner companies or government agencies involved in port activities.

2. Offline System

In addition to the online system, PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch also continues to rely on offline systems for its direct operational activities in the field. The offline system includes activities such as safety patrols in the dock area, routine checks on the condition of fire extinguishers (APAR) and first aid kits, and fire simulations in both the dock area and the passenger terminal. Offline activities also involve student interns and employees in various events such as National Occupational Health and Safety Month, ISPS Code Tabletop Exercise simulations, and Focus Group Discussions (FGDs). Through these activities, PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch ensures that occupational safety, security, and health standards are maintained in accordance with applicable regulations.

By implementing both online and offline systems simultaneously, PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is able to manage administrative and operational processes more effectively, efficiently, and professionally to support the smooth and reliable operation of port services.

3.2.2 Working Procedures

The description of the procedures carried out while carrying out practical work activities at PT Pelindo (Persero) regional 1 Dumai which starts on 01 February to 31 May 2023 in Management System the division are as follows:

1. Making an Entry Permit (Entry Permit)

An entry permit is an official permit granted to a ship or sea transport vehicle to enter and operate in a port area. The process of obtaining this permit involves receiving ship data, checking administrative completeness, entering the data into a computer system, printing the permit, and signing it by an authorized official. An entry permit is mandatory to ensure safe and orderly loading and unloading activities in accordance with applicable regulations. The entry permit flowchart can be seen in figure 3.1 as follows:

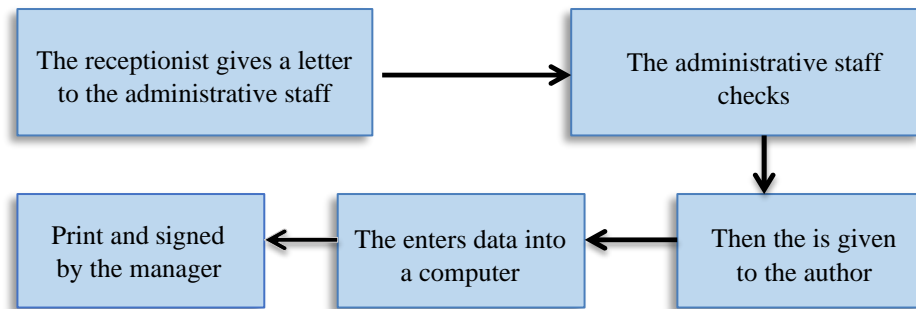


Figure 3.1 Flowchart Entry Permit
Source: Data Processed, 2025

The explanation of the flowchart for incoming letters is as follows:

- a. First the receptionist receives the letter, then the receptionist gives the letter to the administrative staff.
- b. Next, the administrative staff checked the letter and its origin.
- c. The administrative staff then gave the letter to the writer, instructing them to input it into the computer.
- d. After the entry permit letter was created, it was printed and given to the management system manager for signing. If there were any errors, the letter would be held by the manager, and the responsible party would be called by the system manager.

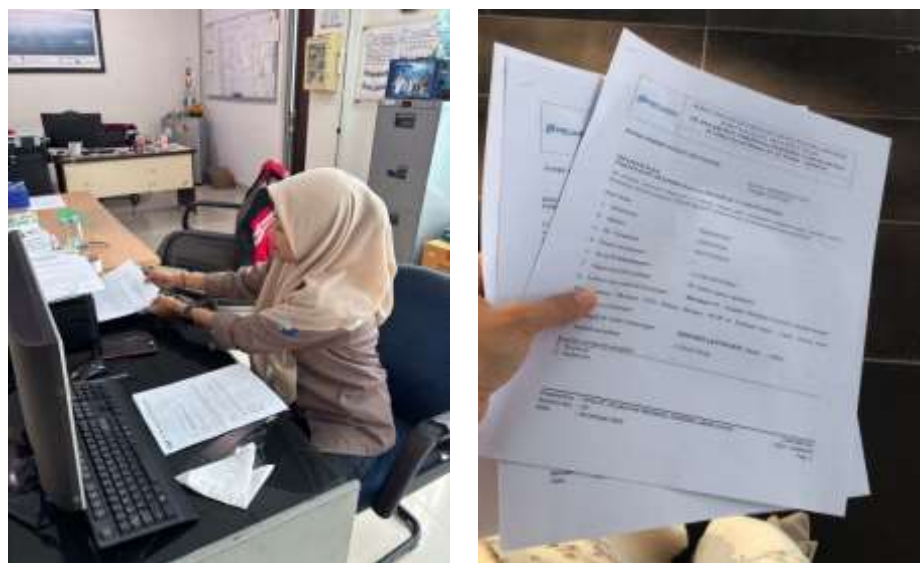


Figure 3.2 Creating an Entry Permit
Source: Data Documentation, 2025

2. Creating Memos and Port Pass Certificates

These memos and passes are issued to regulate personnel's access to restricted port areas. The documents contain information such as the name, agency, purpose of visit, and permit expiration date. The process requires precision, from data entry, verification by the administration department, printing, and distribution to security personnel.

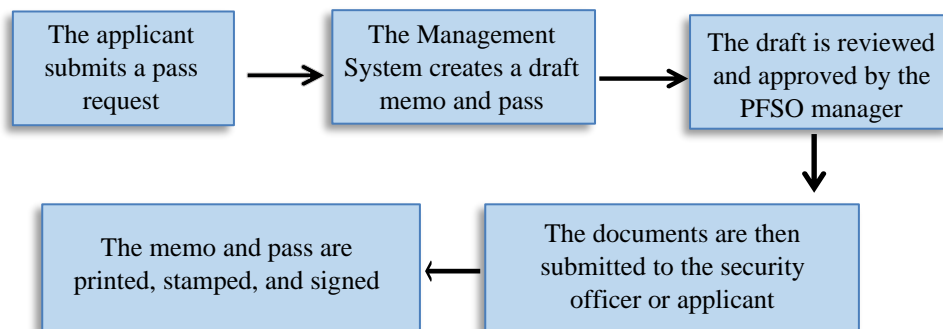


Figure 3.3 Flowchart Memos and Port Pass Certificates

Source: Data Processed, 2025

The explanation of the flowchart for making memos and passes is as follows:

1. Applicants requiring access to restricted areas submit an application form or cover letter to the Engineering Department.
2. The Management System prepares the memo and pass documents based on the applicant's identity and the required access area.
3. The completed documents are reviewed and approved by the Management System Division manager.
4. Once approved, the documents are printed, signed, and stamped with the company official stamp.
5. The completed memo or pass is then delivered to the Engineering Department and then handed over to the security officer for entry control or handed directly to the applicant.

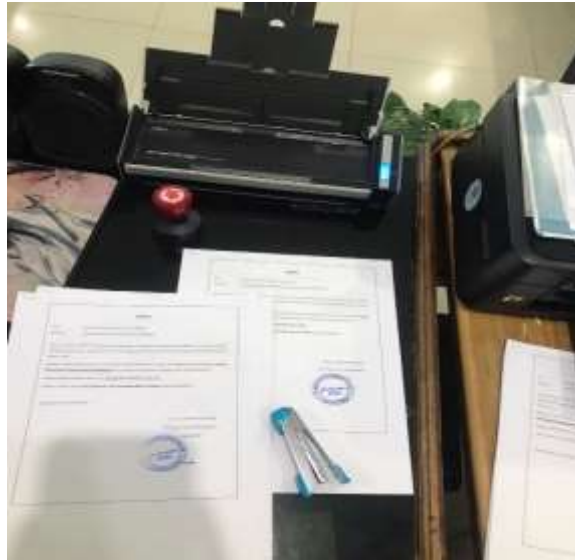


Figure 3.4 Creating a memo
Source: Data Documentation, 2025

3. Creating Vehicle Registration Stickers

Vehicle stickers serve as identification for two-wheeled and four-wheeled vehicles permitted to operate in the dock area. Vehicle data is recorded in a registration book, then the stickers are printed with the license plate number and given to the vehicle owner or authorized party. This process helps regulate and control vehicles within the port environment.

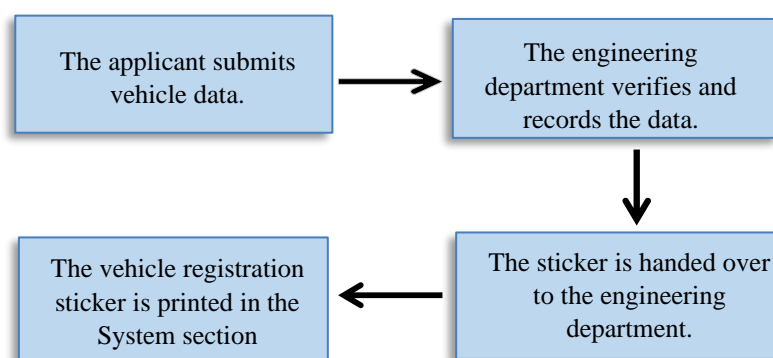


Figure 3.5 Flowchart Vehicle Registration Stickers
Source: Data Processed, 2025

The explanation of the flowchart for making vehicle stickers for the dock area pass is as follows:

- a. Applicants bring vehicle data, such as the license plate number, vehicle type, and owner identity.
- b. The Engineering Department checks the validity and completeness of the data and then records it in the vehicle registration book.
- c. Once the data is verified, the system management department prints a vehicle sticker with the appropriate number, using the official Pelindo format.
- d. The sticker is given to the applicant to be affixed to the vehicle as proof of its port access permit.



Figure 3.6 Creating Vehicle Registration Stickers

Source: Data Documentation, 2025

4. Creating and Distributing Outgoing Letters

Outgoing letters are created as a form of official communication between PT Pelindo and partner companies, government agencies, or other related parties. The work process includes drafting the letter, typing it, getting it approved by authorized officials, and distributing it to the intended recipients. This letter covers various purposes, from requests and notifications to reports.

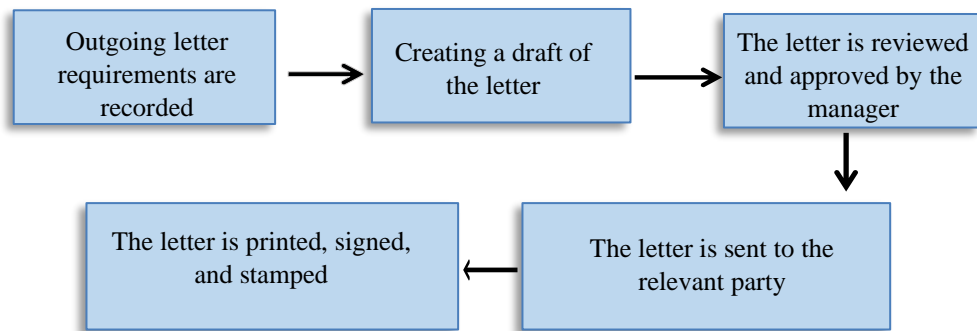


Figure 3.7 Flowchart Exit Permit
Source: Data Processed, 2025

The explanation of the flowchart for creating a letter leaving the company is as follows:

- The management system records outgoing letter requests from divisions or managers.
- The letter is structured according to the required concept, such as notification, confirmation, or request.
- The typed letter is reviewed by the manager to ensure its contents comply with company standards and policies.
- After review, the letter is signed by an authorized official and stamped.
- The letter is sent to a partner company, government agency, or other party according to its intended purpose.



Figure 3.8 Creating an Exit Permit
Source: Data Documentation, 2025

5. Participating in Preparations for the 2025 National Occupational Health and Safety Month Activities

National Occupational Safety and Health Month activities aim to raise awareness of the importance of occupational safety and health. Duties include preparing participant registration forms, assisting with site preparation, participating in morning roll calls, healthy exercise, distributing basic necessities, and supporting the smooth running of the event until its conclusion. This activity also involves documenting and reporting the results of the activity.

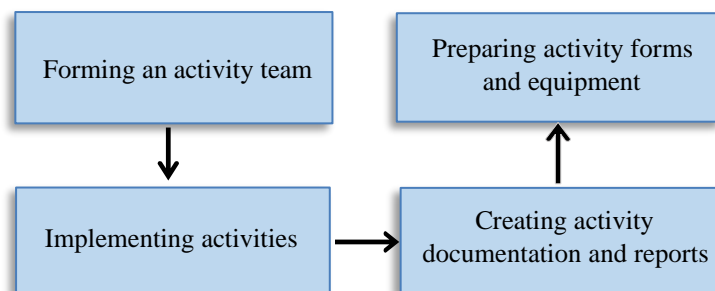


Figure 3.9 Flowchart National K3 Month activities

Source: Data Processed, 2025

The explanation of the flowchart for National K3 Month activities is as follows:

- a. An implementation team was formed to manage the technical aspects of the National K3 activity.
- b. Registration forms and attendance records were prepared, as well as event equipment such as banners, sports equipment, and basic food packages.
- c. The activity proceeded according to schedule, attended by employees, interns, and registered guests.
- d. After the activity concluded, the team compiled a report containing activity documentation, a list of participants, and an evaluation of the event's results.



Figure 3.10 PT Pelindo Documentation at the K3 Month Event
Source: Data Documentation, 2025

6. Conducting Safety Patrols in the Dock Area

Safety patrols are conducted to ensure that all work areas are safe and comply with OHS standards. These activities include checking the condition of the work environment, inspecting the completeness of safety equipment, and identifying potential hazards, which are then reported to the relevant officers for follow-up. The procedure for implementing this activity is as follows:

- a. A routine patrol schedule is established to ensure systematic inspections and ensure no oversights.
- b. The dock and surrounding areas are determined based on occupational safety and security priorities, usually overall.
- c. The team conducts on-site inspections to check the condition of the area, facilities, and safety equipment.
- d. Any potential hazards, such as damaged equipment or unsafe areas, are noted on an inspection form.
- e. Patrol results are reported in writing to the manager for follow-up.



Figure 3.11 Safety Patrol
Source: Data Documentation, 2025

7. Participating in and Assisting in Fire Simulations in the Dock Area and Passenger Terminal Areas

Fire simulations are conducted as a form of emergency preparedness training. During these activities, the intern was involved in site preparation, setting up simulation equipment, supervising the simulation, and documenting and reporting activity results. The procedure for implementing this activity is as follows:

- a. Fire scenarios are designed to reflect real-world conditions at ports and passenger terminals.
- b. Simulation equipment such as fire extinguishers, alarms, and evacuation routes are prepared in advance.
- c. Simulation participants are briefed on procedures and their respective duties.
- d. The fire simulation is conducted live under the supervision of security officers and all relevant PT Pelindo employees.
- e. Upon completion, an evaluation is conducted and a report is prepared to identify deficiencies and improve procedures.



Figure 3.12 Implementation of Fire Simulation

Source: Data Documentation, 2025

8. Managing and Archiving Documents from Various Activities

This task includes collecting, categorizing, and storing documents such as activity reports, outgoing letters, and discussion results. Archives are created in Word files or printed documents, which are stored systematically for easy retrieval. The procedure for implementing this activity is as follows:

- a. Create all activity documents and reports from each activity and division.
- b. Documents are sorted and organized by type (letters, reports, activities) and date.
- c. Files are stored on the computer using predetermined folders and file.
- d. Physical documents are stored in filing cabinets for easy retrieval when needed.

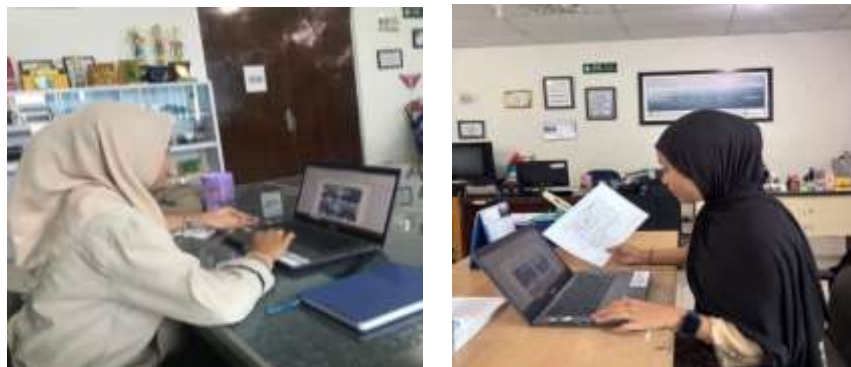


Figure 3.13 Managing and Archiving Documents from Various Activities

Source: Data Documentation, 2025

9. Conducting Routine Checks on Fire Extinguishers and First Aid Kits

Fire extinguishers and first aid kits must be available in every workspace. Inspections include checking the condition of the equipment, ensuring the first aid kit is complete and suitable for use, and replacing any items that are no longer suitable. Inspection results are reported as part of routine evaluations. The procedure for implementing this activity is as follows:

- a. The locations of all fire extinguishers and first aid kits are identified and recorded to ensure nothing is missed during inspections of each room.
- b. The inspection includes the physical condition, completeness of contents, and expiration date of the equipment.
- c. If any first aid kit contents are expired or the fire extinguisher has reduced gas pressure, this is recorded on the inspection form.
- d. Repair or replacement actions are taken to ensure the equipment is always ready for use



Figure 3.14Checking the K3 Box and APAR

Source: Data Documentation, 2025

10. Assisting in the Preparation of Periodic HSSE Reports

HSSE (Health, Safety, Security, and Environment) reports are prepared to document safety, health, security, and the work environment. The intern assists in collecting field data, summarizing it in a predetermined report format, and submitting it to the supervisor for approval. The procedure for implementing this activity is as follows:

- a. Data on HSSE-related activities is collected from various divisions and teams.
- b. Reports are prepared using the company's standard format.
- c. After preparation, reports are reviewed to ensure accuracy.
- d. Reports are stored digitally and physically as archives and used for audit purposes.

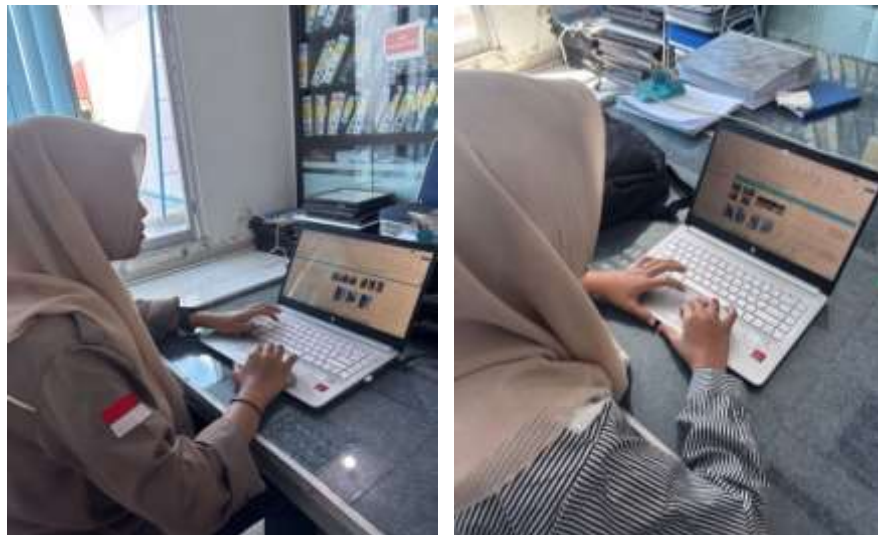


Figure 3.15 HSSE Reporting Creation
Source: Data Documentation, 2025

11. Systematically Archiving Important Company Documents

In addition to managing activity archives, the intern is also responsible for daily archiving of important company documents, both digitally and physically. This process aims to maintain the tidiness and security of documents, ensuring easy access when needed. The procedure for implementing this activity is as follows:

- a. Documents are categorized by type, such as incoming mail, outgoing mail, reports, memos, and various other types of documents.
- b. Documents are arranged in a clear structure to facilitate file retrieval.
- c. Regular digital backups are also used to prevent data loss due to system failure or disruption.



Figure 3.16 Archiving Documents

Source: Data Documentation, 2025

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This apprenticeship was carried out at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai which is located at Jl. Sultan Syarif Kasim No.1, Tlk. Binjai, East Dumai District, Dumai City, Riau 28826, Indonesian.

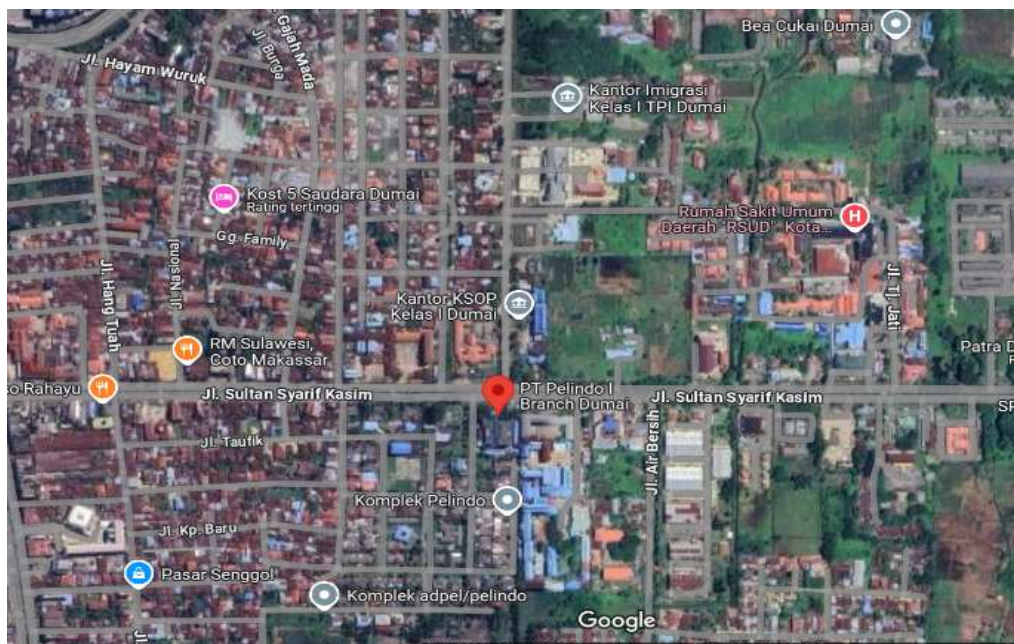


Figure 3.17 Address of PT Pelindo (Persero) Regional 1 Dumai

Source: Google Maps, 2025

3.3.2 Time of Apprenticeship

This Apprenticeship activity was carried out starting from February 03rd, 2025 until June 06th, 2025. The following is the schedule of the apprenticeship hours at the PT Pelabuhan Indonesia (Persero) Regional 1 Dumai:

Table 3.1 Apprenticeship Schedule

No.	Day	Working Hours	Break	Uniform
1.	Monday	08:00 – 17:00 WIB	12:00 – 13:30 WIB	White and Navy
2.	Tuesday	08:00 – 17:00 WIB	12:00 – 13:30 WIB	Cream Shirt Prodi
3.	Wednesday	08:00 – 17:00 WIB	12:00 – 13:30 WIB	Brown Shirt Class
4.	Thursday	08:00 – 17:00 WIB	12:00 – 13:30 WIB	Brown Shirt Class
5.	Friday	08:00 – 16:30 WIB	11:30 – 13:30 WIB	Sport and Batik

Source: Data Processed, 2025

Based on Table 3.1, the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai was conducted from February 3rd to June 6th, 2025. Activities took place Monday to Friday, with working hours from 08.00–17.00 WIB (Monday–Thursday) and 08.00–16.30 WIB (Friday). Break times were from 12.00–13.30 WIB on Monday to Thursday, and 11.30–13.30 WIB on Friday. Interns were required to follow a uniform schedule, including white-navy on Monday, cream program shirts on Tuesday, brown class shirts on Wednesday–Thursday, and sportswear or batik on Friday. These rules aimed to instil discipline, professionalism, and strong work ethics during the apprenticeship.

3.4 Kind and Description of the Activity

The description of the activities carried out during on the apprenticeship at the PT Pelabuhan Indonesia (Persero) Regional 1 Dumai in general can be seen in the following table:

Table 3.2 Daily Activities from February 03th to February 07th, 2025

No.	Date	Description of Activities	Place
1.	Monday, Feb 3, 2025	I began my first day of my apprenticeship at PT Pelindo with a personal introduction to the manager and all the company staff. Following the introduction, I participated in an introduction to the PT Pelindo office environment, including an introduction to the company's work systems, culture, and organizational structure. Furthermore, I was also guided to understand the scope of activities in the work environment, both internally and externally, to expedite the adaptation process. That same day, I was officially placed and given responsibility in the Management Systems Division (Sisman), where I would learn and carry out my duties during my apprenticeship.	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, Feb 4, 2025	1. Start applying word 2. It started make letter Entry Permit 3. Archiving documents and letters in letter files according to number the order 4. Creating memos and letters information for purposes company 5. Tidy up file documents in the cupboard 6. Printing and photocopying document important	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, Feb 5, 2025	1. Make number vehicle on the dock memo pass sticker and record it in the book number 2-wheeled vehicles and 4 - wheeled vehicles are accepted and delivered right to division technique for sign accept it 2. Archiving letter important for official duties 3. make letter Entry Permit	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, Feb 6, 2025	1. make letter Entry Permit 2. Make number vehicle on the pass memo sticker 3. Archiving letter entry and entry permit	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, Feb 7, 2025	1. Make letter Entry Permit 2. Inspect documents to be delivered to the division 3. Archiving a number of documents 4. Deliver entry permit letter to the pos office	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: *Processed Data, 2025*

In the first week, the author began with orientation at PT Pelindo (Persero) Regional 1 Dumai, where the author received an introduction to the company, its organizational structure, and adapted to the work environment. After that, I

began assisting in the Management Systems Division, performing tasks such as creating Letter Entry Permits, inputting and reviewing documents, creating vehicle memos, attaching stickers to vehicles, filing documents, and assisting with sending and receiving documents to the relevant departments or offices.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on February 10 to February 14, 2025 can be seen in the table below as follows:

Table 3.3 Daily Activities from February 10th to February 14th, 2025

No.	Date	Description of Activities	Place
1.	Monday, Feb 10, 2025	1. Making an entry permit 2. Archiving some document 3. Assisting in the preparation of the National K3 Month Roll Call 4. Writing invitations and printing invitations	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, Feb 11, 2025	1. Making an entry permit 2. Assist in checking incoming mail 3. Filing incoming mail 4. Photocopying files 5. Assisting in the preparation of the 2025 National K3 Month roll call	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, Feb 12, 2025	1. Participate in the field to attend the roll call National K3 Month 2. Assisting in the implementation of the event 3. Making an entry permit 4. Filing letters	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, Feb 13, 2025	1. Make a memo for requesting a port pass and certificate 2. Making an entry permit (Entry Permit) from a number of companies 3. Filing incoming letters and entry permits, cash budgets, BDI, and receipts 4. Helping to prepare basic necessities for the K3 Month healthy exercise event together division system management and join help prepare prize draw coupons for healthy exercise events	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, Feb 14, 2025	1. This morning started with participating in the Healthy Exercises for the K3 Month Pelindo office 2. Help prepare food, drinks, gifts and ensure the event runs smoothly 3. Documentation during the event	PT Pelindo (Persero) Regional 1 Dumai (Management

		4. Making an entry permit from some company 5. Create memos for applications for port passes and certificates 6. Archiving a number of document important	Systems Division)
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Source: Processed Data, 2025

In the second week, the author continued with routine tasks like issuing Entry Permits and filing documents, but also participated in more diverse activities. The author helped prepare for the National K3 Month Roll Call, from creating invitations and printing to sorting incoming mail. I also participated in the field, attending the event and assisting with its implementation. The also supported the Healthy Exercise Event within K3 Month at PT Pelindo.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on February 17 to February 21, 2025 can be seen in the table below as follows:

Table 3.4 Daily Activities from February 17th to February 21nd, 2025

No.	Date	Description of Activities	Place
1.	Monday, Feb 17, 2025	1. Checking entry permit collection files 2. Making an entry permit from a number of companies 3. Photocopy the payment note/receipt file 4. Create a word document for the installation of the National K3 Month Banner for PT Pelindo and create a word document for the 2025 Blood Donation 5. Filing Incoming Letters and Entry Permits 6. Deliver the entry permit at the post office	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, Feb 18, 2025	1. Making an entry permit 2. Photocopy the payment note/receipt file 3. Wrapping gifts for gifts in the division system management 4. Filing incoming mail, letters exit and entry permit 5. Cleaning and tidying up archive sheets 6. Deliver the entry permit at the post office	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, Feb 19, 2025	1. Making an entry permit (Entry Permit) from a number of companies 2. Deliver the Port Pass Application memo and certificate to the technical division 3. Deliver invitations to all divisions 4. Delivering K3 Month event forms to all	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

		divisions 5. Filing entry permit letter	
4.	Thursday, Feb 20, 2025	1. Take part in going down to the field to take part in a survey at the ABC Pier Port and passenger terminal together father General Manager, Manager and all division system management 2. Making an Entry Permit 3. Archiving entry permit letter, letter Enter PTPDS 4. Deliver some documents to the division 5. Final deliver entry permit to pos	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, Feb 21, 2025	1. Helping to prepare the Smart Competition event for K3 Month together staff of PT Pelindo Regional Branch 1 Dumai 2. Making an Entry Permit from a number of companies 3. Deliver the letter to the division and ask for a signature handover 4. Archiving a number of document important	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

During the third week of my internship, the author performed a number of administrative tasks, such as obtaining Entry Permits from various companies, filing incoming and outgoing mail, and compiling payment documents and receipts. The also assisted in preparations for the National K3 Month event by creating and printing documents and banners for the blood drive. Furthermore, the author participated in field surveys at ABC Pier and the passenger terminal to assist the management team and General Manager.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on February 24 to February 28, 2025 can be seen in the table below as follows:

Table 3.5 Daily Activities from February 24th to February 28th, 2025

No.	Date	Description of Activities	Place
1.	Monday, Feb 24, 2025	1. Making an Entry Permit 2. Participating in the Isra' Mi'raj event and welcoming the month Holy Ramadan together all over member of PT Pelindo Regional 1 Dumai Branch 3. Photocopy of meeting letter dated 02/25/2025	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

		4. Helping to write meeting letters from division system management	
2.	Tuesday, Feb 25, 2025	1. Assisting in the preparation of a presentation for one of the staff in the division system management 2. Create Port Pass Application Memo and Certificate 3. Creating word documentation for the February 2025 FGD 4. Making an Entry Permit 5. Filing Entry permit documents and outgoing letters	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, Feb 26, 2025	1. Participate in a ship fire simulation/emergency response simulation at Pier A of PT Pelindo 2. Create Port Pass Application Memo and Certificate 3. Delivering the Port Pass Application Memo and Certificate to the Engineering Division 4. Archiving some important documents	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, Feb 27, 2025	1. Making an Entry Permit from a number of companies 2. Summarize data presence company in excel 3. Filing entry permit letters, letters enter 4. Deliverinentry letter to the pos office	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, Feb 28, 2025	1. Making an Entry Permit from a number of companies 2. Filing entry permit letters, letters enter 3. Archiving some important documents	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

In the fourth week, the author continued with routine tasks like issuing Entry Permits, but I also began to participate in various additional activities. Participated in a Healthy Event to welcome Ramadan, filed and processed important documents, created Port Pass Application Memos and certificates, and submitted them to the Engineering department.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on March 03 to March 07, 2025 can be seen in the table below as follows:

Table 3.6 Daily Activities from March 03th to March 07th, 2025

No.	Date	Description of Activities	Place
1.	Monday, March 03, 2025	1. Making an Entry Permit from a number of companies 2. Create a Port Pass Application Memo and Certificate and deliver it to engineering 3. Archiving a number of document important	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, March 04, 2025	1. Making an Entry Permit 2. Create Port Pass Application Memo and Certificate 3. Filing letters entry and entry permit	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, March 05, 2025	1. Making an Entry Permit from a number of companies 2. Create Port Pass Application Memo and Certificate 3. Photocopy the payment note/receipt 4. Archiving how many documents important	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, March 06, 2025	1. Making an Entry Permit 2. Archiving documents such as entry permits, FGDs, and files mix mix 3. Then I deliver entry permit letter to the post office	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, March 07, 2025	1. Making an entry permit 2. Create memos for harbor pass applications and certificates 3. Archiving important documents such as entry permit and BDI	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

In the fifth week, the played an active role in creating Port Pass Applications for various companies and assisted with filing important documents, including payment documents and receipts. In the also handled pass requests and ensured the completeness of documents such as entry permits and BDI.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on March 10 to March 14, 2025 can be seen in the table below as follows:

Table 3.7 Daily Activities from March 10th to March 14th, 2025

No.	Date	Description of Activities	Place
1.	Monday, March 10, 2025	1. Making an Entry Permit 2. Follow help with tax payment administration at the office tax	PT Pelindo (Persero) Regional 1 Dumai

		3. Archiving Documents document important 4. And deliver the entry permit to the pos	(Management Systems Division)
2.	Tuesday, March 11, 2025	1. Make letter permission Entry Permit from a number of companies 2. Help inspect document important 3. Archiving letter exit, entry permit and budget 4. Later I also deliver entry permit letter to the post office	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, March 12, 2025	1. Make letter permission Entry Permit from a number of companies 2. Make Vehicle Pass Sticker for 4 Wheels from division technique 3. Photocopying a number of document important from division system management 4. Archiving letter important	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, March 13, 2025	1. Make letter permission Entry Permit from a number of companies 2. Photocopy some document important 3. Make Port Pass stickers for vehicles 4 wheels and 2 wheels 4. Archiving some document important	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, March 14, 2025	1. Create a Word document important d and printing document 2. Make letter permission Entry Permit from a number of companies 3. Archiving some document important 4. Deliver the entry permit to the pos	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

In the sixth week, the author assisted with the tax payment process at the office, filed administrative documents, and sent entry permits to the post office. The also processed vehicle permits, applied stickers to four-wheeled and two-wheeled vehicles, and created various important documents using Microsoft Word.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on March 17 to March 21, 2025 can be seen in the table below as follows:

Table 3.8 Daily Activities from March 17th to March 21th, 2025

No.	Date	Description of Activities	Place
1.	Monday, March 17, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. I also help look after a number of file important in the division management 3. Filing some document entry, exit and also entry permit 4. Then I'm coming to help clean room 5. Coming too and at the breaking of the fast event together with Pelindo Regional 1 Dumai in the framework of the Ramadhan Safari together Director of PT Pelindo 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, March 18, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Photocopying document important for the division system management 4. Archiving a number of document important 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, March 19, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number 2. Make documents about the Command Post Transport Eid 1446 H 2025 3. Create memos for harbor pass applications and certificates 4. Archiving a number of document important 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, March 20, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Make Port Pass stickers for vehicles 4 wheels and 2 wheels 4. Archiving some document important 5. Then I deliver entry permit letter to the post office 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, March 21, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number 2. 4 wheels and 2 wheels 3. Archiving some document important 4. Delivering entry permit letter to the pos office 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

The seventh week was filled with teamwork activities, such as helping clean the room and participating in a fast event to strengthen camaraderie within

PT Pelindo. The also created Port Pass application memos, filed important documents, affixed vehicle stickers, and delivered documents to the post office.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on March 24 to March 28, 2025 can be seen in the table below as follows:

Table 3.9 Daily Activities from March 24th to March 28th, 2025

No.	Date	Description of Activities	Place
1.	Monday, March 24, 2025	1. Make letter permission Entry Permit from a number of companies 2. Deliver files to the Engineering division and request completeness of data 3. Filing entry permit, files mix mix and BDI	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, March 25, 2025	1. Make letter permission Entry Permit from a number of companies 2. Archiving entry permit documents and letters go out 3. Photocopying some document important for BDI documents	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, March 26, 2025	1. Make letter permission Entry Permit from a number of companies 2. Help make attendance for the pos 3. Archiving entry permit document	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, March 27, 2025	1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Archiving entry permit documents and letters enter	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, March 28, 2025	Eid al-Fitr Holiday	-

Source: Data Processed, 2025

In the eighth week, the author was busy processing Entry Permits from various companies, submitting documents to the Engineering department, filing BDI documents, and creating Port Pass memos and certificates. As the week drew to a close, the author was off to the Eid al-Fitr holiday, so I used some time to finish up work before the holiday.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on April 01 to April 04, 2025 can be seen in the table below as follows:

Table 3.10 Daily Activities from March 31th to April 04th, 2025

No.	Date	Description of Activities	Place
1.	Monday, March 31, 2025	Eid al-Fitr Holiday	-
2.	Tuesday, April 01, 2025	Eid al-Fitr Holiday	-
3.	Wednesday, April 02, 2025	Eid al-Fitr Holiday	-
4.	Thursday, April 03, 2025	Eid al-Fitr Holiday	-
5.	Friday, April 04, 2025	Eid al-Fitr Holiday	-

Source: Data Processed, 2025

In the ninth week, all internship activities were suspended due to the Eid al-Fitr holiday. No work activities took place during this period.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on April 07 to April 11, 2025 can be seen in the table below as follows:

Table 3.11 Daily Activities from April 07th to April 11th, 2025

No.	Date	Description of Activities	Place
1.	Monday, April 07, 2025	Eid al-Fitr Holiday	-
2.	Tuesday, April 08, 2025	1. Make letter permission Entry Permit from a number of documents 2. Create memos for harbor pass applications and certificates 3. Archiving a number of document important 4. Deliver documents to the pos	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, April 09, 2025	1. Make letter permission Entry Permit from several companies 2. Archiving document important 3. Create a word document activity dock time Eid	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, April 10, 2025	1. Make letter permission Entry Permit from a number of companies 2. Help prepare document important 3. Photocopying a number of document important	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

5.	Friday, April 11, 2025	1. Make letter permission Entry Permit from some company 2. Filing entry permits and letters enter	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
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Source: Data Processed, 2025

Entering the tenth week, the author returned to my routine tasks, such as obtaining entry permits from various companies, filing important documents, and sending them to the post office. The also created Harbour Pass application memos and certificates, and assisted with the administrative documentation process by creating documents using Microsoft Word. The also handled the filing of incoming and outgoing mail and photocopied necessary documents.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on April 14 to April 18, 2025 can be seen in the table below as follows:

Table 3.12 Daily Activities from April 14th to March 18th, 2025

No.	Date	Description of Activities	Place
1.	Monday, April 14, 2025	1. Make letter permission Entry Permit from some company 2. Make Port pass application memo and certificate 3. Archiving letter entry, FGD and APAR 4. Deliver letter in the pos	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, April 15, 2025	1. Make Entry Permit from several companies 2. Create memos for harbor pass applications and certificates 3. Scanning document management system 4. Deliver document division	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, April 16, 2025	1. Make Entry Permit from several companies 2. Photocopying BDI documents, receipts, notes and documents system management other 3. Archiving some document important 4. Prepare a number of documents to be delivered to another division	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, April 17, 2025	1. Make Entry Permit from several companies 2. Scanning documents and letters important 3. Archiving entry permit documents and SPPT Decree 4. Make document reporting in the port area	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

5.	Friday, April 18, 2025	Public Holiday of the Death of Jesus Christ	-
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Source: Data Processed, 2025

In the eleventh week, the author continued to perform routine tasks such as issuing entry permits for several companies, filing important documents, and handling applications for entry passes and certificates. Beyond that, the author was also involved in the document management system, from filing to delivery. The also assisted with the photocopying and scanning of important documents, organized documents for transfer to other divisions, and supported the document reporting process in the port area.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on April 21 to April 25, 2025 can be seen in the table below as follows:

Table 3.13 Daily Activities from April 21th to April 25th, 2025

No.	Date	Description of Activities	Place
1.	Monday, April 21, 2025	1. Make entry permit 2. Create memos for harbor pass applications and certificates 3. Scanning document 4. Archiving entry permit letter	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, April 22, 2025	1. Make Entry Permit from companies 2. Delivering documents in the section part division 3. Archiving letter entry and entry permit 4. Deliver entry permit to pos	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, April 23, 2025	1. Make entry permit 2. Make absence meeting room creation 3. help clean room system management like tidy up wide archives and compilation various document 4. Archiving letter incoming, letter exit, BDI and entry permit	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, April 24, 2025	1. Make letter permission Entry Permit from a number of companies 2. Scanning documents and brochures for archives 3. Create a word document for system management activities 4. Archiving entry permit document	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

5.	Friday, April 25, 2025	<ol style="list-style-type: none"> 1. Follow and in simulation Fire at the Passenger Terminal of PT Pelindo (Persero) Regional 1 Dumai as well as help preparation from the event to finished 2. Make letter permission entry permit 3. Archiving a number of documents 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
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Source: Data Processed, 2025

In the twelfth week, the author continued to handle routine tasks such as issuing Entry Permits and filing documents, but I also began to participate in meetings and simulations. Assisted with the printing and creation of meeting documents and attended coordination meetings with the management team. Furthermore, the supported fire simulation activities at PT Pelindo, from preparation to implementation.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on April 28 to May 02, 2025 can be seen in the table below as follows:

Table 3.14 Daily Activities from April 28th to May 02th, 2025

No.	Date	Description of Activities	Place
1.	Monday, April 28, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Make document in word format 3. Archiving letter enter and PT PDS 4. Into the service data for April 2025. 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, April 29, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Prepare file documents for management systems 3. Archiving document 4. Deliver letter permission enter the pos 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, April 30, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Scanning document system management 4. Help check and lift the APAR 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, May 01, 2025	Buruh Nasional Holiday	-
5.	Friday, May 02, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry 2. Archiving a number of documents 3. Deliver entry permit to pos 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

This week, the author still working on Entry Permits and document filing. Interestingly, the author involved in checking safety equipment such as APAR (Light Fire Extinguishers) and helping to draft safety management system documents. These tasks have broadened my understanding of the importance of comprehensive safety implementation in the port industry.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on May 05 to May 09, 2025 can be seen in the table below as follows:

Table 3.15 Daily Activities from April 05th to May 09th, 2025

No.	Date	Description of Activities	Place
1.	Monday, May 05, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit 2. Scanning a number of document important 3. Prepare and create document filling the fire extinguisher 4. Filing and completing monthly PJUM file March 2025 5. And archive the entry permit 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, May 06, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for port pass applications and certificates 3. Make document filling the fire extinguisher and first aid kit 4. Archiving a number of documents 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, May 07, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Archiving some document important in management system 3. Help prepare and make documents for SPMT 4. Help make HSSE reporting of PT Pelindo Regional 1 Dumai 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, May 08, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Help make document Simulation Fire in the passenger terminal area 3. Archiving a number of document important 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, May 09, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Help make and prepare letter invitation to the Information Sharing event Related security and environment in the port area Dumai 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

		3. Follow meeting together system management section part other 4. Filing entry permits, letters out and mail enter	Systems Division)
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Source: Data Processed, 2025

This fourteenth week has been quite busy and challenging. The author not only handled the Entry Permit process, but also assisted with data collection and documentation of fire simulations and HSSE reporting. The supported the creation of SPPMI documents and handled the data entry for the PUJM. The author was also involved in preparing safety equipment such as fire extinguishers and first aid kits.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on May 12 to May 16, 2025 can be seen in the table below as follows:

Table 3.16 Daily Activities from May 12th to May 16th, 2025

No.	Date	Description of Activities	Place
1.	Monday, May 12, 2025	Waisak Holiday	-
2.	Tuesday, May 13, 2025	Waisak Holiday	-
3.	Wednesday, May 14, 2025	1. Make letter permission Entry Permit from a number of companies 2. Help make document HSSE reporting of PT Pelindo 3. Make absence May 14 meeting at PT Pelindo Hall 4. Filing entry permits, letters out, FGD and PT PDS	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, May 15, 2025	1. Make letter permission Entry Permit from a number of companies 2. Follow and in implementation Sefty Indication 3. Create an attendance list 4. Down the opportunity to follow safety protocols all dock areas harbor PT Pelindo Dumai	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, May 16, 2025	1. Make letter permission Entry Permit from a number of companies 2. Help SIMK3 Risk Assessment check 3. Archiving letter entry and entry permit	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

After a two-day break at the beginning of the week, the author returned to administrative tasks such as issuing Entry Permits and filing documents. In addition, Participated in HSSE meetings and self-induction activities for new employees. The also assisted with attendance records and participated in dock site visits to directly observe operations and safety practices.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on May 19 May 23, 2025 can be seen in the table below as follows:

Table 3.17 Daily Activities from May 19th to May 23th, 2025

No.	Date	Description of Activities	Place
1.	Monday, May 19, 2025	<ol style="list-style-type: none"> 1. Create memos for harbor pass applications and certificates 2. Make letter permission Entry Permit from a number of companies 3. Help prepare script, name tag, consumption and participation and in the ISPS CODE Tabletop Exercise rehearsal 4. Archiving letter exit and entry permit 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, May 20, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Help prepare manuscript hall, HT name tag, consumption and participation as well as in the ISPS CODE Tabletop Exercise 3. Help documenting during the event 4. Filing entry permit 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, May 21, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Make word document 3. Assisting the civil service division 4. Archiving document 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, May 22, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Help make reporting HSSE documents 3. Underlining letter enter 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, May 23, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number 2. Archiving letter exit and entry permit 3. Help make documents to be delivered 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)

Source: Data Processed, 2025

In the sixteenth week, the author was still working on routine tasks like creating Entry Permits and filing documents. But what made this week

interesting was my involvement in the preparation and implementation of the ISPS Code Tabletop Exercise, including creating scenarios, preparing equipment, and documenting the event. The also assisted with the evacuation simulation and participated in compiling the report on the results of the activity.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on May 26 to May 30, 2025 can be seen in the table below as follows:

Table 3.18 Daily Activities from May 26th to May 30th, 2025

No.	Date	Description of Activities	Place
1.	Monday, May 26, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit 2. Create a permission memo enter port pass and mail information 3. Filing BDI and environmental entry permits 4. Help prepare documents to be delivered division 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, May 27, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Check map track evacuation at each PT Pelindo Regional Office 3. Help replace printer ink in the system management room 4. Archiving letter enter, enter permit and LK PT PDS 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, May 28, 2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit 2. Create a letter memo permission enter port pass and mail information Then delivered to engineering 3. Deliver documents to division 4. Help cleaning and tidying sheet archives 	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, May 29, 2025	Public Holiday for Ascension Day of Jesus Christ	-
5.	Friday, May 30, 2025	Public Holiday for Ascension Day of Jesus Christ	-

Source: Data Processed, 2025

In the seventeenth week, the author returned to administrative duties, such as creating Entry Permits and assisting with document filing, including BDI and environmental documents. The also supported data input into the management

system and assisted in the preparation of documents for submission to other divisions. Additionally, participated in emergency response simulation checks at PT Pelindo and helped clean and organize technical document archives. The internship was closed at the end of the week due to Ascension Day.

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on June 02 to June 06, 2025 can be seen in the table below as follows:

Table 3.19 Daily Activities from June 02th to June 06th, 2025

No.	Date	Description of Activities	Place
1.	Monday, May 26, 2025	1. Make letter permission Entry Permit from a number of companies 2. Prepare yourself for presentation 3. Archiving entry permit document 4. Deliver letter permission enter port to pos	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
2.	Tuesday, May 27, 2025	1. Make letter permission Entry Permit 2. Creating memos and letters information enter the harbor pass 3. Archiving entry permit letter 4. Deliver letter permission enter the division technique	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
3.	Wednesday, May 28, 2025	1. Make letter permission Entry Permit from a number of companies 2. Archiving letter entry, SPPT, entry permit 3. Deliver entry permit to pos	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
4.	Thursday, May 29, 2025	1. Making entry permits from several companies 2. Archiving some document important management system 3. Prepare and deliver documents to the division	PT Pelindo (Persero) Regional 1 Dumai (Management Systems Division)
5.	Friday, May 30, 2025	Eid Al- Adha Holiday	-

Source: Data Processed, 2025

This week, the author continued with routine tasks such as issuing Entry Permits, filing documents, and sending incoming and outgoing mail. The also assisted in the preparation of circulars and memos regarding port information. The also assisted with data input into the management system and handled important company documents. Friday's activities were canceled due to the Eid al-Adha holiday.

3.5 Obstacle and Solution of the Apprenticeship

During my internship at PT Pelindo (Persero) Regional 1 Dumai Branch, I encountered several obstacles that slightly hampered my work, both technical and non-technical. Based on these experiences, I also have several suggestions that I hope will help smooth the process in the future.

3.5.1 Obstacle

During my internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, I encountered several obstacles, such as:

1. The first obstacle was a lack of initial understanding of the company's work systems and administrative procedures. This occurred because the company's systems and workflows had specific standards and technical terms that differed from the theory learned in lectures, requiring time to adapt to fully understand the processes.
2. The next obstacle was frequent internet network disruptions, which resulted in delays in processing and sending important documents. Furthermore, the computer used was sometimes slow, slowing down data processing and daily administration.
3. Another obstacle was the physical fatigue experienced during field activities such as safety patrols and fire simulations, especially when the activities were conducted under the blazing sun. These conditions demanded considerable stamina and physical endurance.
4. Furthermore, the author also faced time management challenges when numerous tasks came simultaneously. These tasks included filing, document creation, and preparing for internal company events. The mounting workload in a short period of time forced the author to find effective ways to manage his time and energy.

3.5.2 Solution

To overcome these obstacles, the author and the field supervisor made several efforts, including:

1. To overcome the initial lack of understanding of work systems and administrative procedures, the author actively asked colleagues and field supervisors, took notes on every instruction given, and sought direct guidance when encountering technical difficulties. These steps helped accelerate the adaptation process and understanding of the company's workflow.
2. To address internet network disruptions, the author took the initiative to reschedule document submissions when the connection was stable again, and employed manual methods such as note-taking and temporary offline storage. To address computer slowdowns, the author tried to clean up unnecessary files, minimize the use of heavy programs concurrently, and utilize available personal devices.
3. To combat physical fatigue during field activities, the author consistently adhered to Occupational Safety and Health (K3) procedures by wearing complete Personal Protective Equipment (PPE), maintaining fluid intake, and getting adequate rest before and after activities.
4. Meanwhile, to cope with the multitude of concurrent tasks, the author created a daily priority list based on work urgency, developed a regular schedule, and coordinated with the field supervisor to manage the workload. These strategies helped ensure all work was completed on time and with optimal results.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, several conclusions can be drawn as follows:

1. For the author, the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, specifically in the Management Systems Division, provided an opportunity to gain real-world work experience that not only strengthened his understanding of the theory he had learned at university but also enhanced his technical and non-technical skills. He was directly involved in various tasks, such as issuing ship entry permits, creating memos and port entry passes, managing outgoing mail, archiving important documents, and managing vehicle stickers. He also gained an understanding of the application of management systems and HSSE (Health, Safety, Security, and Environment) standards. This experience helped develop discipline, adaptability, communication skills, and mental readiness for the world of work.
2. For the university, the apprenticeship demonstrated that the learning at State Polytechnic of Ben gkalis, particularly in the International Business Administration Study Program, is relevant to the needs of the industrial world. The results of this apprenticeship can provide input for the university to continuously adjust its curriculum so that the theory taught aligns with the practical skills needed in the field. Furthermore, collaborations with companies like PT Pelabuhan Indonesia (Persero) need to be maintained and expanded to provide opportunities for students to gain valuable work experience.
3. For the company, the presence of student interns contributes to the smooth running of administrative work in the Management Systems Division, particularly in document management, report preparation, and information distribution. Through this apprenticeship program, the company can make

a tangible contribution to supporting education while identifying the potential of young workers who can become future assets. The interaction between students and employees also fosters a collaborative and mutually beneficial work environment.

4. For other parties, this report can serve as a reference for other students, educational institutions, and industry regarding the benefits of apprenticeships as a bridge between education and the world of work. Apprenticeships demonstrate that synergy between universities and industry not only improves the quality of human resources but also fosters professional growth and readiness to face increasingly competitive workplace challenges.

4.2 Suggestion

The Job Training carried out by the Author for 4 months is enough to help students get to know the performance of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai. However, there are several things as evaluation material and suggestions for further implementation of Job Trainings including:

1. The author is expected to continue developing the skills acquired during the apprenticeship, both technical and non-technical. Time management, communication skills, and thoroughness in work must be maintained and improved to prepare for competition in the workforce. Furthermore, the author can continue to deepen his understanding of company management systems and operational procedures, which will provide added value in the future.
2. The university is recommended to continue strengthening its collaboration with industry, particularly state-owned enterprises such as PT Pelabuhan Indonesia (Persero), to expand apprenticeship opportunities for students. The university can also incorporate practical materials relevant to industry needs into the curriculum, so that students are more equipped before entering the workplace.

3. The company is expected to continue providing targeted guidance to interns, including opportunities to participate in more activities that enhance practical knowledge. By regularly evaluating student performance, the company can help develop a more prepared and qualified workforce.
4. Other parties, or students planning an apprenticeship, are advised to prepare themselves optimally, both in terms of academic knowledge and basic work skills. Meanwhile, other educational institutions are expected to use apprenticeship experiences like this as a model for building good relationships with companies, so that both parties can feel the benefits.

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APPENDICES

Appendix 1. Application Letter of Apprenticeship



Nomor : 5798/PI.31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

Bengkalis, 18 November 2024

Yth. Pimpinan PT. Pelindo Dumai
Jl. Sultan Syarif Kasim No.1, Dumai, Riau
di Dumai

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. Pelindo Dumai yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 03 Februari 2025 s/d 06 Juni 2025, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Asmirasari	5404211364	D4 Administrasi Bisnis Internasional
2	Nordiana	5404211435	D4 Administrasi Bisnis Internasional
3	Riana Citra	5404211440	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 kerja samanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur-III

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

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

Appendix 2. Apprenticeship Reply Letter



Nomor : HM.03.05/31/1/1/B4.1/B4/DMAI-25
Lampiran : 1
Perihal : Permohonan Kerja Praktik (KP)

Dumai, 31 Januari 2025

Kepada Yth. Wakil Direktur III Politeknik Negeri Bengkalis

Jl. Bathin Alam, Sungai Alam
di
Bengkalis

1. Menunjuk Surat Wakil Direktur III Politeknik Negeri Bengkalis Nomor : 5798/PL31/TU/2025 tanggal 18 November 2024 Perihal Permohonan Kerja Praktik (KP).
2. Sehubungan hal tersebut diatas, disampaikan bahwa pada prinsipnya kami menyetujui Mahasiswa/i Saudara untuk melakukan Kerja Praktik di perusahaan kami terhitung mulai 03 Februari s.d 06 Juni 2025 atas nama sebagai berikut :

NO	NAMA MAHASISWA/I	NIM	PROGRAM STUDI
1	ASMIRASARI	5404211364	ADM BISNIS INTERNASIONAL
2	NORDIANA	5404211435	ADM BISNIS INTERNASIONAL
3	RIANA CITRA	5404211440	ADM BISNIS INTERNASIONAL

3. Untuk pelaksanaan dimaksud kepada mahasiswa/i saudara agar memperhatikan hal-hal sebagai berikut :
 - a. Sebelum dan sesudah memulai kegiatan Kerja Praktik (KP) wajib melapor kepada Junior Manager Umum Regional 1 Dumai;
 - b. Mentaati semua peraturan yang berlaku di perusahaan dan wajib memahaminya;
 - c. Mematuhi ketentuan keselamatan, kecelakaan kerja (K3);
 - d. Mentaati dan melaksanakan protokol kesehatan;
 - e. Melengkapi BPJS Ketenagakerjaan/Asuransi (Jaminan Kematian/Kecelakaan Kerja) selama pelaksanaan Kerja Praktik di Perusahaan;
 - f. Membuat surat pernyataan bermaterai yang isinya apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggung jawab;
 - g. Perusahaan kami tidak menyediakan fasilitas seperti uang makan, tempat tinggal, transport, asuransi dan lain-lainnya.
4. Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

REGIONAL 1 DUMAI
MANAGER UMUM



MUHAMMAD NIRWAN
NIP. 100993



Appendix 3. Apprenticeship Attendance List



ABSENCE OF WORK PRACTICE PT. PELINDO (PERSERO) REGIONAL 1 DUMAI

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Divisi Sistem Manajemen
Month : February 2025

1	Monday, 03/02/2025	08.00	17.00	Present
2	Tuesday, 04/02/2025	08.00	17.00	Present
3	Wednesday, 05/02/2025	08.00	17.00	Present
4	Thursday, 06/02/2025	08.00	17.00	Present
5	Friday, 07/02/2025	08.00	16.30	Present
6	Monday, 10/02/2025	08.00	17.00	Present
7	Tuesday, 11/02/2025	08.00	17.00	Present
8	Wednesday, 12/02/2025	08.00	17.00	Present
9	Thursday, 13/02/2025	08.00	17.00	Present
10	Friday, 14/02/2025	08.00	16.30	Present
11	Monday, 17/02/2025	08.00	17.00	Present
12	Tuesday, 18/02/2025	08.00	17.00	Present
13	Wednesday, 19/02/2025	08.00	17.00	Present
14	Thursday, 20/02/2025	08.00	17.00	Present
15	Friday, 21/02/2025	08.00	16.30	Present
16	Monday, 24/02/2025	08.00	17.00	Present
17	Tuesday, 25/02/2025	08.00	17.00	Present
18	Wednesday, 26/02/2025	08.00	17.00	Present
19	Thursday, 27/02/2025	08.00	17.00	Present
20	Friday, 28/02/2025	08.00	16.30	Present

Signed,
Advisor

Ikazurri Mutia
NIPP.105370



**ABSENCE OF WORK PRACTICE
PT. PELINDO (PERSERO) REGIONAL 1 DUMAI**

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Divisi Sistem Manajemen
Month : Maret 2025

1	Monday, 03/03/2025	08.00	15.00	Present
2	Tuesday, 04/03/2025	08.00	15.00	Present
3	Wednesday, 05/03/2025	08.00	15.00	Present
4	Thursday, 06/03/2025	08.00	15.00	Present
5	Friday, 07/03/2025	08.00	15.00	Present
6	Monday, 10/03/2025	08.00	15.00	Present
7	Tuesday, 11/03/2025	08.00	15.00	Present
8	Wednesday, 12/03/2025	08.00	15.00	Present
9	Thursday, 13/03/2025	08.00	15.00	Present
10	Friday, 14/03/2025	08.00	15.00	Present
11	Monday, 17/03/2025	08.00	15.00	Present
12	Tuesday, 18/03/2025	08.00	15.00	Present
13	Wednesday, 19/03/2025	08.00	15.00	Present
14	Thursday, 20/03/2025	08.00	15.00	Present
15	Friday, 21/03/2025	08.00	15.00	Present
16	Monday, 24/03/2025	08.00	15.00	Present
17	Tuesday, 25/03/2025	08.00	15.00	Present
18	Wednesday, 26/03/2025	08.00	15.00	Present
19	Thursday, 27/03/2025	08.00	15.00	Present
20	Friday, 28/03/2025	-	-	Eid al-Fitr Holiday
21	Monday, 31/03/2025	-	-	Eid al-Fitr Holiday

Signed,
Advisor

Ikazurri Mutia
NIPP.105370

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Divisi Sistem Manajemen
Month : April 2025

No	Date	Start Time	End Time	Remarks
1	Tuesday, 01/04/2025	-	-	Eid al-Fitr Holiday
2	Wednesday, 02/04/2025	-	-	Eid al-Fitr Holiday
3	Thursday, 03/04/2025	-	-	Eid al-Fitr Holiday
4	Friday, 04/04/2025	-	-	Eid al-Fitr Holiday
5	Monday, 07/04/2025	-	-	Eid al-Fitr Holiday
6	Tuesday, 08/04/2025	08.00	17.00	Present
7	Wednesday, 09/04/2025	08.00	17.00	Present
8	Thursday, 10/04/2025	08.00	17.00	Present
9	Friday, 11/04/2025	08.00	16.30	Present
10	Monday, 14/04/2025	08.00	17.00	Present
11	Tuesday, 15/04/2025	08.00	17.00	Present
12	Wednesday, 16/04/2025	08.00	17.00	Present
13	Thursday, 17/04/2025	08.00	17.00	Present
14	Friday, 18/04/2025	-	-	Death of Jesus Christ Holiday
15	Monday, 21/04/2025	08.00	17.00	Present
16	Tuesday, 22/04/2025	08.00	17.00	Present
17	Wednesday, 23/04/2025	08.00	17.00	Present
18	Thursday, 24/04/2025	08.00	17.00	Present
19	Friday, 25/04/2025	08.00	16.30	Present
20	Monday, 28/04/2025	08.00	17.00	Present
21	Tuesday, 29/04/2025	08.00	17.00	Present
21	Wednesday, 30/04/2025	08.00	17.00	Present

Signed,
Advisor



Ikazurvy Mutia
NIPP.105370



**ABSENCE OF WORK PRACTICE
PT. PELINDO (PERSERO) REGIONAL 1 DUMAI**

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Divisi Sistem Manajemen
Month : May 2025

1	Thursday, 01/05/2025	-	-	Buruh Nasional Holiday
2	Friday, 02/05/2025	08.00	16.30	Present
3	Monday, 05/05/2025	08.00	17.00	Present
4	Tuesday, 06/05/2025	08.00	17.00	Present
5	Wednesday, 07/05/2025	08.00	17.00	Present
6	Thursday, 08/05/2025	08.00	17.00	Present
7	Friday, 09/05/2025	08.00	16.30	Present
8	Monday, 12/05/2025	-	-	Waisak Holiday
9	Tuesday, 13/05/2025	-	-	Waisak Holiday
10	Wednesday, 14/05/2025	08.00	17.00	Present
11	Thursday, 15/05/2025	08.00	17.00	Present
12	Friday, 16/05/2025	08.00	16.30	Present
13	Monday, 19/05/2025	08.00	17.00	Present
14	Tuesday, 20/05/2025	08.00	17.00	Present
15	Wednesday, 21/05/2025	08.00	17.00	Present
16	Thursday, 22/05/2025	08.00	17.00	Present
17	Friday, 23/05/2025	08.00	16.30	Present
18	Monday, 26/05/2025	08.00	17.00	Present
19	Tuesday, 27/05/2025	08.00	17.00	Present
20	Wednesday, 28/05/2025	08.00	17.00	Present
21	Thursday, 29/05/2025	-	-	Kenaikan Isa Al Masih
22	Friday, 30/05/2025	-	-	Kenaikan Isa Al Masih

Signed,
Advisor

Ikazurri Mutia



ABSENCE OF WORK PRACTICE
PT. PELINDO (PERSERO) REGIONAL 1 DUMAI

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Divisi Sistem Manajemen
Month : June 2025

1	Monday, 02/06/2025	08.00	17.00	Present
2	Tuesday, 03/06/2025	08.00	17.00	Present
3	Wednesday, 04/05/2025	08.00	17.00	Present
4	Thursday, 05/05/2025	08.00	17.00	Present
5	Friday, 06/05/2025	-	-	Eid Al- Adha Holiday

Signed,
Advisor

Ikazurri Mutia
NIPP.105370

Appendix 4. Apprenticeship Statement Letter



SURAT KETERANGAN
NO : KP.40 / 1221 DMAI/REG1-25.TU

Executive General Manager Pelindo Regional I Dumai menerangkan bahwa :

N a m a : Riana Citra
Mahasiswa : Politeknik Negeri Bengkalis
NIM : 5404211440
Program Studi : D4 Administrasi Bisnis Internasional

Berdasarkan :

1. Surat Direktur Politeknik Negeri Bengkalis Nomor : 5798/PL31/TU/2023 tanggal 18 November 2024 perihal Permohonan Kerja Praktek (KP);
2. Surat Executive General Manager Regional 1 Dumai Nomor : HM.03.05/15/1/1/B4.1/B4/DUM-24 tanggal 31 Januari 2025 Perihal Permohonan Kerja Praktek (KP).

Bahwa yang bersangkutan telah melaksanakan Kerja Praktek pada PT Pelabuhan Indonesia (Persero) Regional I Dumai terhitung mulai tanggal 03 Februari s.d 06 Juni 2025, dan yang bersangkutan mempunyai dedikasi (Klasifikasi Nilai) Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Dumai, 10 Juni 2025

REGIONAL 1 DUMAI
an. EXECUTIVE GENERAL MANAGER
MANAGER UMUM


M. MIRWAN
NIPP. 100993



Appendix 5. Apprenticeship Assessment

EVALUATION RESULTS FROM JOB TRAINING COMPANY PT. PELINDO (PERSERO) REGIONAL 1 DUMAI

Name : Riana Citra

Student's Identity No. : 5404211440

Study Program : Internasional Business Administration State Polytechnic of Bengkalis

No	Evaluation Aspect	Percentage	Scores
1.	Discipline	20%	95
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	95
4.	Work Result	30%	95
5.	Behaviour in General	15%	95
Total (1+2+3+4+5)		100%	

Explanation :

Score : Criteria

81 – 100 : Excellence

71 – 80 : Very Good

66 – 70 : Good

61 – 65 : Good Enough

56 – 60 : Enough

Notes:

Overall, Citra was very good. She can adapted quickly. She can handle the job that given to her. She had a strong personality, discipline and humble. She can work as a team. I hope that everything that she got in this subject would give her a better work in the future. thanks a lot for helping us. keep fighting a head ...

Dumai, June 16th, 2025

Supervisor



IKAZURRY MUTIA
NIPP. 105370

**SHEET EVALUATION OF IMPLEMENTATION OF
JOB TRAINING**

Name : Riana Citra
Student's Identity No. : 5404211440
Title of the Job Training : "The Role of Management System Division in Supervision and Improvement of Occupational Safety in the Port Environment of PT. Pelindo (Persero) Dumai"

NO	EVALUATION ASPECTS	SCORE NUMBER
A	Field Work (30 %)	95
B	Coaching (50 %)	
1	Motivation	95
2	Discipline	95
3	Critical Attitude and Creativity Average	90
	Scores = (B1+B2+B3)/3	93,33
C	Report (20%)	
1	Substance	93
2	Writing Order	90
	Average Report Score = (C1+C2)/2	91,5
Implementation Evaluation Score Job Training = 0,3A + 0,5B + 0,2C		93,47

Notes:

A = 81 – 100
 AB = 71 – 80
 B = 66 – 70
 BC = 61 – 65
 C = 56 – 60
 D = 41 – 55
 E = 0 – 40

Dumai, June 16th 2025
 Supervisor



IKAZURRY MUTIA
 NIPP. 105370




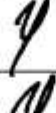




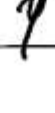
Appendix 6. Apprenticeship Certificate



Appendix 7. Daily Activities of Apprenticeship

DAILY ACTIVITIES OF THE APRENTICESHIP

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Management Systems Division
Month : February 2025




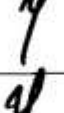
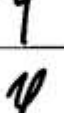
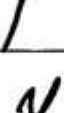



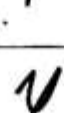
NO	Date	Description of Activities	Paraf
1	Monday, 03/02/2025	I began my first day of my internship at PT Pelindo with a personal introduction to the manager and all the company staff. Following the introduction, I participated in an introduction to the PT Pelindo office environment, including an introduction to the company's work systems, culture, and organizational structure. Furthermore, I was also guided to understand the scope of activities in the work environment, both internally and externally, to expedite the adaptation process. That same day, I was officially placed and given responsibility in the Management Systems Division (Sisman), where I would learn and carry out my duties during my internship.	
2	Tuesday, 04/02/2025	1. Start applying word 2. It started make letter Entry Permit 3. Archiving documents and letters in letter files according to number the order 4. Creating memos and letters information for purposes company 5. Tidy up file documents in the cupboard 6. Printing and photocopying document important	
3	Wednesday, 05/02/2025	1. Make number vehicle on the dock memo pass sticker and record it in the book number 2-wheeled vehicles and 4 - wheeled vehicles are accepted and delivered right to division technique for sign accept it 2. Archiving letter important for official duties 3. Make letter Entry Permit	
4	Thursday, 06/02/2025	1. make letter Entry Permit 2. Make number vehicle on the pass memo sticker Archiving letter entry and entry permit	
5	Friday, 07/02/2025	1. Make letter Entry Permit 2. Inspect documents to be delivered to the division 3. Archiving a number of documents 4. Deliver entry permit letter to the pos office	
6	Monday, 10/02/2025	1. Making an entry permit 2. Archiving some document 3. Assisting in the preparation of the National K3 Month Roll Call Writing invitations and printing invitations	
7	Tuesday, 11/02/2025	1. Making an entry permit 2. Assist in checking incoming mail 3. Filing incoming mail 4. Photocopying files 5. Assisting in the preparation of the 2025 National K3 Month roll call	
8	Wednesday, 12/02/2025	1. Participate in the field to attend the roll call National K3 Month 2. Assisting in the implementation of the event 3. Making an entry permit 4. Filing letters	
9	Thursday, 13/02/2025	1. Make a memo for requesting a port pass and certificate 2. Making an entry permit (Entry Permit) from a number of	







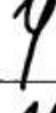


		<p>companies</p> <p>3. Filing incoming letters and entry permits, cash budgets, BDI, and receipts</p> <p>4. Helping to prepare basic necessities for the K3 Month healthy exercise event together division system management and join help prepare prize draw coupons for healthy exercise events</p>	4
10	Friday, 14/02/2025	<p>1. This morning started with participating in the Healthy Exercises for the K3 Month Pelindo office</p> <p>2. Help prepare food, drinks, gifts and ensure the event runs smoothly</p> <p>3. Documentation during the event</p> <p>4. Making an entry permit from some company</p> <p>5. Create memos for applications for port passes and certificates</p> <p>6. Archiving a number of document important</p>	4
11	Monday, 17/02/2025	<p>1. Checking entry permit collection files</p> <p>2. Making an entry permit from a number of companies</p> <p>3. Photocopy the payment note/receipt file</p> <p>4. Create a word document for the installation of the National K3 Month Banner for PT. Pelindo and create a word document for the 2025 Blood Donation</p> <p>5. Filing Incoming Letters and Entry Permits</p> <p>6. Deliver the entry permit at the post office</p>	4
12	Tuesday, 18/02/2025	<p>1. Making an entry permit</p> <p>2. Photocopy the payment note/receipt file</p> <p>3. Wrapping gifts for gifts in the division system management</p> <p>4. Filing incoming mail, letters exit and entry permit</p> <p>5. Cleaning and tidying up archive sheets</p> <p>6. Deliver the entry permit at the post office</p>	4
13	Wednesday, 19/02/2025	<p>1. Making an entry permit (Entry Permit) from a number of companies</p> <p>2. Deliver the Port Pass Application memo and certificate to the technical division</p> <p>3. Deliver invitations to all divisions</p> <p>4. Delivering K3 Month event forms to all divisions</p> <p>5. Filing entry permit letter</p>	4
14	Thursday, 20/02/2025	<p>1. Take part in going down to the field to take part in a survey at the ABC Pier Port and passenger terminal together father General Manager, Manager and all division system management</p> <p>2. Making an Entry Permit</p> <p>3. Archiving entry permit letter, letter Enter PT.PDS</p> <p>4. Deliver some documents to the division</p> <p>5. Final deliver entry permit to pos</p>	4
15	Friday, 21/02/2025	<p>1. Helping to prepare the Smart Competition event for K3 Month together staff of PT. Pelindo Regional Branch 1 Dumai</p> <p>2. Making an Entry Permit from a number of companies</p> <p>3. Deliver the letter to the division and ask for a signature handover</p> <p>4. Archiving a number of document important</p>	4
16	Monday, 24/02/2025	<p>1. Making an Entry Permit</p> <p>2. Participating in the Isra' Mi'raj event and welcoming the month Holy Ramadan together all over member of PT. Pelindo Regional 1 Dumai Branch</p> <p>3. Photocopy of meeting letter dated 02/25/2025</p> <p>4. Helping to write meeting letters from division system management</p>	4
17	Tuesday, 25/02/2025	<p>1. Assisting in the preparation of a presentation for one of the staff in the division system management</p> <p>2. Create Port Pass Application Memo and Certificate</p>	4

		3. Creating word documentation for the February 2025 FGD 4. Making an Entry Permit 5. Filing Entry permit documents and outgoing letters	
18	Wednesday, 26/02/2025	1. Participate in a ship fire simulation/emergency response simulation at Pier A of PT. Pelindo 2. Create Port Pass Application Memo and Certificate 3. Delivering the Port Pass Application Memo and Certificate to the Engineering Division 4. Archiving some important documents	Y
19	Thursday, 27/02/2025	1. Making an Entry Permit from a number of companies 2. Summarize data presence company in excel 3. Filing entry permit letters, letters enter 4. Delivering entry permit letter to the pos office	Y
20	Friday, 28/02/2025	1. Making an Entry Permit from a number of companies 2. Filing entry permit letters, letters enter 3. Archiving some important documents	Y

**DAILY ACTIVITIES
OF THE APRENTICESHIP**

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Management Systems Division
Month : Maret 2025

NO	Date	Description of Activities	Paraf
1	Monday, 03/03/2025	1. Making an Entry Permit from a number of companies 2. Create a Port Pass Application Memo and Certificate and deliver it to engineering 3. Archiving a number of document important	
2	Tuesday, 04/03/2025	1. Making an Entry Permit 2. Create Port Pass Application Memo and Certificate 3. Filing letters entry and entry permit	
3	Wednesday, 05/03/2025	1. Making an Entry Permit from a number of companies 2. Create Port Pass Application Memo and Certificate 3. Photocopy the payment note/receipt 4. Archiving how many documents important	
4	Thursday, 06/03/2025	1. Making an Entry Permit 2. Archiving documents such as entry permits, FGDs, and files mix mix 3. Then I deliver entry permit letter to the post office	
5	Friday, 07/03/2025	1. Making an entry permit 2. Create memos for harbor pass applications and certificates 3. Archiving important documents such as entry permit and BDI	
6	Monday, 10/03/2025	1. Making an Entry Permit 2. Follow help with tax payment administration at the office tax 3. Archiving Documents document important 4. And deliver the entry permit to the pos	
7	Tuesday, 11/03/2025	1. Make letter permission Entry Permit from a number of companies 2. Help inspect document important 3. Archiving letter exit, entry permit and budget 4. Later I also deliver entry permit letter to the post office	
8	Wednesday, 12/03/2025	1. Make letter permission Entry Permit from a number of companies 2. Make Vehicle Pass Sticker for 4 Wheels from division technique 3. Photocopying a number of document important from division system management 4. Archiving letter important	
9	Thursday, 13/03/2025	1. Make letter permission Entry Permit from a number of companies 2. Photocopy some document important 3. Make Port Pass stickers for vehicles 4 wheels and 2 wheels 4. Archiving some document important	
10	Friday, 14/03/2025	1. Create a Word document important d and printing document 2. Make letter permission Entry Permit from a number of companies 3. Archiving some document important 4. Deliver the entry permit to the pos	

11	Monday, 17/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. I also help look after a number of file important in the division management 3. Filing some document entry, exit and also entry permit 4. Then I'm coming to help clean room 5. Coming too and at the breaking of the fast event together with Pelindo Regional I Dumai in the framework of the Ramadhan Safari together Director of PT. Pelindo 	
12	Tuesday, 18/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Photocopying document important for the division system management 4. Archiving a number of document important 	
13	Wednesday, 19/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number 2. Make documents about the Command Post Transport Eid 1446 H 2025 3. Create memos for harbor pass applications and certificates 4. Archiving a number of document important 	
14	Thursday, 20/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Make Port Pass stickers for vehicles 4 wheels and 2 wheels 4. Archiving some document important 5. Then I deliver entry permit letter to the post office 	
15	Friday, 21/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number 2. 4 wheels and 2 wheels 3. Archiving some document important 4. Delivering entry permit letter to the pos office 	
16	Monday, 24/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Deliver files to the Engineering division and request completeness of data 3. Filing entry permit, files mix mix and BDI 	
17	Tuesday, 25/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Archiving entry permit documents and letters go out 3. Photocopying some document important for BDI documents 	
18	Wednesday, 26/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Help make attendance for the pos 3. Archiving entry permit document 	
19	Thursday, 27/03/2025	<ul style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Archiving entry permit documents and letters enter 	
20	Friday, 28/03/2025	Eid al-Fitr Holiday	-
21	Monday, 31/03/2025	Eid al-Fitr Holiday	-

**DAILY ACTIVITIES
OF THE APRENTICESHIP**

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Management Systems Division
Month : April 2025

NO	Date	Description of Activities	paraf
1	Tuesday, 01/04/2025	Eid al-Fitr Holiday	-
2	Wednesday, 02/04/2025	Eid al-Fitr Holiday	-
3	Thursday, 03/04/2025	Eid al-Fitr Holiday	-
4	Friday, 04/04/2025	Eid al-Fitr Holiday	-
5	Monday, 07/04/2025	Eid al-Fitr Holiday	-
6	Tuesday, 08/04/2025	1. Make letter permission Entry Permit from a number of documents 2. Create memos for harbor pass applications and certificates 3. Archiving a number of document important 4. Deliver documents to the pos	Y
7	Wednesday, 09/04/2025	1. Make letter permission Entry Permit from several companies 2. Archiving document important 3. Create a word document activity dock time Eid	Y
8	Thursday, 10/04/2025	1. Make letter permission Entry Permit from a number of companies 2. Help prepare document important 3. Photocopying a number of document important	Y
9	Friday, 11/04/2025	1. Make letter permission Entry Permit from some company 2. Filing entry permits and letters enter	Y
10	Monday, 14/04/2025	1. Make letter permission Entry Permit from some company 2. Make Port pass application memo and certificate 3. Archiving letter entry, FGD and APAR 4. Deliver letter in the pos	Y
11	Tuesday, 15/04/2025	1. Make Entry Permit from several companies 2. Create memos for harbor pass applications and certificates 3. Scanning document management system 4. Deliver document division	Y
12	Wednesday, 16/04/2025	1. Make Entry Permit from several companies 2. Photocopying BDI documents, receipts, notes and documents system management other 3. Archiving some document important 4. Prepare a number of documents to be delivered to another division	Y
13	Thursday, 17/04/2025	1. Make Entry Permit from several companies 2. Scanning documents and letters important 3. Archiving entry permit documents and SPPT Decree 4. Make document reporting in the port area	Y

14	Friday, 18/04/2025	Public Holiday of the Death of Jesus Christ	-
15	Monday, 21/04/2025	<ol style="list-style-type: none"> 1. Make entry permit 2. Create memos for harbor pass applications and certificates 3. Scanning document 4. Archiving entry permit letter 	4
16	Tuesday, 22/04/2025	<ol style="list-style-type: none"> 1. Make Entry Permit from several companies 2. Delivering documents in the section part division 3. Archiving letter entry and entry permit 4. Deliver entry permit to pos 	4
17	Wednesday, 23/04/2025	<ol style="list-style-type: none"> 1. Make entry permit 2. Make absence meeting room creation 3. help clean room system management like tidy up wide archives and compilation various document 4. Archiving letter incoming, letter exit, BDI and entry permit 	4
18	Thursday, 24/04/2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Scanning documents and brochures for archives 3. Create a word document for system management activities 4. Archiving entry permit document 	4
19	Friday, 25/04/2025	<ol style="list-style-type: none"> 1. Follow and in simulation Fire at the Passenger Terminal of PT. Pelindo (Persero) Regional 1 Dumai as well as help preparation from the event to finished 2. Make letter permission entry permit 3. Archiving a number of documents 	4
20	Monday, 28/04/2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Make document in word format 3. Archiving letter enter and PT. PDS 4. Into the service data for April 2025. 	4
21	Tuesday, 29/04/2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Prepare file documents for management systems 3. Archiving document 4. Deliver letter permission enter the pos 	4
21	Wednesday, 30/04/2025	<ol style="list-style-type: none"> 1. Make letter permission Entry Permit from a number of companies 2. Create memos for harbor pass applications and certificates 3. Scanning document system management 4. Help check and lift the APAR 	4

**DAILY ACTIVITIES
OF THE APRENTICESHIP**

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Management Systems Division
Month : May 2025

NO	Date	Description of Activities	Paraf
1	Thursday, 01/05/2025	Buruh Nasional Holiday	-
2	Friday, 02/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Archiving a number of documents 3. Deliver entry permit to pos	y
3	Monday, 05/05/2025	1. Make letter permission Entry Permit 2. Scanning a number of document important 3. Prepare and create document filling the fire extinguisher 4. Filing and completing monthly PJUM file March 2025 5. And archive the entry permit	y
4	Tuesday, 06/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Create memos for port pass applications and certificates 3. Make document filling the fire extinguisher and first aid kit 4. Archiving a number of documents	y
5	Wednesday, 07/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Archiving some document important in management system 3. Help prepare and make documents for SPMT 4. Help make HSSE reporting of PT. Pelindo Regional 1 Dumai	y
6	Thursday, 08/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Help make document Simulation Fire in the passenger terminal area 3. Archiving a number of document important	y
7	Friday, 09/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Help make and prepare letter invitation to the Information Sharing event Related security and environment in the port area Dumai 3. Follow meeting together system management section part other 4. Filing entry permits, letters out and mail enter	y
8	Monday, 12/05/2025	Waisak Holiday	-
9	Tuesday, 13/05/2025	Waisak Holiday	-
10	Wednesday, 14/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Help make document HSSE reporting of PT Pelindo 3. Make absence May 14 meeting at PT Pelindo Hall 4. Filing entry permits, letters out, FGD and PT. PDS	y
11	Thursday, 15/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Follow and in implementation Sefty Indication 3. Create an attendance list 4. Down the opportunity to follow safety protocols all dock areas harbor PT. Pelindo Dumai	y
12	Friday, 16/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Help SIMK3 Risk Assessment check	y

		3. Archiving letter entry and entry permit	
13	Monday, 19/05/2025	1. Create memos for harbor pass applications and certificates 2. Make letter permission Entry Permit from a number of companies 3. Help prepare script, name tag, consumption and participation and in the ISPS CODE Tabletop Exercise rehearsal 4. Archiving letter exit and entry permit	Y
14	Tuesday, 20/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Help prepare manuscript hall, HT name tag, consumption and participation as well as in the ISPS CODE Tabletop Exercise 3. Help documenting during the event 4. Filing entry permit	Y
15	Wednesday, 21/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Make word document 3. Assisting the civil service division 4. Archiving document	Y
16	Thursday, 22/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Help make reporting HSSE documents 3. Underlining letter enter	Y
17	Friday, 23/05/2025	1. Make letter permission Entry Permit from a number 2. Archiving letter exit and entry permit 3. Help make documents to be delivered	Y
18	Monday, 26/05/2025	1. Make letter permission Entry Permit 2. Create a permission memo enter port pass and mail information 3. Filing BDI and environmental entry permits 4. Help prepare documents to be delivered division	Y
19	Tuesday, 27/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Check map track evacuation at each PT Pelindo Regional Office 3. Help replace printer ink in the system management room 4. Archiving letter enter, enter permit and LK PT. PDS	Y
20	Wednesday, 28/05/2025	1. Make letter permission Entry Permit 2. Create a letter memo permission enter port pass and mail information Then delivered to engineering 3. Deliver documents to division 4. Help cleaning and tidying sheet archives	Y
21	Thursday, 29/05/2025	Public Holiday for Ascension Day of Jesus Christ	-
22	Friday, 30/05/2025	Public Holiday for Ascension Day of Jesus Christ	-

**DAILY ACTIVITIES
OF THE APRENTICESHIP**

Name : Riana Citra
NIM : 54042111440
Sec/Dept : Management Systems Division
Month : June 2025

NO	Date	Description of Activities	Prat
1	Monday, 02/06/2025	1. Make letter permission Entry Permit from a number of companies 2. Prepare yourself for presentation 3. Archiving entry permit document 4. Deliver letter permission enter port to pos	4
2	Tuesday, 03/06/2025	1. Make letter permission Entry Permit 2. Creating memos and letters information enter the harbor pass 3. Archiving entry permit letter 4. Deliver letter permission enter the division technique	4
3	Wednesday, 04/05/2025	1. Make letter permission Entry Permit from a number of companies 2. Archiving letter entry, SPPT, entry permit 3. Deliver entry permit to pos	4
4	Thursday, 05/05/2025	1. Making entry permits from several companies 2. Archiving some document important management system 3. Prepare and deliver documents to the division	4
5	Friday, 06/05/2025	Eid Al- Adha Holiday	.

Appendix 8. Documentation for creating an Entry Permit



Appendix 9. Attending a Meeting with the Management System Department



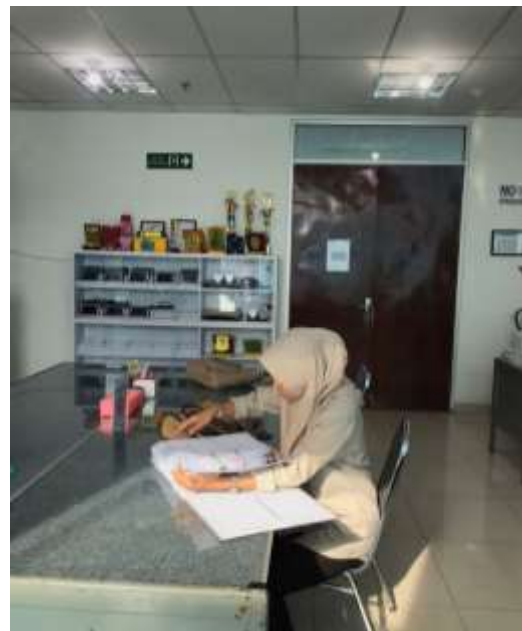
**Appendix 10. Participating in Emergency Response and Fire Simulations a PT
Pelindo (Persero) Regional 1 Dumai**



Appendix 11. Checking the Evacuation Route Maps



Appendix 12. Archiving Various Documents



Appendix 13. Documentation of Handover of Plaque to the Management System Division



Appendix 14. Photo Documentation with General Manager, Manager of System Management, General Division Manager and Staff

