

APPRENTICESHIP REPORT

PT. WILMAR NABATI INDONESIA

KAWASAN INDUSTRI DUMAI

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTEMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

APPROVAL SHEET

APPRENTICESHIP REPORT

**PT. WILMAR NABATI INDONESIA
KAWASAN INDUSTRI DUMAI**

Written is one of the conditions for completing Apprenticeship

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Dumai, May 31th, 2025

**Head Office of EHS Central
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Bengkalis, June 25th, 2025

Author



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, with the rapid development of science and technology, there is a great need for high-quality, ready-to-use human resources. Higher education institutions such as universities and other educational institutions play a significant role in creating high-quality human resources so that, in the future, they can become workers or entrepreneurs who can apply the knowledge they have gained in the workplace.

Today, students are not only expected to master their fields of study theoretically but must also possess the ability to communicate and collaborate with others, make decisions based on clear facts, and adapt to new environments. This is also referred to as soft skills. Soft skills complement hard skills or theoretical knowledge. Students can also gain an understanding of what it truly means to work in a professional setting.

Apprenticeship is one of the academic activities aimed at providing students with hands-on experience in the industrial world. By participating in Apprenticeship, students can apply the knowledge gained during their studies and understand real-world conditions in the field. Additionally, this activity offers opportunities to develop both technical and non-technical skills required in the workplace.

PT Wilmar Nabati Indonesia – Kawasan Industri Dumai is one of the companies operating in the agribusiness and oleochemical industry, particularly in the processing of palm oil. This company plays a significant role in the vegetable oil industry, both in the domestic and international markets. Therefore, PT Wilmar is an ideal location to conduct an Apprenticeship Program to gain deeper insights into the production processes and management industry.

The author conducted the Apprenticeship at Kawasan Industri Dumai PT. Wilmar Nabati Indonesia for 4 (four) months, starting from February 05, 2025 to

May 31, 2025. During the apprenticeship period, The author was placed as Secretary to the Manager in the EHS Central Department of PT Wilmar Kawasan Industri Dumai (KID). This position has an important role in supporting the smooth operation of the manager and department, especially in administrative aspects and internal communication. As a secretary, the author is required to be alert, thorough, and able to maintain the flow of information to remain effective and efficient. As an apprenticeship student, the author feels proud to have conducted the apprenticeship and become part of Wilmar. Through this activity, the author learned firsthand about the real working world and its management within an industrial company.

1.2 Purposes of the Apprenticeship

Apprenticeship is one of the activities for every student to complete their assignments. In order to achieve the expected results, it is necessary to know the purpose of holding the Apprenticeship. The purpose of the apprenticeship conducted at PT. Wilmar Kawasan Industri Dumai, is as follows:

1. To find out the job description at the company
2. To understand the systems and work procedures applied at PT. Wilmar, particularly in document handling and data recording
3. To find out the time and place of the work position during the apprenticeship at PT. Wilmar
4. To find out the kind and descriptions of activities carried out during the apprenticeship at PT. Wilmar
5. To identify the obstacles encountered during the apprenticeship and the solutions implemented at PT. Wilmar

1.3 Significances of the Apprenticeship

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

The benefits of on the apprenticeship are as follows:

1.3.1 Significances for the Study

Apprenticeship is place for student to gain insight into the real working world. Benefits of the apprenticeship for students are as follows:

1. Students have the opportunity to apply theoretical or concepts knowledge in the real working world
2. Students gain practical experience in applying theoretical or concept knowledge according to their study program
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas

1.3.2 Significances for State Polytechnic of Bengkalis

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

1. Apprenticeship can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and the PT. Wilmar Nabati Indonesia
2. Apprenticeship can improve the competence of State Polytechnic of Bengkalis graduates

1.3.3 Significances for the Company

Apprenticeship is one of the activities for every student to complete them assignments. The benefits of the Apprenticeship for the Company are:

1. Establishment of cooperation between the world of education and certain companies or agencies
2. There are constructive criticisms from companies or agencies for students participating in work practices

BAB II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Wilmar Nabati Indonesia was established in 1989 with cooking oil as its main product. PT. Wilmar Nabati Indonesia was previously known as Bukit Kapur Reksa BKR. PT. WINA has been in operation since 1989, with its primary production being cooking oil. The village of Bukit Kapur is approximately 30 km from the city of Dumai. In 1991, the company expanded by establishing a second factory located on Datuk Laksamana street, within the Dumai Port area, which was later designated as the factory and headquarters for the Dumai region. PT. WINA's growth is also supported by its strategic factory location, which includes port facilities from Pelindo capable of accommodating international-standard ships for export with a carrying capacity of 30,000 MT.



Figure 2.1 PT. Wilmar Nabati Indonesia Logo
Source: Processed Data, 2025

In early 2004, PT. WINA's management decided to expand its CPO raw material storage tanks by 12,000 MT. This expansion will directly and indirectly contribute to the economic growth of Riau Province in general and the city of Dumai in particular, fostering positive development in the city. PT WINA is capable of processing 4,100 MT of CPO and 1,000 MT of PK Crushing daily, positioning it as one of the top seven producers and exporters of palm oil in Indonesia. Another development undertaken by PT WINA's management was the construction of a refinery fractionation plant with a capacity of 5,600 MTD and a PK Universitas Sumatera Utara crushing plant with a capacity of 1,500 TDP tons per day in the Dumai-Pelitung industrial area at the beginning of 2005.

The development of this factory is supported by a port with a 425-meter-long pier and a 14-meter-deep harbor column, which can accommodate ships with a weight of 50,000 DWT and will be developed to accommodate 70,000 DWT ships, which are companies under the Wilmar Group. The high commitment of management and employees has enabled PT. WINA to grow even further. This is evidenced by the company obtaining ISO 9001:2008 certification on October 16, 2009. In conducting its operations, PT WINA's management has established a vision and mission to support the group's operational business, achieving optimal capacity and quality in line with customer demands, as well as timely delivery, through the development of existing human resources. In 2009, the name PT WINA was changed to PT. Wilmar Nabati Indonesia as a reflection of its growing business and began constructing new factories outside the city of Dumai under the Wilmar Group banner. PT. Wilmar Nabati Indonesia Dumai has the following boundaries: - North: Borders Dumai Bay - East: Borders Port Road - South: Borders Datuk Laksamana Road - West: Borders the Main Plant of the University of North Sumatra.



Figure 2.2 Main Gate of Kawasan Industri Dumai

Source: Processed Data, 2025

PT Kawasan Industri Dumai is the largest industrial estate in Riau Province, covering a total area of 1,792 hectares. The zone began construction on August 31, 2000. Kawasan Industri Dumai is a subsidiary of Wilmar International Ltd, which is part of Wilmar's strategy to become an integrated agribusiness model encompassing the entire value chain of agricultural commodities. Kawasan Industri Dumai aims to become a Green Zone and improve community welfare through the development of a modern and sustainable industrial zone.

In 2010, the Dumai Industrial Zone was designated as a Palm Oil Industrial Cluster by the Indonesian government due to its significant potential for palm oil-based industries. While the primary focus of the industrial zone is on palm oil-based industries, the Dumai Industrial Zone is also a strategically advantageous location for investing in various other types of industries.

The Dumai Industrial Zone provides ready-to-use industrial land and complete infrastructure facilities to support business activities in the Industrial Zone, including infrastructure, electricity, industrial raw water treatment, wastewater treatment, 24-hour security systems, fire trucks, clinics, and ambulances.

2.2 Vision and Mission

2.2.1 Vision

To be a dynamic world-class company in the agricultural business and related industries with dynamic growth while maintaining its position as a market leader in the world through partnerships and good management.

2.2.2 Mission

To be an excellent business partner worthy of stakeholders' trust.

2.3 Kind of Business

Kawasan Industri Dumai managed by PT Wilmar Nabati Indonesia, is an integrated industrial estate that houses various types of strategic palm oil-based businesses. The main activities in this area include the processing of palm oil (CPO) through refining and fractionation to produce derivative products such as RBDPO, olein, stearin, and margarine. Additionally, there is a Palm Kernel Crushing unit to produce Palm Kernel Oil, which serves as raw material for the oleochemical and biodiesel industries. The zone also houses a biodiesel plant operated by PT Wilmar Bioenergi Indonesia, as well as a fertilizer plant managed by PT Sentana Adidaya Pratama. Furthermore, the Dumai Industrial Zone supports the production of palm oil-based chemicals through PT Wilmar Chemical Indonesia. As a modern industrial zone, complete infrastructure facilities are

available, including electricity, water, waste treatment, a port, a clinic, and 24-hour security services. Products from this zone, such as Fortune and Sania branded cooking oil, are not only marketed domestically but also exported to various countries through Wilmar Trading in Singapore. Thus, the Dumai Industrial Zone plays an important role as a center for the palm oil industry and its derivatives in Indonesia.

2.4 Organizational Structure

The organizational structure of a company is important in achieving the goals set or planned by the company. Without a good organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore, it is clear that the organizational structure can provide clear boundaries and at the same time be responsible for its tasks.

PT Wilmar has an EHS Department as an important part of the company structure to ensure that all operational activities run safely, healthily and environmentally friendly. This department is responsible for managing and supervising the implementation of occupational safety and health systems, environmental impact control, and risk prevention in production areas and industrial estates. During the apprenticeship, the author was placed in this department. The organizational structure of the Central EHS Department can be seen in the following figure.

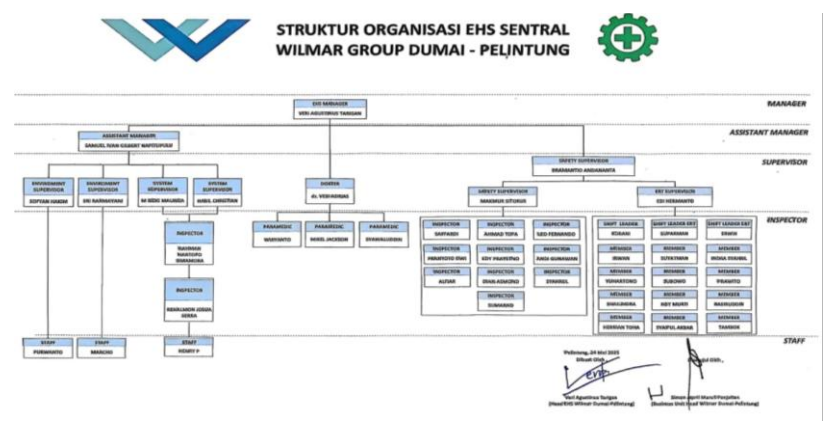


Figure 2.3 Organizational Structure of EHS Department
Source: Data EHS Central, 2025

2.5 The Working Process

The organizational structure of PT Wilmar Nabati Indonesia EHS Central unit in Dumai Industrial Estate is designed to ensure effective and coordinated management of the environment, health and safety. This structure consists of several levels, starting from managers, Assistant Managers, and Supervisors. Below them are Inspectors, Shift Leaders, Paramedics, and Staff. It has a clear division of tasks in each division such as environment, management system, work safety, emergency response, and medical services. The goal is to create a work environment that is safe, healthy, and in accordance with applicable regulatory standards.

1. The EHS Manager leads overall environmental, health and safety activities.
2. Assistant Manager assists in operational supervision and implementation of the EHS system.
3. Main Divisions
 - a) Environment: Manages environmental aspects such as waste treatment, emissions, and compliance with environmental regulations.
 - b) System : In charge of quality management system and documentation such as ISO, SOP, and internal audit.
 - c) Safety : Focuses on occupational safety, PPE usage, OHS training, and safety procedure compliance.
 - d) ERT (Emergency Response Team): Handles emergency situations such as fires or work accidents.
4. Medical Team

Consists of doctors and paramedics, in charge of providing occupational health services and handling medical emergencies.
5. Implementation Team
 - a) Inspector: Conduct routine inspections, potential hazard reporting, and field monitoring.
 - b) Shift Leader and ERT Member: Coordinate the emergency response team during operations.

- c) Staff : Assist with administrative, technical, and daily operations in each division.

This coordination and responsibility structure shows a structured system with clear coordination pathways between EHS functions to support safe, healthy, and environmentally friendly industrial operations.

2.6 Documents Used for Activities

In carrying out its operational activities, there are several documents used by PT Wilmar including the following:

1. Form of JSEA

The form is titled "JOB SAFETY & ENVIRONMENT ANALYSIS". It is divided into several main sections:

- Identifikasi Pekerjaan (Job Identification):** Includes fields for Job Title, Location, and Date.
- Identifikasi Bahaya (Hazard Identification):** A table with columns for Hazard Type, Location, and Frequency. It lists various hazards such as "Kecelakaan (Fall from height)", "Kecelakaan (Slip, Trip, Fall)", "Kecelakaan (Struck by moving object)", etc.
- Penilaian Risiko (Risk Assessment):** A table with columns for Risk Level, Likelihood, and Consequence. It uses a scale from 1 to 5 to assess the severity of each hazard.
- Kontrol (Control Measures):** A table with columns for Control Measure, Responsibility, and Completion Date. It lists measures like "Wear safety harness", "Use proper lifting technique", etc.
- Penyusunan Staf/Pengawasan (Staff/Supervision):** A table with columns for Staff Name, Position, and Signature. It lists the names and roles of the personnel involved in the analysis.

Figure 2.4 Form of JSEA
Source: Processed Data, 2025

The Job Safety & Environment Analysis (JSEA) form is an important document used by PT Wilmar in an effort to create a safe, orderly and environmentally friendly work environment. This form is used to systematically analyze each stage of work, starting from identifying potential hazards, assessing risk levels, to determining appropriate control measures before work is carried out. Through the implementation of JSEA, PT Wilmar is committed to preventing work accidents and minimizing negative impacts on the environment. In addition, JSEA also serves as a means to increase workers' awareness and understanding of the importance of occupational safety and health (OHS) and environmental protection. The use of this form supports the company's compliance with applicable regulations and serves as documentary evidence in the process of internal audits, investigations or evaluations. Thus, the implementation of JSEA

by PT Wilmar is part of the company's strategy in realizing efficient, safe and sustainable operations.

2. The Letter of Cooperation Agreement



Figure 2.4 Letter of Cooperation Agreement
Source: Processed Data, 2025

The Letter of Cooperation Agreement (LCA) at PT Wilmar Kawasan Industri Dumai is a legal document that regulates the working relationship between the company and third parties, such as contractors or vendors, related to the scope of work, rights and obligations, time period, as well as occupational safety provisions and applicable laws. LCA plays an important role in ensuring that all external activities-such as projects, transportation, maintenance, and waste management-are carried out in accordance with operational standards, OHS regulations, and company environmental policies. In addition to being a quality control and compliance tool for partners, the LCA also provides legal protection for both parties in the event of a violation or dispute, thus supporting the smooth, safe and legal operation of the company as a whole.

3. Vehicle Registration Form

| KLASIFIKASI | Persepsi | Jumlah Peserta | Punkte | Daerah asal |
|-------------|----------|----------------|--------|-------------|
| AD | BDG | 181 | 50 | 50 |
| RAKASIST | 10% | 181 | 18 | 17 |

Figure 2.5 Vehicle Registration Form
Source: Processed Data, 2025

In PT Wilmar's industrial area, not all vehicles can freely enter the work area. Every vehicle that wants to access the area must first be registered and have a Vehicle Pass sticker as proof of legality and access permission. Vehicles that do not have the sticker are required to carry out the vehicle registration process by filling out the Vehicle Registration Form as shown in Figure 2.5. This form records important data such as the identity of the vehicle owner, vehicle type, police number, driver's license type, and the purpose of using the vehicle, for example for work. After the form is filled in, the management will verify and check the eligibility of the vehicle, both in terms of administration and physical, before finally issuing an access permit. This process is part of the access control system implemented by the company to maintain security, order, and operational safety in the industrial area.

4. Violation Report Form

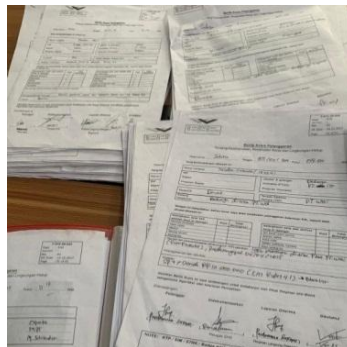


Figure 2.6 Violation Report Form

Source: Processed Data, 2025

The Minutes of Violation of Occupational Safety, Health and Environment form used by the EHS Department of PT Wilmar Dumai Industrial Estate serves as an official document that records any violations of HSE regulations committed by employees, contractors, or third parties within the industrial estate. This form contains complete information about the identity of the violator, the time and location of the incident, the type of violation, and the form of sanctions imposed, such as reprimands, fines, and inclusion in the blacklist list. The use of this document aims to enforce discipline, encourage compliance with work safety and environmental procedures, and prevent the recurrence of similar violations. Apart

BAB III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This Apprenticeship was carried out at Kawasan Industri Dumai PT. Wilmar Nabati Indonesia for 4 (four) months, starting from February 05, 2025 to May 31, 2025. During the apprenticeship period, The author was placed as Secretary to the Manager in the EHS Central Department of PT Wilmar Kawasan Industri Dumai (KID). This position has an important role in supporting the smooth operation of the manager and department, especially in administrative aspects and internal communication. As a secretary, the author is required to be alert, thorough, and able to maintain the flow of information to remain effective and efficient. The following are some of the tasks that the author performed:

1. Created a work schedule for the manager and team of the EHS Central department PT. Wilmar. Then convey the manager's instructions and remind them of the deadline for routine reporting.

The author is responsible for preparing work schedules for managers and teams in PT Wilmar's Central EHS Department, beginning with discussions with managers regarding agenda updates. Once the schedule has been finalized, the author communicates the manager's instructions to the relevant teams and regularly provides reminders regarding reporting deadlines. This task is crucial to ensure effective team coordination, structured and timely execution of work activities, and support the achievement of the department's operational targets by minimizing the risk of reporting delays or task execution issues.

2. Data entry and recapitulation of JSEA (Job Safety and Environmental Analysis) registration documents into Microsoft Excel for the purposes of archiving important company files and creating registration number codes.
The author is responsible for entering data and compiling JSEA registration documents into Microsoft Excel. This activity includes recording data and

creating registration numbers for each document, which are then used in the archiving process for important company files. This work is important to ensure that all JSEA documents are neatly documented, easy to track, and can be accessed quickly when needed, thereby supporting the smooth monitoring of workplace safety and environmental compliance within the company.

3. Archive important company letters and documents to be stored in computer files and bantex folders for each unit.

This archiving process is carried out systematically to ensure that all documents can be easily accessed when needed. This work is very important because it serves as a form of official company documentation that supports smooth administration, helps track activity history, and serves as valid written evidence for various internal and external company purposes. With neatly organized archives, the risk of information loss or errors can also be minimized.

4. Conduct an inventory of documents and assets of the EHS Central Department of PT Wilmar.

The author conducted an inventory of documents and assets belonging to the Central EHS Department of PT Wilmar, which included recording, checking the existence and condition of documents and equipment used. This work is important to ensure that all documents and assets are properly recorded, facilitating management and preventing loss or damage, thereby supporting the smooth operation and administration of the department.

5. Scanning various important documents such as company Cooperation Agreement Document, Test Results Reports, Training Evaluation, LB3 Handover Minutes, Environmental Monitoring documents, and etc.

The author is responsible for scanning various important company documents. This work is important to support the digitization of archives, facilitate data retrieval, and maintain document security in the long term, so that important company information is preserved and easily accessible when needed.

6. Registering data for vehicles that want to gain access to PT Wilmar.

The author is responsible for registering vehicle data that wants to gain access to the PT Wilmar area. This process includes recording the identity of the vehicle, driver, and the required documents. This work is important to ensure that only registered and eligible vehicles are allowed to enter, thereby helping to maintain security, order, and traffic control within the company environment.

7. Entering traffic violation data from the Traffic Management System (TMS) into PT Wilmar's Appsheet system.

The author is responsible for entering traffic violation data recorded in the TMS into PT Wilmar's Appsheet system. This data includes the type of violation, time of occurrence, and the identity of the vehicle or perpetrator involved. This work is important to support the monitoring and evaluation of traffic compliance within the company's premises. Through regular and integrated recording, the company can take preventive and corrective measures to enhance safety and order in the workplace.

8. Recap data on work partners who have sent LK3 Monthly Reports in the April 2025 period for routine unit reporting needs.

The author is responsible for compiling data from business partners who have submitted their monthly Occupational Safety and Health Performance Reports (LK3) for the period of April 2025. This compilation is used as routine reporting material by the relevant unit. This work is important to ensure that all business partners comply with their obligation to submit LK3 reports on time, as a form of evaluation of their occupational safety performance. The data also serves as the basis for monitoring and decision-making in efforts to improve safety standards in the workplace.

9. Recap findings from field inspectors for inputting hazard data into the Enablon system.

The author is responsible for compiling findings from field inspections conducted by a team of inspectors and entering them into the Enablon system. The data includes potential hazards and unsafe conditions found in

the work area. This work is important for supporting safety monitoring and risk management, as well as ensuring that the work environment remains safe and complies with company standards.

10. Recap LB3 daily data handover into spreadsheet format for routine department reporting.

The author is responsible for compiling daily Hazardous and Toxic Waste (LB3) transfer data into a spreadsheet as part of the EHS Department's routine reporting. The data recorded includes the type, quantity of waste, time, and parties involved in the transfer process. This work is important to ensure that waste management is properly recorded, facilitating reporting and monitoring, and helping the company remain compliant with applicable environmental regulations. This data compilation also supports informed decision-making in the company's waste management.

3.2 System and Procedures

3.2.1 System

As a large-scale industrial company, PT Wilmar Dumai Industrial Estate implements an integrated work system through a combination of Online and Offline Systems to support the smooth operation, administration, and management of EHS (Environment, Health, and Safety). These two systems are designed in a structured and complementary manner in the implementation of technical and administrative functions, so that all company activities can run effectively, efficiently, and in accordance with applicable industry standards.

1. Online Systems

PT Wilmar Dumai Industrial Estate implements a comprehensive online system to improve the efficiency and effectiveness of operational management and EHS systems. One of the main systems used is WEPTW (Wilmar Electronic Permit to Work System), a digital system for applying and managing work permits, such as Hot Work Permit, Confined Space Entry, and Working at Height, which allows the approval process to be structured and documented electronically.

For employee training and competency development, the company uses the SAP Litmos platform as an online-based learning system, which provides EHS training modules, assessments, and certifications digitally. In performance measurement, Wilmar has a KPI system that is managed online so that it can be monitored regularly by management and become the basis for evaluating the achievement of safety and environmental standards. In addition, a TMS (Traffic Management System) is used to monitor and regulate heavy vehicle traffic within the industrial estate, thereby reducing the risk of accidents and improving the smoothness of logistics. For the violation or non-conformance reporting system, the company uses Appsheet, a mobile/web-based digital platform that allows employees to fill out violation forms, hazard reports, and near misses quickly, easily, and can be traced back. Communication between departments is also facilitated by digital media such as Outlook Microsoft Teams as well as internal WhatsApp groups. On the other hand, the security monitoring system and operational activities have also been connected with CCTV monitoring systems and sensors that can be monitored online by management.

2. Offline Systems

Offline systems are of course also still applied in some operational aspects that are hands-on and require physical involvement. For example, the implementation of daily inspections in the field such as checking fire fighting equipment, measuring emissions, checking tank conditions, and risk assessments are still often carried out using paper/manual forms before the data is inputted into the digital system. Technical training activities such as fire drills, fire extinguisher training, and emergency evacuation are still conducted offline to ensure hands-on understanding and practical skills in the field. In addition, important legal documents such as contracts, permits, and external audit reports are still archived in hardcopy as official documents and for audit purposes. Important information related to EHS targets, work accident records, and safety standards are also displayed manually through safety boards available in each work area. This offline system is a complement to the existing online system, thus creating a balanced

integration between technology and direct practice in the field to maintain safety, occupational health and environmental protection standards in the industrial area.

This combination of digital and manual systems creates a work ecosystem that is efficient, well-documented, and in line with operational standards and laws and regulations. Through the implementation of this system, PT Wilmar Kawasan Industri Dumai ensures that industrial operations run in a safe, orderly and sustainable manner.

3.2.2 Procedures

To The description of the procedures carried out while carrying out apprenticeship activities at PT. Wilmar as follows:

1. Created a work schedule for the manager and team of the EHS Central department PT. Wilmar. Then convey the manager's instructions and remind them of the deadline for routine reporting.

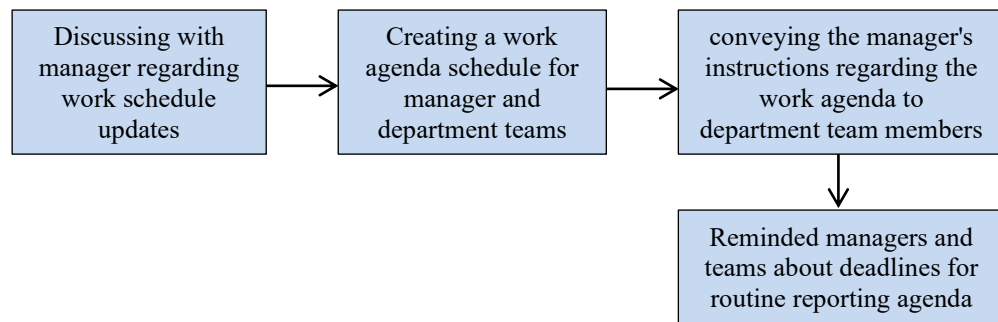


Figure 3.1 Flowchart the Main Duties of a Secretary

Source: Processed Data, 2025

The writer is responsible for creating work schedules for managers and teams in PT Wilmar's Central EHS Department, as well as communicating managers' instructions and reminding them of routine reporting deadlines. The process begins with discussing work schedule updates with managers, then compiling work agendas for managers and teams, communicating these instructions to team members, and periodically reminding them of predetermined reporting deadlines.

2. Data entry and recapitulation of JSEA documents and creating registration number codes

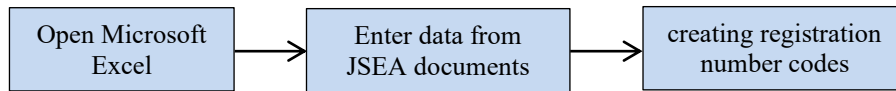


Figure 3.2 Flowchart Process of Data Entry JSEA Documents

Source: Processed Data, 2025

JSEA document data must be compiled into Microsoft Excel and archived in a computer file for easy use in reporting. The procedure is to open Microsoft Excel and then enter the JSEA document data. After that, creating registration number codes of JSEA.

3. Archive important company letters and documents to be stored in computer files and bantext folders for each unit

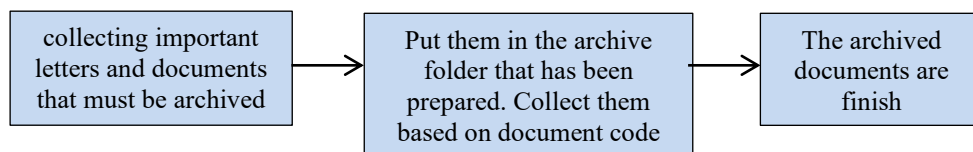


Figure 3.3 Flowchart Process of Archiving Document

Source: Processed Data, 2025

The writer is responsible for archiving important company letters and documents so that they are neatly stored in computer files and Bantex folders for each unit. This process is carried out by collecting the documents that need to be archived, then placing them in the archive folder that has been prepared according to the document code, so that the documents are arranged systematically and easily accessible when needed.

4. Conduct an inventory of documents and assets of the EHS Central Department of PT Wilmar

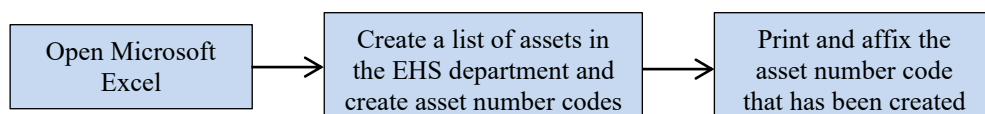


Figure 3.4 Flowchart Inventarization Process

Source: Processed Data, 2025

Inventory is important to ensure that all company assets and documents are properly recorded, facilitate monitoring, prevent loss, and support informed decision-making in managing company resources. This activity is carried out by opening Microsoft Excel to create a list of assets owned by the department, then creating an asset number code for each item, and then printing the code and affixing it to the relevant asset to facilitate structured data collection, identification, and management of assets.

5. Scanning various important documents such as company Cooperation Agreement Document, Test Results Reports, Training Evaluation, LB3 Handover Minutes, Environmental Monitoring documents, and etc.

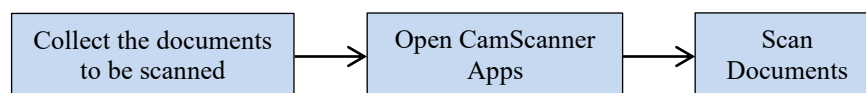


Figure 3.5 Flowchart Process of Scanning Document

Source: Processed Data, 2025

The writer is tasked with scanning various important company documents. The procedure is to first collect the documents to be scanned, then open the CamScanner application, and next perform the scanning process so that the documents are stored in a neat and easily accessible digital format.

6. Registering data for vehicles that want to gain access to PT Wilmar

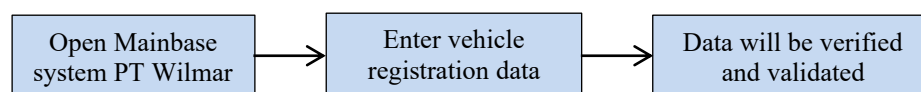


Figure 3.6 Flowchart Registering Data Vehicles Process

Source: Processed Data, 2025

To get into the PT Wilmar industrial area, vehicles are required to have an entry permit, as not all vehicles can freely enter the Wilmar area. Vehicle owners must fill out a vehicle registration form, which will then be entered into the company's system. After submitting the data, management will verify and inspect the vehicle's eligibility, both administratively and physically, before finally

issuing the access permit. This process is part of the access control system implemented by the company to ensure security, order, and operational safety within the Wilmar industrial area.

7. Reporting data on violations of the Traffic Management System (TMS)

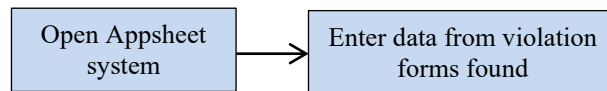


Figure 3.7 Flowchart Data Violation TMS Reporting Process

Source: Processed Data, 2025

The writer is tasked with entering traffic violation data from the Traffic Management System (TMS) into PT Wilmar's Appsheet system. This process is carried out by opening the Appsheet application, then inputting data based on the violation form found, to ensure that violation information is accurately recorded and well documented in the company's system.

8. Recap data on work partners who have sent LK3 Monthly Reports in the April 2025 period for routine unit reporting needs

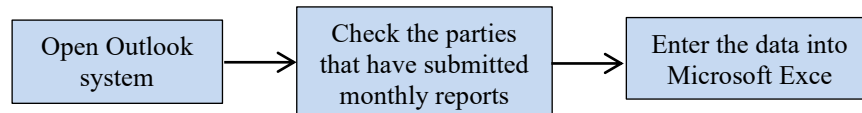


Figure 3.8 Flowchart LK3 Monthly Report Recap Process

Source: Processed Data, 2025

The writer is tasked with compiling data from partners who have submitted their LK3 Monthly Reports for the April 2025 period as part of the unit's routine reporting requirements. This process is carried out by opening the Outlook system to check which parties have submitted their reports, then entering the data received into Microsoft Excel so that it is neatly organized and easy to use in the further reporting process.

9. Recap findings from field inspectors for inputting hazard data into the Enablon system

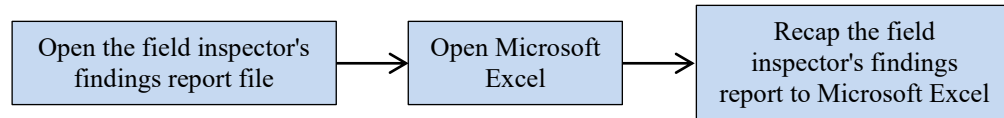


Figure 3.9 Flowchart Recap the Field Inspector Findings Report

Source: Processed Data, 2025

The inspector's findings summary is used for routine reporting to the system. This process is carried out by opening the findings report file from the field inspection officer, then opening Microsoft Excel and entering the findings data into the specified format, so that it is ready for use in the reporting and risk management process in the Enablon system.

10. Recap LB3 daily data handover into spreadsheet format for routine department reporting

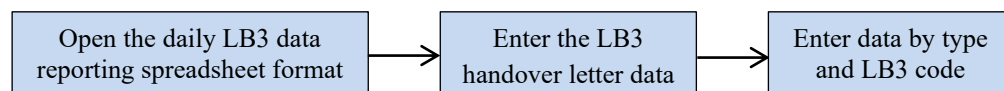


Figure 3.10 Flowchart LB3 Handover Data Recapitulation

Source: Processed Data, 2025

The writer is responsible for compiling daily LB3 handover data into a spreadsheet format as part of the department's routine reporting. This process is carried out by opening the LB3 daily reporting spreadsheet format, then entering data from the LB3 handover letter based on the type of waste and the corresponding LB3 code, to ensure that reporting is carried out in a structured and accurate manner.

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This Apprenticeship was carried out at PT Wilmar Nabati Indonesia - Dumai Industrial Estate, Sumatra Island Street, Pelintung Village, Medang Kampai, Medang Kampai District, Dumai City, Riau.



Figure 3.11 Address of Kawasan Industri Dumai

Source: Google Map, 2025

3.3.2 Time of Apprenticeship

This Apprenticeship activity as carried out starting from February 05, 2025 until May 31, 2025. The following is the schedule of the apprenticeship house at the PT. Wilmar Nabati Indonesia, Kawasan Industri Dumai:

Table 3.1 Apprenticeship Schedule

| No | Day | Working Hours | Break |
|----|------------------|-------------------|-------------------|
| 1 | Monday to Friday | 08.00 – 16.00 WIB | 12.00 – 13.00 WIB |
| 2 | Saturday | 08.00 – 13.00 WIB | 12.00 – 12.30 WIB |
| 3 | Sunday | Weekend | Weekend |

Source: Processed Data 2025

Based on the apprenticeship schedule listed in Table 3.1, apprenticeship activities are carried out every weekday from Monday to Friday, with working hours starting at 08.00 to 16.00 WIB. Lunch breaks are scheduled at 12.00-13.00 WIB, except on Saturdays which have less break time at 12.00-12.30 WIB because working hours start at 08.00 to 13.00 WIB.

3.4 Kind and Description of the Activity

The description of the activities carried out during on the apprenticeship at the PT Wilmar Kawasan Industri Dumai in general can be seen in the following table:

Table 3.2 Daily Activities from Februari 05th, 2025 to February 08th, 2025

| Date | Activities | Place |
|--------------------------------|---|-------------------------------|
| Wednesday February 05, 2025 | Taking care of administrative files | At the Central Office |
| Thursday February 06, 2025 | Safety Induction Briefing at EHS Central office - by Mr. Firman Saragih as a Head EHS Central | At the EHS Central |
| Friday February 07, 2025 | Briefing of apprenticeship material plan with mentor (Mr. Samuel) at EHS office | At the EHS Central |
| Saturday February 08, 2025 | Wilmar marathon & funwalk event | At the Kawasan Industri Dumai |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on February 10 to February 14, 2025 can be seen in the table below as follows:

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

| Date | Activities | Place |
|--------------------------------|--|-----------------------|
| Monday February 10, 2025 | Inventory of documents in the EHS office. Then the documents were recapitulated into Microsoft Word | EHS Central PT Wilmar |
| Tuesday February 11, 2025 | Preparation of document inventory in the EHS office. The documents were recapitulated into microsoft, then the results of the data were printed and attached to the documents. | EHS Central PT Wilmar |
| Wednesday February 12, 2025 | Assisted employees in the EHS office to print the national hazardous month contest file. Served as a cameraman for the documentation section of the National Health and Safety Month contest held at the EHS office field area. | EHS Central PT Wilmar |
| Thursday February 13, 2025 | Create minutes and SPO reporting through Microsoft Word. | EHS Central PT Wilmar |
| Friday February 14, 2025 | Preparation for the closing of the national safety month in 2025 | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on February 17 to February 22, 2025 can be seen in the table below as follows:

Table 3.4 Daily Activities from February 17th, 2025 to February 22nd, 2025

| Date | Activities | Place |
|--------------------------------|--|--------------------------|
| Monday February 17, 2025 | Introduction to the KPI (Key Performance Indicator) system. Understand the safety induction mechanism and screening process for employees and contractors. Inventory of EHS equipment. | EHS Central PT Wilmar |
| Tuesday February 18, 2025 | Introduction and understanding of the WEPTW system in work permit inspection. Introduction and understanding of the Traffic Management System (TMS) at PT Wilmar KID. Drafting SIMPEL KLHK manifest document. Scan of air test result report. | EHS Central PT Wilmar |
| Wednesday February 19, 2025 | Compile documents & download 3000 KLHK SIMPEL manifests. | EHS Central PT Wilmar |
| Thursday February 20, 2025 | Compile documents & download 3000 KLHK SIMPEL manifests. | EHS Central PT Wilmar |
| Friday February 21, 2025 | Compile documents & download 3000 KLHK SIMPEL manifests. Inventory of EHS documents. | EHS Central PT Wilmar |
| Saturday February 22, 2025 | Drafting SIMPEL KLHK manifest document. | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on February 24 to March 01, 2025 can be seen in the table below as follows:

Table 3.5 Daily Activities from February 24th, 2025 to March 01st, 2025

| Date | Activities | Place |
|--------------------------------|--|---|
| Monday February 24, 2025 | Understanding of the employee training process and introduction to the central EHS organizational structure. Participated in a meeting regarding the re-certification of the EHS management system. | EHS Central PT Wilmar |
| Tuesday February 25, 2025 | Drafting SIMPEL KLHK manifest document. Participate in field inspection activities. | EHS Central & Cross roads in industrial areas |
| Wednesday February 26, 2025 | Drafting SIMPEL KLHK manifest document. Participated in internal audit activities to PT SADP. | EHS Central & PT. SADP |
| Thursday February 27, 2025 | Inventory of EHS documents. Drafting SIMPEL KLHK manifest document. Jobdesk briefing as secretary to the EHS manager and reminder of employee tasks in the central EHS office. | EHS Central PT Wilmar |

| | | |
|-----------------------------|---|-------------------|
| Friday February 28, 2025 | - | Public Holiday |
| Saturday March 01, 2025 | - | Public Holiday |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on March 03 to March 08, 2025 can be seen in the table below as follows:

Table 3.6 Daily Activities from March 03rd, 2025 to March 08th, 2025

| Date | Activities | Place |
|-----------------------------|---|--------------------------|
| Monday March 03, 2025 | Scan Test Result Report. Scan LB3 Handover document. New jobdesk as a Secretary to EHS manager, my job here is to make a weekly EHS central activity schedule and every day reminder of targets/tasks that must be prepared by employees in the office. | EHS Central PT Wilmar |
| Tuesday March 04, 2025 | Inventory of EHS assets. Reminder & update daily activities/tasks of employees in EHS office. | EHS Central PT Wilmar |
| Wednesday March 05, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Recapitulate LB3 goods handover documents. Recapitulate KLHK manifest documents. Inventory of EHS assets | EHS Central PT Wilmar |
| Thursday March 06, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Recapitulate LB3 goods handover documents. Recapitulate KLHK manifest documents. Inventory of EHS assets | EHS Central PT Wilmar |
| Friday March 07, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Recapitulate LB3 goods handover documents. Recapitulate KLHK manifest documents. | EHS Central PT Wilmar |
| Saturday March 08, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Scan company's SPK. | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on March 10 to March 14, 2025 can be seen in the table below as follows:

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

| Date | Activities | Place |
|-----------------------------|--|--------------------------|
| Monday March 10, 2025 | Scan company's SPK. Reminder & update daily activities/tasks of employees in EHS office. | EHS Central PT Wilmar |
| Tuesday March 11, 2025 | - | Permission of sick |
| Wednesday March 12, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Inventory of EHS documents. | EHS Central PT Wilmar |
| Thursday March 13, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Inventory of EHS documents. Participate in vehicle eligibility inspection activities of workers of all industrial estate units. | EHS Central PT Wilmar |
| Friday March 14, 2025 | Inventory of EHS documents. Participate in vehicle eligibility inspection activities of workers of all industrial estate units. | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on March 17 to March 22, 2025 can be seen in the table below as follows:

Table 3.8 Daily Activities from March 17th, 2025 to March 22nd, 2025

| Date | Activities | Place |
|-----------------------------|---|--------------------------|
| Monday March 17, 2025 | Inventory of EHS documents. Compile the company's SPK document. Carried the preparation of LB3 Handover Report documents. | EHS Central PT Wilmar |
| Tuesday March 18, 2025 | Inventory of EHS documents.. Compile manifest documents per company, per code. | EHS Central PT Wilmar |
| Wednesday March 19, 2025 | Inventory of EHS documents. scan the vehicle registration form for vehicles entering the PT Wilmar industrial area | EHS Central PT Wilmar |
| Thursday March 20, 2025 | Inventory of EHS documents. compile Test Result Reports and Self-Monitoring Reports.. Recap daily LB3 data. | EHS Central PT Wilmar |
| Friday March 21, 2025 | Recap daily LB3 data. Inventory of EHS documents. | EHS Central PT Wilmar |
| Saturday March 22, 2025 | Recap daily LB3 data. Inventory of EHS documents. | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on March 24 to March 29, 2025 can be seen in the table below as follows:

Table 3.9 Daily Activities from March 24th, 2025 to March 29th, 2025

| Date | Activities | Place |
|-----------------------------|--|--------------------------|
| Monday March 24, 2025 | Recap daily LB3 data. Inventory of EHS documents. | EHS Central PT Wilmar |
| Tuesday March 25, 2025 | Recap daily LB3 data. Inventory of EHS documents. | EHS Central PT Wilmar |
| Wednesday March 26, 2025 | Recap daily LB3 data. Inventory of EHS documents. | EHS Central PT Wilmar |
| Thursday March 27, 2025 | Recap daily LB3 data. Inventory of EHS documents. | EHS Central PT Wilmar |
| Friday March 28, 2025 | - | Public Holiday |
| Saturday March 29, 2025 | - | Public Holiday |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on April 08 to April 12, 2025 can be seen in the table below as follows:

Table 3.10 Daily Activities from April 08th, 2025 to April 12th, 2025

| Date | Activities | Place |
|-----------------------------|---|--------------------------|
| Tuesday April 08, 2025 | Inventory of EHS equipment Inventory of EHS documents Recap daily LB3 data. | EHS Central PT Wilmar |
| Wednesday April 09, 2025 | Recap of manifest documents per year, per code. Recap daily LB3 data. | EHS Central PT Wilmar |
| Thursday April 10, 2025 | Recap daily LB3 data. Redraft of environmental document by PT Wilmar | EHS Central PT Wilmar |
| Friday April 11, 2025 | Recap daily LB3 data. Redraft of environmental document by PT Wilmar | EHS Central PT Wilmar |
| Saturday April 12, 2025 | - | Public Holiday |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on April 14 to April 19, 2025 can be seen in the table below as follows:

Table 3.11 Daily Activities from April 14th, 2025 to April 19th, 2025

| Date | Activities | Place |
|-----------------------------|---|--------------------------|
| Monday April 14, 2025 | Redraft of environmental document by PT Wilmar - pelintung | EHS Central PT Wilmar |
| Tuesday April 15, 2025 | Redraft of environmental document by PT Wilmar - pelintung | EHS Central PT Wilmar |
| Wednesday April 16, 2025 | Redraft of environmental document by PT Wilmar - pelintung | EHS Central PT Wilmar |
| Thursday April 17, 2025 | Redraft of environmental document by PT Wilmar - pelintung | EHS Central PT Wilmar |
| Friday April 18, 2025 | - | Public Holiday |
| Saturday April 19, 2025 | Make recap of quality target data PT WBI Test Result Report | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on April 21 to April 26, 2025 can be seen in the table below as follows:

Table 3.12 Daily Activities from April 21st, 2025 to April 26th, 2025

| Date | Activities | Place |
|-----------------------------|---|--------------------------|
| Monday April 21, 2025 | Redraft of environmental document by PT Wilmar - pelintung | EHS Central PT Wilmar |
| Tuesday April 22, 2025 | Redraft of environmental document by PT Wilmar. Inventory of company SPK documents. | EHS Central PT Wilmar |
| Wednesday April 23, 2025 | Inventory of company SPK documents. Create a first warning letter for partners who commit violations for not attending monthly safety talks. | EHS Central PT Wilmar |
| Thursday April 24, 2025 | Create a first warning letter for partners who commit violations for not attending monthly safety talks. | EHS Central PT Wilmar |
| Friday April 25, 2025 | Create a first warning letter for partners who commit violations for not attending monthly safety talks. | EHS Central PT Wilmar |
| Saturday April 26, 2025 | Redraft of environmental document by PT Wilmar - pelintung | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on April 28 to May 03, 2025 can be seen in the table below as follows:

Table 3.13 Daily Activities from April 28th, 2025 to May 03rd, 2025

| Date | Activities | Place |
|--------------------------|---|--------------------------|
| Monday April 28, 2025 | Recap company data of all KID units. Redraft of environmental document by PT Wilmar. | EHS Central PT Wilmar |

| | | |
|-----------------------------|---|--------------------------|
| Tuesday April 29, 2025 | Recap inspector findings for hazard input to the enablon system | EHS Central PT Wilmar |
| Wednesday April 30, 2025 | Redraft of environmental document by PT Wilmar - pelintung | EHS Central PT Wilmar |
| Thursday May 01, 2025 | - | Public Holiday |
| Friday May 02, 2025 | Recap company data of all KID units. Recap of permit data of partners working in all units of the Wilmar Industrial Estate in the period April 2025. | EHS Central PT Wilmar |
| Saturday May 03, 2025 | Scan SPK Scan training evaluation form LOTO | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on May 05 to May 10, 2025 can be seen in the table below as follows:

Table 3.14 Daily Activities from May 05th, 2025 to May 10th, 2025

| Date | Activities | Place |
|---------------------------|---|--------------------------|
| Monday May 05, 2025 | Recap inspector findings for hazard input to the enablon system. Recap of permit data of partners working in all units of the Wilmar Industrial Estate in the period April 2025. | EHS Central PT Wilmar |
| Tuesday May 06, 2025 | Recap data on partner companies that have sent LK3 mothly report april 2025 | EHS Central PT Wilmar |
| Wednesday May 07, 2025 | Recap data on partner companies that have sent LK3 mothly report april 2025. Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code. Compile minutes/offense report documents 2025. | EHS Central PT Wilmar |
| Thursday May 08, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | EHS Central PT Wilmar |
| Friday May 09, 2025 | Recap of Safe Man Hour data for all Wilmar KID partners based on permit data for April 2025 | EHS Central PT Wilmar |
| Saturday May 10, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code. Recap of Safe Man Hour data for all Wilmar KID partners based on permit data for April 2025. | EHS Central PT Wilmar |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on May 12 to May 17, 2025 can be seen in the table below as follows:

Table 3.15 Daily Activities from May 12th, 2025 to May 17th, 2025

| Date | Activities | Place |
|---------------------------|--|--------------------------|
| Monday May 12, 2025 | - | Public Holiday |
| Tuesday May 13, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | EHS Central PT Wilmar |
| Wednesday May 14, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | EHS Central PT Wilmar |
| Thursday May 15, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | EHS Central PT Wilmar |
| Friday May 16, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | EHS Central PT Wilmar |
| Saturday May 17, 2025 | - | Public Holiday |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on May 19 to May 24, 2025 can be seen in the table below as follows:

Table 3.16 Daily Activities from May 19th, 2025 to May 24th, 2025

| Date | Activities | Place |
|---------------------------|--|--------------------------------------|
| Monday May 19, 2025 | collected and entry of data 100+ partners who didn't attend the safety talk on May 16, 2025. Based on permit data from May 16, 2025. | EHS Central PT Wilmar |
| Tuesday May 20, 2025 | Rekap and entry of data 100+ partners who didn't attend the safety talk on May 16, 2025. Based on permit data from May 16, 2025. | EHS Central PT Wilmar |
| Wednesday May 21, 2025 | Collected field inspector findings for May 2025 to enter hazards into the Enablon system. | EHS Central PT Wilmar |
| Thursday May 22, 2025 | rekap of inspector findings for May 2025 for entering hazards into Enablon system | EHS Central PT Wilmar |
| Friday May 23, 2025 | rekap of inspector findings for May 2025 for entering hazards into Enablon system | EHS Central PT Wilmar |
| Saturday May 24, 2025 | Pre-Presentation of Apprenticeship report | Meeting Room Estate Department |

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the apprenticeship at PT. Wilmar Kawasan Industri Dumai on May 26 to May 31, 2025 can be seen in the table below as follows:

Table 3.17 Daily Activities from May 26th, 2025 to May 31st, 2025

| Date | Activities | Place |
|---------------------------|---|--------------------------------------|
| Monday May 26, 2025 | Preparing the final Apprenticeship report | EHS Central PT Wilmar |
| Tuesday May 27, 2025 | Preparing the final Apprenticeship report | EHS Central PT Wilmar |
| Wednesday May 28, 2025 | Preparing the final Apprenticeship report | EHS Central PT Wilmar |
| Thursday May 29, 2025 | Preparing the final Apprenticeship report | EHS Central PT Wilmar |
| Friday May 30, 2025 | Preparing the final Apprenticeship report | EHS Central PT Wilmar |
| Saturday May 31, 2025 | Presentation of Apprenticeship report | Meeting Room Estate Department |

Source: Processed Data, 2025

3.5 Obstacle and Solution of Apprenticeship

3.5.1 Obstacle

1. Difficulty in Adapting to a New Work Environment

At the beginning of the apprenticeship, the author faced difficulties in adapting to the work culture, task distribution, and technical terms used in the EHS Department. This was due to the gap between the theoretical knowledge learned in college and the practical applications in the workplace.

2. Time Management and Task Prioritization

The large number of tasks to be handled simultaneously, such as data entry, report preparation, and urgent document processing, caused challenges in setting priorities and completing assignments within the given deadlines.

3. Mastery of Company Systems and Applications

Several systems used, such as WEPTW, TMS, and Appsheet, had specific procedures unfamiliar to the author. The learning process required time, and

in the early stage, this caused delays in completing tasks involving these systems.

3.5.2 Solution

1. Improving Adaptation through Observation and Communication

The author made efforts to adapt by actively asking questions to colleagues and supervisors, as well as observing work procedures performed by experienced staff. This approach helped the author quickly understand work patterns and company expectations.

2. Implementing Effective Time Management

The author started creating a daily priority list (to-do list) and using reminders for tasks with tight deadlines. This strategy ensured that each task was completed on time without neglecting other responsibilities.

3. Self-Learning and Requesting Technical Guidance

To master the company systems, the author utilized free time to study available manuals and documentation, while also following supervisors' guidance during hands-on practice. Through repeated practice, skills in operating the systems improved, allowing tasks to be completed more efficiently.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

1. The apprenticeship program provided valuable practical experience that significantly enhanced the author's understanding of the EHS Department's administrative and operational workflow. Through direct involvement in daily tasks, the author was able to observe and participate in the processes that ensure workplace safety and compliance.
2. The author successfully applied academic knowledge in a real work setting, particularly in handling documentation, data entry, and report preparation. This not only validated the theories learned during college but also allowed the author to adapt them to meet the demands of actual work situations.
3. The apprenticeship improved the author's skills in using company systems such as WEPTW, TMS, and Appsheet, which are essential for EHS operations. Proficiency in these systems increased over time as the author practiced and received guidance from experienced staff.
4. The experience fostered the development of important soft skills, including time management, adaptability, and teamwork. These skills were honed through balancing multiple tasks, adjusting to a professional environment, and collaborating effectively with colleagues from different backgrounds.
5. Overall, the apprenticeship contributed significantly to the author's professional growth and preparedness for future career challenges. It provided insights into the expectations of a corporate environment and built a solid foundation for the author's future career path.

4.2 Suggestions

1. Enhance adaptation skills by actively observing, asking questions, and communicating with colleagues and supervisors. This approach helps in quickly understanding the work environment, aligning with organizational

culture, and building good professional relationships.

2. Apply effective time management strategies, such as creating a daily priority list and setting reminders for tasks with strict deadlines. Consistently practicing these strategies will help in maintaining productivity and meeting work targets without unnecessary delays.
3. Continuously learn and practice using company systems to improve efficiency in completing tasks. Familiarity with these tools ensures that work can be performed more accurately and at a faster pace, which is essential in a fast-moving work environment.
4. Seek technical guidance from experienced staff when encountering unfamiliar procedures or systems. This not only accelerates the learning process but also prevents mistakes that could occur from trial-and-error approaches.
5. Maintain proactive engagement in both individual and team tasks to optimize learning outcomes during the apprenticeship. Being actively involved allows for a deeper understanding of processes, encourages collaboration, and helps in gaining more comprehensive work experience.

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APPENDICES

Appendix 1. Application Letter of Apprenticeship



**KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 5799/PL31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

Bengkalis, 18 November 2024

Yth. Pimpinan PT. Wilmar Nabati Indonesia Dumai
Jl. Datuk Laksamana, Buluh Kasap, Kec. Dumai Timur, Kota Dumai, Riau 26653

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. Wilmar Nabati Indonesia 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 | Noviyanggi Syaputri | 5404211366 | D4 Administrasi Bisnis Internasional |
| 2 | Khairunnisak | 5404211437 | 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

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

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

Appendix 2. Apprenticeship Attendance List











































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Rev : 01
Date : 05 February 2025
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NAMA : Khairunnisak
NIS/NIM : 5404211437
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis
PERIODE : 05 Februari 2025 s/d 31 May 2025
NOMOR HANDPHONE : 83161867663

Tlpn Orang Tua: 83190958749

| BULAN : Februari - May | | ABSENSI | | | | KETERANGAN |
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










































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










































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Rekap Kehadiran :

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Khairunnisak
NIS/NIM : 5404211437
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis
PERIODE : 05 Februari 2025 s/d 31 May 2025
NOMOR HANDPHONE : 83161867663
Tipe Orang Tua: 83190958749





































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| 18 | 25/4/2015 | 08.00 |  | 17.00 |  | |
| 19 | 26/4/2015 | 08.00 |  | 12.00 |  | |
| 20 | 27/4/2015 | | | | | Minggu |
| 21 | 28/4/2015 | 08.00 |  | 16.00 |  | |
| 22 | 29/4/2015 | 08.00 |  | 16.00 |  | |
| 23 | 30/4/2015 | 08.00 |  | 16.00 |  | |
| 24 | 1/5/2015 | | | | | Libur |
| 25 | 2/5/2015 | 08.00 |  | 17.00 |  | |
| 26 | 3/5/2015 | 08.00 |  | 12.00 |  | |
| 27 | 4/5/2015 | | | | | Minggu |
| 28 | 5/5/2015 | 08.00 |  | 16.00 |  | |
| 29 | 6/5/2015 | 08.00 |  | 16.00 |  | |
| 30 | 7/5/2015 | 08.00 |  | 16.00 |  | |
| 31 | 8/5/2015 | 08.00 |  | 16.00 |  | |

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

Rekap Kehadiran :

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Khairunnisak
NIS/NIM : 5404211437
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis
PERIODE : 05 Februari 2025 s/d 31 May 2025
NOMOR HANDPHONE : 83161867663
Tipe Orang Tua: 83190958749

| BULAN : Februari - May | | ABSENSI | | | | KETERANGAN |
|------------------------|-----------|---------|---|--------|---|-----------------|
| NO | TANGGAL | MASUK | | PULANG | | |
| | | JAM | PARAF | JAM | PARAF | |
| 1 | 9/5/2025 | 08.00 |  | 17.00 |  | minggu LIBUR |
| 2 | 10/5/2025 | 08.00 |  | 17.00 |  | |
| 3 | 11/5/2025 | | | | | |
| 4 | 12/5/2025 | | | | | LIBUR |
| 5 | 13/5/2025 | 08.00 |  | 17.00 |  | |
| 6 | 14/5/2025 | 08.00 |  | 17.00 |  | |
| 7 | 15/5/2025 | 08.00 |  | 17.00 |  | LIBUR |
| 8 | 16/5/2025 | 08.00 |  | 17.00 |  | |
| 9 | 17/5/2025 | | | | | |
| 10 | 18/5/2025 | | | | | minggu |
| 11 | 19/5/2025 | 08.00 |  | 16.00 |  | |
| 12 | 20/5/2025 | 08.00 |  | 16.00 |  | |
| 13 | 21/5/2025 | 08.00 |  | 16.00 |  | |
| 14 | 22/5/2025 | 08.00 |  | 16.00 |  | |
| 15 | 23/5/2025 | 08.00 |  | 16.00 |  | |
| 16 | 24/5/2025 | 08.00 |  | 17.00 |  | minggu |
| 17 | 25/5/2025 | | | | | |
| 18 | 26/5/2025 | 08.00 |  | 16.00 |  | |
| 19 | 27/5/2025 | 08.00 |  | 16.00 |  | |
| 20 | 28/5/2025 | 08.00 |  | 16.00 |  | |
| 21 | 29/5/2025 | 08.00 |  | 16.00 |  | |
| 22 | 30/5/2025 | 08.00 |  | 17.00 |  | |
| 23 | 31/5/2025 | 08.00 |  | 17.00 |  | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

Rekap Kehadiran :

Appendix 3. Apprenticeship Statement Letter

PT. KAWASAN INDUSTRI DUMAI



SURAT KETERANGAN
NOMOR: 0068/SK-PKL/HRD/VI/2025

No : F-HRGA-11-092
Rev : 00
Date : 01 April 2011
Page : 1 of 2

Yang bertanda tangan dibawah ini menerangkan bahwa :

NAMA : Khairunnisak
NIM : 5404211437
PROGRAM STUDI / JURUSAN : Administrasi Niaga
UNIVERSITAS : Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktik (Magang) pada Departemen EHS di Kawasan Industri Dumai sejak tanggal 05 Februari 2025 s/d 31 Mei 2025, dengan hasil terlampir di belakang.

Demikian Surat Keterangan ini dibuat semoga dapat dipergunakan dengan semestinya, terima kasih.

Pelitung, 13 Juni 2025

PT. Kawasan Industri Dumai


Andy Krisna

Head Dept. HRGA & Adm.

Appendix 4. Apprenticeship Assessment

SHEET EVALUATION OF IMPLEMENTATION OF JOB TRAINING

Name : Khairunnisak
Student's Identity No. : 5404211437

| NO | EVALUATION ASPECTS | SCORE NUMBER |
|---|------------------------------------|--------------|
| A | Field Work (30 %) | 83 |
| B | Coaching(50 %) | |
| 1 | Motivation | 82 |
| 2 | Disciplin | 80 |
| 3 | Critical Attitude and Creativity | 85 |
| | Average Scores = $(B1+B2+B3)/3$ | |
| C | Report (20%) | |
| 1 | Substance | 86 |
| 2 | Writing Order | 82 |
| | Average Report Score = $(C1+C2)/2$ | |
| Implementation Evaluation Score Job Training = $0,3A + 0,5B + 0,2C$ | | 85,03 |

Notes :

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

Pelintung, 30 Mei 2025
Coach


(Samuel Ivan Gilbert)

EVALUATION RESULTS FROM JOB TRAINING COMPANY PENILAIAN

Name : Khairunnisak
Student's Identity No. : 5404211437
Study Program : Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis

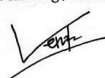
| No. | Assessment Aspect | percentage | Scores |
|-----|-----------------------|------------|--------|
| 1. | Disciplin | 20% | 20% |
| 2. | Responsibility | 25% | 20% |
| 3. | Adjustment/Adaptation | 10% | 10% |
| 4. | Work Result | 30% | 20% |
| 5. | Behavior in General | 15% | 15% |
| | Total (1+2+3+4+5) | 100% | 85% |

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

Notes:

.....
.....
.....

Pelintung, 30 Mei 2025


Very Agustinus Tarigan
Manager

Appendix 5. Apprenticeship Certificate



SERTIFIKAT

Diberikan kepada:

Khairunnisak

Atas kinerja yang luar biasa selama program magang yang berlangsung pada periode 5 Februari-31 Mei 2025, di Departemen EHS Central **PT. Wilmar Nabati Indonesia**, Kawasan Industri Dumai.



PT. Kawasan Industri Dumai
Andy Krisna
Head Dept. HRGA & Adm.




Penanggung Jawab Pembimbing
Praktik Kerja Lapangan
Veri Agustinus Tarigan
Mentor



Appendix 6. Daily Activities of Apprenticeship

DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : 2nd
 Week : 1st
 Day : Monday – Saturday
 Date : February 05 – February 08, 2025

| Date | Description of Activities | Assignor | Signed |
|---------------------------|---|----------|---|
| Wednesday Feb 05, 2025 | Taking care of administrative files | Samuel |  |
| Thursday Feb 06, 2025 | Safety Induction Briefing at EHS Central office - by Mr. Firman Saragih as a Head EHS Central | | |
| Friday Feb 07, 2025 | Briefing of internship material plan with mentor (Mr. Samuel) at EHS office | | |
| Saturday Feb 08, 2025 | Wilmar marathon & funwalk event | | |

| Working | Explanation |
|---|--|
|  | Taking care of administrative files at Central Office with HRGA. |

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2nd
 Week : 2nd
 Day : Monday – Friday
 Date : February 10 – February 14, 2025

| Date | Description of Activities | Assignor | Signed |
|---------------------------|---|----------|---|
| Monday Feb 10, 2025 | Inventory of documents in the EHS office. Then the documents were recapitulated into Microsoft Word | Samuel |  |
| Tuesday Feb 11, 2025 | Preparation of document inventory in the EHS office. The documents were recapitulated into microsoft, then the results of the data were printed and attached to the documents. | | |
| Wednesday Feb 12, 2025 | Assisted employees in the EHS office to print the national hazardous month contest file. Served as a cameraman for the documentation section of the National Health and Safety Month contest held at the EHS office field area. | | |
| Thursday Feb 13, 2025 | Create minutes and SPO reporting through Microsoft Word. | | |
| Friday Feb 14, 2025 | Preparation for the closing of the national safety month in 2025 | | |

| Working | Explanation |
|---|--|
|   | Inventory of documents in the EHS office. Then the documents were recapitulated into Microsoft Word. Create minutes and SPO reporting through Microsoft Word. Served as a cameraman for the documentation section of the National Health and Safety Month contest held at the EHS office field area. |


**DAILY ACTIVITIES
OF THE APPRENTICESHIP**



Month : 2nd

Week : 3rd

Day : Monday – Saturday

Date : February 17 – February 22, 2025

| Date | Description of Activities | Assignor | Signed |
|---------------------------|--|----------|---|
| Monday Feb 17, 2025 | Introduction to the KPI (Key Performance Indicator) system. Understand the safety induction mechanism and screening process for employees and contractors. Inventory of EHS equipment. | Samuel |  |
| Tuesday Feb 18, 2025 | Introduction and understanding of the WEPTW system in work permit inspection. Introduction and understanding of the Traffic Management System (TMS) at PT Wilmar KID. Drafting SIMPEL KLHK manifest document. Scan of air test result report. | | |
| Wednesday Feb 19, 2025 | Compile documents & download 3000 KLHK SIMPEL manifests. | | |
| Thursday Feb 20, 2025 | Compile documents & download 3000 KLHK SIMPEL manifests. | | |
| Friday Feb 21, 2025 | Compile documents & download 3000 KLHK SIMPEL manifests. Inventory of EHS documents. | | |
| Saturday Feb 22, 2025 | Drafting SIMPEL KLHK manifest document. | | |

| Working | Explanation |
|---|--|
|   | <p>Inventory of EHS documents.</p> <p>Drafting manifest document. & download 3000 KLHK SIMPEL manifest document.</p> |


**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

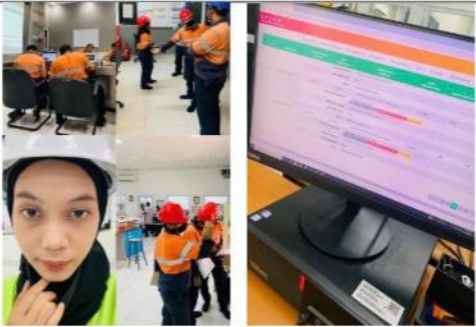
Month : 2nd

Week : 4th

Day : Monday – Saturday


Date : February 24 – March 01, 2025



| Date | Description of Activities | Assignor | Signed |
|---------------------------|--|----------|---|
| Monday Feb 24, 2025 | Understanding of the employee training process and introduction to the central EHS organizational structure. Participated in a meeting regarding the re-certification of the EHS management system. | Samuel |  |
| Tuesday Feb 25, 2025 | Drafting SIMPEL KLHK manifest document. Participate in field inspection activities. | | |
| Wednesday Feb 26, 2025 | Drafting SIMPEL KLHK manifest document. Participated in internal audit activities to PT SADP. | | |
| Thursday Feb 27, 2025 | Inventory of EHS documents. Drafting SIMPEL KLHK manifest document. Jobdesk briefing as secretary to the EHS manager and reminder of employee tasks in the central EHS office. | | |
| Friday Feb 28, 2025 | Public Holiday | | |
| Saturday March 1, 2025 | Public Holiday | | |

| Working | Explanation |
|---|---|
|  | <p>Participated in internal audit activities to PT SADP at Industrial Estate Wilmar.</p> <p>Drafting SIMPEL KLHK manifest document.</p> |

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 3rd
 Week : 5th
 Day : Monday – Saturday
 Date : March 3 – March 8, 2025



| Date | Description of Activities | Assignor | Signed |
|-------------------------------|---|----------|---|
| Monday March 3, 2025 | Scan Test Result Report. Scan LB3 Handover document. New jobdesk as a Secretary to EHS manager, my job here is to make a weekly EHS central activity schedule and every day reminder of targets/tasks that must be prepared by employees in the office. | Samuel |  |
| Tuesday March 4, 2025 | Inventory of EHS assets. Reminder & update daily activities/tasks of employees in EHS office. | | |
| Wednesday March 5, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Recapitulate LB3 goods handover documents. Recapitulate KLHK manifest documents. Inventory of EHS assets | | |
| Thursday March 6, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Recapitulate LB3 goods handover documents. Recapitulate KLHK manifest documents. Inventory of EHS assets | | |
| Friday March 7, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Recapitulate LB3 goods handover documents. Recapitulate KLHK manifest documents. | | |
| Saturday March 8, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Scan company's SPK. | | |

| Working | Explanation |
|---|--|
|   | Recapitulate LB3 goods handover documents. Recapitulate KLHK manifest documents. Scan Test Result Report. Scan LB3 Handover document. |

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3rd
 Week : 6th
 Day : Monday – Friday
 Date : March 10 – March 14, 2025

| Date | Description of Activities | Assignor | Signed |
|--------------------------------|--|----------|---|
| Monday March 10, 2025 | Scan company's SPK. Reminder & update daily activities/tasks of employees in EHS office. | Samuel |  |
| Tuesday March 11, 2025 | Permission of sick | | |
| Wednesday March 12, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Inventory of EHS documents. | | |
| Thursday March 13, 2025 | Reminder & update daily activities/tasks of employees in EHS office. Inventory of EHS documents. Participate in vehicle eligibility inspection activities of workers of all industrial estate units. | | |
| Friday March 14, 2025 | Inventory of EHS documents. Participate in vehicle eligibility inspection activities of workers of all industrial estate units. | | |

| Working | Explanation |
|---|---|
|   | <p>Scan company's SPK.</p> <p>Inventory of EHS documents.</p> <p>Checklist of routine agendas for reminders and updates on daily activities/tasks of employees at the EHS office.</p> |

DAILY ACTIVITIES OF THE APPRENTICESHIP


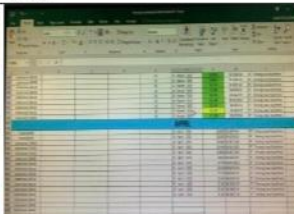


Month : 3rd

Week : 7th

Day : Monday – Saturday


Date : March 17 – March 22, 2025

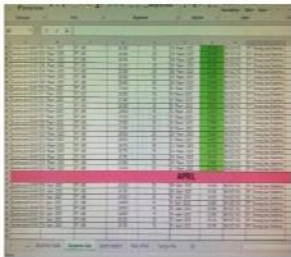


| Date | Description of Activities | Assignor | Signed |
|--------------------------------|---|----------|---|
| Monday March 17, 2025 | Inventory of EHS documents. Compile the company's SPK document. Carried the preparation of LB3 Handover Report documents. | Samuel |  |
| Tuesday March 18, 2025 | Inventory of EHS documents.. Compile manifest documents per company, per year, per month, per code. | | |
| Wednesday March 19, 2025 | Inventory of EHS documents. scan the vehicle registration form for vehicles entering the PT Wilmar industrial area | | |
| Thursday March 20, 2025 | Inventory of EHS documents. compile Test Result Reports and Self-Monitoring Reports. Recap daily LB3 data. | | |
| Friday March 21, 2025 | Recap daily LB3 data. Inventory of EHS documents. | | |
| Saturday March 22, 2025 | Recap daily LB3 data. Inventory of EHS documents. | | |

| Working | Explanation |
|---|--|
|   | <p>Compile manifest documents, company's SPK document, Test Result Reports and Self-Monitoring Reports.</p> <p>Recap daily LB3 data.</p> |
|   | <p>Scan the vehicle registration form for vehicles entering the industrial estate PT Wilmar</p> |

DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : 3rd
 Week : 8th
 Day : Monday – Saturday
 Date : March 24 – March 29, 2025


| Date | Description of Activities | Assignor | Signed |
|-----------------------------|--|----------|---|
| Monday March 24, 2025 | Recap daily LB3 data. Inventory of EHS documents. | Samuel |  |
| Tuesday March 25, 2025 | Recap daily LB3 data. Inventory of EHS documents. | | |
| Wednesday March 26, 2025 | Recap daily LB3 data. Inventory of EHS documents. | | |
| Thursday March 27, 2025 | Recap daily LB3 data. Inventory of EHS documents. | | |
| Friday March 28, 2025 | Public Holiday | | |
| Saturday March 29, 2025 | Public Holiday | | |

| Working | Explanation |
|---|---|
|    | <p>Recap daily LB3 data.</p> <p>Inventory of EHS documents.</p> |

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 4th
 Week : 9th
 Day : Tuesday – Saturday
 Date : April 08 – April 12, 2025

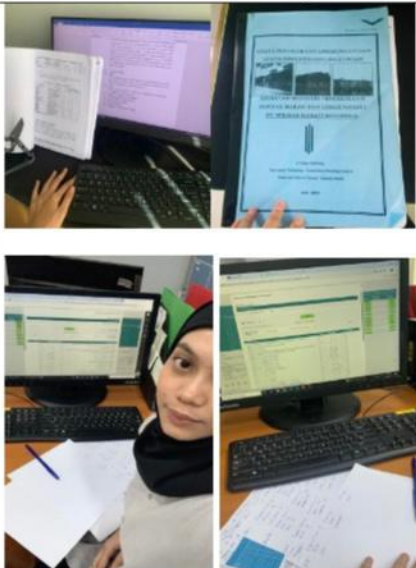
| Date | Description of Activities | Assignor | Signed |
|-----------------------------|---|----------|---|
| Tuesday April 08, 2025 | Inventory of EHS equipment Inventory of EHS documents Recap daily LB3 data. | Samuel |  |
| Wednesday April 09, 2025 | Recap of manifest documents per year, per code. Recap daily LB3 data. | | |
| Thursday April 10, 2025 | Recap daily LB3 data. Redraft of environmental document by PT Wilmar | | |
| Friday April 11, 2025 | Recap daily LB3 data. Redraft of environmental document by PT Wilmar | | |
| Saturday April 12, 2025 | Public Holiday | | |

| Working | Explanation |
|--|--|
|  | <p>Document Checklist of EHS equipment for inventory.</p> <p>Sheet of Recap daily LB3 data.</p> |

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 4th
 Week : 10th
 Day : Monday – Saturday
 Date : April 14 – April 19, 2025


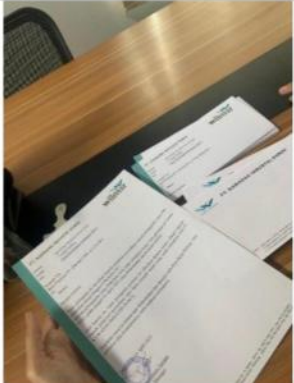
| Date | Description of Activities | Assignor | Signed |
|-----------------------------|---|----------|---|
| Monday April 14, 2025 | Redraft of environmental document by PT Wilmar - pelintung | Samuel |  |
| Tuesday April 15, 2025 | Redraft of environmental document by PT Wilmar - pelintung | | |
| Wednesday April 16, 2025 | Redraft of environmental document by PT Wilmar - pelintung | | |
| Thursday April 17, 2025 | Redraft of environmental document by PT Wilmar - pelintung | | |
| Friday April 18, 2025 | Public Holiday | | |
| Saturday April 19, 2025 | Make recap of quality target data PT WBI Test Result Report | | |

| Working | Explanation |
|---|---|
|  | <p>Redraft of environmental document by PT Wilmar – pelintung.</p> <p>Make recap of quality target data PT WBI Test Result Report</p> |

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 4th
 Week : 11th
 Day : Monday – Saturday
 Date : April 21 – April 26, 2025

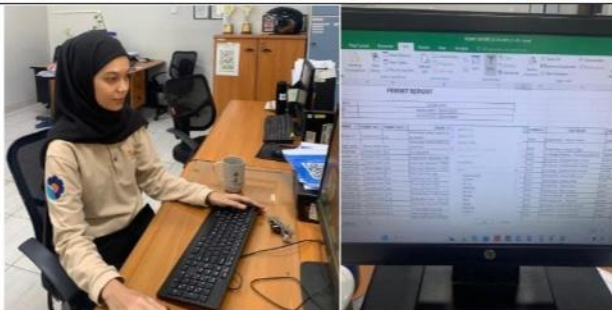
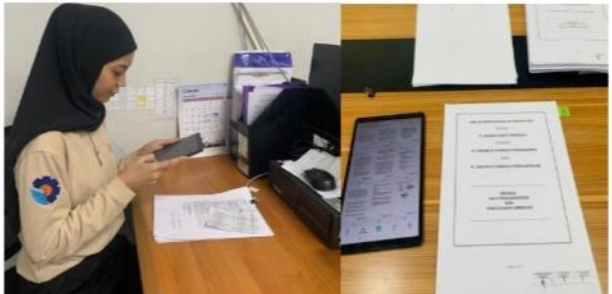
| Date | Description of Activities | Assignor | Signed |
|-----------------------------|---|----------|---|
| Monday April 21, 2025 | Redraft of environmental document by PT Wilmar - pelintung | Samuel |  |
| Tuesday April 22, 2025 | Redraft of environmental document by PT Wilmar. Inventory of company SPK documents. | | |
| Wednesday April 23, 2025 | Inventory of company SPK documents. Create a first warning letter for partners who commit violations for not attending monthly safety talks. | | |
| Thursday April 24, 2025 | Create a first warning letter for partners who commit violations for not attending monthly safety talks. | | |
| Friday April 25, 2025 | Create a first warning letter for partners who commit violations for not attending monthly safety talks. | | |
| Saturday April 26, 2025 | Redraft of environmental document by PT Wilmar - pelintung | | |

| Working | Explanation |
|---|--|
|   | Create a first warning letter for partners who commit violations for not attending monthly safety talks. |

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 4th
 Week : 12th
 Day : Monday – Saturday
 Date : April 28 – May 03, 2025

| Date | Description of Activities | Assignor | Signed |
|-----------------------------|---|----------|---|
| Monday April 28, 2025 | Recap company data of all KID units. Redraft of environmental document by PT Wilmar. | Samuel |  |
| Tuesday April 29, 2025 | Recap inspector findings for hazard input to the enablon system | | |
| Wednesday April 30, 2025 | Redraft of environmental document by PT Wilmar - pelintung | | |
| Thursday May 01, 2025 | Public Holiday | | |
| Friday May 02, 2025 | Recap company data of all KID units. Recap of permit data of partners working in all units of the Wilmar Industrial Estate in the period April 2025. | | |
| Saturday May 03, 2025 | Scan SPK Scan training evaluation form LOTO | | |

| Working | Explanation |
|---|--|
|   | <p>Recap company data of all KID units. Recap of permit data. Recap inspector findings for hazard input to the enablon system.</p> <p>Scan SPK, Scan training evaluation form LOTO.</p> |


**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


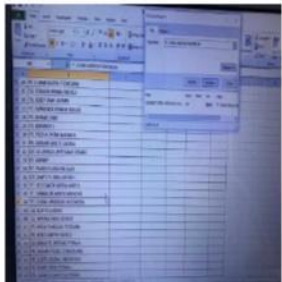
Month : 5th

Week : 13th

Day : Monday – Saturday

Date : May 05 – May 10, 2025

| Date | Description of Activities | Assignor | Signed |
|------------------------------|---|----------|--|
| Monday May 05, 2025 | Recap inspector findings for hazard input to the enablon system. Recap of permit data of partners working in all units of the Wilmar Industrial Estate in the period April 2025. | Samuel |  |
| Tuesday May 06, 2025 | Recap data on partner companies that have sent LK3 mothly report april 2025 | | |
| Wednesday May 07, 2025 | Recap data on partner companies that have sent LK3 mothly report april 2025. Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code. Compile minutes/offense report documents 2025. | | |
| Thursday May 08, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | | |
| Friday May 09, 2025 | Recap of Safe Man Hour data for all Wilmar KID partners based on permit data for April 2025 | | |
| Saturday May 10, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code. Recap of Safe Man Hour data for all Wilmar KID partners based on permit data for April 2025. | | |

| Working | Explanation |
|---|--|
|   | <p>Recap data on partner companies that have sent LK3 mothly report april 2025.</p> <p>Recap of Safe Man Hour data for all Wilmar KID partners.</p> <p>Recapitulate JSEA data and enter the data into Microsoft Excel.</p> |


**DAILY ACTIVITIES
OF THE APPRENTICESHIP**



Month : 5th

Week : 14th

Day : Monday – Saturday


Date : May 12 – May 17, 2025

| Date | Description of Activities | Assignor | Signed |
|------------------------------|--|----------|---|
| Monday May 12, 2025 | Public Holiday | Samuel |  |
| Tuesday May 13, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | | |
| Wednesday May 14, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | | |
| Thursday May 15, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | | |
| Friday May 16, 2025 | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code | | |
| Saturday May 17, 2025 | Public Holiday | | |

| Working | Explanation |
|---|--|
|   | Recapitulate Job Safety & Environment Analysis data and enter the data into Microsoft Excel, then create the registration code |

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 5th
 Week : 15th
 Day : Monday – Saturday
 Date : May 19 – May 24, 2025


| Date | Description of Activities | Assignor | Signed |
|------------------------------|--|----------|---|
| Monday May 19, 2025 | collected and entry of data 100+ partners who didn't attend the safety talk on May 16, 2025. Based on permit data from May 16, 2025. | Samuel |  |
| Tuesday May 20, 2025 | Rekap and entry of data 100+ partners who didn't attend the safety talk on May 16, 2025. Based on permit data from May 16, 2025. | | |
| Wednesday May 21, 2025 | Collected field inspector findings for May 2025 to enter hazards into the Enablon system. | | |
| Thursday May 22, 2025 | rekap of inspector findings for May 2025 for entering hazards into Enablon system | | |
| Friday May 23, 2025 | rekap of inspector findings for May 2025 for entering hazards into Enablon system | | |
| Saturday May 24, 2025 | Pre-Presentation of Apprenticeship report | | |

| Working | Explanation |
|---|--|
|  | <p>Rekap and entry of data 100+ partners who didn't attend the safety talk on May 16, 2025. Based on permit data from May 16, 2025.</p> <p>Rekap of inspector findings for May 2025 for entering hazards into Enablon system</p> |

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 5th
 Week : 16th
 Day : Monday – Saturday
 Date : May 26 – May 31, 2025

| Date | Description of Activities | Assignor | Signed |
|---------------------------|---|----------|---|
| Monday May 26, 2025 | Preparing the final Apprenticeship report | Samuel |  |
| Tuesday May 27, 2025 | Preparing the final Apprenticeship report | | |
| Wednesday May 28, 2025 | Preparing the final Apprenticeship report | | |
| Thursday May 29, 2025 | Preparing the final Apprenticeship report | | |
| Friday May 30, 2025 | Preparing the final Apprenticeship report | | |
| Saturday May 31, 2025 | Presentation of Apprenticeship report | | |

| Working | Explanation |
|--|---|
|  | Presentation of Apprenticeship report at meeting room department estate |

Appendix 7. Documentation of Apprenticeship with Manager and Employees

