

**APPRENTICESHIP REPORT**

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

**NORDIANA  
5404211435**



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

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

Written as one of the conditions for completing Apprenticeship

**NORDIANA**  
**5404211435**

Bengkalis, June 16<sup>th</sup>, 2025

**Manager of System Management**  
**PT. Pelindo (Persero) Regional 1**  
**Dumai**

  
**HARDI S.T., M.M.**  
**NIPP. 101163**

**Advisor**  
**International Business**  
**Administration Study Program**

  
**M. Alkadri Perdana, B.IT., M.Sc.**  
**NIP. 198409262019031010**

**Approved by:**  
**Head of International Business**  
**Administration Study Program**

  
**Wan Jilfa Ruffah, B.Sc., M.Ec. Dev.**  
**NIP. 198406142018032001**

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# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

In facing the increasingly competitive dynamics of the job market, all students are required to prepare themselves as early as possible in choosing a career that suits them, whether before or after being officially declared graduates. To secure a job, technical competencies (hard skills) are the primary requirement. However, dealing with the complexities of workplace challenges cannot rely solely on hard skills. Non-technical competencies (Soft Skills) such as communication, leadership, and adaptability are also essential.

Apprenticeship programs are a form of experiential learning that allow students to apply classroom knowledge in real work settings (Putri et al., 2023). Thus, internships serve not only as job training but also as a medium to develop students' professional character an added value for entering the workforce. In general, the internship aims to improve students' technical and professional skills relevant to activities in the industry and offices. Through the internship, students are expected to gain industry experience involving planning, execution, and evaluation processes within a specific work unit. This experience, especially for students in the International Business Administration Study Program, they are expected to become professional individuals equipped with extensive skills and knowledge relevant to their field. These competencies will become valuable assets when applying their knowledge in the real world of work.

The State Polytechnic of Bengkalis, as a vocational higher education institution, actively contributes to producing skilled workers through its Diploma 3 (Associate Expert) and Diploma 4 (Applied Bachelor) programs. The institution offers several departments including Naval Architecture, Mechanical Engineering, Civil

Engineering, Informatics Engineering, Electrical Engineering, and Business and Maritime Administration, including the International Business Administration program. In addition to classroom learning, the Polytechnic also collaborates with various companies to offer industrial training or internships as part of its mission to produce work-ready graduates and to ensure proper alignment between the world of industry and the world of education (link and match). In line with this, the author, as a student of the International Business Administration Study Program, is required to undertake a four-month internship. The author has chosen PT Pelabuhan Indonesia (Persero) Regional 1 Dumai as the apprenticeship location. During the apprenticeship, the author was placed in the Management System Division. The apprenticeship was conducted from February 03<sup>rd</sup> to June 06<sup>th</sup>, 2025. Through this activity, the author hopes to broaden professional insight, understand proper task execution in a real work environment, and be better prepared to face the workforce based on the experience gained.

## **1.2 Purpose of Apprenticeship**

Based on the description of the background presented above, the Purpose of Apprenticeship is:

1. To find out job descriptions and activities in PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.
2. To find out the system and procedure at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.
3. To find out the place and time of the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.
4. Be able to understand the kind and description of the activities apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.

### **1.3 Significances of the Apprenticeship**

The apprenticeship carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis. Based on the Purpose and Benefits of apprenticeship, this is expect to provide significant information for several parties:

#### **1.3.1 Significances for the Student**

There are several benefits from the implementation of apprenticeship programs obtained by students, namely as follows:

1. Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures real world of work.
2. Students can develop work relationships and add experience to their resumes.
3. Students gain practical experience in applying theoretical/conceptual science according to their study program.
4. Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

#### **1.3.2 Significances for the Company**

The benefits of implementing an internship program are not only felt by students as participants, but also provide direct benefits for companies or institutions that accept internship students. Companies get additional manpower assistance from students who are undergoing an apprenticeship program, especially administrative, or routine tasks.

#### **1.3.3 Significances for the State Polytechnic of Bengkalis**

There are several benefits from the implementation of the apprenticeship program obtained by the State Polytechnic of Bengkalis, namely as follows:

1. There is good cooperation/relationship between campuses and companies where students do apprenticeship.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through

student Job Training experience.

3. State Polytechnic of Bengkalis will be better known in the industrial or company world.
4. State Polytechnic of Bengkalis receives feedback from organizations/companies on the abilities of students participating in apprenticeship in the work place.
5. State Polytechnic of Bengkalis receives feedback from the work place for curriculum development a State Polytechnic of Bengkalis and learning processes.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company Profile**

PT Pelabuhan Indonesia (Persero) (abbreviated as Pelindo) is an Indonesian state-owned company engaged in logistics, especially port management and development. Pelindo was 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 state-owned companies whose shares are 100% owned by the Ministry of State-Owned Enterprises. 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 (surviving company). Then, based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia No.S-756/MBU/10/2021 dated 1 October 2021 regarding Approval of Name Changes, Changes to the Company's Articles of Association and Logo, PT Pelabuhan Indonesia II (Persero) changed its name to "PT Pelabuhan Indonesia (Persero) or Pelindo for short."

PT. Pelabuhan Indonesia (Persero) during the Dutch colonial period was originally a company with the name "Haven Bedrijf". After the independence of the

Republic of Indonesia, in the period 1945-1950, the company changed its status to the Port Bureau. In 1969, the Port Bureau was transformed into a State-Owned Enterprise (BUMN) with the status of State Port Company, abbreviated as PNP. In the 1969-1983 period, the Port Management Agency changed to the Port Management Agency with the name Port Management Agency abbreviated to BPP. In 1983, based on Regulation No. 11 of 1983, the Port Management Agency (BPP) was changed to Port Public Company I, shortened to Perumpel I. Based on Government Regulation No. 56 of 1991 Perumpel I changed its status to PT Pelabuhan Indonesia I (Persero).

In the 1969-1983 period, the Port Management Agency changed to the Port Management Agency with the name Port Management Agency, abbreviated as BPP. In 1983, based on Government Regulation no. 11 of 1983, the Port Management Agency (BPP) was changed to Port Public Company I, abbreviated as Perumpel I. Based on Government Regulation no. 56 of 1991 Perumpel I changed its status to PT. Pelabuhan Indonesia I (PERSERO) based on Deed no. 1 dated 1 December 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 1 June 1992 and has been published in the State Gazette of the Republic of Indonesia No. 8612 dated 1 November 1994, addition No. 87.



**Figure 2.1 Office of PT. Pelindo (Persero) Regional 1 Dumai**  
*source: [www.pelindoI.id](http://www.pelindoI.id)*

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai is a company operating in the service sector which includes port services, container services, container terminals and depots, shipbuilding businesses, fuel filling, port consulting services and customs area management. At PT Pelabuhan Indonesia (Persero) Regional 1 of Dumai there are several divisions, namely, Finance Division, Operations & Engineering Division, Management Systems Division, General Division, and Bengkalis Area.

#### 2.1.1 Subholding PT Pelabuhan Indonesia

PT Pelabuhan Indonesia (Persero) has a number of subsidiaries under each subholding company. These subsidiaries play an important role in supporting operations, expanding service networks, and ensuring the achievement of Pelindo's vision as an integrated port service provider. The subholding are as follows:

##### 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 Maritime Services manages five business clusters, namely marine services, port equipment services, shipyard services, dredging solutions, and port utility service providers. SPJM manages 8 subsidiaries, namely PT Jasa Armada Indonesia Tbk, PT Pelindo Marine Service, PT Equiport Inti Indonesia, PT Indonesian Port Equipment Services, PT Energi Pelabuhan Indonesia, PT Pengerukan Indonesia, PT Berkah Industri Machine Lift, PT Lamong Energi Indonesia. Apart from that, 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. The head office of PT Pelindo Jasa Maritim is located in Makassar, South Sulawesi.



## 2. PT. Pelindo Multi Terminal

PT Pelindo Multi Terminal focuses its port services on managing non- container terminals, such as liquid bulk, dry bulk, multipurpose terminals, as well as passenger terminals and vehicle terminals. Pelindo Multi Terminal (SPMT) as of January 1 2022 has officially operated at the Port of Dumai, Riau. The 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, including the shares of subsidiaries PT Indonesia Vehicle Terminal Tbk and PT Pelabuhan Tanjung Priok, and its implementation stages of the transformation and digitalization process of operational services in all ports managed by SPMT. It is hoped that this step will lead to improved port services and connectivity. Head office of PT. Pelindo Multi Terminal is located in Medan, North Sumatra, Indonesia.

## 3. PT. Pelindo Logistics Solutions

PT Pelindo Solusi Logistik is one of the four subholdings of the Port BUMN 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 goes beyond end- to-end integration to maximize value creation as an “Integrated Logistics Ecosystem Player”. Currently, SPSL operates a logistics network and inland development in more than 40 service areas spread throughout Indonesia and manages 6 subsidiaries, namely PT Multi Terminal Indonesia, PT Access Pelabuhan Indonesia, PT Prima Indonesia Logistik, PT Nusantara Terminal Services, PT Menara Maritim Indonesia and PT Prima Regional Development which continues to provide end-to-end services by expanding connectivity and creating partnership strategies. The head office of PT Pelindo Solusi Logistik is located at Maritime Tower, 15<sup>th</sup> Floor, Jalan Yos Sudarso No. 9, Koja District, North Jakarta, DKI Jakarta.

#### 4. PT. Pelindo Terminal Petikemas

PT. Pelindo Terminal Petikemas or commonly abbreviated as Pelindo TPK, is a subsidiary of the Indonesian Port which operates in the field of container terminal management (TPK). Until August 2023, this company manages 29 TPK spread throughout Indonesia. This company was appointed as the internal subholding parent of Pelindo which operates in the field of container terminal management. In 2023, this company will start managing TPK Bagendang and TPK Bumiharjo in Central Kalimantan. The head office of PT Terminal Petikemas Surabaya (TPS) is located in Surabaya, East Java.

##### 2.1.2 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 1 october 2021 regarding Approval of Name Changes, Changes to the Company's Articles of Association and Logo. So Pelindo II changed its name to PT Pelabuhan Indonesia (Persero) or Pelindo.

Pelindo's integration will create operational efficiency in all national ports, by standardizing information technology. Integration also allows for better strategic control in overall planning for the network, reduced logistics costs, and improved infrastructure and capacity. After integration, Pelindo launched a new logo that will be used by the company. This new logo takes inspiration from the shape of busy, congested and confusing paths or routes.

The philosophical meaning behind the shape of this route illustrates how Pelindo is a provider of integrated port and logistics services that is always active and plays a major role in maritime transportation in the country.



**Figure 2.2 Logo of PT. Pelindo (Persero) Regional 1 Dumai.**

*source: [www.pelindoI.co.id](http://www.pelindoI.co.id)*

Taking the letter P which is the initial of Pelindo and also takes the shape 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's commitment to preserving Indonesia's natural wealth and continuing to contribute to supporting the preservation of marine ecosystems in its operational areas. Apart from using the letter P, Pelindo's new logo uses blue with a slightly different gradation. One is sky blue, while the other is sea blue. This color is interpreted as the color of the Indonesian sea, which is Pelindo's operational area.

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

## **2.2 Vision, Mission, and Corporate Values**

### **2.2.1 Company Vision**

"Becoming a World Class, Integrated Maritime Ecosystem Leader", this vision is a statement of the Company's aspirations to become the main gateway to the global logistics network in Indonesia. This ideal emerged based on geographic potential, business opportunities and national policies that opened up opportunities for companies to realize this vision.

### **2.2.2 Company Mission**

"Creating a national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth", providing reliable port and maritime services integrated with industrial areas to support the Indonesian & global logistics network by maximizing the economic benefits of the Malacca strait.

### 2.2.3 Corporate Values

The values that apply 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**

*Sumber : [www.pelindo.co.id](http://www.pelindo.co.id)*

The company values are defined as follows:

1. Amanah : Upholding the trust given.
2. Competent : Continue to learn and develop capabilities.
3. Harmonious : Mutual care and respect for differences.
4. Loyal : Dedicated and prioritizing the interests of the nation and state.
5. Adaptive : Continue to innovate and be enthusiastic in driving or facing change.
6. Collaborative : Build synergistic cooperation

## 2.3 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:

### 2.3.1 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.

#### 2.3.2 Ship Service

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

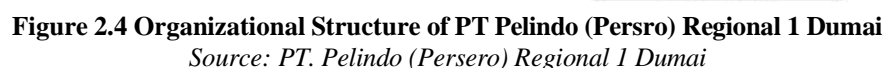
- a. Mooring services: Services provided for ships docked at the wharf to carry out loading and unloading activities
- b. Scouting services: Services provided for ships going in and out of the port through the port channel, so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment.
- c. Tug services: Services provided by tugboats to push or tow vessels to or from the wharf.
- d. Water, garbage and waste services: Services provided for water services, waste management and ship waste.

#### 2.3.3 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,

- 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.

In carrying out operational activities, every company needs an organizational structure to make work easier, namely by dividing responsibility and authority based on the sections or divisions it manages. That is the organizational structure of PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai can be seen in the following picture:



## **2.5 The Working Process**

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

### **1. Executive General Manager**

Leading several work function units that supervise all managers. The 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 Executive General Manager**

The Deputy Executive 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 as well as carrying out other tasks assigned by the General Manager.

### **3. Management of System Section**

The management system section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of a quality management system work program. 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 (KPI) as a whole and ensuring suitability and effectiveness in their implementation.

The Management System section consists of:

#### **a. Junior Manager Risk, Quality & K3**

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

#### **b. Junior Manager for Environmental Security and Management**

Has the main task of securing, monitoring and supervising to ensure security as well as formulating, compiling and managing technical policies in the field of structuring and implementing preventive instruments in protecting environmental management.

#### 4. Operations and Engineering Department

The Operations and Engineering Section has the main tasks 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 relating to Building Construction Permits (IMB), monitoring of port master plans and the environment, as well as water services, general, ship water and electrical services and operations.

The Operations & Engineering Section consists of:

##### a. Junior Manager of Engineering

Has the main task of carrying out, supervising and evaluating investment work activities, maintaining port facilities, monitoring the port master plan as well as implementing technical management information systems and technical administration as well as preparing technical recommendations for controlling building permits.

##### b. Junior Manager Pelayanan Operasi

Has the main task of carrying out, supervising and evaluating investment work activities, maintenance of port equipment and installations, electrical services, ship and general water services as well as operation and maintenance of loading and unloading equipment.

#### 5. General Affair

The General Section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for planning and development of Human Resources (HR), personnel administration, employment relations, administration and household as well as law and public relations (public relations) and TJSL.



The general part consists of:

a. Junior General Manager

Has the main task of carrying out, supervising and evaluating HR planning and development activities, personnel administration, employment relations.

b. Junior Manager of Law and Public Relations (PR) and TJSL

Has the main task of carrying out, supervising and evaluating activities and reviewing legal issues, relations with agencies and the public, storing documents, protecting company interests and implementing improvements to the company's image. TJSL has the main task of carrying out, supervising and evaluating the financial administration activities of development funds, developing small businesses and cooperatives, assessing and evaluating the suitability of prospective development partners as well as preparing partnership and environmental development financial reports at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.

6. Financial department

The finance section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for budget control activities, accounting, treasury, monitoring and evaluating financial reports as well as recording asset utilization, document verification and notation as well as partnership and environmental development (KBL) activities.

The Finance Department consists of:

a. Junior Finance Manager

Has the main task of carrying out, supervising and evaluating the activities of preparing and controlling the company's work plan and budget, accounting cycle, examining supporting evidence for transactions, administration and proposals for writing off fixed assets, administration and reporting of taxation and Non-Tax State Revenue as well as archiving evidence of bookkeeping and preparing financial reports as well as carrying out, supervising and evaluating financial traffic activities and checking accounts, administration of accounts

payable, receivables, advances, deposits, superannuation, receipts. Storage of securities and disbursement of bank cash as well as verification of notes and notation.

#### 7. Marketing and Customer Service Department

Has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of operational planning and control work programs, anchoring services, pilotage, delays, mooring and fleet preparation, marketing, handling customer complaints, implementing Service Level Agreement (SLA)/Service Level Guarantee (SLG), as well as handling Customer Relationship Management (CRM) in customer service activities.

The Marketing and Customer Service Department consists of:

##### a. Junior Marketing and Customer Service Manager

Has the main task of carrying out, supervising and evaluating anchoring, pilotage, towage, mooring, ship telecommunications service activities and carrying out scouting administration as well as reporting on marketing and customer service throughout the dock area.

#### 8. Bengkalis Area Manager

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

### 2.6 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

Entry permit used to grant entry permits for ships or sea transportation equipment.

This letter is used as official proof of entry permits so that loading and unloading activities run smoothly without problems. Can be seen in Figure 2.5 below:



**Figure 2.5 Entry Permit**  
*Source: Processed Data 2025*

## 2. Exit Permit

The exit permit from PT Pelindo is an official document issued by the company to communicate with external parties, such as business partners, customers, government agencies, or other organizations. This letter can have various purposes, such as notifications, requests, confirmations, announcements, or submission of reports



**Figure 2.6 Exit Permit**  
*Source: Processed Data, 2025*

### 3. Vehicle License Plate Sticker

The vehicle plate sticker is useful as a marker that 2-wheeled and 4-wheeled vehicles have been allowed to enter specifically at the wharf. This sticker can only be issued by a management system division that has an International Ship and Port Security Code. Can be seen in Figure 2.7 below:



**Figure 2.7 Vehicle license plate sticker**

*Source: Processed Data, 2025*

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter, there are several descriptions of the tasks performed during the internship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai for four months, which took place from February 03 to June 06, 2025, and was placed in the Management Systems Department. During the internship, many opportunities were given to perform tasks assigned to the management system department, and a lot of new knowledge was gained in the world of work.

Specific tasks performed during 18 weeks at the Management Systems Department of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai are as follows:

1. Create Entry Permits.
2. Participate in fire simulation activities in the port area and Passenger Terminal of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.
3. Make a number for 2 wheeled and 4 wheeled vehicles on the dock entry permit memo sticker.
4. Creating Memos and Port Pass Certificates to company format.
5. Creating and Distributing Outgoing Letters
6. Filing letters according to their letter sequence numbers and organizing and tidying them up
7. Designing trophy champions and assisting in the preparation of the National K3 Month Competition in 2025.
8. Scanning important letters
9. Participated in safety induction and safety patrols
10. Operating Ms. Word:
  - a. Recap the documentation of the 2025 National K3 Month competition

- b. Recap the documentation of the 2025 National K3 Month ceremony.

## 3.2 System and Procedure

### 3.2.1 The Working System

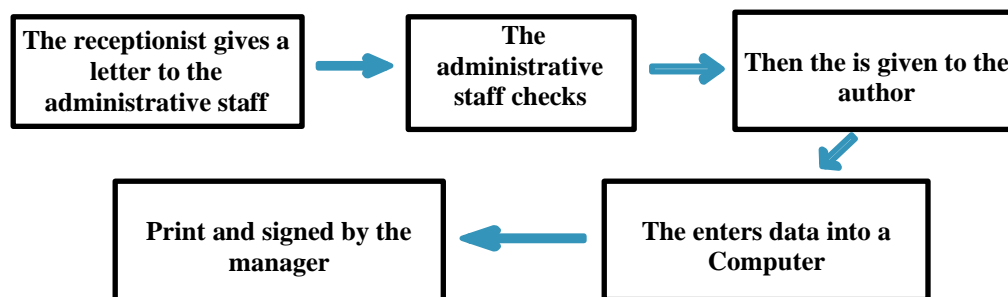
To support employees in carrying out their duties effectively, PT Pelabuhan Indonesia (Persero) Regional 1 Dumai utilizes internet-based systems. Computers in each division are interconnected with other divisions across all Business Units, enabling efficient data sharing and communication. However, not all tasks are performed online—certain activities are still conducted manually or offline, such as document signing and physical verification. During my internship, the majority of my responsibilities were completed using online systems, reflecting the company's shift toward digital operations.

### 3.2.2 Working Procedures

Apprenticeship procedures that have been carried out in PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai which starts on February 03<sup>rd</sup> to June 06<sup>th</sup>, 2025, in Management System the division are as follows:

#### 1. Entry Permit

Letter is an entry permit used to grant permission to enter ships or sea transportation equipment. This letter is used as official proof of entry permits so that loading and unloading activities run smoothly without problems. The entry permit flowchart can be seen in figure 3.1 as follows:



**Figure 3. 1 Flowchart Entry Permit**

*Source: Processed Data, 2025*

Based on the Entry Permit flowchart in Figure 3.1, the following is an explanation of the work procedures in managing entry permits at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai:

a. Submission of Letter by Receptionist

The process begins when the receptionist presents a letter requesting an entry permit to the administrative staff. This letter contains a request to obtain an entry permit to the port area or sea transportation facility.

b. Checking by Administrative Staff

After receiving the letter, the administrative staff will check the contents of the letter, the completeness of the documents, and the suitability of the data submitted.

c. Submission to Authors

Once checked, the letter is then given to the author/officer responsible for data input.

d. Data Entry into Computer

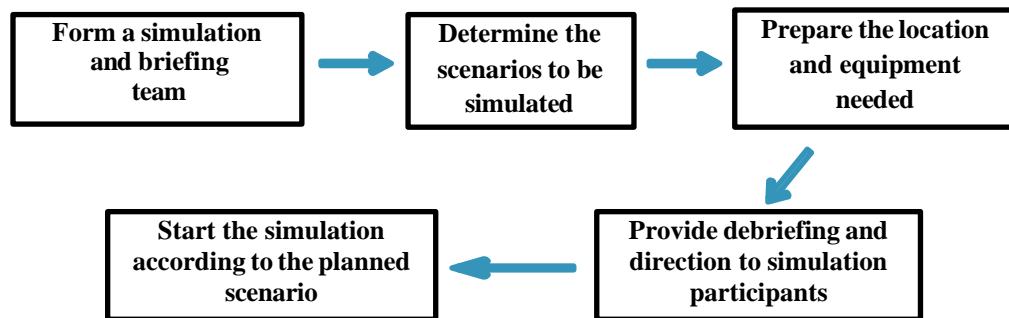
The officer enters the entry permit application data into the computer system used by the company for recording and archiving.

e. Printing and Approval by Manager

Once the data has been successfully entered, the entry permit is printed and then signed by the manager as an official approval of the entry permit.

2. Participating in K3 simulation.

The K3 simulation is designed to train employees in comprehending and applying safety and health protocols, enhancing their awareness of workplace hazards, and preparing them to respond to emergencies. The flowchart of the K3 simulation can be seen in Figure 3.2 as follows:



**Figure 3.2 Flowchart Participating K3 Simulation**

*Source: Processed Data, 2025*

The following is an explanation of the Participating K3 Simulation flowchart in Figure 3.2:

a. Form a Simulation and Briefing Team

The first step is to form a simulation team and a team that will brief participants. This team is in charge of designing and coordinating the entire simulation implementation.

b. Determine the Scenarios to be Simulated

Once the team is formed, the simulation scenario is determined. These scenarios can be fires, chemical spills, or other emergencies that may occur in the work environment.

c. Prepare the Location and Equipment Needed

Once the scenario is selected, the simulation location as well as the equipment needed (e.g. extinguishers, stretchers, PPE) are prepared so that the simulation runs realistically and safely.

d. Provide Debriefing and Direction to Simulation Participants

Before the simulation starts, participants are briefed on their roles, safety procedures, and the purpose of the simulation so that they understand the steps to take.

e. Start the Simulation According to the Planned Scenario

The simulation follows the designed scenario, with participants expected to respond promptly and follow OHS procedures.



### 3. Vehicle Numbers on Dock Pass memo Stickers.

The vehicle plate sticker is used to give permission for 2-wheeled and 4- wheeled vehicles to enter the harbor port. If you don't have a vehicle sticker, the dock security will not allow entry. The Vehicle license plate sticker flowchart can be seen in figure 3.3 as follows:



**Figure 3.3 Flowchart Vehicle numbers on dock pass memo stickers**

*Source: Processed Data, 2025*

The explanation of the flowchart for the vehicle sticker is as follows:

#### a. The Receptionist Received the Vehicle

The process begins when the receptionist receives the arrival of the vehicle from the party entering the port area. This reception includes the initial identification of the vehicle and the purpose of its arrival.

#### b. The Receptionist Gives It to Administration for Inspection

After receiving the vehicle, the receptionist submits the vehicle data to the administration for checking the completeness of documents and other requirements.

#### c. The Administration Gives the Author to Record Vehicle Plates

The administration then hands over the vehicle information to the author. This step is done after the initial verification is complete.

#### d. The Author Writes Down the Vehicle Plate Number and Then Writes It into the Vehicle Entry Book

Finally, the officer records the vehicle's license plate number and enters it into the vehicle entry and exit book or port vehicle registration system. This data becomes the reference for issuing the dock pass sticker.

#### 4. 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 3.4 Creating Vehicle Registration Stickers**

*Source: Processed Data, 2025*

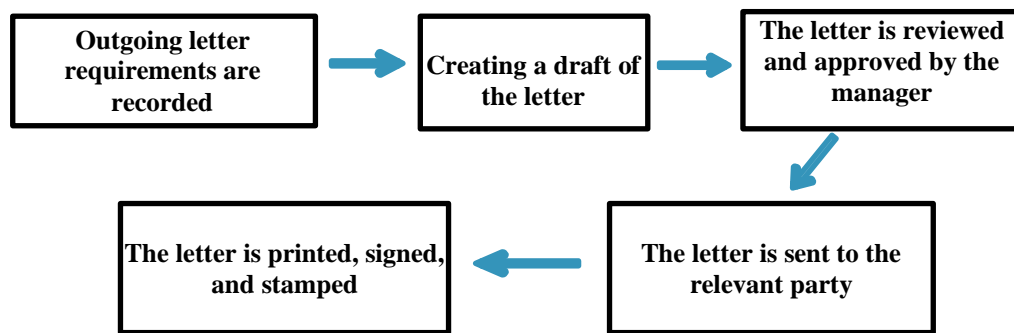
The explanation of the flowchart for making vehicle stickers for the dock area pass is as follows:

- 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.

- e. 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.

## 5. 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 3.5 Creating and Distributing Outgoing Letters**

*Source: Processed Data, 2025*

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

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

### 3.3 Place and Time of Apprenticeship

#### 3.3.1 Place of Apprenticeship

The 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 3.6 Address of PT. Pelindo Regional 1 Dumai**

*Source: Google Maps, 2025*

#### 3.3.2 Time of Apprenticeship

This Apprenticeship activity was carried out starting from February 03<sup>rd</sup>, 2025 until June 06<sup>th</sup>, 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 uniform
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	Shirt
5.	Friday	08:00 – 16:30 WIB	11:30 – 13:30 WIB	Sport and Batik

*Source: Processed Data, 2025*

Based on Table 3.1, the apprenticeship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai was conducted from February 3<sup>rd</sup> to June 6<sup>th</sup>, 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 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 03<sup>rd</sup> to February 07<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, Feb 3, 2025	Introduction to all staff at PT. Pelindo (Persero) Regional 1 Dumai, Introduction to the PT Pelindo office environment including introduction to the work system, work culture, and organizational structure	PT. Pelindo (Persero) Regional 1 Dumai
2.	Tuesday, Feb 4, 2025	I create entry permits for those requiring access to the company's work area, ensuring all permit data is recorded correctly. I also file official letters in file folders in numerical order to facilitate future retrieval. I also create memos and cover letters as required by the company for both internal and external purposes. Other activities include organizing documents and archives in storage	Management System Division

		cabinets to ensure they are neatly organized, as well as printing and photocopying letters to support smooth administrative operations within the office.	
3.	Wednesday, Feb 5, 2025	<ol style="list-style-type: none"> <li>1. Creating vehicle numbers on the dock memo pass stickers and recording them in the 2-wheeled and 4-wheeled vehicle number book and delivering them to the technical division for receipt</li> <li>2. Filing important letters for official purposes and arranging and tidying them up based on the order of the letter numbers.</li> <li>3. Creating an Entry Permits</li> </ol>	Management System Division
4.	Thursday, Feb 6, 2025	<ol style="list-style-type: none"> <li>1. Filing letters based on the order of letter numbers.</li> <li>2. Creating an Entry Permit</li> </ol>	Management System Division
5.	Friday, Feb 7, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permits</li> <li>2. Archiving important documents such as incoming mail, outgoing mail, and so on</li> <li>3. Document completeness check</li> </ol>	Management System Division

Source: Processed Data, 2025

During the first week of internship at PT Pelindo (Persero) Regional 1 Dumai, activities began with a self-introduction, familiarization with the work environment, obtaining work area access permits, filing letters according to their serial numbers and important documents, writing memos and cover letters, printing and photocopying documents, numbering vehicles on memo pass stickers, and checking the completeness of documents.

The agenda of activities or work that has been carried out by the Author during the internship at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai on February 10 to February 15, 2025 can be seen in the table below as follows:

**Table 3.3 Daily Activities from February 10<sup>th</sup> to February 14<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, Feb 10, 2025	<ol style="list-style-type: none"> <li>1. Helping to create/Write the names of companies that want to be invited to the 2025 National K3 Month Event at the Passenger Terminal Port.</li> <li>2. Creating an Entry Permit.</li> <li>3. Archiving important letters such as incoming and outgoing letters.</li> </ol>	Management System Division
2.	Tuesday, Feb 11, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit and printing it</li> <li>2. Creating and writing the vehicle number on the dock memo pass sticker and making it in a receipt book delivered to the technical division as a receipt</li> <li>3. Filing important documents in a letter file</li> <li>4. Tidying up document files</li> </ol>	Management System Division

3.	Wednesday, Feb 12, 2025	<ol style="list-style-type: none"> <li>1. Participate in helping to prepare events and participate in the 2025 National K3 Month Activities at the Passenger Terminal port</li> <li>2. Creating an Entry Permit and printing the letter</li> <li>3. Archiving important documents such as, archiving incoming letters, outgoing letters, and so on.</li> </ol>	Management System Division
4.	Thursday, Feb 13, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit</li> <li>2. Preparing and helping to lift the prizes/door prizes for healthy exercise activities on Fridays which aim to increase employee awareness and participation in maintaining health and safety at work</li> <li>3. Helping to cut coupons for healthy exercise</li> <li>4. Filing important documents</li> </ol>	Management System Division
5.	Friday, Feb 14, 2025	<ol style="list-style-type: none"> <li>1. Helping prepare/arrange gifts/door prizes, food and drinks for the 2025 National K3 Month healthy exercise.</li> <li>2. Helping document the 2025 National K3 Month healthy exercise activities and also participate in the healthy exercise activities.</li> <li>3. Creating an entry permit</li> <li>4. Archive important letters, such as incoming letters, outgoing letters, budgets, Ptpds, etc. based on the letter number</li> <li>5. Creating/Write the vehicle number for 2 wheels and 4 wheels on the dock memo pass sticker and record it in the receipt book and submit it to the Engineering devisj.</li> </ol>	Management System Division

Source: Processed Data, 2025

During the second week of internship at PT Pelindo (Persero) Regional 1 Dumai, in addition to performing the same activities as in the first week, involvement was also in the preparation and implementation of the 2025 National K3 Month activities at the Passenger Terminal, including preparing a list of company invitations, gifts, coupons, and documenting the healthy exercise event.

The agenda of activities or work that has been carried out by the Author during the internship 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 17<sup>th</sup> to February 21<sup>st</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, Feb 17, 2025	<ol style="list-style-type: none"> <li>1. Photocopying and printing important letters</li> <li>2. Creating an Entry Permits</li> <li>3. Filing letters such as entry permits according to the order of the letter numbers.</li> </ol>	Management System Division

2.	Tuesday, Feb 18, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit</li> <li>2. Archiving important documents/letters such as incoming letters, etc.</li> <li>3. Printing and photocopying important documents/letters such as incoming letters, receipts/notes, etc.</li> <li>4. Applying Excel. Creating data involved in the roll call event</li> </ol>	Management System Division
3.	Wednesday, Feb 19, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit and stamping the letter</li> <li>2. Filing important documents/letters such as incoming letters, etc. according to the order of the letter number</li> <li>3. Writing a memo/company name in the receipt book</li> <li>4. Printing and photocopying letters</li> </ol>	Management System Division
4.	Thursday, Feb 20, 2025	<ol style="list-style-type: none"> <li>1. Creating Entry Permits and printing them</li> <li>2. Filing important letters based on their sequence numbers</li> <li>3. Helping to prepare the competition event and designing the winner's speech for the 2025 National K3 Month competition event held on Friday, February 20, 2025</li> </ol>	Management System Division
5.	Friday, Feb 21, 2025	<ol style="list-style-type: none"> <li>1. Helping prepare for the 2025 National K3 Competition, namely the cheerleading competition, the smart and observant competition, and others, as well as helping to attach the design of the cheerleading competition winner's greeting, arranging food, arranging trophies, arranging bouquets, and also helping to document the event.</li> <li>2. Printing and photocopying for the 2025 National K3 Competition activities</li> <li>3. Creating an Entry Permits and printing and archiving according to the letter's sequence number.</li> </ol>	Management System Division

*Source: Processed Data, 2025*

During the third week, involvement included preparations for the 2025 National K3 Month Competition, such as arranging prizes, trophies, food, and bouquets, as well as designing congratulatory messages for the cheerleading competition winners. Additional tasks included assisting with event documentation, creating and printing entry permits, numbering vehicle memo pass stickers, and archiving important documents.

The agenda of activities or work that has been carried out by the Author during the internship 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 24<sup>th</sup> to February 28<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, Feb 24, 2025	<ol style="list-style-type: none"><li>1. Creating an Entry Permit, printing and archiving letters according to the order of the letter number</li><li>2. Attending the Isra' Mi'raj event at the PT. Pelindo Dumai prayer room</li><li>3. Photocopying and writing the company name on the meeting/discussion invitation</li><li>4. Delivering letters and receipt books to other divisions</li></ol>	Management System Division
2.	Tuesday, Feb 25, 2025	<ol style="list-style-type: none"><li>1. Creating a memo regarding the application for a port entry pass.</li><li>2. Creating a letter of information regarding the application for a port entry pass</li><li>3. Creating an entry permit, print and archive the letter according to the order of the letter number</li><li>4. Deliver the receipt book to the other division - division room</li></ol>	Management System Division
3.	Wednesday, Feb 26, 2025	<ol style="list-style-type: none"><li>1. Participating in Emergency Response simulation activities in the port area on the ship</li><li>2. Creating a summary of competition documentation in Word</li><li>3. Creating a memo and a letter of information regarding the request for a port entry pass and delivering it to the technical division for receipt</li><li>4. Creating an Entry Permit and archiving it according to the letter's sequence number</li></ol>	Management System Division
4.	Thursday, Feb 27, 2025	<ol style="list-style-type: none"><li>1. Creating memos and letters of information regarding the application for a port pass and deliver them to the technical division for receipt</li><li>2. Summarize the port pass inspection report in Excel</li><li>3. Create a summary of the documentation for the 2025 National K3 Month Roll Call</li><li>4. Create Entry Permit and archive the letter according to the order of the letter numbers</li><li>5. Photocopy and print important letters/files</li></ol>	Management System Division
5.	Friday, Feb 28, 2025	<ol style="list-style-type: none"><li>1. Creating an Entry Permit, printing, stamping, and requesting the manager's signature</li><li>2. Filing other letters according to the order of their letter numbers</li><li>3. Summarizing port pass data and writing employee names in Word and Excel</li></ol>	Management System Division

Source: Processed Data, 2025

In the four week, in addition to routine administrative tasks such as issuing entry permits, printing, and filing letters, participation included attending the Isra' Mi'raj event in the prayer room of Pelabuhan Indonesia (Persero) Regional 1 Dumai. Other activities involved taking part in an emergency response simulation in the port area,

preparing a summary of competition documentation, and compiling a port entry report in both Word and Excel formats.

The agenda of activities or work that has been carried out by the Author during the internship 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 03<sup>rd</sup> to March 07<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, March 03, 2025	1. Creating Entry Permit 2. Create a memo and Create letter of information 3. Archiving other letters according to the order of the letter number.	Management System Division
2.	Tuesday, March 04, 2025	1. Create an Entry Permit 2. Creating a memo and creating a letter of information, printing, photocopying, stamping, and asking for the manager's signature and delivering it to the technical division by bringing a receipt book and archiving other letters according to the order of the letter number.	Management System Division
3.	Wednesday, March 05, 2025	1. Create an Entry Permit 2. Create a memo 3. Create a letter of information, 4. Printing, stamping, and requesting the manager's signature and delivering it to the technical division with a receipt book 5. Filing other letters according to the order of the letter number	Management System Division
4.	Thursday, March 06, 2025	1. Create an Entry Permit Archiving files or other letters according to the order of the letter number.	Management System Division
5.	Friday, March 07, 2025	1. Create an Entry Permit, printing, stamping, and requesting the manager's signature 2. filing other letters according to the order of the letter number 3. Create a memo, Create a letter of request for a port pass	Management System Division

*Source: Processed Data, 2025*

In the five week, activities focused on creating entry permits, memos, and information letters, including the processes of printing, stamping, and obtaining manager signature approval before submission to the technical division. Additional tasks included preparing port pass application letters, archiving documents, and organizing archives in numerical order.

The agenda of activities or work that has been carried out by the Author during the internship 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 10<sup>th</sup> to March 14<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, March 10, 2025	<ol style="list-style-type: none"> <li>1. Create an Entry Permit, print, stamp, and ask for the manager's signature and deliver it to the technical division with a receipt book</li> <li>2. Create a Port Pass Memo</li> <li>3. Create a Port Pass Information Letter</li> <li>4. Archive other letters according to the order of the letter number</li> </ol>	Management System Division
2.	Tuesday, March 11, 2025	<ol style="list-style-type: none"> <li>1. Create a memo regarding the application for a port pass and deliver it to the technical division</li> <li>2. Create a statement letter regarding the application for a port pass and deliver it to the technical Archive other letters according to the order of the letter number</li> <li>3. Create an entry permit regarding the application for a port entry permit</li> </ol>	Management System Division
3.	Wednesday, March 12, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permits from several companies</li> <li>2. Create Vehicle Pass stickers for 4 Wheels from the engineering division</li> <li>3. Photocopying several important documents from the systems division</li> <li>4. Filing important letters</li> </ol>	Management System Division
4.	Thursday, March 13, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit</li> <li>2. Archiving important letters,</li> <li>3. Create vehicle numbers suitable for 2 wheels and 4 wheels on dock stickers, and printing and photocopying letters or other things</li> </ol>	Management System Division
5.	Friday, March 14, 2025	<ol style="list-style-type: none"> <li>1. Create an Entry Permit</li> <li>2. Create vehicle numbers for 2 wheels and 4 wheels on dock stickers,</li> <li>3. Create a memo and port pass certificates</li> <li>4. Archiving letters in letter files according to the letter sequence number and printing, photocopying, and stamping other letters</li> </ol>	Management System Division

*Source: Processed Data, 2025*

In the six week, activities included creating and processing port pass memos, port pass information letters, and entry permits for various companies. Additional tasks involved making stickers for two- and four-wheeled vehicles, photocopying documents from the systems division, creating port pass certificates, and archiving documents in

numerical order, including the processes of printing, stamping, and obtaining approvals.

The agenda of activities or work that has been carried out by the Author during the internship 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 17<sup>th</sup> to March 21<sup>st</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, March 17, 2025	1. Create an Entry Permit 2. Filing letters according to their sequence number 3. Assisting and participating in the Ramadhan safari event at PT. Pelindo Regional 1 Dumai.	Management System Division
2.	Tuesday, March 18, 2025	1. Create an Entry Permit 2. Filing letters according to their sequence number 3. Printing, photocopying, and stamping the letter	Management System Division
3.	Wednesday, March 19, 2025	1. Create a Port Pass Memo 2. Create a Port Pass Statement Letter 3. Create an Entry Permit 4. Filing letters	Management System Division
4.	Thursday, March 20, 2025	1. Create an Entry Permit 2. File important letters based on letter files and letter sequence numbers 3. Create memos and letters of information regarding port passes and print the letters and stamp them, and ask for the manager's signature, then deliver them to the technical division	Management System Division
5.	Friday, March 21, 2025	1. Create an entry permit 2. Archive letters according to their sequence number.	Management System Division

*Source: Processed Data, 2025*

In the seven week, in addition to creating and archiving entry permits as usual, the author assisted with the Ramadan Safari event at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, created Port Pass Memos and Port Pass Statement Letters, and prepared as well as sent letters related to port passes to the technical division.

The agenda of activities or work that has been carried out by the Author during the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai on March 24 to March 31, 2025 can be seen in the table below as follows:

**Table 3.9 Daily Activities from March 24<sup>th</sup> to March 31<sup>st</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, March 24, 2025	1. Creating an Entry permits from several companies 2. Delivering files to the Engineering division and requesting complete data on documents to be processed 3. Filing entry permits, mixed files and BDI and incoming letters 4. Delivering entry permit documents to the post office	Management System Division
2.	Tuesday, March 25, 2025	1. Create an Entry Permits from several companies 2. Filing entry permit documents and outgoing letter 3. Photocopying several important documents for BDI documents	Management System Division
3.	Wednesday, March 26, 2025	1. Creating Memos, Creating Letters of Information Regarding Port Passes 2. Creating Entry Permits According to the Letter Number 3. Filing Various Documents in Letter Files According to the Format Provided	Management System Division
4.	Thursday, March 27, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
5.	Friday, March 28, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
6.	Monday, March 31, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-

Source: Processed Data, 2025

In the eight week, activities included obtaining entry permits from several companies, delivering documents to the engineering division and post office, and copying important documents for BDI purposes.

The agenda of activities or work that has been carried out by the Author during the internship 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 April 01<sup>st</sup> to April 04<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Tuesday, April 01, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-

2.	Wednesday, April 02, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
3.	Thursday, April 03, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
4.	Friday, April 04, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-

*Source: Processed Data, 2025*

The agenda of activities or work that has been carried out by the Author during the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai can be seen in the table below as follows:

**Table 3.11 Daily Activities from April 07<sup>th</sup> to April 11<sup>st</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, April 07, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
2.	Tuesday, April 08, 2025	1. Creating an Entry Permit (Entry Permit) Like usual days 2. Creating a Port Pass Memo 3. Creating a statement letter 4. Archiving letters and several other documents	Management System Division
3.	Wednesday, April 09, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
4.	Thursday, April 10, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
5.	Friday, April 11, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division

*Source: Processed Data, 2025*

In the tenth week, in addition to the author's regular duties, a Port Pass Memo was created, a statement letter was written, and various important documents were archived in numerical order.

The agenda of activities or work that has been carried out by the Author during the internship 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 14<sup>th</sup> to April 18<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, April 14, 2025	1. Create an entry permit letter 2. Archiving letters according to the letter's sequence number 3. Create memos and port pass certificates and delivering them to the technical division	Management System Division
2.	Tuesday, April 15, 2025	1. Create 2-wheeled and 4-wheeled vehicle numbers on dock memo stickers 2. Create Entry permits (Entry Permit)	Management System Division
3.	Wednesday, April 16, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
4.	Thursday, April 17, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
5.	Friday, April 18, 2025	Public Holiday of the Death of Jesus Christ	-

Source: Processed Data, 2025

In the eleventh week, the interesting activities this week were making two and four wheeled vehicle numbers on dock memo stickers, as well as making memos and port pass certificates to be submitted to the technical division.

The agenda of activities or work that has been carried out by the Author during the internship 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 21<sup>st</sup> to April 25<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, April 21, 2025	1. Creating an entry permit 2. Create a memo 3. Create a letter of information	Management System Division
2.	Tuesday, April 22, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number 3. Create a memo	Management System Division
3.	Wednesday, April 23, 2025	1. Creating an Entry Permit 2. Creating attendance records for the Ruang Cipta meeting 3. Helping to clean the system room such as tidying up the archives, arranging various documents 4. Filing incoming letters, outgoing letters, BDI and entry permits	Management System Division
4.	Thursday, April 24, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division

5.	Friday, April 25, 2025	<ol style="list-style-type: none"> <li>1. Sports every Friday</li> <li>2. Assisting and participating in emergency response activities at the passenger terminal</li> <li>3. Create an Entry permits and archiving them according to the order of the letter numbers</li> </ol>	Management System Division
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*Source: Processed Data, 2025*

In this twelfth week, activities in the Management System Division included creating entry permits, memos, and information letters, filing documents according to their serial numbers, and assisting with various administrative tasks such as creating meeting attendance lists, cleaning the system room, and filing incoming and outgoing letters. On Friday, routine sports activities were carried out and participation in an emergency response simulation at the passenger terminal.

The agenda of activities or work that has been carried out by the Author during the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai on April 28 to April 30 2025 can be seen in the table below as follows:

**Table 3.14 Daily Activities from April 28<sup>st</sup> to April 30<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, April 28, 2025	<ol style="list-style-type: none"> <li>1. Creating an entry permit</li> <li>2. Create a memo</li> <li>3. Create a letter of information</li> </ol>	Management System Division
2.	Tuesday, April 29, 2025	<ol style="list-style-type: none"> <li>1. Create an Entry Permit</li> <li>2. Archive it according to the letter sequence number</li> </ol>	Management System Division
3.	Wednesday, April 30, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit</li> <li>2. Archive it according to the letter sequence number</li> </ol>	Management System Division

*Source: Processed Data, 2025*

The focus of activities in the thirteenth week is the creation of entry permits, memos, information letters, and document filing according to letter serial numbers in the Management System Division. Activities will take place over three working days due to the approaching May Day holiday.

The agenda of activities or work that has been carried out by the Author during the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai on May 01 to May 02, 2025 can be seen in the table below as follows:



**Table 3.15 Daily Activities from May 01<sup>st</sup> to May 02<sup>nd</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Thursday, May 01, 2025	Public Holiday of the International Workers' Day	-
2.	Friday, May 02, 2025	1. Sports every Friday 2. Create an Entry permits and archiving them according to the order of the letter numbers	Management System Division

*Source: Processed Data, 2025*

Thursday is International Labor Day, while on Friday there are regular sports activities and the creation and filing of entry permits according to the order of letters in the Management System Division.

The agenda of activities or work that has been carried out by the Author during the internship 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 3.16 Daily Activities from May 05<sup>th</sup> to May 09<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, May 05, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
2.	Tuesday, May 06, 2025	1. Creating a Port Pass Memo 2. Create an Entry Permit 3. Archive it according to the letter sequence number	Management System Division
3.	Wednesday, May 07, 2025	1. Create an Entry Permit 2. Creating a Port Pass Memo 3. Archive it according to the letter sequence number	Management System Division
4.	Thursday, May 08, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
5.	Friday, May 09, 2025	1. Sports every Friday 2. Create an Entry Permit according to the sequence of the letter number 3. Archiving files and letters into a letter file 4. Writing the names of companies for FGD activities.	Management System Division

*Source: Processed Data, 2025*

In the fifteenth week, activities included making entry permits, making port pass memos, filing documents according to letter sequence numbers, filing files and letters into folders, and writing a list of company names for FGD activities. On Friday, routine sports activities were still carried out in the Management System Division.

The agenda of activities or work that has been carried out by the Author during the internship 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 3.17 Daily Activities from May 12<sup>nd</sup> to May 16<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, May 12, 2025	Public Holiday for the Vesak Day Holiday	-
2.	Tuesday, May 13, 2025	Public Holiday for the Vesak Day Holiday	-
3.	Wednesday, May 14, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
4.	Thursday, May 15, 2025	1. Participate in safety induction and safety patrol activities 2. Create an Entry Permit 3. Archive it according to the letter sequence number	Management System Division
5.	Friday, May 16, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division

*Source: Processed Data, 2025*

This sixteenth week includes two public holidays to commemorate Vesak Day (Monday and Tuesday). Following that, activities will include the creation and archiving of entry permits, as well as participation in safety induction and safety patrols in the Management System Division.

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

**Table 3.18 Daily Activities from May 19<sup>th</sup> to May 23<sup>rd</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, May 19, 2025	1. Filing files and letters 2. Assisting with rehearsals for exercise events	Management System Division
2.	Tuesday, May 20, 2025	1. Helping with Exercise event activities 2. Create an Entry Permit 3. Archive it according to the letter sequence number	Management System Division
3.	Wednesday, May 21, 2025	1. Create a Port Pass Memo 2. Create a Port Pass Certificate 3. Create an Entry Permit Archive Important Letters	Management System Division
4.	Thursday, May 22, 2025	1. Create an Entry Permit Archive it according to the letter sequence number	Management System Division

5.	Friday, May 23, 2025	<ol style="list-style-type: none"> <li>1. Create an Entry Permit</li> <li>2. Archive it according to the letter sequence number</li> <li>3. Sports every Friday</li> </ol>	Management System Division
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*Source: Processed Data, 2025*

Seventeenth week In addition to creating and filing entry permits, this week included assisting with exercise preparation training, creating Port Pass Memos and Port Pass Certificates, and filing important letters. On Friday, regular exercise was held in the Management System Division.

The agenda of activities or work that has been carried out by the Author during the internship 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 3.19 Daily Activities from May 26<sup>th</sup> to May 30<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, May 26, 2025	<ol style="list-style-type: none"> <li>1. Create an Entry Permit</li> <li>2. Archive it according to the letter sequence number</li> </ol>	Management System Division
2.	Tuesday, May 27, 2025	<ol style="list-style-type: none"> <li>1. Create an Entry Permit</li> <li>2. Archive it according to the letter sequence number</li> </ol>	Management System Division
3.	Wednesday, May 28, 2025	<ol style="list-style-type: none"> <li>1. Create an Entry Permit</li> <li>2. Archive it according to the letter sequence number</li> </ol>	Management System 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: Processed Data, 2025*

The eighteenth week was dominated by the creation and filing of entry permits until the middle of the week. Thursday and Friday were holidays for the Ascension of Jesus Christ.

The agenda of activities or work that has been carried out by the Author during the internship 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 3.20 Daily Activities from June 02<sup>nd</sup> to June 06<sup>th</sup>, 2025**

No.	Date	Description of Activities	Place
1.	Monday, June 02, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
2.	Tuesday, June 03, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
3.	Wednesday, June 04, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number Conducting Presentation about Apprenticeship Report in PT. Pelindo Dumai Hall	Management System Division
4.	Thursday, June 05, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Management System Division
5.	Friday, June 06, 2025	Public Holiday of the Eid al-Adha	-

*Source: Processed Data, 2025*

In the last week of the nineteenth week, in addition to the creation and filing of entry permits, there was an internship report presentation at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai. Friday was a holiday for Eid al-Adha.

### **3.5 Obstacle and Solution of the Apprenticeship**

#### **3.5.1 Obstacle**

During the apprenticeship period, there were several obstacles encountered in carrying out daily tasks. The following is a description of these obstacles:

1. Unstable internet connection: Hinders the smooth running of work that requires online access, complicates the process of uploading and scanning important documents, especially those related to port entry permits.
2. Limited or damaged work equipment: Some devices such as computers, printers, or photocopiers are not functioning optimally. This situation causes work to be delayed because employees have to wait for repairs or take turns using the equipment with other employees.

#### **3.5.2 Solution**

Based on the obstacles above, the following are solutions that can be applied to overcome them:

1. Unstable internet connection: Use backup internet sources such as mobile data when the office network is down, schedule tasks that require online access during periods when the internet connection is more stable, report and coordinate with the IT department to troubleshoot or perform maintenance immediately to improve network quality.
2. Limited or damaged work devices: Schedule device usage to efficiently share devices with colleagues while waiting for repairs, use available backup devices to prevent delays, and report damage immediately to the relevant department so that repairs or replacements can be done quickly.

## **CHAPTER IV**

### **CONCLUSIONS AND SUGGESTIONS**

#### **4.1 Conclusions**

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

1. The apprenticeship was conducted for four months (February 03<sup>rd</sup> to June 06<sup>th</sup>, 2025) at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai, especially in the Management System Division. During this period, the author was directly involved in various administrative and operational activities, such as processing entry permits, preparing official notes and official letters, managing document archives, and assisting with safety activities. This experience allowed the author to gain valuable insights into the dynamics of the real world of work and improve professional competencies in accordance with the field of study.
2. The practical work program took place at PT Pelabuhan Indonesia (Persero) Regional Dumai within the Management System division. The program lasted for four months, from February 03<sup>rd</sup>, 2025, to June 06<sup>th</sup>, 2025 which is located at Jl. Sultan Syarif Kasim No.1, Tlk. Binjai, Dumai Timur District, Dumai City, Riau 28826, Indonesia
3. This field work practice has proven to provide real benefits, not only for students who gain work experience, but also for companies that get additional administrative support, and educational institutions that receive feedback on the quality of their graduates. The cooperative relationship between campuses and the industrial world is also getting stronger as part of the link and match effort between vocational education and industrial needs.
4. Through daily tasks, the author applied academic knowledge and gained practical skills in document processing, entry permits, and event support. Soft skills such as

time management, adaptability, teamwork, and communication were also improved, enhancing professional readiness.

## **4.2 Suggestions**

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. For students, it is recommended to take full advantage of internship programs as a means of maximizing learning by applying all the knowledge and skills acquired during lectures to the real world of work. Students should demonstrate proactive attitudes, initiative, and responsibility in every task assigned, and should not hesitate to ask questions or seek new information to broaden their horizons. Additionally, students are expected to build good working relationships with all parties within the company so that the internship experience can have a positive impact, both for personal development and readiness to enter the workforce.
2. For companies or institutions, it is hoped that they will continue to provide opportunities for students to undertake internships and be directly involved in operational activities. Companies are also expected to provide guidance, direction, and constructive feedback to students, so that the experience gained is more beneficial and relevant to the competencies required in the workplace. Through good interaction and collaboration, companies not only help produce high-quality graduates but also have the potential to secure prospective employees who already understand the company's work culture.
3. For the State Polytechnic of Bengkalis, it is recommended to continue improving the quality and quantity of collaborations with various companies and institutions across different sectors. This can be achieved by expanding partnership networks, aligning the curriculum with industry needs, and ensuring that learning materials are relevant to the challenges of the workplace. Additionally, regular evaluations of

internship program outcomes should be conducted based on feedback from companies, serving as a foundation for improving the quality of education and learning in the future.



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## APPENDICES

### Appendix 1: Application Letter of Apprenticeship



**KEMENTERIAN PENDIDIKAN TINGGI, SAINS,  
DAN TEKNOLOGI**  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Babin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polibeng.ac.id>, E-mail: [polibeng@polibeng.ac.id](mailto:polibeng@polibeng.ac.id)

Nomor : 5398/PLJ1/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**  
  
**Merhadi Sastra, S.T., M.Sc.**  
**NIP. 196903142015041001**

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/ 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/ saudara agar memperhatikan hal-hal sebagai berikut :

- Sebelum dan sesudah memulai kegiatan Kerja Praktik (KP) wajib melapor kepada Junior Manager Umum Regional 1 Dumai;
- Mentaati semua peraturan yang berlaku di perusahaan dan wajib memahaminya;
- Mematuhi ketentuan keselamatan, kecelakaan kerja (K3);
- Mentaati dan melaksanakan protokol kesehatan;
- Melengkapi BPJS Ketenagakerjaan/Asuransi (Jaminan Kematian/Kecelakaan Kerja) selama pelaksanaan Kerja Praktik di Perusahaan;
- Membuat surat pernyataan bermaterai yang isinya apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggung jawab;
- 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

Jl. Sultan Syarif Kasim No. 1, Dumai, 28113 - Indonesia  
T +62 765 21488 | E [dumai@pelindo.co.id](mailto:dumai@pelindo.co.id)

[www.pelindo.co.id](http://www.pelindo.co.id)



### Appendix 3: Apprenticeship Statement Letter



**SURAT KETERANGAN**  
**NO : KP.40 / 1 / 13/ DMAI/REG1-25.TU**

Executive General Manager Pelindo Regional I Dumai menerangkan bahwa :

**N a m a** : Nordiana  
**Mahasiswi** : Politeknik Negeri Bengkalis  
**NIM** : 5404211435  
**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. NIRWAN**  
**NIPP. 100993**

Regional 1 Gatang Dumai  
Jl. Sultan Syarif Kasim No. 1 Dumai - 28513  
**T** +62 765 314609 **E** [dumai@pelindo.co.id](mailto:dumai@pelindo.co.id)

[www.pelindo.co.id](http://www.pelindo.co.id)



#### Appendix 4: Apprenticeship Attendance List



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)  
POLITEKNIK NEGERI BENGKALIS  
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : NORDIANA  
 NIM : 5404211435  
 TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI (BAGIAN SISTEM MANAJEMEN)  
 BULAN : FEBRUARI 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Senin, 03-02-2025	08.00	17.00	Hadir
2	Selasa, 04-02-2025	08.00	17.00	Hadir
3	Rabu, 05-02-2025	08.00	17.00	Hadir
4	Kamis, 06-02-2025	08.00	17.00	Hadir
5	Jumat, 07-02-2025	08.00	16.30	Hadir
6	Senin, 10-02-2025	08.00	17.00	Hadir
7	Selasa, 11-02-2025	08.00	17.00	Hadir
8	Rabu, 12-02-2025	08.00	17.00	Hadir
9	Kamis, 13-02-2025	08.00	17.00	Hadir
10	Jumat, 14-02-2025	08.00	16.30	Hadir
11	Senin, 17-02-2025	08.00	17.00	Hadir
12	Selasa, 18-02-2025	08.00	17.00	Hadir
13	Rabu, 19-02-2025	08.00	17.00	Hadir
14	Kamis, 20-02-2025	08.00	17.00	Hadir
15	Jumat, 21-02-2025	08.00	16.30	Hadir
16	Senin, 24-02-2025	08.00	17.00	Hadir
17	Selasa, 25-02-2025	08.00	17.00	Hadir
18	Rabu, 26-02-2025	08.00	17.00	Hadir
19	Kamis, 27-02-2025	08.00	17.00	Hadir
20	Jumat, 28-02-2025	08.00	16.30	Hadir

Mengetahui,  
Pembimbing PKL

  
IKAZURRY MUTIA



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)  
POLITEKNIK NEGERI BENGKALIS  
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : NORDIANA  
NIM : 5404211435  
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL I DUMAI (BAGIAN SISTEM MANAJEMEN)  
BULAN : MARET 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Senin, 03-03-2025	08.00	15.00	Hadir
2	Selasa, 04-03-2025	08.00	15.00	Hadir
3	Rabu, 05-03-2025	08.00	15.00	Hadir
4	Kamis, 06-03-2025	08.00	15.00	Hadir
5	Jumat, 07-03-2025	08.00	15.00	Hadir
6	Senin, 10-03-2025	08.00	15.00	Hadir
7	Selasa, 11-03-2025	08.00	15.00	Hadir
8	Rabu, 12-03-2025	08.00	15.00	Hadir
9	Kamis, 13-03-2025	08.00	15.00	Hadir
10	Jumat, 14-03-2025	08.00	15.00	Hadir
11	Senin, 17-03-2025	08.00	15.00	Hadir
12	Selasa, 18-03-2025	08.00	15.00	Hadir
13	Rabu, 19-03-2025	08.00	15.00	Hadir
14	Kamis, 20-03-2025	08.00	15.00	Hadir
15	Jumat, 21-03-2025	08.00	15.00	Hadir
16	Senin, 24-03-2025	08.00	15.00	Hadir
17	Selasa, 25-03-2025	08.00	15.00	Hadir
18	Rabu, 26-03-2025	08.00	15.00	Hadir
19	Kamis, 27-03-2025	08.00	15.00	Hadir
20	Jumat, 28-03-2025	-	-	Libur Meyambut Hari Raya Idul Fitri
21	Senin, 31-03-2025	-	-	Libur Meyambut Hari Raya Idul Fitri

Mengetahui,  
Pembimbing PKL

IKAZURRY MUTIA






**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)  
POLITEKNIK NEGERI BENGKALIS  
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : NORDIANA  
NIM : 5404211435  
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI (BAGIAN SISTEM MANAJEMEN)  
BULAN : APRIL 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Selasa, 01-04-2025	-	-	Libur Hari Raya Idul Fitri
2	Rabu, 02-04-2025	-	-	Libur Hari Raya Idul Fitri
3	Kamis, 03-04-2025	-	-	Libur Hari Raya Idul Fitri
4	Jumat, 04-04-2025	-	-	Libur Hari Raya Idul Fitri
5	Senin, 07-04-2025	-	-	Libur Hari Raya Idul Fitri
6	Selasa, 08-04-2025	08.00	17.00	Hadir
7	Rabu, 09-04-2025	08.00	17.00	Hadir
8	Kamis, 10-04-2025	08.00	17.00	Hadir
9	Jumat, 11-04-2025	08.00	16.30	Hadir
10	Senin, 14-04-2025	08.00	17.00	Hadir
11	Selasa, 15-04-2025	08.00	17.00	Hadir
12	Rabu, 16-04-2025	08.00	17.00	Hadir
13	Kamis, 17-04-2025	08.00	17.00	Hadir
14	Jumat, 18-04-2025	-	-	Libur Wafat Isa Almasih
15	Senin, 21-04-2025	08.00	17.00	Hadir
16	Selasa, 22-04-2025	08.00	17.00	Hadir
17	Rabu, 23-04-2025	08.00	17.00	Hadir
18	Kamis, 24-04-2025	08.00	17.00	Hadir
19	Jumat, 25-04-2025	08.00	16.30	Hadir
20	Senin, 28-04-2025	08.00	17.00	Hadir
21	Selasa, 29-04-2025	08.00	17.00	Hadir
22	Rabu, 30-04-2025	08.00	17.00	Hadir

Mengetahui,  
Pembimbing PKL

  
IKAZURRY MUTIA



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)  
POLITEKNIK NEGERI BENGKALIS  
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : NORDIANA  
NIM : 5404211435  
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL I DUMAI (BAGIAN SISTEM MANAJEMEN)  
BULAN : MEI 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Kamis, 01-05-2025	-	-	Libur Hari Buruh Nasional
2	Jumat, 02-05-2025	08.00	16.30	Hadir
3	Senin, 05-05-2025	08.00	17.00	Hadir
4	Selasa, 06-05-2025	08.00	17.00	Hadir
5	Rabu, 07-05-2025	08.00	17.00	Hadir
6	Kamis, 08-05-2025	08.00	17.00	Hadir
7	Jumat, 09-05-2025	08.00	16.30	Hadir
8	Senin, 12-05-2025	-	-	Libur Hari Raya Waisak
9	Selasa, 13-05-2025	-	-	Libur Hari Raya Waisak
10	Rabu, 14-05-2025	08.00	17.00	Hadir
11	Kamis, 15-05-2025	08.00	17.00	Hadir
12	Jumat, 16-05-2025	08.00	16.30	Hadir
13	Senin, 19-05-2025	08.00	17.00	Hadir
14	Selasa, 20-05-2025	08.00	17.00	Hadir
15	Rabu, 21-05-2025	08.00	17.00	Hadir
16	Kamis, 22-05-2025	08.00	17.00	Hadir
17	Jumat, 23-05-2025	08.00	16.30	Hadir
18	Senin, 26-05-2025	08.00	17.00	Hadir
19	Selasa, 27-05-2025	08.00	17.00	Hadir
20	Rabu, 28-05-2025	08.00	17.00	Hadir
21	Kamis, 29-05-2025	-	-	Cuti Kenaikan Isa Al Masih
22	Jumat, 30-05-2025	-	-	Cuti Kenaikan Isa Al Masih

Mengetahui,  
Pembimbing PKL

IKAZURRY MUTIA





**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)  
POLITEKNIK NEGERI BENGKALIS  
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : NORDIANA  
NIM : 5404211435  
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI (BAGIAN SISTEM MANAJEMEN)  
BULAN : JUNI 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Senin, 02-06-2025	08.00	17.00	Hadir
2	Selasa, 03-06-2025	08.00	17.00	Hadir
3	Rabu, 04-05-2025	08.00	17.00	Hadir
4	Kamis, 05-05-2025	08.00	17.00	Hadir
5	Jumat, 06-05-2025	-	-	Hari Raya Idul Adha

Mengetahui,  
Pembimbing PKL

**IKAZURRY MUTIA**  
NIPP. 105370

## Appendix 5: Apprenticeship Assessment

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

Name : Nordiana

Student's Identity No. : 5404211435

Study Program : Internasional Business Administration State Polytechnic of Bengkalis

No	Evaluation Aspect	Percentage	Scores
1.	Dicipline	20%	95
2.	Responsibility	25%	95
3.	Adjustment/Adaptation	10%	90
4.	Work Result	30%	95
5.	Behavior in General	15%	95
Total (1+2+3+4+5)		100%	94,75

Explanation :

Score : Criteria

81 – 100 : Excellence

71 – 80 : Very Good

66 – 70 : Good

61 – 65 : Good Enough


56 – 60 : Enough

Notes:

Well, overall, Diana has a good personality, good attitude, ~~best~~ fast learner and discipline. She can make some job quickly and can solve the problem that we gave to Diana and team. Hopefully, the knowledge that you got in Pelindo, can you implemented in ~~your~~ the future. Thankyou for helping us.

Dumai, June 16<sup>th</sup>, 2025

Supervisor



**IKAZURRY MUTIA**  
NIPP. 105370

**SHEET EVALUATION OF IMPLEMENTATION OF  
JOB TRAINING**

**Name** : Nordiana  
**Student's Identity No.** 5404211435  
**Title of the Job Training** : "Optimalization of Occupational Health and Safety  
Management System (OHSMS) Case Study: PT. Pelindo  
(Persero) 1 Dumai"

NO	EVALUATION ASPECTS	SCORE NUMBER
<b>A</b>	<b>Field Work (30 %)</b>	95
<b>B</b>	<b>Coaching (50 %)</b>	
1	Motivation	90
2	Discipline	95
3	Critical Attitude and Creativity Average	90
	Scores = $(B1+B2+B3)/3$	91,67
<b>C</b>	<b>Report (20%)</b>	
1	Substance	95
2	Writing Order	95
	Average Report Score = $(C1+C2)/2$	95
Implementation Evaluation Score Job Training = $0,3A + 0,5B + 0,2C$		93,34

**Notes:**

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

Dumai, June 16<sup>th</sup> 2025  
Supervisor



**IKAZURRY MUTIA**  
NIPP. 105370

FORM SISWA/MAHASISWA SUDAH MENJALANI PRESENTASI MAGANG

No.	NAMA	SEKOLAH/KAMPUS	TANGGAL	PEMBIMBING PRESENTASI	HASIL PRESENTASI (Kurang,Baik,Sangat Baik)	PARAF PEMBIMBING
1	NOORDIANA	POLITEKNIK BENGKALIS	04 JUNI 2025	IKAZURRY MUTIA	Sangat Baik	
2	RIANA CITRA	POLITEKNIK BENGKALIS	02 JUNI 2025	IKAZURRY MUTIA	Sangat Baik	
3						
4						

## Appendix 6: Apprenticeship Certificate



## Appendix 7: Daily Activities

DAILY ACTIVITIES February 03 <sup>rd</sup> to June 06 <sup>th</sup> , 2025			
No.	Date	Description of Activities	Para1
1.	Monday, Feb 3, 2025	1. Introduction to all staff at PT. Pelindo (Persero) Regional I Dumai 2. Introduction to the PT Pelindo office environment including introduction to the work system, work culture, and organizational structure	y
2.	Tuesday, Feb 4, 2025	1. Creating an Entry Permit 2. Filing letters in letter files according to their sequence numbers 3. Creating memos and letters of reference for company needs 4. Tidying up files in the cupboard 5. Printing and photocopying letters	y
3.	Wednesday, Feb 5, 2025	1. Creating vehicle numbers on the dock memo pass stickers and recording them in the 2-wheeled and 4-wheeled vehicle number book and delivering them to the technical division for receipt 2. Filing important letters for official purposes and arranging and tidying them up based on the order of the letter numbers. 3. Creating an Entry Permits	y
4.	Thursday, Feb 6, 2025	1. Filing letters based on the order of letter numbers. 2. Creating an Entry Permit	y
5.	Friday, Feb 7, 2025	1. Creating an Entry Permits 2. Archiving important documents such as incoming mail, outgoing mail, and so on 3. Document completeness check	y
6.	Monday, Feb 10, 2025	1. Helping to create/Write the names of companies that want to be invited to the 2025 National K3 Month Event at the Passenger Terminal Port. 2. Creating an Entry Permit. 3. Archiving important letters such as incoming and outgoing letters.	y
7.	Tuesday, Feb 11, 2025	1. Creating an Entry Permit and printing it 2. Creating and writing the vehicle number on the dock memo pass sticker and making it in a receipt book delivered to the technical division as a receipt 3. Filing important documents in a letter file 4. Tidying up document files	y
8.	Wednesday, Feb 12, 2025	1. Participate in helping to prepare events and participate in the 2025 National K3 Month Activities at the Passenger Terminal port 2. Creating an Entry Permit and printing the letter 3. Archiving important documents such as, archiving incoming letters, outgoing letters, and so on.	y
9.	Thursday, Feb 13, 2025	1. Creating an Entry Permit 2. Preparing and helping to lift the prizes/door prizes for healthy exercise activities on Fridays which aim to increase employee awareness and	y



		participation in maintaining health and safety at work 3. Helping to cut coupons for healthy exercise 4. Filing important documents	
10.	Friday, Feb 14, 2025	1. Helping prepare/arrange gifts/door prizes, food and drinks for the 2025 National K3 Month healthy exercise. 2. Helping document the 2025 National K3 Month healthy exercise activities and also participate in the healthy exercise activities. 3. Creating an entry permit 4. Archive important letters, such as incoming letters, outgoing letters, budgets, PT.PDS, etc. based on the letter number 5. Creating/Write the vehicle number for 2 wheels and 4 wheels on the dock memo pass sticker and record it in the receipt book and submit it to the Engineering divisj.	Y
11.	Monday, Feb 17, 2025	1. Photocopying and printing important letters 2. Creating an Entry Permits 3. Filing letters such as entry permits according to the order of the letter numbers.	Y
12.	Tuesday, Feb 18, 2025	1. Creating an Entry Permit 2. Archiving important documents/letters such as incoming letters, etc. 3. Printing and photocopying important documents/letters such as incoming letters, receipts/notes, etc. 4. Applying Excel. Creating data involved in the roll call event	Y
13.	Wednesday, Feb 19, 2025	1. Creating an Entry Permit and stamping the letter 2. Filing important documents/letters such as incoming letters, etc. according to the order of the letter number 3. Writing a memo/company name in the receipt book 4. Printing and photocopying letters	Y
14.	Thursday, Feb 20, 2025	1. Creating Entry Permits and printing them 2. Filing important letters based on their sequence numbers 3. Helping to prepare the competition event and designing the winner's speech for the 2025 National K3 Month competition event held on Friday, February 20, 2025	Y

15.	Friday, Feb 21, 2025	<ol style="list-style-type: none"> <li>1. Helping prepare for the 2025 National K3 Competition, namely the cheerleading competition, the smart and observant competition, and others, as well as helping to attach the design of the cheerleading competition winner's greeting, arranging food, arranging trophies, arranging bouquets, and also helping to document the event.</li> <li>2. Printing and photocopying for the 2025 National K3 Competition activities</li> <li>3. Creating an Entry Permits and printing and archiving according to the letter's sequence number.</li> </ol>	Y
16.	Monday, Feb 24, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit, printing and archiving letters according to the order of the letter number</li> <li>2. Attending the Isra' Mi'raj event at the PT. Pelindo Dumai prayer room</li> <li>3. Photocopying and writing the company name on the meeting/discussion invitation</li> <li>4. Delivering letters and receipt books to other divisions</li> </ol>	Y
17.	Tuesday, Feb 25, 2025	<ol style="list-style-type: none"> <li>1. Creating a memo regarding the application for a port entry pass.</li> <li>2. Creating a letter of information regarding the application for a port entry pass</li> <li>3. Creating an entry permit, print and archive the letter according to the order of the letter number</li> <li>4. Deliver the receipt book to the other division - division room</li> </ol>	Y
18.	Wednesday, Feb 26, 2025	<ol style="list-style-type: none"> <li>1. Participating in Emergency Response simulation activities in the port area on the ship</li> <li>2. Creating a summary of competition documentation in Word</li> <li>3. Creating a memo and a letter of information regarding the request for a port entry pass and delivering it to the technical division for receipt</li> <li>4. Creating an Entry Permit and archiving it according to the letter's sequence number</li> </ol>	Y
19.	Thursday, Feb 27, 2025	<ol style="list-style-type: none"> <li>1. Creating memos and letters of information regarding the application for a port pass and deliver them to the technical division for receipt</li> <li>2. Summarize the port pass inspection report in Excel</li> <li>3. Create a summary of the documentation for the 2025 National K3 Month Roll Call</li> <li>4. Create Entry Permit and archive the letter according to the order of the letter numbers</li> <li>5. Photocopy and print important letters/files</li> </ol>	Y
20.	Friday, Feb 28, 2025	<ol style="list-style-type: none"> <li>1. Creating an Entry Permit, printing, stamping, and requesting the manager's signature</li> <li>2. Filing other letters according to the order of their letter numbers</li> </ol>	Y



		3. Summarizing port pass data and writing employee names in Word and Excel	
21.	Monday, March 03, 2025	1. Creating Entry Permit 2. Create a memo and Create letter of information 3. Archiving other letters according to the order of the letter number.	Y
22.	Tuesday, March 04, 2025	1. Create an Entry Permit 2. Creating a memo and creating a letter of information, printing, photocopying, stamping, and asking for the manager's signature and delivering it to the technical division by bringing a receipt book and archiving other letters according to the order of the letter number.	Y
23.	Wednesday, March 05, 2025	1. Create an Entry Permit 2. Create a memo 3. Create a letter of information, 4. Printing, stamping, and requesting the manager's signature and delivering it to the technical division with a receipt book 5. Filing other letters according to the order of the letter number	Y
24.	Thursday, March 06, 2025	1. Create an Entry Permit Archiving files or other letters according to the order of the letter number.	Y
25.	Friday, March 07, 2025	1. Create an Entry Permit, printing, stamping, and requesting the manager's signature 2. filing other letters according to the order of the letter number 3. Create a memo, Create a letter of request for a port pass	Y
26.	Monday, March 10, 2025	1. Create an Entry Permit, print, stamp, and ask for the manager's signature and deliver it to the technical division with a receipt book 2. Create a Port Pass Memo 3. Create a Port Pass Information Letter 4. Archive other letters according to the order of the letter number	Y
27.	Tuesday, March 11, 2025	1. Create a memo regarding the application for a port pass and deliver it to the technical division 2. Create a statement letter regarding the application for a port pass and deliver it to the technical Archive other letters according to the order of the letter number 3. Create an entry permit regarding the application for a port entry permit	Y
28.	Wednesday, March 12, 2025	1. Creating an Entry Permits from several companies 2. Create Vehicle Pass stickers for 4 Wheels from the engineering division 3. Photocopying several important documents from the systems division 4. Filing important letters	Y

29.	Thursday, March 13, 2025	1. Creating an Entry Permit 2. Archiving important letters, 3. Create vehicle numbers suitable for 2 wheels and 4 wheels on dock stickers, and printing and photocopying letters or other things	✓
30.	Friday, March 14, 2025	1. Create an Entry Permit 2. Create vehicle numbers for 2 wheels and 4 wheels on dock stickers, 3. Create a memo and port pass certificates 4. Archiving letters in letter files according to the letter sequence number and printing, photocopying, and stamping other letters	✓
31.	Monday, March 17, 2025	1. Create an Entry Permit 2. Filing letters according to their sequence number 3. Assisting and participating in the Ramadhan safari event at PT. Pelindo Regional 1 Dumai.	✓
32.	Tuesday, March 18, 2025	1. Create an Entry Permit 2. Filing letters according to their sequence number 3. Printing, photocopying, and stamping the letter	✓
33.	Wednesday, March 19, 2025	1. Create a Port Pass Memo 2. Create a Port Pass Statement Letter 3. Create an Entry Permit 4. Filing letters	✓
34.	Thursday, March 20, 2025	1. Create an Entry Permit 2. File important letters based on letter files and letter sequence numbers 3. Create memos and letters of information regarding port passes and print the letters and stamp them, and ask for the manager's signature, then deliver them to the technical division	✓
35.	Friday, March 21, 2025	1. Create an entry permit 2. Archive letters according to their sequence number.	✓
36.	Monday, March 24, 2025	1. Creating an Entry permits from several companies 2. Delivering files to the Engineering division and requesting complete data on documents to be processed 3. Filing entry permits, mixed files and BDI and incoming letters 4. Delivering entry permit documents to the post office	✓
37.	Tuesday, March 25, 2025	1. Create an Entry Permits from several companies 2. Filing entry permit documents and outgoing letter 3. Photocopying several important documents for BDI documents	✓
38.	Wednesday, March 26, 2025	1. Creating Memos, Creating Letters of Information Regarding Port Passes 2. Creating Entry Permits According to the Letter Number 3. Filing Various Documents in Letter Files According to the Format Provided	✓

39.	Thursday, March 27, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
40.	Friday, March 28, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
41.	Monday, March 31, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
42.	Tuesday, April 01, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
43.	Wednesday, April 02, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
44.	Thursday, April 03, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
45.	Friday, April 04, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
46.	Monday, April 07, 2025	Public Holiday (Eid Al – Fitr 1447 Hijriah)	-
47.	Tuesday, April 08, 2025	1. Creating an Entry Permit 2. Creating a Port Pass Memo 3. Creating Management System Division a statement letter 4. Archiving letters and several other documents	y
48.	Wednesday, April 09, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
49.	Thursday, April 10, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
50.	Friday, April 11, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
51.	Monday, April 14, 2025	1. Create an entry permit letter 2. Archiving letters according to the letter's sequence number 3. Create memos and port pass certificates and delivering them to the technical division	y
52.	Tuesday, April 15, 2025	1. Create 2-wheeled and 4-wheeled vehicle numbers on dock memo stickers 2. Create Entry permits	y
53.	Wednesday, April 16, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
54.	Thursday, April 17, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
55.	Friday, April 18, 2025	Public Holiday of the Death of Jesus Christ	-

56.	Monday, April 21, 2025	1. Creating an entry permit 2. Create a memo 3. Create a letter of information	Y
57.	Tuesday, April 22, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number 3. Create a memo	Y
58.	Wednesday, April 23, 2025	1. Creating an Entry Permit 2. Creating attendance records for the Ruang Cipta meeting 3. Helping to clean the system room such as tidying up the archives, arranging various documents 4. Filing incoming letters, outgoing letters, BDI and entry permits	Y
59.	Thursday, April 24, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Y
60.	Friday, April 25, 2025	1. Sports every Friday 2. Assisting and participating in emergency response activities at the passenger terminal 3. Create an Entry permits and archiving them according to the order of the letter numbers	Y
61.	Monday, April 28, 2025	1. Creating an entry permit 2. Create a memo 3. Create a letter of information	Y
62.	Tuesday, April 29, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	Y
63.	Wednesday, April 30, 2025	1. Creating an Entry Permit 2. Archive it according to the letter sequence number	Y



64.	Thursday, May 01, 2025	Public Holiday of the International Workers' Day	-
65.	Friday, May 02, 2025	1. Sports every Friday 2. Create an Entry permits and archiving them according to the order of the letter numbers	4
66.	Monday, May 05, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	4
67.	Tuesday, May 06, 2025	1. Creating a Port Pass Memo 2. Create an Entry Permit 3. Archive it according to the letter sequence number	4
68.	Wednesday, May 07, 2025	1. Create an Entry Permit 2. Creating a Port Pass Memo 3. Archive it according to the letter sequence number	4
69.	Thursday, May 08, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	4
70.	Friday, May 09, 2025	1. Sports every Friday 2. Create an Entry Permit according to the sequence of the letter number 3. Archiving files and letters into a letter file 4. Writing the names of companies for FGD activities.	4
71.	Monday, May 12, 2025	Public Holiday for the Vesak Day Holiday	-
72.	Tuesday, May 13, 2025	Public Holiday for the Vesak Day Holiday	-
73.	Wednesday, May 14, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	4
74.	Thursday, May 15, 2025	1. Participate in safety induction and safety patrol activities 2. Create an Entry Permit 3. Archive it according to the letter sequence number	4
75.	Friday, May 16, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	4
76.	Monday, May 19, 2025	1. Filing files and letters 2. Assisting with rehearsals for exercise events	4
77.	Tuesday, May 20, 2025	1. Helping with Exercise event activities 2. Create an Entry Permit 3. Archive it according to the letter sequence number	4
78.	Wednesday, May 21, 2025	1. Create a Port Pass Memo 2. Create a Port Pass Certificate 3. Create an Entry Permit	4

		4. Archive Important Letters	
79.	Thursday, May 22, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
80.	Friday, May 23, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number 3. Sports every Friday	y
81.	Monday, May 26, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
82.	Tuesday, May 27, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
83.	Wednesday, May 28, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
84.	Thursday, May 29, 2025	Public Holiday for Ascension Day of Jesus Christ	-
85.	Friday, May 30, 2025	Public Holiday for Ascension Day of Jesus Christ	-
86.	Monday, June 02, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
87.	Tuesday, June 03, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
88.	Wednesday, June 04, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number Conducting Presentation about Apprenticeship Report in PT. Pelindo Dumai Hall	y
88.	Thursday, June 05, 2025	1. Create an Entry Permit 2. Archive it according to the letter sequence number	y
89.	Friday, June 06, 2025	Public Holiday of the Eid al-Adha	-

Dumai, June 16<sup>th</sup> 2025  
Supervisor



**IKAZURRY MUTIA**  
NIPP. 105370

## Appendix 8: Apprenticeship Documentation

### 1. Sport every Friday





## 2. Fire Simulation at Passenger Terminal of PT. Pelindo (Persero) Regional 1 Dumai





### 3. Safety Induction and Safety Patrol at PT. Pelindo (Persero) Regional 1 Dumai



4. Healthy exercise in the framework of the 2025 National Occupational Health and Safety Month





**Appendix 9: Documentation of Handover of Plaque to the Management System Division**



**Appendix 10: Documentation with the General Manager, Manager of Management System, and employees of PT. Pelindo (Persero) Regional 1 Dumai**

