

APPRENTICESHIP REPORT

BENGKALIS CUSTOMS AND EXCISE

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
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APPROVAL SHEET

APPRENTICESHIP REPORT BENGKALIS CUSTOMS AND EXCISE

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 06th 2025

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In early 2000, the Government of Bengkalis Regency, through the Gema Bahari Foundation, began the establishment of a university named Bengkalis Shipbuilding Polytechnic. Initially, this institution offered 3 (three) main study programs, namely Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. However, over time, the Bengkalis Shipbuilding Polytechnic underwent changes, including a name change to Politeknik Bengkalis. This institution is then managed by Yayasan Bangun Insani (YBI) Bengkalis. In 2001 State Polytechnic of Bengkalis accepted the first batch of new students.

In 2011, State Polytechnic of Bengkalis changed its status to a State University (PTN) through the Regulation of the Minister of National Education No. 28 of 2011 concerning the Establishment of the Organization and Work Procedures of Politeknik Negeri Bengkalis. Until finally Politeknik Negeri Bengkalis officially became State Polytechnic of Bengkalis on December 26, 2011.

Bengkalis State Polytechnic has 8 (eight) departments with 21 (twenty-one) study programs consisting of 3 (three) Diploma II (D2) including Welding and Fabrication Engineering, Manufacturing Mechanical Engineering, Network Computer Engineering, 8 (eight) Diploma III (D3) including Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Informatics Engineering, English, Nautical Science, Nautical, Shipping Management, 10 (ten) Diploma IV (D4) including Engineering Technology Marine Architecture Engineering, Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Public

Financial Accounting, Software Engineering, Information Systems Security, English for Business and Professional Communication, digital business.

Politeknik Negeri Bengkalis is a vocational campus that educates students to create competent souls in various fields. Politeknik Negeri Bengkalis is responsible for improving human resources, especially in achieving student quality. One of the efforts that can be made is to require final semester students to take apprenticeship courses.

Internship or apprenticeship is a process of learning about the real scope of the world of work. It is expected that students can apply the theories they have learned during the previous semester into real work life because they are asked to go directly into the world of work that they are interested in. apprenticeship activities have the potential to improve students' knowledge and skills and provide an understanding of the work and work environment in accordance with their study program.

In this apprenticeship program, specifically for students in semester 8 (eight) of the international business administration study program, apprenticeship activities last for 4 (four) months, given by the apprenticeship coordinator (KP). However, students were previously given the freedom to choose their own place and location of their practical work. Therefore, the author is interested in conducting apprenticeship activities at Bengkalis Customs Office.

The Customs and Excise Supervision and Service Office (KPPBC) Type Madya Pabean C Bengkalis is one of the vertical units of the Directorate General of Customs and Excise (DGCE) under the Ministry of Finance of the Republic of Indonesia which has a strategic role in guarding the country's borders and overseeing the flow of goods in and out of the Bengkalis Regency area, Riau Province. This region is known as a border area that is prone to various forms of smuggling, given its strategic location in the Malacca Strait and adjacent to neighboring countries such as Malaysia and Singapore. Therefore, Bengkalis Customs has a great responsibility in carrying out the main functions of DGCE, namely as a community protector, trade facilitator,

and revenue collector. In addition to supervising the movement of goods, Bengkalis Customs is also tasked with providing services to users of customs and excise services, as well as encouraging regional economic growth through transparent and accountable export-import management. In carrying out its duties, the Bengkalis Customs continues to improve coordination with other law enforcement officials and utilize information technology to realize effective supervision and excellent service, in line with the mission of bureaucratic reform within the Ministry of Finance.

1.2 Purpose of the Apprenticeship

Internship or apprenticeship (KP) is one of the activities for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the practical work, which are as follows:

1. To identify out the job description at Bengkalis customs and Excise.
2. To understand the working process at Bengkalis Customs and Excise.
3. To find knowing the place and working schedule at.Bengkalis Customs and Excise.
4. To find out the work system and procedures at Bengkalis Customs and Excise.
5. To find out the obstacle and solution during the apprenticeship at Bengkalis Customs and Excise.

1.3 Significances of the Apprenticeships

The benefits of implementing apprenticeship activities (KP) of the Polytechnic of Bengkalis are as follows:

1.3.1 For the Student

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

- a. Students can apply theoretical knowledge and concepts in the real world of work.

- b. Students gain practical experience in applying theories and concepts of science in accordance with their study program.
- c. Get a certificate from the company if you have completed the apprenticeship program.
- d. Students can develop work relationships and gain experience in resumes.
- e. Students can apply theoretical and conceptual knowledge in the real world of work. Students can apply theoretical and conceptual knowledge in the real world of work.
- f. Students gain practical experience in applying theoretical or conceptual knowledge in accordance with their study program.
- g. Students can be able to analyze problems related to science applied in work according to their study program.

1.3.2 For the Company

The benefits of implementing apprenticeship programs are also obtained by companies/institutions that accept apprenticeship students, such as:

- a. The company will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- b. The company will be recognized by academics and the world of education.

1.3.3. For State Polytechnic of Bengkalis

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

- a. There is good cooperation/relationship between the campus and the company where students do practical work.
- b. State Polytechnic of Bengkalis can improve the quality of its graduates through practical student work experience.
- c. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Customs (Customs Agency) anywhere in the world is an organization whose existence is very essential for a country, as well as the Directorate General of Customs and Excise (Indonesian Customs Agency) is an agency that has an important role in a country.

Customs and Excise (hereinafter referred to as Customs) is a global institution that almost all countries in the world have. Customs is a “conventional” state instrument like the police, prosecutors, courts, or armed forces, whose existence has existed throughout the history of the country itself. The Customs function in Indonesia is believed to have existed since the royal era, but no strong written evidence has been found. The institution at that time was still “local” according to the territory of the kingdom. It was only when the VOC entered that Customs began to be institutionalized on a “national” basis. During the Dutch East Indies period, the term *douane* was also introduced to refer to Customs officers (this term is often still attached today). The official name of the Customs during the Dutch East Indies was *De Dienst der Invoer en Uitvoerrechten en Accijnzen* (I. U & A) or in free translation means “The Office of Import and Export Duties and Excise”. Its task was to collect *invoer-rechten* (import/entry duties), *uitvoer-rechten* (export/exit duties), and *accijnzen* (excise/excise). The task of collecting duties (“*bea*” comes from Sanskrit), both import and export, as well as excise (derived from Indian) is what later gave rise to the term Customs and Excise in Indonesia. The underlying regulations at that time included Government Besluit Number 33 dated December 22, 1928 which was later amended by a government decree dated June 1, 1934. During the Japanese occupation, based on Law Number 13 concerning the Opening of Government Offices in Java and Sumatra dated April 29, 1942, the task of managing import duties and export duties was

eliminated, while Customs only took care of excise duties.

The history of customs in Indonesia has long roots and has undergone various developments along the way. Although there is no official documentation, the practice of collecting customs duties is believed to have existed since the days of the Nusantara kingdoms.

During the heyday of maritime kingdoms such as Srivijaya and Majapahit, important ports had implemented a levy system on visiting merchant ships. The syahbandar's role was to oversee the traffic of goods and collect entry/exit fees from traders.

Entering the colonial era, the VOC (Vereenigde Oostindische Compagnie) began to implement a more structured customs system to secure their trade interests. During the Dutch East Indies government, an official institution was formed called “De Dienst der Invoer en Uitvoerrechten en Accijnzen” (I.U & A) or in Indonesian means “Department of Import and Export Duties and Excise.”

After Indonesian independence, the customs agency underwent several changes in name and structure: October 1, 1946: The “Customs and Excise Department” was established, which is considered the birthday of Indonesian Customs. 1948: Changed its name to “Jawatan Bea dan Cukai” 1965: Changed to “Directorate General of Customs and Excise” (DGCE) until today. In its journey, DGCE continues to undergo improvements and modernization to improve performance and services. Some important milestones in the modern history of Indonesian customs include: 1995: The enactment of Law No. 10/1995 on Customs, which became the main legal basis. 2006: Revision of the Customs Law into Law No. 17/2006 to accommodate the development of the times 2007: Implementation of the information technology-based service system “Indonesia National Single Window” (INSW) 2017: Implementation of Customs reform and modernization program 4.0 Currently, DGCE continues to improve its performance and services through.



Figure 2.1 Customs Indonesia logos

Source: Customs Indonesia 2025

The history of Bengkalis Customs is inseparable from the strategic role of Bengkalis as a port and trading center from the 17th century to the early 18th century. Located on the east coast of Sumatra Island and directly adjacent to the Strait of Malacca, Bengkalis has long been an important trade route in Southeast Asia. Its natural harbor, which is protected from large waves and strong currents, made Bengkalis the entrance and exit of domestic and foreign commercial ships, so trade traffic was very busy.

During the Siak Kingdom era, Bengkalis functioned as an outpost and main trading point that opened direct trade relations with Malacca, Johor, and surrounding areas. Merchandise entering the port of Bengkalis was subject to a duty of 6% of the amount of merchandise, plus the obligation to give gifts to the king and officials of 2%, as well as a 6% duty for traders who wanted to settle in Bengkalis. This shows that the customs collection system has been running locally and organized since the royal period.

During the Dutch colonial period, from 1863, the colonial government began to take over the management of various taxes and customs in the Bengkalis region, including the monopoly on the importation of opium and salt and customs duties on the Siak River. Customs institutions in the region later became part of a more structured national system, following the development of Indonesia's Directorate General of Customs and Excise after independence on October 1, 1946.

Today, the Bengkulu Customs plays an active role in monitoring and protecting the public from the entry of illegal goods and supporting regional economic growth by assisting local businesses. The Bengkulu Customs also establishes synergies with various agencies to increase the effectiveness of its duties in the region.

In short, the history of the Bengkulu Customs has its roots in the function of a strategic trading port during the royal period and developed through the colonial period to become an integral part of Indonesia's modern national customs system.



Figure 2.2 Bengkulu Customs logos
Source: Bengkulu Customs 2025

2.2 Visions and Mission of Bengkulu Customs

2.2.1 Visions of Bengkulu Customs

The realization of an advanced Indonesia that is sovereign, independent and has a personality based on cooperation.

2.2.2 Mission of Bengkulu Customs

Mission at Bengkulu Customs it consists of 9 which are as follows:

1. Improving the quality of Indonesian human beings
2. A productive economic structure that is equitable and competitive
3. Equitable and fair development

4. Achieving a sustainable living environment
5. Cultural progress that reflects the nation's personality
6. Enforcement of a legal system that is free of corruption with dignity and trustworthiness
7. Protector of the entire nation and provide a sense of security to all citizens
8. Clean, effective, and reliable government management
9. Synergy of local governments within the framework of a unitary state

2.3 Kind of Business

Business in Customs and Excise is an activity carried out by individuals or organizations that involves the import, export, production, storage, sale, or distribution of excisable goods and/or imported goods with the aim of fulfilling the provisions of customs and excise regulations. This type of business must be in accordance with licenses granted by the Directorate General of Customs and Excise, such as API (Importer Identification Number) or NPPBKC (Excisable Goods Entrepreneur Identification Number), and includes the supervision and collection of import duties, export duties, and excise in accordance with applicable laws and regulations.

More specifically, filling in the “Type of Business” column in the Customs and Excise document must refer to the type of business license owned, for example, an industrial business license, a license to import certain goods according to the API, or a license to manage excisable goods according to the NPPBKC. This type of business covers various sectors such as the processing industry, trade, storage, and distribution of excisable goods and imported goods.

The type of business in the Customs and Excise sector clearly refers to activities that involve supervision, control, and collection of state levies on exported, imported, and certain excisable goods in accordance with Indonesian customs and excise laws and regulations.

In detail, the types of businesses in the Customs and Excise sector include:

1. Export and Import Goods Business

Business activities that involve the release of goods from customs territory (exports) and the entry of goods into customs territory (imports). This business covers various sectors such as oil and gas (oil and gas), agriculture, fisheries, livestock, forestry, processing industry (food, beverages, metal, rubber, paper, wood), and mining (coal, metal ore). Business actors must comply with customs regulations, take care of documents such as PIB and pay import duties, export duties according to regulations.

2. Excise able Goods Production and Distribution Business (BKC)

Covers the production, distribution, and sale of excisable goods, such as beverages containing ethyl alcohol, ethanol, and tobacco products (cigarettes, cigars, sliced tobacco leaves). This business must have an official license (NPPBKC) and follow the rules of excise control and payment according to Law No. 39 Year 2007 on Excise.

3. Storage and Transportation of Goods in the Customs Area Business

Covers warehousing activities and transportation of imported and exported goods under the supervision of Customs and Excise to ensure compliance with customs and excise regulations.

4. Customs Service Business

Covering customs documents and procedures for importers and exporters, including licenses such as API (Importer Identification Number) and NPPBKC, as well as technical services in the field of customs and excise.

5. Businesses Related to the Collection of Import and Export Duties

Includes businesses related to the payment and management of import duties (levies on imported goods) and export duties (levies on exported goods), as well as anti-dumping, countervailing, trade safeguard, and retaliatory measures set up to protect domestic industries and maintain trade balance.

2.4 Organizational Structure

Organizational Structure An organizational structure is a framework that establishes how tasks, authority, and responsibilities are distributed, organized, and carried out within a company. It is very important to ensure that all parts of the organization work effectively and efficiently towards achieving predetermined goals. Without a good organizational structure, it will affect the smooth running of the company's activities. The organizational structure of the Bengkalis Customs Office follows the type of organization that distributes authority directly and fully from leaders to subordinates.

The following is an image of the organizational structure of the Bengkalis customs office:

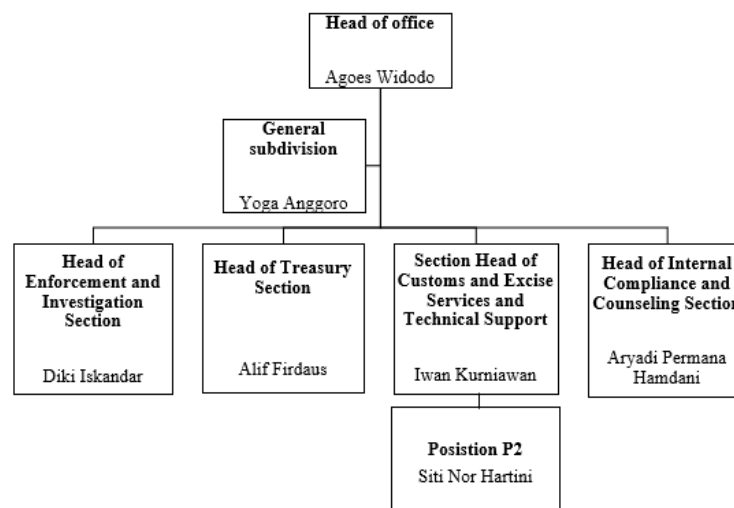


Figure 2.3 Organizational Structure

Source: Bengkalis Customs

Each position in a company has its own duties and responsibilities. The duties and responsibilities of positions at the Bengkalis Customs Office are as follows:

1. Head of Office

within the Directorate General of Customs and Excise is to lead and manage all operational activities of the regional office or Customs and Excise service office that he/she leads.

2. General Subdivision

within the Directorate General of Customs and Excise generally includes the implementation of general administration and support that supports the smooth operation of the office.

3. Head of Enforcement and Investigation Section

within Customs and Excise includes management and implementation of law enforcement activities and investigation of criminal acts in the field of customs and excise.

4. The Head of Treasury Section

within the Directorate General of Customs and Excise is to carry out financial and treasury administration management that supports the smooth operation of Customs and Excise offices

5. Head of Customs and Excise Services and Technical Support Section

is to carry out technical services and provide facilities in the field of customs and excise and support technical operations related to the acceptance and management of customs and excise documents

6. Head of Internal Compliance and Counseling Section

Carry out supervision of compliance with the implementation of duties and internal investigations of all elements of the Directorate General of Customs and Excise, including spot checks and monitoring of follow-up on the results of examinations by functional supervisory apparatus related to violations of the code of ethics, behavior, and employee discipline.

2.5 The Working Process

In the implementation of this practical work, the author was placed in 4 (four) sections, namely Field Descent, Recapitulation of Feeder Data, Data filling of export goods, Internal Security Officer (PKD) The following are the duties and authorities of each of these sections:

1. Field Descent

In field work practices, interns usually learn about the main functions of the port, namely as a place for goods and passengers to enter and exit, as well as a place to collect passenger CDs (Custom Declaration). Custom Declaration is an official statement that must be made by passengers, freight forwarders, or importers/exporters to Customs when carrying goods across national borders. The purpose is to inform the type, quantity, and value of goods carried so that they can be inspected. The purpose is to inform the type, quantity, and value of the goods being carried so that it can be checked whether the goods are subject to import duties/taxes, permitted entry/exit, require special permits (e.g. drugs, weapons, rare goods).

2. Recap Passenger Data

Recap passenger data is the process of collecting, recording, and processing data on the identity and number of passengers using transportation services, especially ships, to be compiled into an organized and easily accessible report. This process is important to monitor the entry and exit of passengers at the port, ensure security, and support administration and decision-making by related parties such as ticket agents and immigration offices.

3. Fill in the data of export and import

Filling in export import data is an important part of the goods export process which involves filling in official documents and information required for customs clearance and shipping goods abroad. Goods to be exported must be notified in advance to the customs office by filling in the Goods Export

Notification (PEB) document. This document contains complete data about the goods to be shipped, such as the type of goods, quantity, value, and destination of the shipment.

4. Internal Security Officer

Duties Internal security officers at the customs office welcome guests and receive packages of goods from outside. Internal Security Duties are personnel directly assigned by an agency, company, or organization to maintain the security and order of the work environment from within.

2.6 Documents Used for Activity

In carrying out apprenticeship activities at the Bengkalis Customs Office, the author uses the following documents:

1. Customs Declaration (CD)

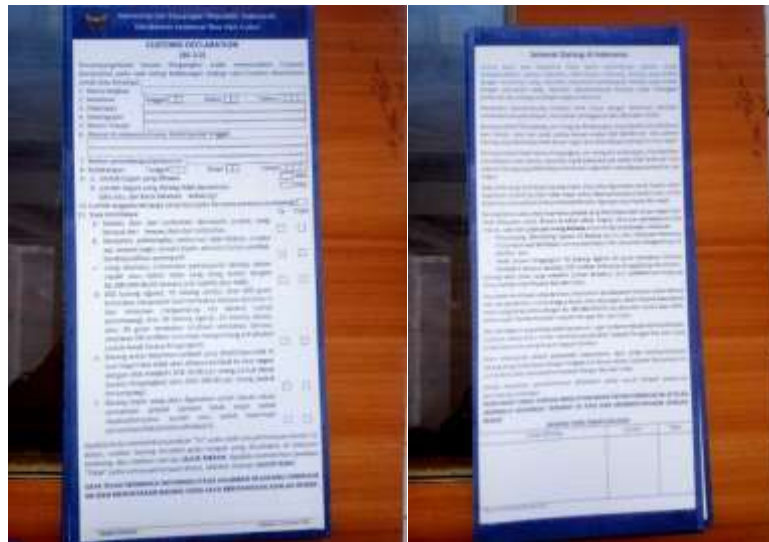


Figure 2.4 Customs Declaration
Source: Processed Data, 2025

The picture above is the Customs Declaration form, an official document that must be filled out by passengers or crew members of transportation facilities carrying imported goods into the customs territory of Indonesia. This document contains detailed information about the luggage

from the country of origin, including the identity of the carrier, the type and value of the goods, and the purpose of arrival or departure.

2. Guest Book



Figure 2.5 Guest Book

Source: Processed Data, 2025

The guest book at the Customs office is an official record used to document the data of guests or visitors who come to the office. The main function of the guest book is as an administrative tool to determine the number and identity of visiting guests, including name, address, purpose of visit, and message or information conveyed.

3. Incoming Document



Figure 2.6 Incoming Document

Source: Processed Data, 202

The picture above is the document book for the entry of goods at Customs is an official record or register used to record all documents relating to the entry of imported goods into the customs territory of Indonesia. This document serves as an administrative tool to monitor and manage the customs

process, ensuring that all imported goods are supported by complete documents and in accordance with applicable regulations.

4. Export Document

The image shows a sample of an Indonesian Goods Export Notification (PEB) form. The form is titled "NOTIFIKASI PENGALAMAN KELUAR NEGARA (PEB)" and includes a QR code. It contains various sections for data entry, including "KETERANGAN: KETERANGAN: KETERANGAN" and "KETERANGAN: KETERANGAN: KETERANGAN". The form is divided into multiple columns and rows, with some sections containing checkboxes and dropdown menus. The bottom of the form has a section for "KETERANGAN: KETERANGAN: KETERANGAN" and a signature line.

Figure 2.7 Export Document
Source: Processed Data, 2025

The picture above is Export documents in Customs are a series of official documents that must be submitted by exporters or their representatives to the Customs Office as part of the process of releasing goods from the customs territory of Indonesia. The main document used is the Goods Export Notification (PEB), which serves to notify in writing about the goods to be exported, complete with supporting data such as invoices, packing lists, and other documents required according to the type of goods and statutory provisions.

CHAPTER III

SCOPE OF THE APPRENTISECHIP

3.1 Job Description

At the Bengkalis Customs Office, the author was placed in four sections, namely the passenger data collection section, filling in export goods data, field activities field activities and Internal Security Officers (PKD). The author also takes turns with other students to exchange positions in the four sections. In the service section, the author was given the following tasks:

1. Assisting in recording the guest book and incoming documents
2. Inputting ferry passenger data
3. Calculating taxes on goods that exceed the specified capacity
4. Going to the field (Checking the contents of the ferry, check passenger goods that exceed the capacity, taking CD papers from passengers, directing, or teaching passengers if the data is incomplete.
5. Assisting in recording and filing export-import documents.
6. Assisting in the preparation of meeting minutes or meeting document equipment.
7. Conducting filler (apple, meeting, seminar, syukuran etc.)

3.2 System and Procedure

3.2.1 System

The system is a series of procedures that are interrelated and together form a function that aims to achieve company goals. The system used by Customs Bengkalis in its operational activities is an online system and an offline or manual system. For work based on an online system, each person has their own SAP ID and Global net user to access work online. This is done to prevent and minimize the leakage of company data.

3.2.2 Procedure

In this apprenticeship program activity at the Bengkalis Customs, the author was placed in several units, including customs, pkd (internal security officers), export documents.

1. Go to the field (For example: taking Customs Declaration (CD) on passengers

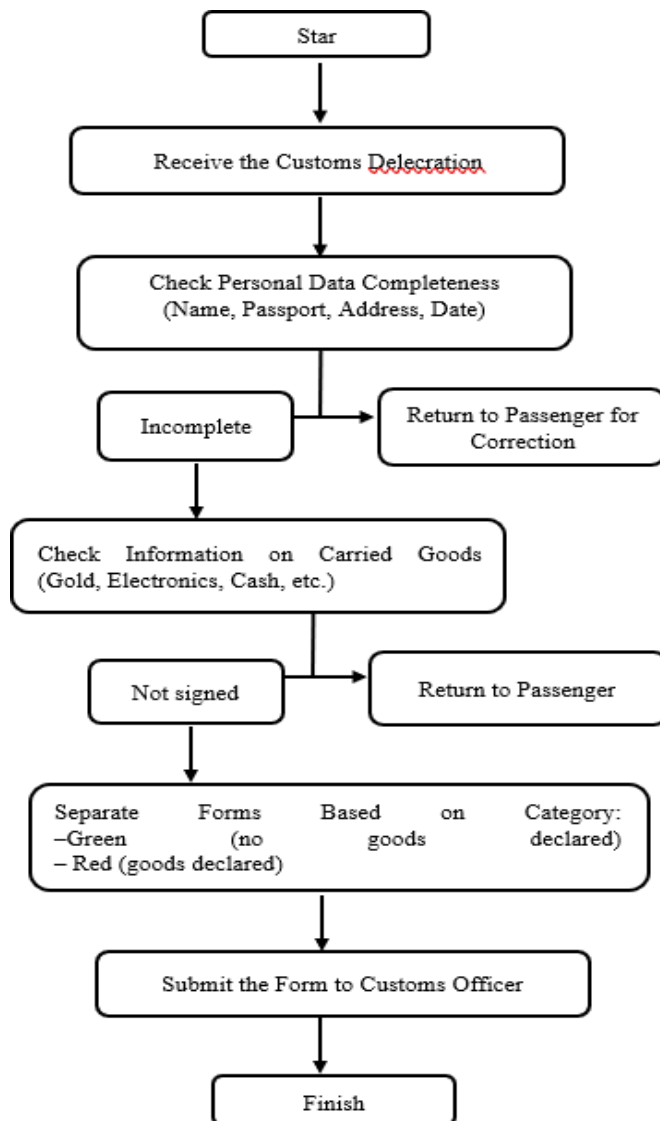


Figure 3.1 The process of Customs

Source: Processed data 2025

A Customs Declaration is an official statement that must be made by passengers, freight carriers, or importers/exporters to Customs when bringing goods across national borders. The purpose is to declare the type, quantity,

and value of the goods being carried so they can be inspected. The purpose is to declare the type, quantity, and value of the goods being carried so they can be inspected to determine whether they are subject to import duties/taxes, permitted to enter/exit, or require special permits (e.g., medications, weapons, rare items).

2. Recapitulate Passenger Data

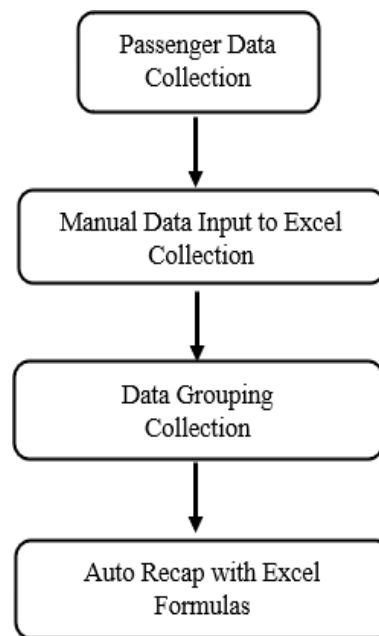


Figure 3.2 The process of Recapitulate Passenger Data

Source: Processed data 2025

Passenger data summary is the process of collecting, recording, and processing data on the identity and number of passengers using transportation services, especially ships, to compile organized and easily accessible reports. This process is important for monitoring passenger arrivals and departures at ports, ensuring security, and supporting administration and decision-making by relevant parties such as ticket agents and immigration offices.

3. Internal Security Officer (PKD)

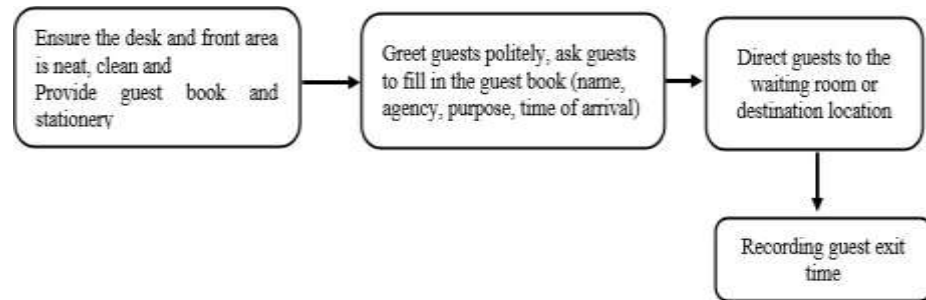


Figure 3.3 The Process Internal Security Officer

Source: Processed data 2025

Duties Internal security officers at the customs office welcome guests and receive packages of goods from outside. Internal Security Duties are personnel directly assigned by an agency, company, or organization to maintain the security and order of the work environment from within.

4. Fill in export and import data

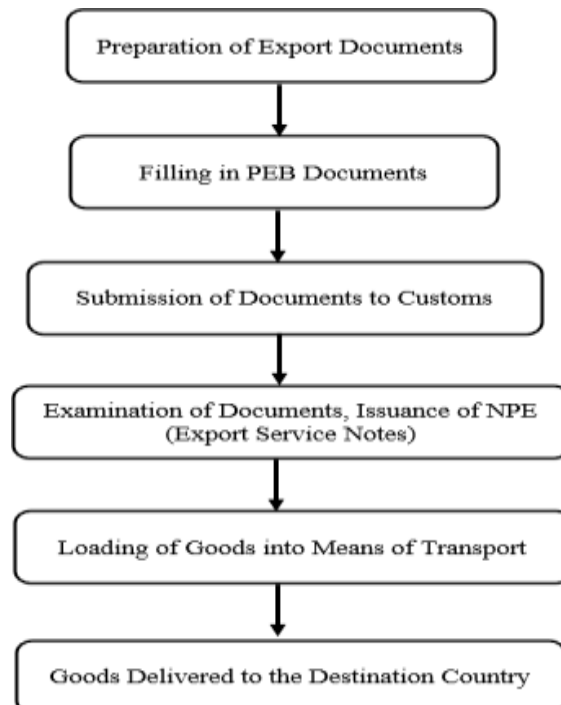


Figure 3.4 The Process Fill in export and import data

Source: Processed data 2025

Filling in export and import data is an important part of the goods export process which involves filling in official documents and information required for customs clearance and shipping goods abroad. Goods to be exported must be notified in advance to the customs office by filling in the Goods Export Notification (PEB) document. This document contains complete data about the goods to be shipped, such as the type of goods, quantity, value, and destination of the shipment.

3.3 Place of Apprenticeship

Apprenticeship is carried out when students take semester VIII, in the field of services and operations for 4 (four) months starting from March 03th, 2025 to June 06th, 2025. The implementation of apprenticeship work activities is carried out at the Bengkalis Customs Office which is located on Jalan Syahbandar, Bengkalis City, Kec. Bengkalis, Bengkalis Regency. The time of implementation of apprenticeship activities at the Bengkalis Customs Office is carried out every Monday to Friday starting at 08.00 AM until 16.00 PM by wearing uniform clothes that have been determined, practical work is carried out at the Bengkalis Customs Office. all work is given direction and guidance by the employee concerned. The company's provisions regarding the schedule or time for carrying out apprenticeship are as follows:

Table 3.1 Working hours at the Customs Office

No	Day	Working Hours	Rest
1.	Monday to Friday	08.00 AM – 17:00 PM	12.00 AM – 13.00 PM
2.	Saturday	Holiday	Holiday
3.	Sunday	Holiday	Holiday

Source: Processed Data 2025

3.4 Kind and Description of the Activity

The activities carried out during the apprenticeship at the Bengkalis Customs office can be seen in the following table:

Table 3.2 Daily Activities February 03 to February 07, 2025

No.	Day/Date	Description of Activities	Place
1.	Monday February 03, 2025	1. Morning briefing 2. Introduction of internship students 3. Briefing about the customs office	Bengkalis Customs
2.	Tuesday February 04, 2025	1. Get to know the office environment 2. Introductions with office staff	Bengkalis Customs
3.	Wednesday February 05, 2025	Helped organize lunch boxes for employees	Bengkalis Customs
4.	Thursday February 06, 2025	1. Morning briefing 2. Attended a meeting entitled conflict prevention and de-escalation techniques	Bengkalis Customs
5.	Friday February 07, 2025	1. Morning briefing 2. Briefing on customs how customs work.	Bengkalis Customs

Source: Processed Data, 2025

Table 3.2 shows the first week of internship activities in February. During this week, the author familiarized himself with the office environment, such as the workspace, supporting facilities, and service areas. Participants also got to know the office staff to build good working relationships. In addition, interns helped prepare lunch boxes for employees as part of their support for internal activity

Table 3.3 Daily Activities February 10 to February 14, 2025

No.	Day/Date	Description of Activities	Place
1.	Monday February 10, 2025	1. Morning briefing 2. Customs workflow briefing on workflows in import-export companies	Bengkalis Customs
2.	Tuesday February 11, 2025	1. Morning briefing 2. Briefing about empty luggage, and finding conflicts with passengers.	Bengkalis Customs
3.	Wednesday February 12, 2025	1. Morning briefing 2. Photocopy of minutes	Bengkalis Customs
4.	Thursday February 13, 2025	1. Morning briefing 2. Helped prepare for staff meeting about Ramadan	Bengkalis Customs
5.	Friday February 14, 2025	1. Morning briefing 2. Exercising and isra miraj event	Bengkalis Customs

Source: Processed Data, 2025

Table 3.3 shows the second week of February when the author was assigned to the activity, which began with a morning briefing as a routine agenda to convey information and work instructions. During one session, a briefing was held on customs procedures, particularly those related to import-export companies, to provide interns with an understanding of the applicable procedures. The following day, the activity continued with a morning briefing, followed by an explanation of empty baggage inspections and a discussion on handling potential conflicts with passengers.

Table 3.4 Daily Activities February 17 to February 21, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday February 17, 2025	1. Morning briefing 2 learning to identify on knowing the difference between real and fake cigarettes in various ways.	Bengkalis Customs
2.	Tuesday February 18, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship.	Port of Selat Baru
3.	Wednesday February 19, 2025	1. Morning briefing 2. Helped prepare for the staff farewell event	Bengkalis Customs
4.	Thursday February 20, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship.	Port of Selat Baru
5.	Friday February 21, 2025	Sick	Holiday

Source: Processed Data, 2025

Table 3.4 shows that in the third week of February; the author was again assigned the same task. On one occasion, the interns learned how to identify the differences between genuine and counterfeit cigarettes using various methods, such as examining the packaging, labels, and physical characteristics of the product. The next day, after the morning briefing, the interns explored the Selat Baru Port to get to know the work area firsthand. The activity continued with the collection of Custom Declaration (CD)

documents from passenger ships as part of the customs inspection procedure.

Table 3.5 Daily Activities February 24 to February 28, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday February 24, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship.	Port of Selat Baru
2.	Tuesday February 25, 2025	1. Morning briefing 2. Attended a meeting about bengkalis customs planning	Bengkalis Customs
3.	Wednesday February 26, 2025	1. Morning briefing 2. attended the mental resilience socialization meeting and photocopied the minutes	Bengkalis Customs
4.	Thursday February 27, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
5.	Friday February 28, 2025	1. Morning briefing 2. Exploring the the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru

Source: Processed Data, 2025

Table 3.5 shows the fourth week of February when the author was again assigned the same task, namely for interns to explore the Selat Baru Port as part of their field introduction, then collect Custom Declaration (CD) documents from passenger ships, which is an important procedure in monitoring passenger luggage. Additionally, the internship activities also included attending the Bengkalis Customs planning meeting, which discussed the agency's work strategies and activity plans.

Table 3.6 Daily Activities March 03 to March 07, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday March 03, 2025	1. Morning briefing 2. Create passenger name data in excel	Bengkalis Customs
2.	Tuesday March 04, 2025	1. Morning briefing 2. Explanation of loading	Bengkalis Customs
3.	Wednesday March 05, 2025	1. Morning briefing 2. Exploring Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru

4.	Thursday March 06,2025	1. Morning briefing 2. Recapitulate export goods reconciliation data	Bengkalis Customs
5.	Friday March 07, 2025	1. Morning briefing 2.Create passenger name data in excel	Bengkalis Customs

Source: Processed Data, 2025

Table 3.6 shows the first weeks of March when the author was given the same task again, namely for interns to create passenger name data using Microsoft Excel, with the aim of training data processing skills and neat passenger record keeping. On another occasion, the activity continued with an explanation of the loading process at the port, which included procedures, security, and customs supervision.

Table 3.7 Daily Activities March 10, to March 14 2025

No.	Days/Date	Description of Activities	Place
1.	Monday March 10, 2025	1. Morning briefing 2. Recap passenger data Bording data	Bengkalis Customs
2.	Tuesday March 11, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
3.	Wednesday March 12, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
4.	Thursday March 13,2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
5.	Friday March 14, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru

Source: Processed Data, 2025

Table 3.7 shows the second week of March when the author was again assigned the same task, namely compiling passenger data and boarding data, which included recording the number of passengers and departure information. On several occasions, the activity was followed by an exploration of the Selat Baru Port to familiarize oneself with the work environment and port operational procedures. Following that, the interns also collected Custom Declaration (CD) documents from passenger ships as part

of the administrative inspection procedure for passengers' luggage. **Table 3.8**

Table 3.8 Daily Activities March 17 to March 21, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday March 17, 2025	Sick	Holiday
2.	Tuesday March 18, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
3.	Wednesday March 19, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
4.	Thursday March 20, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
5.	Friday March 21, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs

Source: Processed Data, 2025

Table 3.8 shows the third week of March when the author was again assigned to perform the same task, namely summarizing passenger data, including recording the number of passengers, boarding data, and the names of ferry passengers. This work aims to ensure that all passenger manifest data is recorded neatly and accurately so that it can be used as a reference in the inspection and supervision process at the port.

Table 3.9 Daily Activities March 24 to March 28, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday March 24, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
2.	Tuesday March 25, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
3.	Wednesday March 26, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
4.	Thursday March 27, 2025	Holiday	Holiday

5.	Friday March 28, 2025	Holiday	Holiday
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Source: Processed Data, 2025

Table 3.9 shows the fourth week of March, when the author was again assigned the same task, namely compiling passenger data, including boarding data and the names of ferry passengers. This process aims to ensure the completeness and accuracy of passenger manifest data so that it can be used as a reference for inspection at the port. On several occasions, the activity was followed by an exploration of the Selat Baru Port to get to know the work area firsthand. Interns also collected Custom Declaration (CD) documents from passenger ships, which are an important part of the procedure for monitoring passengers' luggage.

Table 3.10 Daily Activities March 31 to April 4, 2025

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

Source: Processed Data, 2025

Table 3.10 is the first week of April the author did not do any activities because there was a long national holiday welcoming Eid al-Fitr and joint leave until April 7, 2025. The author started working again on April 8, 2025.

Table 3.11 Daily Activities April 7 to April 11, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday April 07, 2025	Holiday	Holiday
2.	Tuesday April 08, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
3.	Wednesday April 09, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs

4.	Thursday April 10, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
5.	Friday April 11, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs

Source: Processed Data, 2025

Table 3.11 shows that in the second week of April, the author was still given the same task as the previous week, which was to compile passenger data, including boarding data and the names of ferry passengers. This activity aims to ensure the completeness of passenger manifest data, thereby facilitating the checking and monitoring processes at the port. On one occasion, after the morning briefing, the interns explored Selat Baru Port to familiarize themselves with the work area and operational procedures of the port.

Table 3.12 Daily Activities April 14 to April 18, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday April 14, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
2.	Tuesday April 15, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
3.	Wednesday April 16, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
4.	Thursday April 17, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
5.	Friday April 18, 2025	Public Holiday	Holiday

Source: Processed Data, 2025

Table 3.12 Table 3.12 shows that in the third week of April, the author was still assigned the same task as the previous week, which was to recap passenger data, including boarding data and ferry passenger names. This work aims to ensure the accuracy and completeness of passenger manifest data as a basis for inspection and supervision at the port. On several occasions, the activity was followed by an exploration of the Selat Baru Port to familiarize themselves with

the work area, operational processes, and key points in supervision. After that, the interns collected Custom Declaration (CD) documents from passenger ships.

Table 3.13 Daily Activities April 21 to April 25, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday April 21, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
2.	Tuesday April 22, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
3.	Wednesday April 23 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
4.	Thursday April 24, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
5.	Friday April 25, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru

Source: Processed Data, 2025

Table 3.13 shows that in the fourth week of April, the author was still assigned the same task as the previous week, namely compiling passenger data, including boarding data and the names of ferry passengers. This task was carried out to ensure the completeness and accuracy of the manifest data, which serves as a reference for inspections and supervision at the port. On some days, the activity continued with an exploration of Selat Baru Port to understand the work area and port activity flow. After that, the interns collected Custom Declaration (CD) documents from passenger ships.

Table 3.14 Daily Activities April 28 to May 02, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday April 28, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
2.	Tuesday April 29, 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
3.	Wednesday April 30 2025	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs

4.	Thursday May 01, 2025	Sick	Holiday
5.	Friday May 02, 2025	1.Morning briefing 2. Exercising	Construction sports center

Source: Processed Data, 2025

Table 3.14 shows that in the first week of May, the author was still assigned the same task as the previous week, namely exploring the Selat Baru Port to understand the field conditions and operational procedures. Activities continued with the collection of Custom Declaration (CD) documents from passenger ships, which is part of the baggage inspection procedure. On other days, after the morning briefing, the interns carried out passenger data recap, which included boarding data and the names of ferry passengers.

Table 3.15 Daily Activities April 05 to May 09, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday May 05, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
2.	Tuesday May 06, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
3.	Wednesday May 07 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
4.	Thursday May 08, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
5.	Friday May 09, 2025	1.Morning briefing 2 Exercising	Construction sports center

Source: Processed Data, 2025

Table 3.15 shows that in the second week of May, the author was still assigned the same task as the previous week, which was to summarize passenger data, including boarding data and ferry passenger names, to ensure the completeness of the manifest. Other activities included morning briefings, exploring the Selat Baru Port, collecting Customs Declaration (CD) documents from passenger ships, and group sports activities to maintain the health and camaraderie of employees.

Tab 3.16 Daily Activities May 12 to May 16, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday May 12, 2025	Public Holiday	Holiday
2.	Tuesday May 13, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
3.	Wednesday May 14, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
4.	Thursday May 15, 2025	1. Morning briefing 2. Participated in socialization at STAIN Bengkalis campus	Campus STAIN
5.	Friday May 16, 2025	1.Morning briefing 2. Exercising	Construction sports center

Source: Processed Data, 2025

Table 3.16 shows that in the third week of May, the author was still assigned the same task as the previous week, which was to collect Custom Declaration (CD) documents from passenger ships as part of the administrative inspection of luggage. This activity was carried out on several occasions with the same procedure. In addition, the interns also attended a socialization event at the STAIN Bengkalis campus, which provided additional insight into the duties and functions of Customs.

Table 3.17 Daily Activities May 19 to May 23, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday May 19, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
2.	Tuesday May 20, 2025	1.Morning briefing 2. Exploring Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
3.	Wednesday May 21, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
4.	Thursday May 22, 2025	1. Morning briefing 2. (PKD) pkd duties at the customs office welcome guests who come and receive packages of goods from outside.	Bengkalis Customs

5.	Friday May 23 2025	1.Morning briefing 2 Exercising	Construction sports center
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Source: Processed Data, 2025

Table 3.17 is the fourth week of May. The author was still given the same task as the previous week, namely compiling passenger data, including boarding data and the names of ferry passengers, to ensure the completeness and accuracy of the manifest data. On several occasions, the activities continued with an exploration of Selat Baru Port to familiarize themselves with the work area and port operational processes, as well as the collection of Custom Declaration (CD) documents from passenger ships as part of the baggage inspection procedure.

Table 3.18 Daily Activities May 26 to May 30, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday May 26, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
2.	Tuesday May 27, 2025	1.Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
3.	Wednesday May 28, 2025	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Bengkalis Customs
4.	Thursday May 29, 2025	Public Holiday	Holiday
5.	Friday May 30, 2025	Public Holiday	Holiday

Source: Processed Data, 2025

Table 3.18 shows the last week of May, during which the author was still assigned the same task as the previous week, namely summarizing passenger data, including boarding data and the names of ferry passengers, in order to ensure the completeness and accuracy of passenger manifest data. On another occasion, after the morning briefing, the interns explored the Selat Baru Port to familiarize themselves with the work area and port operational procedures. The activity continued with the collection of Custom Declaration (CD) documents from the passenger ship, which is an important part of the baggage inspection process.

Table 3.19 Daily Activities June 02 to June 06, 2025

No.	Days/Date	Description of Activities	Place
1.	Monday June 02, 2025	Sick	Holiday
2.	Tuesday June 03, 2025	1. Morning briefing 2. Exploring the Port of Selat Baru 3. Taking Customs Declaration (CD) of passenger ship	Port of Selat Baru
3.	Wednesday June 03, 2025	1. Morning briefing 2. Recap passenger data Boarding data and names of ferry passengers	Bengkalis Customs
4.	Thursday June 04, 2025	1. Morning briefing 2. IMEI	Bengkalis Customs
5.	Friday June 05, 2025	Public Holiday	Holiday

Source: Processed Data, 2025

Table 3.19 shows the last week of May, when the author was still assigned the same tasks as the previous week. Interns explored the Selat Baru Port and collected Custom Declaration (CD) documents from passenger ships. Other activities included summarizing passenger data (boarding data and ferry passenger names) and receiving materials on IMEI related to the supervision of telecommunications devices by customs.

3.5 Obstacles and Solutions

In carrying out this practical work, the author gets several obstacles that hinder the author in doing practical work. With these obstacles, the author also tries to find solutions so that these obstacles can be overcome properly and activities run smoothly.

3.5.1 Obstacles

Obstacles Faced by the Author During the apprenticeship at the Bengkalis Customs Office, the author gets obstacles faced and things that cause delays in the implementation of practical work. The obstacles and obstacles that the author applies are as follows:

1. In the first week of work practice, the author was still in the stage of adapting to the work environment, so he felt a little awkward in communicating and socializing with Customs employees and had difficulty in understanding in depth each task and responsibility of

Customs employees because of the variety of different positions and work fields.

2. The existence of a specific division of work in each division means that writers need to adapt and understand the work process gradually, which may require intensive assistance from experienced employees.
3. In the work environment, work procedures at Customs tend to be complex and involve many regulations and official documents, so the author needs sufficient time and learning to be able to understand the flow properly.
4. During their internship at Bengkalis Customs, one of the challenges they faced was a limited initial understanding of work procedures and applicable regulations. Furthermore, the specific division of tasks within each division meant that interns needed time to adapt and understand the overall workflow. Communicating with busy staff also presented a challenge in obtaining necessary information.

3.5.2 Solutions

Although the author faced several challenges while doing apprenticeship at the Bengkalis Customs Office, the author was able to overcome these challenges and obstacles well and carry out apprenticeship follows:

1. Gradually increase interactions with Customs officers, such as initiating small talk or asking for guidance on completing tasks. This can help build a sense of comfort and strengthen working relationships. Actively observe and learn about the work environment, including understanding the organizational structure, the roles of each division, and the applicable workflow. Through direct observation, the author can more quickly identify the responsibilities of each position.
2. The author can start by understanding the basic tasks in each division first, then gradually learn more complex tasks to avoid feeling

overwhelmed. Furthermore, establishing good communication with senior staff is crucial for obtaining appropriate direction and input regarding the workflow and responsibilities within each division.

3. Adopt a gradual and directed learning approach. Authors can begin by studying the basic documents and regulations most frequently used in Customs operations to gain a basic understanding of the applicable workflow. Next, authors can follow guidance or direction from experienced staff to gain hands-on explanations of the steps required in each procedure.
4. To overcome these obstacles, interns can take a proactive approach by frequently asking questions and discussing with experienced employees, even if the time is limited. Furthermore, utilizing internal documents, work manuals, and attending briefings or divisional meetings can help accelerate understanding of procedures and regulations. Specific task assignments can be addressed by taking detailed notes each time they receive new instructions, thus accelerating the adaptation process. Interns can also establish an effective communication schedule with employees to avoid disrupting their busy schedules while still receiving necessary information.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After carrying out an internship at the Bengkalis Customs Office, the author can draw the following conclusions:

1. There are several types of work during the internship, namely recapitulating passenger data, going into the field such as taking customs notification documents (CD) and going down to the ship to check goods on the ship, understanding the flow of filling out export documents, and being an internal security officer (PKD) at the front serving and directing guests to come to fill out the entry document book and fill out the guest book.
2. Through daily involvement, interns can observe and participate in understanding the work processes and systems at Customs and Excise, can learn how tasks and activities are carried out, and how each section works together to support the smooth running of services and supervision in the field of customs and excise.
3. To find Knowing the Place and Working Schedule at Bengkalis Customs and Exice the apprenticeship enabled the intern to become familiar with the physical environment of the office and understand the daily work schedule. This experience helped the intern to develop discipline, punctuality, and an understanding of office routines, which are essential for professional development.
4. By understanding the systems and procedures at Bengkalis Author can understand how the workflow is carried out in accordance with applicable regulations. Every process is carried out in an organized manner and follows operational standards, from document receipt and goods inspection to providing services to the public. This demonstrates

that Bengkalis Customs has an orderly and efficient work system that supports optimal oversight and service delivery.

5. During my internship at Bengkalis Customs, Author encountered various challenges in my work, such as a limited initial understanding of the customs system and adapting to the work environment. However, these challenges were overcome through guidance from employees, hands-on learning, and actively asking questions. This helped me adapt more quickly and understand the assigned tasks better.

4.2 Suggestion

After carrying out apprenticeship (KP) at the Bengkalis Customs Office, the authors can provide the following suggestions:

1. It is hoped that the Bengkalis Customs and Excise Office can continue to improve internal mentoring through clear task allocation, targeted learning opportunities, and regular, constructive feedback. With effective mentoring, interns will feel more motivated and actively involved in supporting office operations. This will also provide a meaningful learning experience and foster a sense of professionalism in interns as they face the real world of work.
2. It is recommended that collaboration between educational institutions and agencies such as the Customs and Excise Office continue to be strengthened and expanded. Through strong partnerships, students can have more opportunities to participate in internship programs in professional, disciplined, and relevant work environments. This not only provides valuable practical experience but also helps equip students with the skills, work ethic, and firsthand understanding of the real world of work, so they are ready to compete in the workforce after graduation.
3. By understanding the systems and procedures at Bengkalis Customs, Author can understand how the workflow is carried out in accordance

with applicable regulations. Every process is carried out in an organized manner and follows operational standards, from document receipt and goods inspection to providing services to the public. This demonstrates that Bengkalis Customs has an orderly and efficient work system that supports optimal oversight and service delivery.

4. During my internship at Bengkalis Customs, Author encountered various challenges in my work, such as a limited initial understanding of the customs system and adapting to the work environment. However, these challenges were overcome through guidance from employees, hands-on learning, and actively asking questions. This helped me adapt more quickly and understand the assigned tasks better.

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APPENDICES

Appendix 1: Apprenticeship Request Letter



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

Nomor : 506-3/PI.31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

18 November 2024

**Yth. Pemimpin Bea Cukai Bengkalis
di
Bengkalis**

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

No	Nama	NIM	Prodi
1	Sikin Sahira	5404211433	D4 Administrasi Bisnis Internasional
2	Norsyafika	5404211416	D4 Administrasi Bisnis Internasional
3	Nadiatul Fitri	5404211447	D4 Administrasi Bisnis Internasional
4	Siti Nor Hartini	5404211443	D4 Administrasi Bisnis Internasional

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

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


Marhadi Sastra, S.T., M.Sc.
NIP. 198903142015041001

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

Appendix 2: Statement Letter



KEMENTERIAN KEUANGAN REPUBLIK INDONESIA
DIREKTORAT JENDERAL BEA DAN CUKAI
KANTOR WILAYAH DIREKTORAT JENDERAL BEA DAN CUKAI RIAU
KANTOR PENGAWASAN DAN PELAYANAN BEA DAN CUKAI TIPE
MADYA PABEAN C BENGKALIS
JALAN SYAHBANDAR NOMOR 002, KAB. BENGKALIS 28712
TELEPON (0766) 23030; FAKSIMILE (0766) 23030. LAMAN WWW.BCBENGKALIS.BEACUKAI.GO.ID
PUSAT KONTAK LAYANAN 1500225

Nomor	: S-1356/KBC.0304/2024	23 November 2024
Sifat	: Biasa	
Lampiran	: -	
Hal	: Permohonan Kerja Praktek Mahasiswa	

Yth. Pimpinan Politeknik Negeri Bengkalis

Sehubungan dengan surat Saudara Nomor: 5863/PL.31/TU/2024 tanggal 18 November 2024 Hal Permohonan Kerja Praktek (KP), dengan ini kami sampaikan bahwa 4 (empat) mahasiswa yang Saudara ajukan untuk kerja praktek dimaksud kami persilahkan. Untuk komunikasi selanjutnya dan CP silahkan menghubungi Staff Subbagian Umum KPPBC TMP C Bengkalis.

Demikian surat ini kami sampaikan. Atas perhatian dan kerja sama Saudara, kami mengucapkan terima kasih.

Kepala Kantor Pengawasan dan
Pelayanan Bea dan Cukai Tipe Madya
Pabean C Bengkalis



Ditandatangani secara elektronik
Agoes Widodo

Appendix 3: Apprenticeship Assessment Sheet

**EVALUATION RESULTS FROM JOB TRAINING COMPANY APRAISAL
BEA CUKAI BENGKALIS**

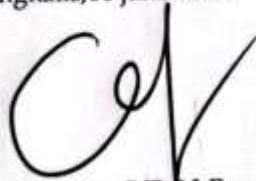
Name : Siti Nor Hartini
 Student's Identity No. : 5404211443
 Study Program : International Business Administration
 Educational Institutions : State Polytechnic of Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	52
2.	Responsibility	25%	53
3.	Adjustment/Adaptation	10%	54
4.	Work Result	30%	56
5.	Behavior in General	15%	55
Total (1+2+3+4+5)		100%	

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

Notes:

Bengkalis, 06 June 2025


Yoga Anggoro.S.T.M.Eng
Branch Manager

ICS State Polytechnic of Bengkalis

Appendix 4: Apprenticeship Certificate



Appendix 5: Apprenticeship Attendance List

ABSEN PESERTA KERJA PRAKTEK BEA CUKAI BENGKALIS

Nama : Siti Nor Hartini
Nim : 5404211443
Bulan : Februari 2025

No	Hari	Tanggal	Jam masuk	Jam Istirahat	Jam pulang	Paraf Mahasiswa	Paraf pengawas	keterangan
1.	Senin	3	07.30	12.00	17.00	<i>SNH</i>		
2.	Selasa	4	07.30	12.00	17.00	<i>SNH</i>		
3.	Rabu	5	07.30	12.00	17.00	<i>SNH</i>		
4.	Kamis	6	07.30	12.00	17.00	<i>SNH</i>		
5.	Jumat	7	07.30	11.30	17.00	<i>SNH</i>		
6.	Senin	10	07.30	12.00	17.00	<i>SNH</i>		
7.	Selasa	11	07.30	12.00	17.00	<i>SNH</i>		
8.	Rabu	12	07.30	12.00	17.00	<i>SNH</i>		
9.	Kamis	13	07.30	12.00	17.00	<i>SNH</i>		
10.	Jumat	14	07.30	11.30	17.00	<i>SNH</i>		
11.	Senin	17	07.30	12.00	17.00	<i>SNH</i>		
12.	Selasa	18	07.30	12.00	17.00	<i>SNH</i>		
13.	Rabu	19	07.30	12.00	17.00	<i>SNH</i>		
14.	Kamis	20	07.30	12.00	17.00	<i>SNH</i>		
15.	Jumat	21	07.30	11.30	17.00	<i>SNH</i>		
16.	Senin	24	07.30	12.00	17.00	<i>SNH</i>		
17.	Selasa	25	07.30	12.00	17.00	<i>SNH</i>		
18.	Rabu	26	07.30	12.00	17.00	<i>SNH</i>		
19.	Kamis	27	07.30	12.00	17.00	<i>SNH</i>		
20.	Jumat	28	07.30	11.30	17.00	<i>SNH</i>		

Bengkalis 28 Februari 2025

Mengetahui,



Siti Nor Hartini
Mahasiswa Kerja Praktek



Yoga Anggoro.S.T.,M.Eng
General subdivision

**ABSEN PESERTA KERJA PRAKTEK
BEA CUKAI BENGKALIS**

Nama : Siti Nor Hartini
Nim : 5404211443
Bulan : Maret 2025

No	Hari	Tanggal	Jam masuk	Jam istirahat	Jam pulang	Paraf mahasiswa	Paraf pengawas	Keterangan
1.	Senin	3	07:30	12:00	17:00	<i>SNH</i>		
2.	Selasa	4	07:30	12:00	17:00	<i>SNH</i>		
3.	Rabu	5	07:30	12:00	17:00	<i>SNH</i>		
4.	Kamis	6	07:30	12:00	17:00	<i>SNH</i>		
5.	Jumat	7	07:30	12:00	17:00	<i>SNH</i>		
6.	Senin	10	07:30	12:00	17:00	<i>SNH</i>		
7.	Selasa	11	07:30	12:00	17:00	<i>SNH</i>		
8.	Rabu	12	07:30	12:00	17:00	<i>SNH</i>		
9.	Kamis	13	07:30	12:00	17:00	<i>SNH</i>		
10.	Jumat	14	07:30	12:00	17:00	<i>SNH</i>		
11.	Senin	17	07:30	12:00	17:00	<i>SNH</i>		
12.	Selasa	18	07:30	12:00	17:00	<i>SNH</i>		
13.	Rabu	19	07:30	12:00	17:00	<i>SNH</i>		
14.	Kamis	20	07:30	12:00	17:00	<i>SNH</i>		
15.	Jumat	21	07:30	12:00	17:00	<i>SNH</i>		
16.	Senin	24	07:30	12:00	17:00	<i>SNH</i>		
17.	Selasa	25	07:30	12:00	17:00	<i>SNH</i>		
18.	Rabu	26	07:30	12:00	17:00	<i>SNH</i>		
19.	Kamis	27	07:30	12:00	17:00	<i>SNH</i>		
20.	Jumat	28	07:30	12:00	17:00	<i>SNH</i>		
21.	Senin	31	07:30	12:00	17:00			<i>Wul Fitri</i>

Bengkalis 31 Maret 2025

Mengetahui,

SNH

Siti Nor Hartini
Mahasiswa Kerja Praktek

Yoga

Yoga Anggoro.S.T.,M.Eng
General subdivision

**ABSEN PESERTA KERJA PRAKTEK
BEA CUKAI BENGKALIS**

Nama : Siti Nor Hartini

Nim : 5404211443

Bulan : April 2025

No	Hari	Tanggal	Jam masuk	Jam istirahat	Jam pulang	Paraf mahasiswa	Paraf pengawas	Keterangan
1.	Selasa	1	07:30	12:00	17:00			Idul Fitri
2.	Rabu	2	07:30	12:00	17:00			Idul Fitri
3.	Kamis	3	07:30	12:00	17:00			Idul Fitri
4.	Jumat	4	07:30	12:00	17:00			Idul Fitri
5.	Senin	7	07:30	12:00	17:00			Idul Fitri
6.	Selasa	8	07:30	12:00	17:00	Gud		
7.	Rabu	9	07:30	12:00	17:00	Gud		
8.	Kamis	10	07:30	12:00	17:00	Gud		
9.	Jumat	11	07:30	12:00	17:00	Gud		
10.	Senin	14	07:30	12:00	17:00	Gud		
11.	Selasa	15	07:30	12:00	17:00	Gud		
12.	Rabu	16	07:30	12:00	17:00	Raf		
13.	Kamis	17	07:30	12:00	17:00	Gud		
14.	Jumat	18	07:30	12:00	17:00			isa Almaruti
15.	Senin	21	07:30	12:00	17:00	Gud		
16.	Selasa	22	07:30	12:00	17:00	Gud		
17.	Rabu	23	07:30	12:00	17:00	Gud		
18.	Kamis	24	07:30	12:00	17:00	Gud		
19.	Jumat	25	07:30	12:00	17:00	Gud		
20.	Senin	28	07:30	12:00	17:00	Gud		
21.	Selasa	29	07:30	12:00	17:00	Gud		
22.	Rabu	30	07:30	12:00	17:00	Raf		

Bengkalis 30 April 2025

Mengetahui,



Siti Nor Hartini

Mahasiswa Kerja Praktek



Yoga Anggoro.S.T.,M.Eng

General subdivision

**ABSEN PESERTA KERJA PRAKTEK
BEA CUKAI BENGKALIS**

Nama : Siti Nor Hartini
Nim : 5404211443
Bulan : Mei 2025

No	Hari	Tanggal	Jam masuk	Jam istirahat	Jam pulang	Paraf mahasiswa	Paraf pengawas	Keterangan
1.	Kamis	1	07:30	12:00	17:00			Sakit
2.	Jumat	2	07:30	12:00	17:00	Fud		
3.	Senin	3	07:30	12:00	17:00	Fud		
4.	Selasa	4	07:30	12:00	17:00	Fud		
5.	Rabu	7	07:30	12:00	17:00	Fud		
6.	Kamis	8	07:30	12:00	17:00	Fud		
7.	Jumat	9	07:30	12:00	17:00	Fud		
8.	Senin	12	07:30	12:00	17:00			WASAK
9.	Selasa	13	07:30	12:00	17:00	Fud		
10.	Rabu	14	07:30	12:00	17:00	Fud		
11.	Kamis	15	07:30	12:00	17:00	Fud		
12.	Jumat	16	07:30	12:00	17:00	Fud		
13.	Senin	19	07:30	12:00	17:00	Fud		
14.	Selasa	20	07:30	12:00	17:00	Fud		
15.	Rabu	21	07:30	12:00	17:00	Fud		
16.	Kamis	22	07:30	12:00	17:00	Fud		
17.	Jumat	23	07:30	12:00	17:00	Fud		
18.	Senin	26	07:30	12:00	17:00	Fud		
19.	Selasa	27	07:30	12:00	17:00	Fud		
20.	Rabu	28	07:30	12:00	17:00	Fud		
21.	Kamis	29	07:30	12:00	17:00			Kerabat IPA
22.	Jumat	30	07:30	12:00	17:00			Cuti Bersama

Bengkalis 30 Mei 2025

Mengetahui,



Siti Nor Hartini

Mahasiswa Kerja Praktek



Yoga Anggoro.S.T.,M.Eng

General subdivision

**ABSEN PESERTA KERJA PRAKTEK
BEA CUKAI BENGKALIS**

Nama : Siti Nor Hartini
Nim : 5404211443
Bulan : Juni 2025

No	Hari	Tanggal	Jam masuk	Jam istirahat	Jam pulang	Paraf mahasiswa	Paraf pengawas	Keterangan
1.	Senin	2	07:30	12:00	17:00			Sakit
2.	Selasa	3	07:30	12:00	17:00	<i>Snf</i>		
3.	Rabu	4	07:30	12:00	17:00	<i>Snf</i>		
4.	Kamis	5	07:30	12:00	17:00	<i>Snf</i>		
5.	Jumat	6	07:30	12:00	17:00	<i>Snf</i>		Idul Adha
6.	Senin	9	07:30	12:00	17:00			
7.	Selasa	10	07:30	12:00	17:00			
8.	Rabu	11	07:30	12:00	17:00			
9.	Kamis	12	07:30	12:00	17:00			
10.	Jumat	13	07:30	12:00	17:00			
11.	Senin	16	07:30	12:00	17:00			
12.	Selasa	17	07:30	12:00	17:00			
13.	Rabu	18	07:30	12:00	17:00			
14.	Kamis	19	07:30	12:00	17:00			
15.	Jumat	20	07:30	12:00	17:00			
16.	Senin	23	07:30	12:00	17:00			
17.	Selasa	24	07:30	12:00	17:00			
18.	Rabu	25	07:30	12:00	17:00			
19.	Kamis	26	07:30	12:00	17:00			
20.	Jumat	27	07:30	12:00	17:00			
21.	Senin	30	07:30	12:00	17:00			

Bengkalis 30 Juni 2025

Mengetahui,

Snf

Siti Nor Hartini

Mahasiswa Kerja Praktek

Cef

Yoga Anggoro.S.T.,M.Eng






General subdivision


Appendix 6: Daily Activities of the Apprenticeship

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : February 03th, 2025 to February 07th 2025






No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Introduction of internship students 3. Briefing about the customs office	General Subdivision	
2.	1. Get to know the office environment 2. Introductions with office staff	General Subdivision	
3.	Helped organize lunch boxes for employees	General Subdivision	
4.	1. Morning briefing 2. Attended a meeting entitled conflict prevention and de-escalation techniques	General Subdivision	
5.	1. Morning briefing 2. Briefing on customs how customs work.	General Subdivision	


No.	Working	Explanation
1.		Briefing about the customs office to direct the workflow at the bengkalis customs office

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : February 10th, 2025 to February 14th 2025





No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Customs workflow briefing on workflows in import-export companies	General Subdivision	
2.	1. Morning briefing 2. Briefing about empty luggage, and finding conflicts with passengers.	General Subdivision	
3.	1. Morning briefing 2. Photocopy of minutes	General Staff	
4.	1. Morning briefing 2. Helped prepare for staff meeting about Ramadan	General Subdivision	
5.	1. Morning briefing 2. Sports and isra miraj event	General Subdivision	


No.	Working	Explanation
1.		Copies of export and import documents are official documents that must be prepared and attached by business actors in the process of shipping goods abroad (export) and importing goods into the country (import). These documents serve as proof of transactions, the basis for calculating taxes and import duties, as well as to fulfil requirements from customs authorities and other related parties.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : February 17th, 2025 to February 21th 2025






No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Briefing on knowing the difference between real and fake cigarettes in various ways.	General Subdivision	
2.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship.	Functional research document	
3.	1. Morning briefing 2. Helped prepare for the staff farewell event	General Subdivision	
4.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship.	Functional research document	
5.	Sick	-	-


No.	Working	Explanation
1.		Briefing to find out the difference between real and fake cigarettes in various ways, namely Genuine cigarettes must be attached to the official excise band from Customs which indicates that excise has been paid. Counterfeit cigarettes can be in the form of plain cigarettes without excise stamps, or using fake excise stamps, used, misappropriated, or mis-personalized.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : February 24th, 2025 to February 28th 2025






No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship.	Functional research document	
2.	1. Morning briefing 2. Attended a meeting about bengkalis customs planning	General Subdivision	
3.	1. Morning briefing 2. attended the mental resilience socialization meeting and photocopied the minutes	General Subdivision	
4.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
5.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	


No.	Working	Explanation
1.		Exploring the port of Selat Baru and checking out the Fery boat. While exploring the Port of Selat Baru, visitors can see shipping activities and ships in operation, especially ferries that serve inter-island crossings and even international routes to Malaysia.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 03th, 2025 to March 07th 2025






No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Create passenger name data in excel	General Staff	
2.	1. Morning briefing 2. Explanation of loading	General Staff	
3.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
4.	1. Morning briefing 2. Recapitulate export goods reconciliation data	General Staff	
5.	1. Morning briefing 2. Create passenger name data in excel	General Staff	


No.	Working	Explanation
1.		Function of Customs Declaration (CD): This document serves as an official notification of imported luggage carried by passengers or crew members. CD is used to report goods brought into the customs area so that they can be inspected and subject to customs provisions in accordance with applicable regulations.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 10th, 2025 to March 14th 2025





No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Recap passenger data Bording data	General Staff	
2.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
3.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	Functional research document	
5.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	


No.	Working	Explanation
1.		Recap passenger data is the collection and recording of the number of passengers using ferry services in a certain period.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 17th, 2025 to March 21th 2025




No.	Description of Activities	Assignor	Signature
1.	Sick	-	
2.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
3.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
5.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	


No.	Working	Explanation
1.		Recap passenger data is the collection and recording of the number of passengers using ferry services in a certain period.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 24th, 2025 to March 28th 2025

No.	Description of Activities	Assignor	Siganture
1.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
2.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
3.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
4.	Holiday	Holiday	-
5.	Holiday	Holiday	-

No.	Working	Explanation
1.		Function of Customs Declaration (CD): This document serves as an official notification of imported luggage carried by passengers or crew members. CD is used to report goods brought into the customs area so that they can be inspected and subject to customs provisions in accordance with applicable regulations.

**DAILY ACTIVITY
OF THE APPRENTICESHIP**

Day : Monday - Friday





Date : March 31th, 2025 to April 04th 2025


No.	Description of Activities	Assignor	Signature
1.	Holiday	Holiday	-
2.	Holiday	Holiday	-
3.	Holiday	Holiday	-
4.	Holiday	Holiday	-
5.	Holiday	Holiday	-

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 07th, 2025 to April 11th 2025





No.	Description of Activities	Assignor	Signature
1.	Holiday	Holiday	-
2.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
3.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
5.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	


No.	Working	Explanation
1.		Function of Customs Declaration (CD): This document serves as an official notification of imported luggage carried by passengers or crew members. CD is used to report goods brought into the customs area so that they can be inspected and subject to customs provisions in accordance with applicable regulations.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 14th, 2025 to April 18th 2025






No.	Description of Activities	Assignor	Signature
1.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
2.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
3.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
5.	Public Holiday	Holiday	-


No.	Working	Explanation
1.		Recap passenger data is the collection and recording of the number of passengers using ferry services in a certain period.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 21th, 2025 to April 25th 2025





No.	Description of Activities	Assignor	Signature
1.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
2.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
3.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
4.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
5.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	


No.	Working	Explanation
1.		Function of Customs Declaration (CD): This document serves as an official notification of imported luggage carried by passengers or crew members. CD is used to report goods brought into the customs area so that they can be inspected and subject to customs provisions in accordance with applicable regulations.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 28th, 2025 to May 02th 2025






No.	Description of Activities	Assignor	Signature
1.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
2.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
3.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	Sick	-	-
5.	1.Morning briefing 2.Sport	General Subdivision	


No.	Working	Explanation
1.		Recap passenger data is the collection and recording of the number of passengers using ferry services in a certain period.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 05th, 2025 to May 09th 2025





No.	Description of Activities	Assignor	Signature
1.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
2.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
3.	1.Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	1.Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
5.	1.Morning briefing 2.Sport	General Subdivision	


No.	Working	Explanation
1.		Function of Customs Declaration (CD): This document serves as an official notification of imported luggage carried by passengers or crew members. CD is used to report goods brought into the customs area so that they can be inspected and subject to customs provisions in accordance with applicable regulations.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 12th, 2025 to May 16th 2025






No.	Description of Activities	Assignor	Signature
1.	Public Holiday	Holiday	-
2.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
3.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
4.	1. Morning briefing 2. Participated in socialization at STAIN Bengkalis campus	General Subdivision	
5.	1. Morning briefing 2. Sport	General Subdivision	


No.	Working	Explanation
1.		Participated in socialization at STAIN Bengkalis campus

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 19th, 2025 to May 23th 2025




No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
2.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
3.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
4.	1. Morning briefing 2. (PKD) pkd duties at the customs office welcome guests who come and receive packages of goods from outside.	General Subdivision	
5.	1. Morning briefing 2. Sport	General Subdivision	


No.	Working	Explanation
1.		(PKD) pkd duties at the customs office welcome guests who come and receive packages of goods from outside.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 26th, 2025 to May 30th 2025



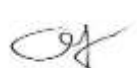
No.	Description of Activities	Assignor	Signature
1.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
2.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
3.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	Public Holiday	Holiday	-
5.	Public Holiday	Holiday	-


No.	Working	Explanation
1.		Function of Customs Declaration (CD): This document serves as an official notification of imported luggage carried by passengers or crew members. CD is used to report goods brought into the customs area so that they can be inspected and subject to customs provisions in accordance with applicable regulations.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 02th, 2025 to May 05th 2025

No.	Description of Activities	Assignor	Signature
1.	Sick	-	-
2.	1. Morning briefing 2. Exploring the new strait harbour field 3. Taking Customs Declaration (CD) of passenger ship	Functional research document	
3.	1. Morning briefing 2. Recap passenger data Bording data and names of ferry passengers	General Staff	
4.	1. Morning briefing 2. IMEI	General Subdivision	
5.	Public Holiday	Holiday	-

No.	Working	Explanation
1.		<p>The IMEI consists of several parts that indicate information such as the manufacturer, model, and serial number of the device. The last digit is a verification number to ensure the validity of the number.</p> <p>By understanding the IMEI, users can be more aware of device security, ensure the authenticity of the phone, and protect themselves from the risk of illegal device use or theft.</p> <p>out IMEI</p>

Appendix 7: Documentation of Apprenticeship





REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Siti Nor Hartini
 Student's Identity No : 5404211443
 Apprenticeship Place : Bea Cukai Bengkalis
 Advisor : Yanisa Dwi Astari, S.S., M. Hum

No	Date and Time	Revision	Advisor
1.	Thursday 03/July 2025	Arahan panduan Penulisan	YH
2.	Thursday 08/July 2025	Sistem prosedur dibuat menggunakan bagikan pada setiap job desk	YH
3.	Wednesday 23/July 2025	- perbaiki obstacle solution - Perbaiki purpose - consultation berkaitan dengan purpose	YH
4.	July 25, 2025	- Cek typo kalimat - Perbaiki bab 4 consultation, suggestion	YH
5.	July 30, 2025	ACC for binding	YH

Bengkalis, August 4, 2025

Advisor

YH

Yanisa Dwi Astari, S.S., M. Hum
 NIP.199301142022032010