

**APPRENTICESHIP REPORT**  
**PT. RIAU ANDALAN PULP AND PAPER**  
**(PT. RAPP) PANGKALAN KERINCI – RIAU**

**DANI KURNIAWAN**  
**5504211039**



**ENGLISH FOR BUSINESS AND**  
**PROFESSIONAL COMMUNICATION**  
**STUDY PROGRAM**  
**LANGUAGE DEPARTMENT**  
**STATE POLYTECHNIC BENGKALIS**  
**BENGKALIS**  
**2025**

## APPROVAL SHEET

### APPROVAL SHEET APPRENTICESHIP REPORT

#### PT. RIAU ANDALAN PULP AND PAPER (RAPP) WLS DEPARTMENT

Written as one of the conditions for completing Apprenticeship

Dani Kurniawan  
NIM. 5504211039

Pangkalan Kerinci, January 09<sup>th</sup> 2025

Mentor



Satria Dewi Chandra, S.H. C.MSP


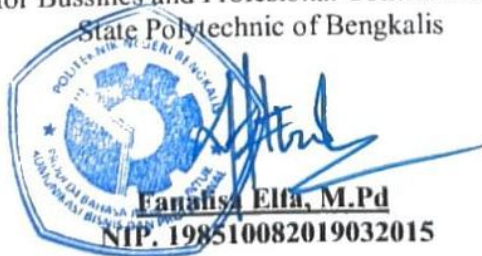
Advisor



Dr Halim Dwi Putra, S. Pd., M. AB  
NIP. 198307112014041001

Approved by,

Head of English for Bussines and Profesional Communication Study Program  
State Polytechnic of Bengkalis



Fanahisa Elfa, M.Pd  
NIP. 198510082019032015

# ACCEPTANCE SHEET

## ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Dani Kurniawan Reg. Number 5504211039** who has done the apprenticeship at PT Riau Andalan Pulp and Paper, in APRIL Learning Institute from September 09<sup>th</sup> 2024 to January 09<sup>th</sup> 2025. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee has been made.

Bengkalis, January 18<sup>th</sup>, 2025

Accepted by:

Advisor



**Dr Halim Dwi Putra, S. Pd., M. AB**  
**NIP. 198307112014041001**

Approved by,

**Head of English English for Business and Professional Communication Study  
Program**

**State Polytechnic of Bengkalis**  
  
  
**Faralisa Elfa, M. Pd**  
**NIP: 198510082019032015**

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Pangkalan Kerinci, January 09<sup>th</sup> 2025

Author,

**Dani Kurniawan**

**Reg. Number 5504211039**

## TABLE OF CONTENTS

<b>APPROVAL SHEET .....</b>	<b>i</b>
<b>ACCEPTANCE SHEET .....</b>	<b>ii</b>
<b>ACKNOWLEDGEMENT.....</b>	<b>iii</b>
<b>TABLE OF CONTENTS .....</b>	<b>iv</b>
<b>LIST OF TABLES.....</b>	<b>vi</b>
<b>LIST OF FIGURES .....</b>	<b>vii</b>
<b>LIST OF APPANDICES .....</b>	<b>viii</b>
<b>CHAPTER I INTRODUCTION .....</b>	<b>1</b>
<b>1.1 Background of Apprenticeship .....</b>	<b>1</b>
<b>1.2 Purpose of Apprenticeship.....</b>	<b>2</b>
<b>1.3 Significance of the Apprenticeship .....</b>	<b>2</b>
1.3.1 Significance for the Apprentice.....	2
1.3.2 Significance for State Polytechnic of Bengkalis .....	3
1.3.3 Significance for the Company.....	3
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>4</b>
<b>2.1 Company History .....</b>	<b>4</b>
2.1.1 APRIL (Asia Pacific Resources International Holdings Ltd) .....	4
2.1.2 Social Capital .....	8
<b>2.2 Vision and Mission .....</b>	<b>8</b>
2.2.1 Vision.....	8
2.2.2 Mission.....	9
<b>2.3 Kind of Business .....</b>	<b>9</b>
<b>2.1 Organization Structure.....</b>	<b>10</b>
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>14</b>
<b>3.1 Job Description.....</b>	<b>14</b>
3.1.1 Wood Supply, Land Dispute & Security (WLS).....	14

<b>3.2</b>	<b>Place of Apprenticeship .....</b>	<b>14</b>
<b>3.3</b>	<b>System and Procedure .....</b>	<b>21</b>
3.3.1	Wood Supply, Land Dispute & Security (WLS).....	21
<b>3.4</b>	<b>Obstacle and Solution .....</b>	<b>22</b>
3.4.1	Obstacle.....	22
3.4.2	Solution .....	22
<b>CHAPTER IV .....</b>		<b>23</b>
<b>CONCLUSION AND SUGGESTION .....</b>		<b>23</b>
<b>4.1</b>	<b>Conclusion.....</b>	<b>23</b>
<b>4.2</b>	<b>Suggestion .....</b>	<b>23</b>
<b>REFERENCES.....</b>		<b>24</b>
<b>LIST OF APPANDICES .....</b>		<b>25</b>
<b>Appendix 1: Apprenticeship Acceptance Later .....</b>		<b>25</b>
<b>Appendix 2: Apprenticeship Letter.....</b>		<b>26</b>
<b>Appendix 3: Evaluation Result.....</b>		<b>27</b>
<b>Appendix 4: Certificate From the Company.....</b>		<b>28</b>
<b>Appendix 5: List of Attendance.....</b>		<b>29</b>
<b>Appendix 6: Daily Activities .....</b>		<b>34</b>
<b>Appendix 7: Revision List.....</b>		<b>70</b>
<b>Appendix 8: Logbook of Activity in SIAKAD.....</b>		<b>71</b>

## LIST OF TABLES

Table 3.1 Daily Activities of September 09 <sup>th</sup> 2024 to September 14 <sup>th</sup> 2024.....	15
Table 3.2 Daily Activities of September 16 <sup>th</sup> 2024 to September 21 <sup>st</sup> 2024.....	15
Table 3.3 Daily Activities of September 23 <sup>rd</sup> 2024 to September 28 <sup>th</sup> 2024 .....	15
Table 3.4 Daily Activities of September 30 <sup>th</sup> 2024 to October 05 <sup>th</sup> 2024 .....	16
Table 3.5 Daily Activities of October 07 <sup>th</sup> 2024 to October 12 <sup>th</sup> 2024 .....	16
Table 3.6 Daily Activities of October 14 <sup>th</sup> 2024 to October 19 <sup>th</sup> 2024 .....	16
Table 3.7 Daily Activities of October 21 <sup>st</sup> 2024 to October 26 <sup>th</sup> 2024 .....	17
Table 3.8 Daily Activities of October 28 <sup>th</sup> 2024 to November 02 <sup>nd</sup> 2024 .....	17
Table 3.9 Daily Activities of November 04 <sup>th</sup> 2024 to November 09 <sup>th</sup> 2024 .....	17
Table 3.10 Daily Activities of November 11 <sup>th</sup> 2024 to November 16 <sup>th</sup> 2024 .....	18
Table 3.11 Daily Activities of November 18 <sup>th</sup> 2024 to November 23 <sup>rd</sup> 2024 .....	18
Table 3.12 Daily Activities of November 25 <sup>th</sup> 2024 to November 30 <sup>th</sup> 2024 .....	18
Table 3.13 Daily Activities of December 02 <sup>nd</sup> 2024 to December 07 <sup>th</sup> 2024 .....	19
Table 3.14 Daily Activities of December 09 <sup>th</sup> 2024 to December 14 <sup>th</sup> 2024 .....	19
Table 3.15 Daily Activities of December 16 <sup>th</sup> 2024 to December 21 <sup>st</sup> 2024 .....	19
Table 3.16 Daily Activities of December 23 <sup>rd</sup> 2024 to December 28 <sup>th</sup> 2024 .....	20
Table 3.17 Daily Activities of December 30 <sup>th</sup> 2024 to January 04 <sup>th</sup> 2025 .....	20
Table 3.18 Daily Activities of January 06 <sup>th</sup> 2025 to January 09 <sup>th</sup> 2025 .....	20

## LIST OF FIGURES

Figure 2.1 A Path To Prosperity .....	4
Figure 2.2 Sowing The Seeds of Sustainable Forestry.....	5
Figure 2.3 Growth And Recognition .....	7
Figure 2.4 PT. RAPP Featured Products .....	9
Figure 2.5 WLS Department Organizational Structure.....	11
Figure 3.1 Working procedures of Negotiation .....	21
Figure 3.2 Working procedures of Encouragement gifts (Sagu Hati) .....	22
Figure 3.3 Working procedures of Handle Cases .....	22



## **LIST OF APPANDICES**

Appendix 1 Apprenticeship Acceptance Letter .....	25
Appendix 2 Apprenticeship Letter .....	26
Appendix 3 Certificate of Internship .....	27
Appendix 4 Evaluation Form.....	28
Appendix 5 List of Attendance .....	29
Appendix 6 Daily Activities Apprenticeship .....	34
Appendix 7 Revision List .....	70
Appendix 8 Logbook of Activity in SIAKAD .....	71

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of Apprenticeship**

Apprenticeship or practical work or is an activity where a student takes part in work activities at a company to gain direct experience in a particular field of study or expertise. The main aim of practical work is to provide opportunities for students to gain broader experience and apply the knowledge gained during college.

State Polytechnic of Bengkalis is a vocational higher education institution and the only state polytechnic in Riau. This college was founded in 2001 which is located in Bengkalis Island, Jl. Bathin Alam, Sungai Alam, Bengkalis. State Polytechnic of Bengkalis has eight majors including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. Each department has its own competencies that can meet the workforce that is ready to use. There are two graduation requirements, namely a final report and an apprenticeship.

This apprenticeship is carried out after State Polytechnic of Bengkalis students have completed a minimum of six semesters and graduated in full. This apprenticeship is carried out for four months. Based on the above, the author as a student of the English for Business and Professional Communication Study Program is required to carry out practical work for 4 (four) months.

The author chose the opportunity to complete an apprenticeship at PT. Riau Andalan Pulp and Paper because this company is one of the biggest companies in Indonesia and has many partnerships with foreign companies. This can help the author implement the knowledge and theoretical concepts that were learned in classes into practice in the workplace and in line with areas of expertise such as english, etiquette, communication, negotiation, and hospitality.

The author chose apprenticeship at PT. Riau Andalan Pulp and Paper because this company is one of the largest paper companies in Indonesia and has many business units. The author wants to implement the knowledge and theoretical concepts that have been obtained during lectures into the context of the world of work. With this, the author hopes to gain direct experience in applying theoretical knowledge and concepts, according to his field of expertise.

From September 9<sup>th</sup> 2024 to January 9<sup>th</sup> 2025, the author completed an internship program. The author was placed in the WLS Department.

### **1.2 Purpose of Apprenticeship**

1. To find out the kinds of jobs done in WLS Department, at PT. Riau Andalan Pulp and Paper
2. To find out working procedures done in WLS Department, at PT Riau Andalan Pulp and Paper.

### **1.3 Significance of the Apprenticeship**

In this section, three key aspects of significance will be explained, namely: significance for the Apprentice, significance for State Polytechnic of Bengkalis and significance for the company.

#### **1.3.1 Significance for the Apprentice**

Through this program, apprentice will be able to put all the knowledge gained in class into practice according to their specialization and learn new things, especially how to practice communication and negotiation in the business. Apart from that apprentice can learn how to become a professional in the world of work.

### **1.3.2 Significance for State Polytechnic of Bengkalis**

Apprenticeship assists Polytechnic in preparing quality of graduates' and preparation for the workforce. The apprenticeship thus helps the polytechnic develop and implement the curriculum.

### **1.3.3 Significance for the Company**

Apprenticeship program allows PT. RAPP to find and hire skilled, experienced, and dedicated candidates while also enhancing its brand and image.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

The company history will be explained on this chapter.

##### 2.1.1 APRIL (Asia Pacific Resources International Holdings Ltd)

Asia Pacific Resources International Holdings Ltd (APRIL), is a member of RGE (Royal Golden Eagle) Group which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE (Royal Golden Eagle) Group has grown into a global group employing more than 60,000 people, with assets totaling more than US\$25 billion and worldwide sales reach.

An advocate of a responsible corporate citizenship, APRIL and its subsidiaries (APRIL Group) embraces Mr. Sukanto Tanoto's 5C's: that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer and good for Company. Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environmental and community development and to fulfil the social responsibilities of a corporation. The Tanoto Foundation, established in 1981, implements this vision.

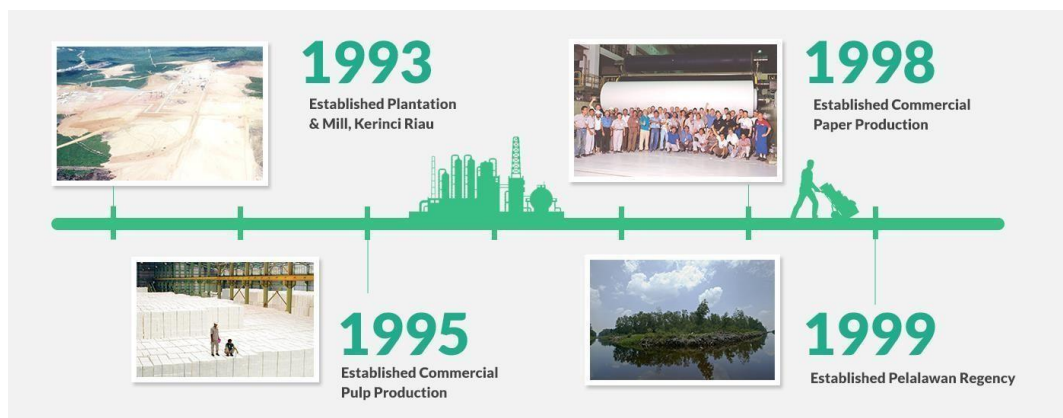


Figure 2.1 A Path To Prosperity

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's Riau province and mill construction at Pelalawan Kerinci from 1993. At this time, the Kerinci Township was home to 200 households; a population that would grow to more than 200,000 by 2010 as APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci's continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations was measured to contribute 6.9% of Riau Province's total economic output. APRIL Group have created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%



**Figure 2.2 Sowing The Seeds Of Sustainable Forestry**

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also rolled out a series of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fibre plantation through to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fibre estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.



**Figure 2.3 Growth And Recognition**

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re- certified under SPFM- LEI again in 2011 for a further five years.

In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of 2.8 million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self- sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non- controversial sources. APRIL also received certification from Hong Kong Green Label for its PaperOne™ product in 2010.



In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

### 2.1.2 Social Capital

In order to fulfill APRIL Group's vision and mission, the company needs to work together with various parties. There is a special section in charge of communication, building relationships, maintaining relationships, resolving problems, and various other PR activities commonly known as the Social Capital business unit. Social Capital is a department within APRIL Group that brings together people with similar goals, visions, ideas and interests, and acts as a bridge between diverse people. It aims to ensure APRIL Group's operations run smoothly and without disruption and to make a substantial contribution to sustainability. It can be said that Social Capital is the Public Relations arm of APRIL Group.

## 2.2 Vision and Mission

There were several visions and missions at WLS Department.

### 2.2.1 Vision

The vision of WLS Department refers to the vision of RGE which is the holding company, namely "To be one of the largest, best-managed and sustainable resource-based groups, creating value for the community, country, climate, customer and company."

By having a core value called T.O.P.I.C.C. which includes the follows:

1. We are aligned by our common purpose and work together as a **complementary team.**

2. We take **ownership** to achieve outstanding results and seek value at all times.
3. We develop our **people** to grow with us.
4. We act with **integrity** at all times.
5. We understand our **customers** and deliver best value to them.
6. We act with zero complacency and always strive for **continuous improvement**.

### 2.2.2 Mission

1. Created and extended a regional business group led by International Corporation with highly qualified personnel.
2. Long-term expansion and dominance in every market sector and industry.
3. Improving associated parties' business performance by participating and contributing to regional and national socio- economic development.

## 2.3 Kind of Business

PT. Riau Andalan Pulp and Paper currently sells their products to more than 70 different countries. BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) are PT. RAPP's primary products, which range in weight from 55 to 150 gsm and are extensively used in printing and photocopying. Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and BMO are some of the paper brands produced by PT. RAPP Bright White Multi- Purpose Office). PaperOne™ products are superior at PT. Riau Andalan Pulp and Paper.



**Figure 2.4 PT. RAPP Featured Products**

*Source : PT. RAPP*

PT. RAPP is divided into several business units (BU) where these BUs are members of the APRIL Group, namely:

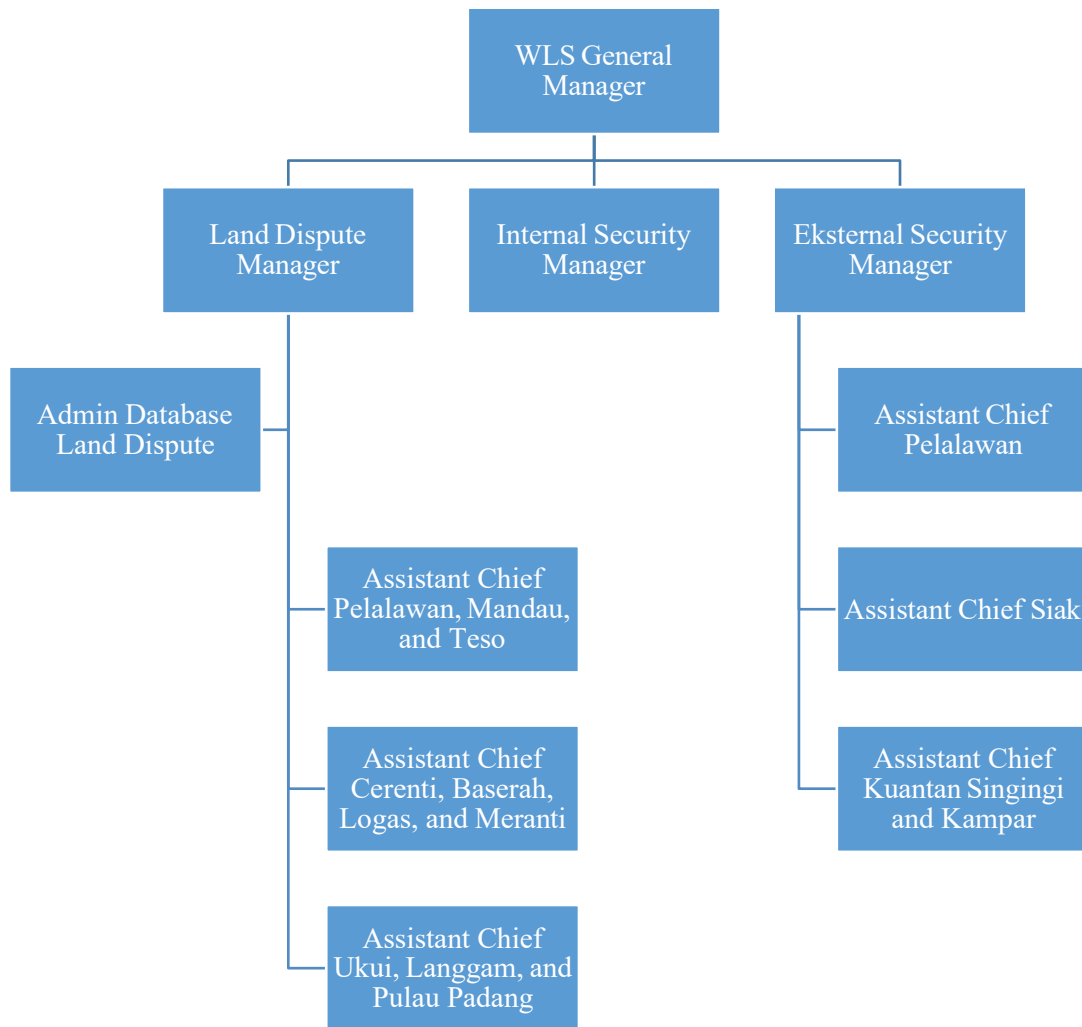
1. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to the factory.
2. Riau Pulp (RPL), is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
3. Riau Paper is a business unit that produces the paper based on customer needed such as cut size, rool and folio sheet.
4. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, while also dealing with energy and electric power issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
5. Share Services, Shared services is business unit that are manage personalia and administration in PT. RAPP including General Services, Personalia Administration, ALI, Security, Transportation, and Health Care.

In addition, PT. RAPP also has another business unit, Unigraha Hotel, which functions as a place to stay for business guests and PT. RAPP employees.

## **2.4 Organization Structure**

Organizational structure is a system or network of tasks, reporting, and communication mechanisms that connects both individual and group work. The structure is designed with the intention of ensuring that the organization is designed in the best way to achieve its goals and objectives. The activities of the company will not operate smoothly without a good organizational structure because it is unclear who should complete a task. It is obvious that the organizational structure can set clear boundaries while also being responsible for the work.

The author completed 4 months of practical work at PT Riau Andalan Pulp & Paper, in WLS Department as an apprentice, from September 9<sup>th</sup> 2024 to January 9<sup>th</sup> 2025. The organizational structure of WLS Department can be seen below:



**Figure 2.5 WLS Department Organizational Structure**  
*Source : -PTRAPP*

In Social Capital, there are several departments that have their respective duties in building and maintaining cooperation and relationships with related parties. These departments are:

#### 2.4.1 Community Development (CD)

The Community Development (CD) department is in charge of conducting community development programs as the company's responsibility to the surrounding community.

#### 2.4.2 Corporate Communication (CORPCOM)

A department that serves as a medium and bridge for the company's communication internally to all employees and externally to related external parties who are also in charge of maintaining the company's image in the eyes of the community. In this case CORPCOM often cooperates with external media parties.

#### 2.4.3 Grievance

The department in charge of providing resolution services to complaints from external parties such as the company regarding APRIL's operations. The main focus of grievance is to address external complaints and grievances covering issues related to social environment, climate, human rights, and regulation and compliance with applicable laws.

#### 2.4.4 Non-Governmental Organization (NGO)

A department that plays a role in building and maintaining the company's communication and relationship with non-governmental organizations.

#### 2.4.5 Wood Supply, Land Dispute & Security (WLS)

The department responsible for ensuring operational security. The tasks of this department are to maintain the security of APRIL's operational areas and land dispute resolution. WLS often conducts routine joint patrols with TNI and POLRI which aim to protect the company's operational areas from activities such as illegal logging, forest fires, intentional land burning, theft, and land disputes.

#### 2.4.6 Stakeholder Relations (SHR)

The department that plays a role in building and maintaining relationships with external stakeholders to support the smooth operation of the company. The department is divided based on five districts such as Pelalawan, Kampar-Kuantan Singingi, Siak, Meranti Islands, and Province.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter, there were several descriptions of activities while carrying out apprenticeship. Apprenticeship was carried out for 4 months, starting from September 9<sup>th</sup> 2024 to January 9<sup>th</sup> 2025, at the PT. RAPP in the WLS Department.

During the implementation of the apprenticeship, there were many opportunities given by each department to the author to be able to complete the task. As well as a lot of new knowledge and experience that can be taken in the world of work. To make it clearer and easier to report the activities that have been carried out, here are some descriptions of weekly activities, so that any work done can be reported clearly in detail.

##### **3.1.1 Wood Supply, Land Dispute & Security (WLS)**

There were several jobs given in the Wood Supply, Land Dispute & Security Department (WLS), namely:

1. Negotiation
2. Encouragement gifts (Sagu Hati)
3. Handle Cases

Other activity :

- Checking the advance
- Create/enter logbooks

#### **3.2 Place of Apprenticeship**

The apprenticeship was started from September 9<sup>th</sup> 2024 until January 9<sup>th</sup> 2025. It was done at PT. Riau Andalan Pulp and Paper, in WLS Department, Jl. Lintas Timur, Komp. PT RAPP, Pangkalan Kerinci, Riau.

Kind and description of the daily activities at PT Riau Andalan Pulp and Paper, in WLS Department can be seen in the tables below :

**Table 3.1 Daily Activities of September 9<sup>th</sup> 2024 to September 14<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, September 09 <sup>th</sup> 2024	Safety Induction	Campus Relation Manager PT. RAPP
2	Tuesday, September 10 <sup>th</sup> 2024	Signing of internship agreement	Campus Relation Manager PT. RAPP
3	Wednesday, September 11 <sup>th</sup> 2024	Internship in Corpcom	Mentor (Corpcom)
4	Thursday, September 12 <sup>th</sup> 2024	Internship in Corpcom	Mentor (Corpcom)
5	Friday, September 13 <sup>th</sup> 2024	Division of Department (WLS)	Campus Relation Manager PT. RAPP
6	Saturday, September 14 <sup>th</sup> 2024	Day Off	

**Table 3.2 Daily Activities of September 16<sup>th</sup> 2024 to September 21<sup>st</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, September 16 <sup>th</sup> 2024	Public Holiday (Maulid of prophet Muhammad)	
2	Tuesday, September 17 <sup>th</sup> 2024	Introduce myself in the WLS Department	Mentor (WLS)
3	Wednesday, September 18 <sup>th</sup> 2024	Sharing session at public vocational high school 1 Dayun	Campus Relation Manager PT. RAPP
4	Thursday, September 19 <sup>th</sup> 2024	Create content	Campus Relation Manager PT. RAPP
5	Friday, September 20 <sup>th</sup> 2024	Alpha	
6	Saturday, September 21 <sup>st</sup> 2024	Day Off	

**Table 3.3 Daily Activities of September 23<sup>rd</sup> 2024 to September 28<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, September 23 <sup>rd</sup> 2024	Internship in WLS	Mentor (WLS)
2	Tuesday, September 24 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
3	Wednesday, September 25 <sup>th</sup> 2024	Sick Leave	
4	Thursday, September 26 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
5	Friday, Septemeber 27 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
6	Saturday, Septemebr 28 <sup>th</sup> 2024	Day Off	



**Table 3.4 Daily Activities of September 30<sup>th</sup> 2024 to October 05<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, September 30 <sup>th</sup> 2024	Expedition to the mill	Mentor (WLS)
2	Tuesday, October 01 <sup>st</sup> 2024	Following the process of encouragement gifts (Sagu Hati)	Mentor (WLS)
3	Wednesday, October 02 <sup>nd</sup> 2024	Alpha	
4	Thursday, October 03 <sup>rd</sup> 2024	Internship in WLS	Mentor (WLS)
5	Friday, October 04 <sup>th</sup> 2024	Alpha	
6	Saturday, October 05 <sup>th</sup> 2024	Day Off	

**Table 3.5 Daily Activities of October 07<sup>th</sup> 2024 to October 12<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, October 07 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
2	Tuesday, October 08 <sup>th</sup> 2024	Expedition to the mill	Mentor (WLS)
3	Wednesday, October 09 <sup>th</sup> 2024	Joined the meeting with the Corpcom events team	Mentor (WLS)
4	Thursday, October 10 <sup>th</sup> 2024	Permission	
5	Friday, August 11 <sup>th</sup> 2024	Permission	
6	Saturday, August 12 <sup>th</sup> 2024	Day Off	

**Table 3.6 Daily Activities of October 14<sup>th</sup> 2024 to October 19<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, October 14 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
2	Tuesday, October 15 <sup>th</sup> 2024	Following the process of handling a case (Polres Pelalawan)	Mentor (WLS)
3	Wednesday, October 16 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
4	Thursday, October 17 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
5	Friday, October 18 <sup>th</sup> 2024	Sick Leave	
6	Saturday, October 19 <sup>th</sup> 2024	Day Off	

**Table 3.7 Daily Activities of October 21<sup>st</sup> 2024 to October 26<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, October 21 <sup>st</sup> 2024	Following the process of handling a case (Polsek Pangkalan Kerinci)	Mentor (WLS)
2	Tuesday, October 22 <sup>nd</sup> 2024	Internship in WLS	Mentor (WLS)
3	Wednesday, October 23 <sup>rd</sup> 2024	Internship in WLS	Mentor (WLS)
4	Thursday, October 24 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
5	Friday, October 25 <sup>th</sup> 2024	Following the process of handling a case (Pelalawan)	Mentor (WLS)
6	Saturday, October 26 <sup>th</sup> 2024	Day Off	

**Table 3.8 Daily Activities of October 28<sup>th</sup> 2024 to November 02<sup>nd</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, October 28 <sup>th</sup> 2024	Sick Leave	
2	Tuesday, October 29 <sup>th</sup> 2024	Visit to RGE Technology Center (RTC)	Campus Relation Manager PT. RAPP
3	Wednesday, October 30 <sup>th</sup> 2024	Create/enter logbooks	Mentor (WLS)
4	Thursday, October 31 <sup>st</sup> 2024	Internship in WLS	Mentor (WLS)
5	Friday, November 01 <sup>st</sup> 2024	Permission	
6	Saturday, November 02 <sup>nd</sup> 2024	Day Off	

**Table 3.9 Daily Activities of November 04<sup>th</sup> 2024 to November 09<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, November 04 <sup>th</sup> 2024	Permission	
2	Tuesday, November 05 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
3	Wednesday, November 06 <sup>th</sup> 2024	Following the process of encouragement gifts (Sagu Hati)	Mentor (WLS)
4	Thursday, November 07 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
5	Friday, November 08 <sup>th</sup> 2024	Sick Leave	
6	Saturday, November 09 <sup>th</sup> 2024	Day Off	

**Table 3.10 Daily Activities of November 11<sup>th</sup> 2024 to November 16<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, November 11 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
2	Tuesday, November 12 <sup>th</sup> 2024	Sick Leave	
3	Wednesday, November 13 <sup>th</sup> 2024	Following the process of handling a case (Kuantan Singingi)	Mentor (WLS)
4	Thursday, November 14 <sup>th</sup> 2024	Permission	
5	Friday, November 15 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
6	Saturday, November 16 <sup>th</sup> 2024	Day Off	

**Table 3.11 Daily Activities of November 18<sup>th</sup> 2024 to November 23<sup>rd</sup> 2024**

No	Day/Date	Activity	Place
1	Monday, November 18 <sup>th</sup> 2024	Sick Leave	
2	Tuesday, November 19 <sup>th</sup> 2024	Sick Leave	
3	Wednesday, November 20 <sup>th</sup> 2024	Sick Leave	
4	Thursday, November 21 <sup>st</sup> 2024	Following the process of handling a case (Polsek Pangkalan Kerinci)	Mentor (WLS)
5	Friday, November 22 <sup>nd</sup> 2024	Create/enter logbooks	Mentor (WLS)
6	Saturday, September 23 <sup>rd</sup> 2024	Day Off	

**Table 3.12 Daily Activities of November 25<sup>th</sup> 2024 to November 30<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, November 25 <sup>th</sup> 2024	Sick Leave	
2	Tuesday, November 26 <sup>th</sup> 2024	Create/enter logbooks	Mentor (WLS)
3	Wednesday, November 27 <sup>th</sup> 2024	Public Holiday (Pilkada)	
4	Thursday, November 28 <sup>th</sup> 2024	Sick Leave	
5	Friday, November 29 <sup>th</sup> 2024	Sick Leave	
6	Saturday, November 30 <sup>th</sup> 2024	Day Off	

**Table 3.13 Daily Activities of December 02<sup>nd</sup> 2024 to December 07<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, December 02 <sup>nd</sup> 2024	Sick Leave	
2	Tuesday, December 03 <sup>rd</sup> 2024	Create/enter logbooks	Mentor (WLS)
3	Wednesday, December 04 <sup>th</sup> 2024	Alpha	
4	Thursday, December 05 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
5	Friday, December 06 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
6	Saturday, December 07 <sup>th</sup> 2024	Day Off	

**Table 3.14 Daily Activities of December 09<sup>th</sup> 2024 to December 14<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, December 09 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
2	Tuesday, December 10 <sup>th</sup> 2024	Following the process of handling a case (Polsek Pangkalan Kerinci)	Mentor (WLS)
3	Wednesday, December 11 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
4	Thursday, December 12 <sup>th</sup> 2024	Following the process of handling a case (Polres Kuantan Singingi)	Mentor (WLS)
5	Friday, December 13 <sup>th</sup> 2024	Following the process of handling a case (Polsubsektor Pelalawan and Koramil 09 Langgam)	Mentor (WLS)
6	Saturday, December 14 <sup>th</sup> 2024	Day Off	

**Table 3. 15 Daily Activities of December 16<sup>th</sup> 2024 to December 21<sup>st</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, December 16 <sup>th</sup> 2024	Sick Leave	
2	Tuesday, December 17 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
3	Wednesday, December 18 <sup>th</sup> 2024	Follow the negotiation process	Mentor (WLS)
4	Thursday, December 19 <sup>th</sup> 2024	Sick Leave	
5	Friday, December 20 <sup>th</sup> 2024	Create/enter logbooks	Mentor (WLS)
6	Saturday, December 21 <sup>st</sup> 2024	Day Off	

**Table 3.16 Daily Activities of December 23<sup>rd</sup> 2024 to December 28<sup>th</sup> 2024**

No	Day/Date	Activity	Assignor
1	Monday, December 23 <sup>rd</sup> 2024	Sick leave	
2	Tuesday, December 24 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
3	Wednesday, December 25 <sup>th</sup> 2024	Public Holiday (Christmas)	
4	Thursday, December 26 <sup>th</sup> 2024	Public Holiday (Christmas)	
5	Friday, December 27 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
6	Saturday, December 28 <sup>th</sup> 2024	Day Off	

**Table 3.17 Daily Activities of December 30<sup>th</sup> 2024 to January 04<sup>th</sup> 2025**

No	Day/Date	Activity	Assignor
1	Monday, December 30 <sup>th</sup> 2024	Internship in WLS	Mentor (WLS)
2	Tuesday, December 31 <sup>st</sup> 2024	Internship in WLS	Mentor (WLS)
3	Wednesday, January 01 <sup>st</sup> 2025	Public Holiday (New Year)	
4	Thursday, January 02 <sup>nd</sup> 2025	Internship in WLS	Mentor (WLS)
5	Friday, January 03 <sup>rd</sup> 2025	Internship in WLS	Mentor (WLS)
6	Saturday, January 04 <sup>th</sup> 2025	Day Off	

**Table 3.18 Daily Activities of January 06<sup>th</sup> 2025 to January 09<sup>th</sup> 2025**

No	Day/Date	Activity	Assignor
1	Monday, January 06 <sup>th</sup> 2025	Internship in WLS	Mentor (WLS)
2	Tuesday, January 07 <sup>th</sup> 2025	Internship in WLS	Mentor (WLS)
3	Wednesday, January 08 <sup>th</sup> 2025	Internship in WLS	Mentor (WLS)
4	Thursday, January 09 <sup>th</sup> 2025	Presentation	Mentor (WLS)

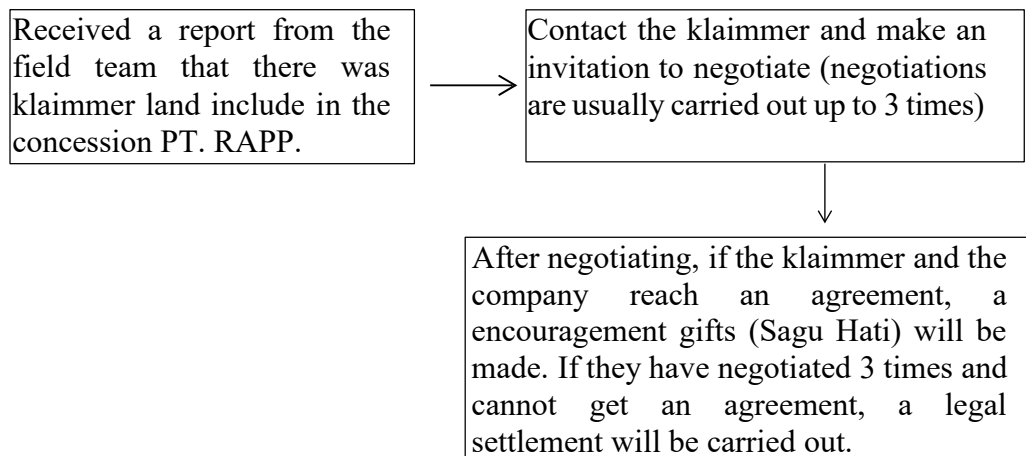
### 3.3 System and Procedure

In this section, There were several descriptions of activity procedures when carrying out activities during an apprenticeship.

#### 3.3.1 Wood Supply, Land Dispute & Security (WLS)

##### 1. Negotiation

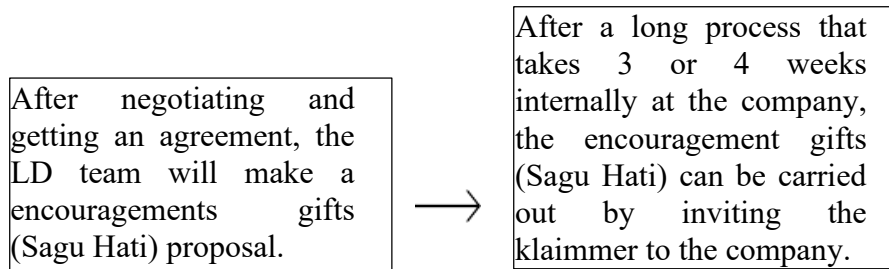
Negotiation is a process that aims to reach an agreement between the two parties, the negotiation process is usually carried out more than once. This negotiation is certainly done casually and with a little joke to create a comfortable atmosphere. In communication, this method is also called affective communication, where the main focus is on building and maintaining positive relationship, create long-term relationship, not just conveying information.



**Figure 3.1 Working procedures of Negotiation**

##### 2. Encouragement gifts (Sagu Hati)

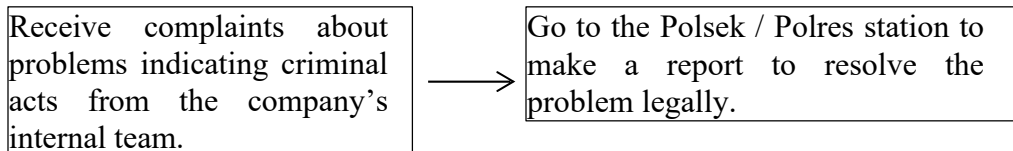
Encouragement gifts (Sagu Hati) is a form of compensation for the costs that have been incurred by klaimmer (landowners) while managing land that is include in the PT. Riau Andalan Pulp and Paper concession area. The encouragement gifts (Sagu Hati) process is attended by the klaimmer (landowners), Legal Officer as the authorization of the board of directors, Accounting officer, and Land dispute officer.



**Figure 3.2 Working procedures of Encouragement gifts (Sagu Hati)**

### 3. Handle Cases

Handling cases here is the process of handling or resolving cases through legal channels through government agencies, namely the Police and TNI.



**Figure 3.3 Working procedures of Handle Cases**

## 3.4 Obstacle and Solution

There are several obstacle and solution during the apprenticeship :

### 3.4.1 Obstacle

Some of the obstacles encountered during the practical work process are as follows:

1. Feelings of awkwardness and fear in interacting with the WLS team at the start of the internship.

### 3.4.2 Solution

Solutions that can be done to face obstacles during the practical work process include:

1. The author takes a friendly approach, always helps when the WLS Department asks for help to complete a job. After that, the author started to get to know the team.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing the apprenticeship program at PT. Riau Andalan Pulp and Paper in WLS Department there is some conclusion as follow:

1. There were some kinds of job done during the apprenticeship in WLS Department ; Negotation, Encouragement gift (Sagu Hati), Handling cases, Checking the advance, and Create/enter logbooks.
2. All working procedures carried out during the apprenticeship at WLS Department are carried out in accordance with the provisions of the SOP that apply in the WLS Department.

#### **4.2 Suggestion**

Successful apprenticeship thrives on collaboration between mentors and interns. Mentors are encouraged to share their knowledge and provide meaningful tasks, as these experiences are invaluable for interns. At the same time, interns should stay proactive and cultivate curiosity, ensuring they remain motivated to explore and gain new insights. This mutual effort enriches the learning experience and fosters professional growth for both parties and the most important to be responsible and professional with the work.




## REFERENCES

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>.,  
accessed on December 01<sup>st</sup>, 2024

## LIST OF APPANDICES

### Appendix 1: Apprenticeship Acceptance Later

**Internal**



**PT Riau Andalan Pulp and Paper**  
Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Pelalawan  
Riau 28300, Indonesia  
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com  
www.paperone.com

Nomor : 793/XII/CR/KP/RAPP/2024  
Lamp : -  
Hal : Izin Job Training/ Magang Guru

Kepada Yth,  
**Ketua Prodi Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional**  
**Politeknik Negri Bengkalis**  
Di-

**Tempat**

Dengan hormat,  
Sehubungan dengan surat permohonan izin kerja praktek pada PT RAPP, untuk mahasiswa sebagai berikut:

NO	Nama	NPM	Jurusan
1	Dedi Kurniawan	5504211039	Bahasa Inggris Untuk Komunikasi Bisnis dan PProfesional
2	Syarina Reviati Sofyan	5504211044	Bahasa Inggris Untuk Komunikasi Bisnis dan PProfesional
3	Yohanna Rahma Yuliana Sinaga	5504211040	Bahasa Inggris Untuk Komunikasi Bisnis dan PProfesional


Dengan ini disampaikan bahwa kami dapat menerima Guru tersebut untuk melakukan kerja praktik di PT RAPP tahun 2024.

Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu**. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedatangan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar **membawa masing masing**.


Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada ( **Waktu akan dikonfirmasi**) dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).  
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 1 September 2024

  
**PT Riau Andalan Pulp and Paper**  
**Tengku Kespandiar, ST., MM**  
Campus Relation Manager

## Appendix 2: Apprenticeship Letter

**Internal**

**APRIL** 

**PT Riau Andalan Pulp and Paper**  
Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Pelalawan  
Riau 28300, Indonesia  
Tel. : +62 761 491 000 Fax. : +62 761 491 846

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www.paperone.com

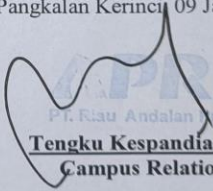
**SURAT KETERANGAN**  
No : 011 / I/ CR / KP / RAPP / 2025

Dengan ini kami menerangkan bahwa mahasiswa/ Siswa berikut :

Nama : Dani Kurniawan  
NIM : 5504211039  
Fak/ Jurusan : D4-Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional  
Universitas : Politeknik Negri Bengkalis  
Durasi : 5 Agustus - 5 Januari 2025

Benar telah menyelesaikan program **Magang** di PT. RAPP.  
Demikian surat keterangan diberikan dan agar dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 09 Januari 2025

  
**Tengku Kespandiar, ST., MM**  
Campus Relation Manager

### Appendix 3: Evaluation Result

#### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. RIAU ANDALAN PULP AND PAPER (RAPP)

Nama : Dani Kurniawan  
NIM : 5504211039  
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis  
dan Profesional  
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	69
2.	Tanggung-jawab	25%	69
3.	Penyesuaian diri	10%	69
4.	Hasil Kerja	30%	79
5.	Perilaku secara umum	15%	79
Total Jumlah ( 1+2+3+4+5 )		100%	

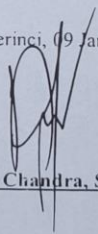
Keterangan :

Nilai : Kriteria  
81 – 100 : Istimewa  
71 – 80 : Baik sekali  
66 – 70 : Baik  
61 – 65 : Cukup Baik  
56 – 60 : Cukup

Catatan :

Yang bersangkutan sangat kurang dalam berkomunikasi  
dan anggota tim dan kurang inisiatif. Selain itu, yang bersangkutan  
cukup baik dalam bergaul dan berkerja dan timbunder di kantor  
Perlu banyak perbaikan dalam disiplin dan tanggung jawab dalam pekerjaan

Pangkalan Kerinci, 09 Januari 2025

  
Satria Dewi Chandra, S.H, C.MSP

#### Appendix 4: Certificate From the Company





## Appendix 5: List of Attendance

Name : Dani Kurniawan

Month : September

Date	Time In	Time Out	Sign
9	08.00	16.50	Rt
10	08.00	17.00	Rt
11	07.20	15.42	Rt
12	08.00	17.00	Rt
13	19.56	23.37	Rt
14	Sabtu	—	—
15	Minggu	—	—
16	Day	OFF	—
17	08.00	17.00	Rt
18	07.00	13.20	Rt
19	08.00	17.00	Rt
20	08.00	17.00	Rt
21	Sabtu	—	—
22	Minggu	—	—
23	08.15	16.08	Rt
24	Sakit	—	—
25	Sakit	—	—
26	08.25	20.07	Rt
27	Sakit	—	—
28	Sabtu	—	—
29	Minggu	—	—
30	08.00	17.00	Rt

Izin : —  
 Sakit : 3  
 Tanpa Keterangan : —

Mentor  
 9/25  
 11

Satria Dewi Chandra, S.H, C.MSP

Name : Dani Kurniawan

Month : October

Date	Time In	Time Out	Sign
1	08.00	16.12	Dk
2	ALPa	-	-
3	08.00	17.00	Dk
4	ALPa	-	-
5	Sabtu	-	-
6	Minggu	-	-
7	08.00	17.00	Dk
8	08.00	12.00	Dk
9	08.00	13.35	Dk
10	12in	-	-
11	12in	-	-
12	Sabtu	-	-
13	Minggu	-	-
14	08.00	17.00	Dk
15	08.00	18.11	Dk
16	08.00	12.00	Dk
17	08.00	18.46	Dk
18	Sakit	-	-
19	Sabtu	-	-
20	Minggu	-	-
21	08.00	17.05	Dk
22	13.30	18.11	Dk
23	08.00	17.00	Dk
24	08.00	17.00	Dk
25	07.30	16.00	Dk
26	Sabtu	-	-
27	Minggu	-	-
28	Sakit	-	-
29	08.34	16.00	Dk
30	08.00	17.00	Dk
31	08.00	12.00	Dk

Izin : 2  
 Sakit : 2  
 Tanpa Keterangan : 2

Mentor  
 9/25

Satria Dewi Chandra, S.H, C.MSP

Name : Dani Kurniawan

Month : November

Date	Time In	Time Out	Sign
1	12in	-	-
2	Sabtu	-	-
3	Minggu	-	-
4	12in	-	-
5	08.00	17.00	Dki
6	08.00	15.00	Dki
7	08.00	17.50	Dki
8	Sakit	-	-
9	Sabtu	-	-
10	Minggu	-	-
11	08.00	17.00	Dki
12	Sakit	-	-
13	08.00	20.35	Dki
14	12in	-	-
15	08.00	17.00	Dki
16	Sabtu	-	-
17	Minggu	-	-
18	Sakit	-	-
19	Sakit	-	-
20	Sakit	-	-
21	08.00	17.35	Dki
22	08.00	17.00	Dki
23	Sabtu	-	-
24	Minggu	-	-
25	Sakit	-	-
26	08.00	17.00	Dki
27	Day	OFF	-
28	Sakit	-	-
29	Sakit	-	-
30	Sabtu	-	-

Izin : 3

Sakit : 8

Tanpa Keterangan : -

Mentor  
 Satria Dewi Chandra, S.H, C.MSP  
 9/25  
 Han do to  
 4 ablu?



Name : Dani Kurniawan

Month : Desember

Date	Time In	Time Out	Sign
1	Minggu	-	-
2	Sakit	-	-
3	08.00	17.00	Dki
4	Sakit	-	-
5	08.00	17.00	Dki
6	08.00	17.00	Dki
7	Sabtu	-	-
8	Minggu	-	-
9	08.00	17.00	Dki
10	08.00	15.09	Dki
11	08.00	17.00	Dki
12	07.30	17.15	Dki
13	08.00	18.35	-
14	Sabtu	-	-
15	Minggu	-	-
16	Sakit	-	-
17	08.00	17.00	Dki
18	07.30	12.33	Dki
19	Sakit	-	-
20	08.00	17.00	Dki
21	Sabtu	-	-
22	Minggu	-	-
23	Sakit	-	-
24	08.00	15.00	Dki
25	Dag	OFF	-
26	Dag	OFF	-
27	Sakit	-	-
28	Sabtu	-	-
29	Minggu	-	-
30	ALPA	-	-
31	ALPA	-	-

Izin : -

Sakit : 6

Tanpa Keterangan : 2

Mentor

Satria Dewi Chandra, S.H, C.MSP

9 September 2022

10/25  
Kurniawan 23

Name : Dani Kurniawan

Month : January

Date	Time In	Time Out	Sign
1	Dan	off	-
2	B	L	Dk
3	i	A	Dk
4	K	P	-
5	i	D	-
6	N	R	Dk
7		A	Dk
8		N	Dk
9	od. oo		Dk

Izin : -

Sakit : -

Tanpa Keterangan : -

Mentor


9/25  
1

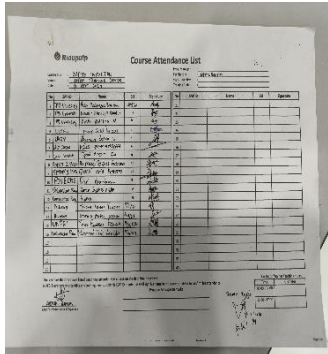
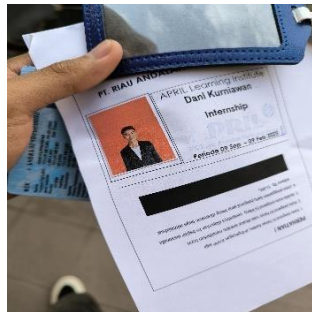
Satria Dewi Chandra, S.H, C.MSP




## Appendix 6: Daily Activities

Days : Monday – Friday


Date : September, 9<sup>th</sup> – 13<sup>th</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.		The first activity at the industry was attending the Safety Induction and Security Induction at Post 2. While the Security Induction covered the security protocols within the RAPP environment.
2.		Internship agreement signing and ID card distribution to provide access in and out of the PT RAPP area.

3.		<p>Assist the Corpcom (Corporate Communication) department in documenting the visit of VIP guests from China by taking photos for internal and external publication purposes.</p>
4.		<p>Assist the Corcom (Corporate Communication) department in covering the closing event of PSB (Pekan Seni Budaya), including documenting the activities and creating content for publication across company platforms.</p>
5.		<p>Department assignments for the internship period were carried out, and I was placed in the WLS (Wood License and Security) Department to begin my tasks and responsibilities under their supervision.</p>


Days : Monday – Friday  
Date : September, 16<sup>th</sup> – 20<sup>th</sup> 2024


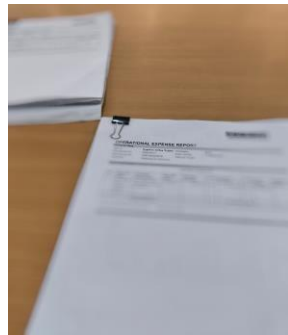
Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.	Day Off (Maulid Nabi Muhammad)	Day Off (Maulid Nabi Muhammad)
2.		An introduction session was held in the WLS (Wood License and Security) Department, where I was assigned to the External Security Division. During this session, the team explained the structure of the department and the specific job descriptions and responsibilities within WLS.

3.		Participated in and covered a sharing session activity held at SMK Dayun, documenting the event for communication purposes.
4.		Edited content from the sharing session at SMK Dayun, ensuring the materials were suitable for publication.
5.	Alpa	Alpa

Days : Monday – Friday  
 Date : September, 23<sup>rd</sup> - 27<sup>th</sup> 2024

Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	


No	ACTIVITIES	DESCRIPTION
1.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
2.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.



3.	Sick	Sick
4.		Went to the field to handle a case directly and followed Sagu Hati process as part of conflict resolution and community engagement efforts.
5.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.




Days : Monday – Friday


Date : September, 30<sup>th</sup> – October, 4<sup>th</sup> 2024



Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	

No	ACTIVITIES	DESCRIPTION
1.		Carried out a task of delivering official documents to the Mill as part of supporting administrative and operational processes within the department.
2.		Followed Sagu Hati process as part of conflict resolution and community engagement efforts.

3.	Alpa	Alpa
4.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
5.	Alpa	Alpa


Days : Monday – Friday  
Date : October, 7<sup>th</sup> – 11<sup>th</sup> 2024



Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
2.		Carried out a task of delivering official documents to the Mill as part of supporting administrative and operational processes within the department.

3.	<table><tr><th colspan="5">JADWAL JAGA STAND APRIL DAN MEI</th></tr><tr><th rowspan="2">JAM</th><th colspan="4">MARE</th></tr><tr><th>RABU</th><th>KAMIS</th><th>JUMAT</th><th>SABTU</th></tr><tr><td rowspan="4">10.00 - 16.00</td><td>Ranta Uli Manalu</td><td>Putri Andani</td><td>Ranta Uli Manalu</td><td>Tifani Ningrum SW</td></tr><tr><td>Afrida Namora Harahap</td><td>Agus Firmansyah</td><td>Afrida Namora Harahap</td><td>Dani Kurniawan</td></tr><tr><td>Tifani Ningrum SW</td><td>Dina Gusti Maulana</td><td>Dina Gusti Maulana</td><td>Putri Andani</td></tr><tr><td>Dani Kurniawan</td><td>Eka Suhendra</td><td>Eka Suhendra</td><td>Agus Firmansyah</td></tr><tr><td rowspan="4">16.00 - 22.00</td><td>Putri Andani</td><td>Ranta Uli Manalu</td><td>Tifani Ningrum SW</td><td>Ranta Uli Manalu</td></tr><tr><td>Agus Firmansyah</td><td>Afrida Namora Harahap</td><td>Dani Kurniawan</td><td>Afrida Namora Harahap</td></tr><tr><td>Dina Gusti Maulana</td><td>Tifani Ningrum SW</td><td>Putri Andani</td><td>Dina Gusti Maulana</td></tr><tr><td>Eka Suhendra</td><td>Dani Kurniawan</td><td>Agus Firmansyah</td><td>Eka Suhendra</td></tr></table>	JADWAL JAGA STAND APRIL DAN MEI					JAM	MARE				RABU	KAMIS	JUMAT	SABTU	10.00 - 16.00	Ranta Uli Manalu	Putri Andani	Ranta Uli Manalu	Tifani Ningrum SW	Afrida Namora Harahap	Agus Firmansyah	Afrida Namora Harahap	Dani Kurniawan	Tifani Ningrum SW	Dina Gusti Maulana	Dina Gusti Maulana	Putri Andani	Dani Kurniawan	Eka Suhendra	Eka Suhendra	Agus Firmansyah	16.00 - 22.00	Putri Andani	Ranta Uli Manalu	Tifani Ningrum SW	Ranta Uli Manalu	Agus Firmansyah	Afrida Namora Harahap	Dani Kurniawan	Afrida Namora Harahap	Dina Gusti Maulana	Tifani Ningrum SW	Putri Andani	Dina Gusti Maulana	Eka Suhendra	Dani Kurniawan	Agus Firmansyah	Eka Suhendra	Attended a coordination meeting with the Corcom event team to prepare for the upcoming Expo in Pelalawan, discussing event planning, content needs, and team responsibilities.
JADWAL JAGA STAND APRIL DAN MEI																																																		
JAM	MARE																																																	
	RABU	KAMIS	JUMAT	SABTU																																														
10.00 - 16.00	Ranta Uli Manalu	Putri Andani	Ranta Uli Manalu	Tifani Ningrum SW																																														
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	Dani Kurniawan	Eka Suhendra	Eka Suhendra	Agus Firmansyah																																														
16.00 - 22.00	Putri Andani	Ranta Uli Manalu	Tifani Ningrum SW	Ranta Uli Manalu																																														
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	Eka Suhendra	Dani Kurniawan	Agus Firmansyah	Eka Suhendra																																														
4.	Permission	Permission																																																
5.	Permission	Permission																																																


Days : Monday – Friday  
 Date : October, 14<sup>th</sup> – 18<sup>th</sup> 2024



Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	




No	ACTIVITIES	DESCRIPTION
1.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
2.		Participated in handling an internal company case at the Pelalawan Police Department (Polres Pelalawan), assisting the team in coordinating and supporting the resolution process.

3.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
4.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
5.	Sick	Sick

Days : Monday – Friday  
Date : October, 21<sup>st</sup> – 25<sup>th</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	


No	ACTIVITIES	DESCRIPTION
1.		Participated in the process of handling an internal company case at the Pangkalan Kerinci Police Sector (Polsek), supporting the team in coordination and ensuring proper case follow-up.
2.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.



3.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
4.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
5.		Joined the police in conducting a crime scene investigation (olah TKP) at the Pelalawan Estate, assisting in documentation and supporting the coordination between the company and law enforcement.




Days : Monday – Friday  
Date : October, 28<sup>th</sup> – November, 1<sup>st</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.	Sick	Sick
2.		Conducted a visit to APRIL Group as part of a company engagement activity, aimed at observing operations, building professional insights, and strengthening inter-company relations.

3.		Performed data entry tasks to support administrative accuracy and ensure updated records within the department's system.
4.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
5.	Permission	Permission


Days : Monday – Friday  
 Date : November, 4<sup>th</sup> – 8<sup>th</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.	Permission	Permission
2.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.

3.		Participated in Sagu Hati process in Situgal Village, Kuantan Singingi, supporting the team in community engagement and helping ensure smooth communication and resolution with local stakeholders.
4.		Assisted the legal team in checking and reviewing documents to ensure their completeness, accuracy, and compliance with company policies and legal standards.
5.	Sick	Sick


Days : Monday – Friday  
 Date : November, 11<sup>th</sup> – 15<sup>th</sup> 2024

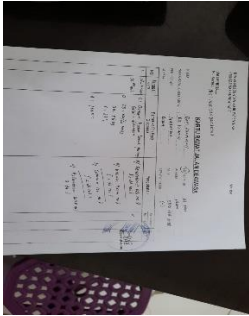

Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	

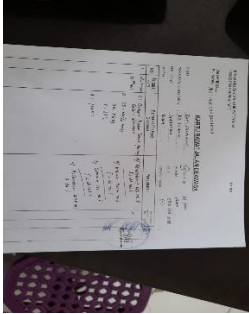


No	ACTIVITIES	DESCRIPTION
1.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
2.	Sick	Sick

3.		Joined the field team to handle a company-related case in Kuantan Singingi Regency, assisting in coordination, documentation, and communication with relevant local parties.
4.	Permisson	Permission
5.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.

Days : Monday – Friday  
 Date : November, 18<sup>th</sup> - 22<sup>nd</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.		Experienced a high fever, requiring rest and temporary pause from daily internship activities to recover and maintain health.
2.		Experienced a high fever, requiring rest and temporary pause from daily internship activities to recover and maintain health.

3.		<p>Experienced a high fever, requiring rest and temporary pause from daily internship activities to recover and maintain health.</p>
4.		<p>Participated in the process of handling an internal company case at the Pangkalan Kerinci Police Sector (Polsek), supporting the team in coordination and ensuring proper case follow-up.</p>
5.		<p>Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.</p>




Days : Monday – Friday  
 Date : November, 25<sup>th</sup> – 29<sup>th</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.		Experienced diarrhea, which required medical attention and a short break from internship duties to focus on recovery and health management.
2.		Performed data entry tasks to support administrative accuracy and ensure updated records within the department's system.

3.	Day Off (Pilkada)	Day Off (Pilkada)
4.	Sick	Sick
5.	Sick	Sick


Days : Monday – Friday  
 Date : December, 2<sup>nd</sup> – 6<sup>th</sup> 2024



Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	




No	ACTIVITIES	DESCRIPTION
1.	Sick	Sick
2.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.

3.	Sick	Sick
4.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.
5.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.


Days : Monday – Friday  
Date : December, 9<sup>th</sup> – 13<sup>th</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	



No	ACTIVITIES	DESCRIPTION
1.		Assisted the legal team in checking and reviewing documents to ensure their completeness, accuracy, and compliance with company policies and legal standards.
2.		Participated in the process of handling an internal company case at the Pangkalan Kerinci Police Sector (Polsek), supporting the team in coordination and ensuring proper case follow-up.

3.		Performed data entry tasks to support administrative accuracy and ensure updated records within the department's system.
4.		Coordinated with the Kuantan Singingi Police Department (Polres) to support the handling of a company-related case, ensuring smooth communication and proper follow-up between both parties.
5.		Coordinated with the Pelalawan Police Subsector (Polsubsektor) to assist in case-related matters, ensuring proper communication and alignment between company procedures and local law enforcement.

Days : Monday – Friday  
 Date : December, 16<sup>th</sup> – 20<sup>th</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	


No	ACTIVITIES	DESCRIPTION
1.	Sick	Sick
2.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.

3.		Conducted a negotiation in Pekanbaru, representing the company's interests and supporting the resolution of matters through effective communication and mutual agreement with involved parties.
4.	Sick	Sick
5.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.



Days : Monday – Friday  
 Date : December, 23<sup>rd</sup> – 27<sup>th</sup> 2024


Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	

No	ACTIVITIES	DESCRIPTION
1.	Sick	Sick
2.		Conducted a cross-check of the operational expense report to ensure accuracy and compliance with internal financial procedures.

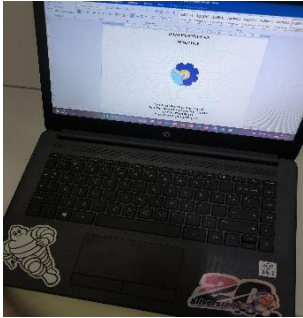
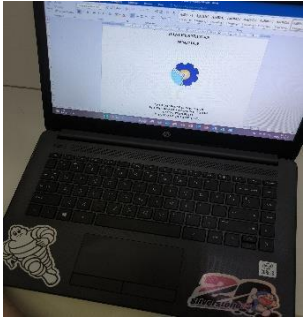
3.	Day Off (Christmas)	Day Off (Christmas)
4.	Day Off (Christmas)	Day Off (Christmas)
5.	Sick	Sick

Days : Monday – Friday


Date : December, 30<sup>th</sup> 2024 – January, 3<sup>rd</sup> 2025

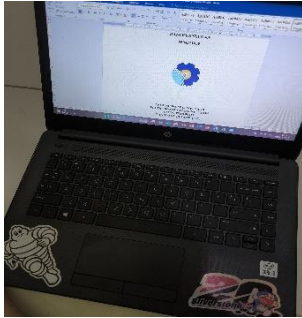
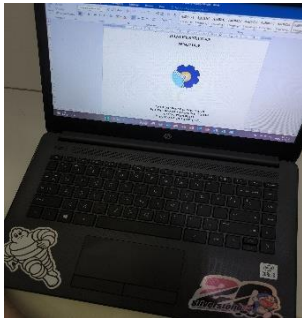
Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	

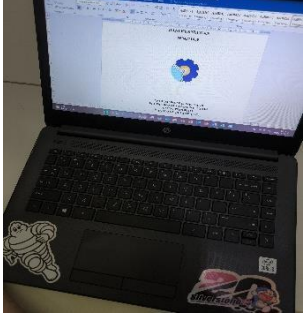

No	ACTIVITIES	DESCRIPTION
1.	Alpa	Alpa
2.	Alpa	Alpa

3.	Day Off (New Year)	Day Off (New Year)
4.		Prepared the final internship report (KP report), summarizing all activities, experiences, and key learnings throughout the internship period, as well as reflecting on contributions made to the assigned department.
5.		Prepared the final internship report (KP report), summarizing all activities, experiences, and key learnings throughout the internship period, as well as reflecting on contributions made to the assigned department.

Days : Monday – Friday  
 Date : January, 6<sup>th</sup> – 9<sup>th</sup> 2025

Notes by Industrial Coach:	Task Assignor	Signature
	Satria Dewi Chandra	

No	ACTIVITIES	DESCRIPTION
1.		Prepared the final internship report (KP report), summarizing all activities, experiences, and key learnings throughout the internship period, as well as reflecting on contributions made to the assigned department.
2.		Prepared the final internship report (KP report), summarizing all activities, experiences, and key learnings throughout the internship period, as well as reflecting on contributions made to the assigned department.

3.		<p>Prepared the final internship report (KP report), summarizing all activities, experiences, and key learnings throughout the internship period, as well as reflecting on contributions made to the assigned department.</p>
4.		<p>Delivered a presentation of the internship (KP) report at the company, outlining key activities, findings, and contributions during the internship period, and sharing insights gained with supervisors and team members.</p>

## Appendix 7: Revision List



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>, Email : [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

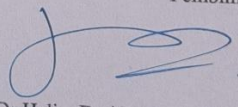
### KARTU BIMBINGANKERJA PRAKTIK (KP)

NAMA : Dani Kurniawan  
NIM : 5504211039  
Dosen : Dr Halim Dwi Putra, S. Pd., M. AB  
Perusahaan/Instansi : PT. Riau Andalan Pulp and Paper (RAPP)

















































No.	Tanggal	Revisi	Paraf Pembimbing
1	13-01-2025	Chapter I	f
2	16-01-2025	Chapter I	f
3	17-01-2025	Chapter II	f
4	20-01-2025	Chapter III	f
5	21-01-2025	Appendix	f

Bengkalis, 21 Januari 2025

















































Pembimbing KP

















































  
Dr Halim Dwi Putra, S. Pd., M. AB  
NIP. 198307112014041001

















































## Appendix 8: Logbook of Activity in SIAKAD

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Kamis, 9 Januari 2025	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Presentasi laporan KP	  
2	Rabu, 8 Januari 2025	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Membuat Laporan KP	  
3	Selasa, 7 Januari 2025	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Membuat Laporan KP	  
4	Senin, 6 Januari 2025	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Membuat Laporan KP	  
5	Jumat, 3 Januari 2025	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Membuat Laporan KP	  
6	Kamis, 2 Januari 2025	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Membuat Laporan KP	  
7	Rabu, 1 Januari 2025	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Day Off	  
8	Selasa, 31 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Alpa	  
9	Senin, 30 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Alpa	  
10	Jumat, 27 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
11	Kamis, 26 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Day Off	  
12	Rabu, 25 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Day Off	  
13	Selasa, 24 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
14	Senin, 23 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
15	Jumat, 20 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
16	Kamis, 19 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  






















































17	Rabu, 18 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Turun Kelapangan	  
18	Selasa, 17 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
19	Senin, 16 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
20	Jumat, 13 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Turun Kelapangan	  
21	Kamis, 12 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Turun Kelapangan	  
22	Rabu, 11 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
23	Selasa, 10 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Turun Kelapangan	  
24	Senin, 9 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
25	Jumat, 6 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
26	Kamis, 5 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
27	Rabu, 4 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
28	Selasa, 3 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
29	Senin, 2 Desember 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
30	Jumat, 29 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
31	Kamis, 28 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
32	Rabu, 27 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Day Off	  

33	Selasa, 26 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
34	Senin, 25 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
35	Jumat, 22 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
36	Kamis, 21 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Turun Kelapangan	  
37	Rabu, 20 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
38	Selasa, 19 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
39	Senin, 18 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
40	Jumat, 15 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
41	Kamis, 14 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Izin	  
42	Rabu, 13 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Menangani Kasus	  
43	Selasa, 12 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
44	Senin, 11 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
45	Jumat, 8 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
46	Kamis, 7 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
47	Rabu, 6 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sagu hati	  
48	Selasa, 5 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  

49	Senin, 4 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Izin	  
50	Jumat, 1 November 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Izin	  
51	Kamis, 31 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
52	Rabu, 30 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Mengisi Logbook	  
53	Selasa, 29 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Visit	  
54	Senin, 28 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
55	Jumat, 25 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Turun kelapangan	  
56	Kamis, 24 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
58	Selasa, 22 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
59	Senin, 21 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Mengikuti proses menangani kasus	  
60	Jumat, 18 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
61	Kamis, 17 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
62	Rabu, 16 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
63	Selasa, 15 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Mengikuti proses BAP	  
64	Senin, 14 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
65	Jumat, 11 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Izin	  



66	Kamis, 10 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Izin	  
67	Rabu, 9 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Meeting	  
68	Selasa, 8 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Ekspedisi ke Mill	  
69	Senin, 7 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
70	Jumat, 4 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Alpa	  
71	Kamis, 3 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
72	Rabu, 2 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Alpa	  
73	Selasa, 1 Oktober 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sagu Hati	  
74	Senin, 30 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Ekspedisi ke Mill	  
75	Jumat, 27 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
76	Kamis, 26 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
77	Rabu, 25 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Sakit	  
78	Selasa, 24 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
79	Senin, 23 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di WLS	  
80	Jumat, 20 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Alpa	  
81	Kamis, 19 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Mengedit Konten	  

82	Rabu, 18 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Kegiatan sharing session di SMK Dayun	  
83	Selasa, 17 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Perkenalan di departemen WLS	  
84	Senin, 16 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Day off	  
85	Jumat, 13 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Pembagian Departemen	  
86	Kamis, 12 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di Corcom	  
87	Rabu, 11 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Intern di Corcom	  
88	Selasa, 10 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Tanda tangan perjanjian magang dan pembagian ID Card	  
89	Senin, 9 September 2024	198307112014041001 – Dr. HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPhRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211039 – Dani Kurniawan	Safety Induction & Security Induction	