

**APPRENTICESHIP
PT. MAHARANI PRIMA
DURI-RIAU**



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LANGUAGE ENGLISH DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS
2025**

**APPROVAL SHEET
APPRENTICESHIP REPORT
PT. MAHARANI PRIMA
DURI-RIAU**

Written as one of the condition for completing apprenticeship

IMELDA TIO ZEPANYA SITOMPUL

5203221163

Duri, May 22nd 2025

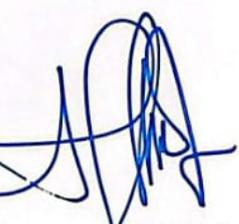
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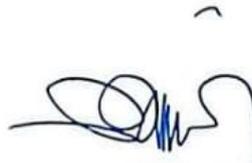
ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of Imelda Tio Zepanya Sitompul Reg. Number 5203221163 who has done the apprenticeship at PT. Maharani Prima Duri started from January 20th to – May 23rd 2025. This report is used for partial fulfillment 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 had been made.

Bengkalis, July 01st 2025

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Bengkalis, June 24th 2025

IMELDA TIO ZEPANYA SITOMPUL

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a job training process, so that students have experience and know about the world of work before they enter, then they will already know and channel the knowledge they gain into the world of work. The State Polytechnic of Bengkalis is one of the vocational higher education institutions that we believe is located on Bengkalis Island, on street Bathin Alam, Sungai Alam, which was founded in 2000. State Polytechnic of Bengkalis consists of eight departments, namely Naval Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Information Technology, Languages, and Maritime Affairs Department. Each department has its own competencies that are needed in the industries.

One of the requirements for the students to fulfill their study in State Polytechnic of Bengkalis is taking an apprenticeship program in industries. The apprenticeship program is carried out by the students after they have completed six semesters of their study.

In this case, the author took an apprenticeship program at PT. Maharani Prima which is located in Duri for about five months started from January 20th up to May 23rd, 2025.

Through this report, all the details related to the company and activities done during the program are described systematically.

1.2 Purpose of Apprenticeship

The purposes of the apprenticeship program which was done at PT. Maharani Prima are as follows :

1. To find out the main of jobs done at the PT. Maharani Prima especially at the Department of Health, Safety, Environment (HSE).
2. To find out have to handle the jobs available at the Department of HSE of PT. Maharani Prima.

3. To find out working procedure carried out during the apprenticeship at PT. Maharani Prima.

1.3 Significance of the Apprenticeship

The significances of the apprenticeship program at PT. Maharani Prima can be explained in the follow three aspects :

1.3.1 Significance for the Appreptic

For the apprentice, this program is a useful media to apply the theories lerned during the study at campus into a real practice.

1.3.2 Significance for State polytechnic of Bengkalis

For the State Polytechic of Bengkalis, this program can build cooperation and link and match between campus and industries.

1.3.1 Significance for the Company

For the company, this program can help them in handling the daily work of student staff.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

2.1.1 PT. Maharani Prima

PT. Maharani Prima is an EPCC (Engineering Procurement Construction & Commissioning) Company based in Jakarta, Indonesia and PT Maharani Prima also has a branch on Jl. Bathin. B Batuah Gg. Jhonson No.5, Pematang Pudu, Mandau Subdistrict, Bengkalis Regency, Riau 28784. It was formed in 2012 which had expertise in Wellpad Preparation, Mining & Hauling, Piping & Meterinf, Power Plant and Power Distribution. PT. Maharani Prima offers innovative EPCC solution and capability to deliver on scope, on quality, on schedule, on time, on safety, on quality, and on the budget in all of our projects. PT. Maharani Prima combined the advantages of incorporating the operational experience of design, engineering phase, construction, and commissioning, gives Maharani Prima the ability to offer a comprehensive added value-engineered construction capability to clients. Our technical EPCC solutions come with the ability to manage a large workforce across diverse locations in challenging tasks and environments.



Figure 2.1 The office and logo of PT. Maharani Prima, Duri

2.2 Vision And Mission

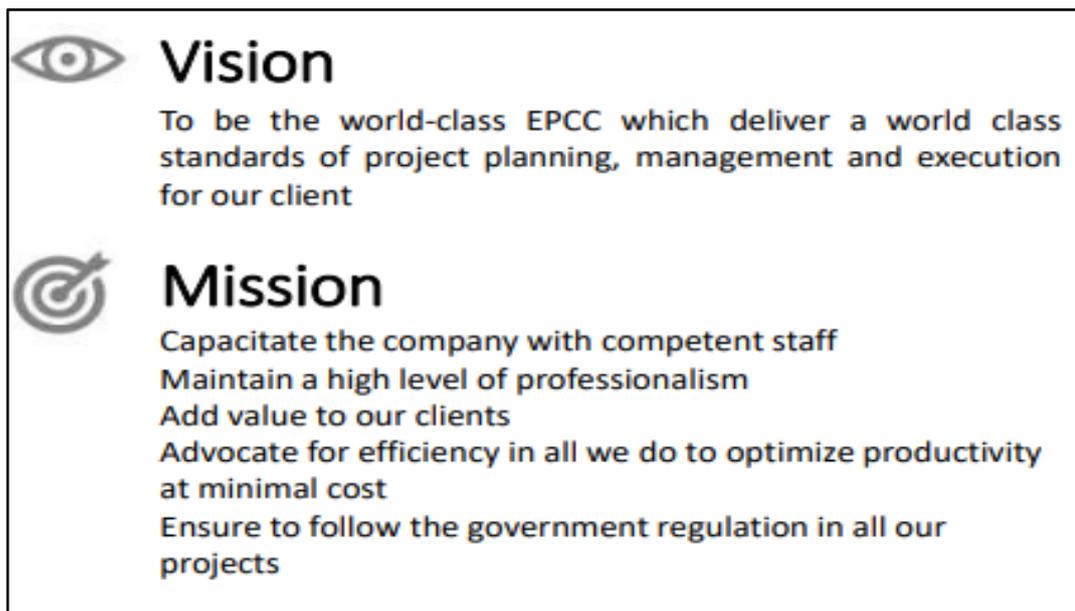
There were several visions and missions at the PT. Maharani Prima.

2.2.1 Vision

To become the world-class EPCC which deliver a world class standards of project planning, management and execution for our client.

2.2.2 Mission

Capacitate the company with competent staff. Maintain a high level of professionalism. Add value to our clients. Advocate for efficiency in all we do to optimize productivity at minimal cost . Ensure to follow the government regulation in all our projects.



Source: PT. Maharani Prima

Figure 2.2 Company Vision and Mission

In order to achieve the company's Vision and Mission, PT Maharani Prima established 4 (fourth) company core values with the initials " 4 On", namely, values that will shape the work culture in shaping and determining the character of the company, as well as providing direction. In behavior in decision making, both for Management and all employees of PT. Maharani Prima.

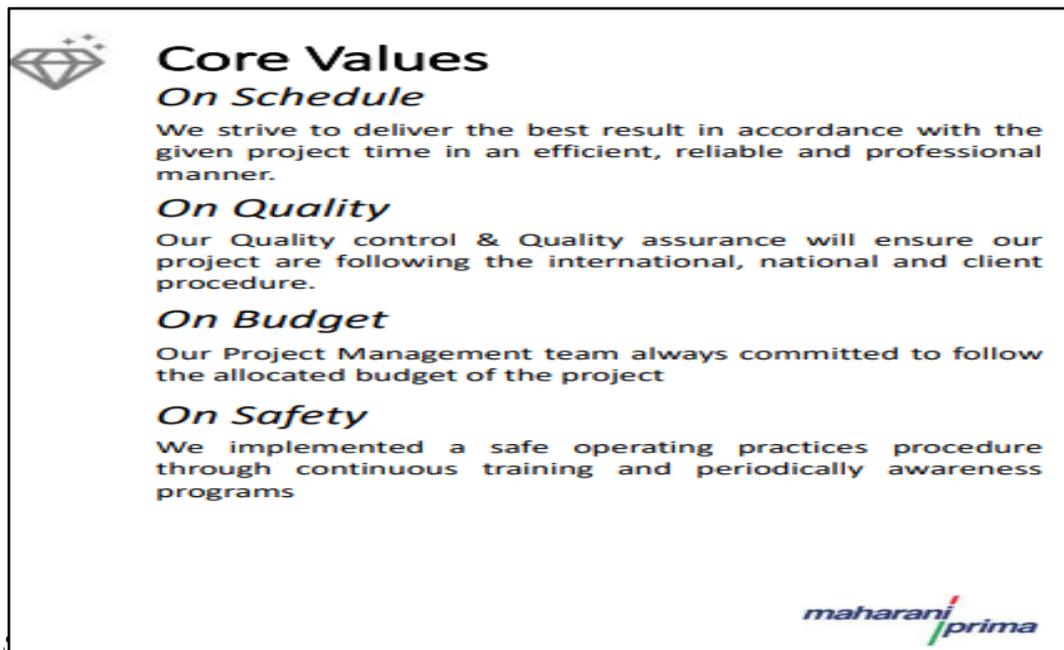


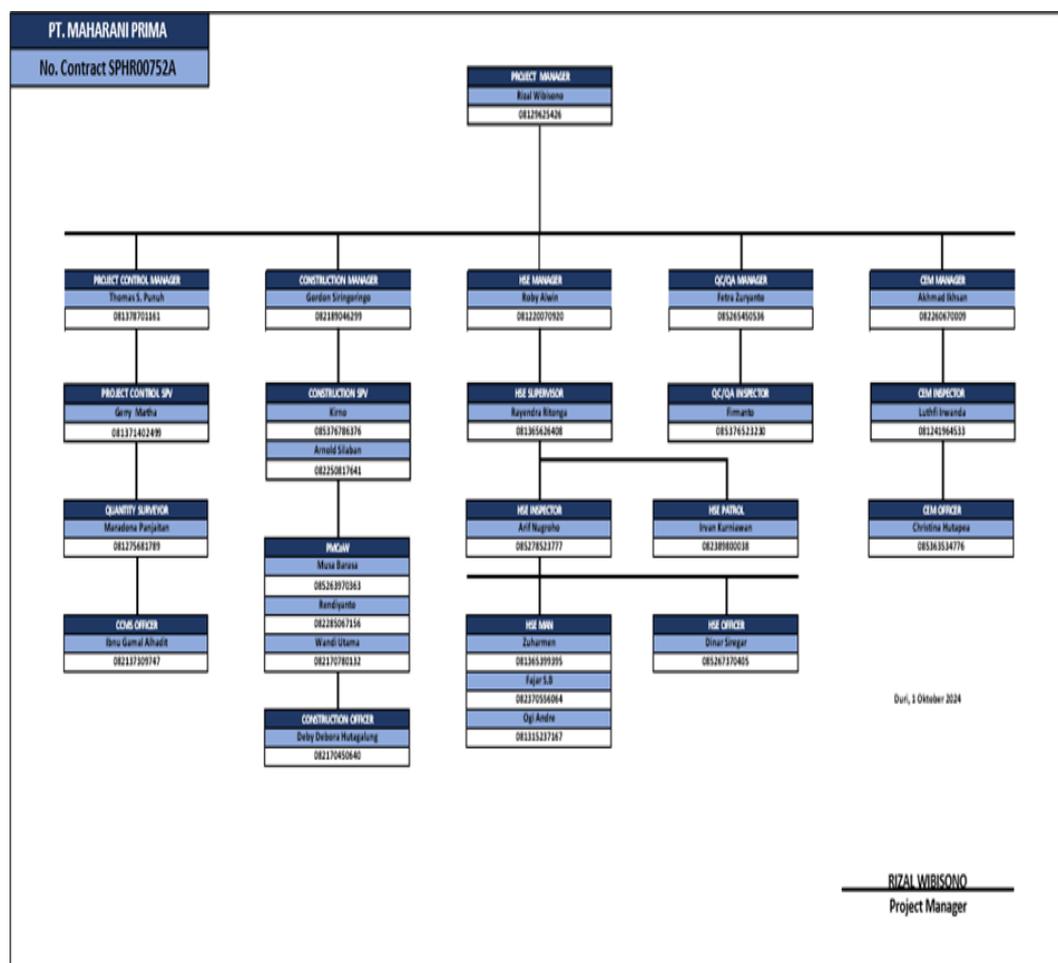
Figure 2.3 Company Values

1. ***On Schedule***
We strive to deliver the best result in accordance with the given project time in an efficient, reliable and professional manner.
2. ***On Quality***
Our Quality control & Quality assurance will ensure our project are following the international, national and client procedure.
3. ***On Budget***
Our Project Management team always committed to follow the allocated budget of the project.
4. ***On Safety***
We implemented a safe operating practices procedure through continuous training and periodically awareness programs.

2.3 Organization Structure of The Company

Organizational structure is an arrangement used to define tasks, positions and relationships within an organization in a company.

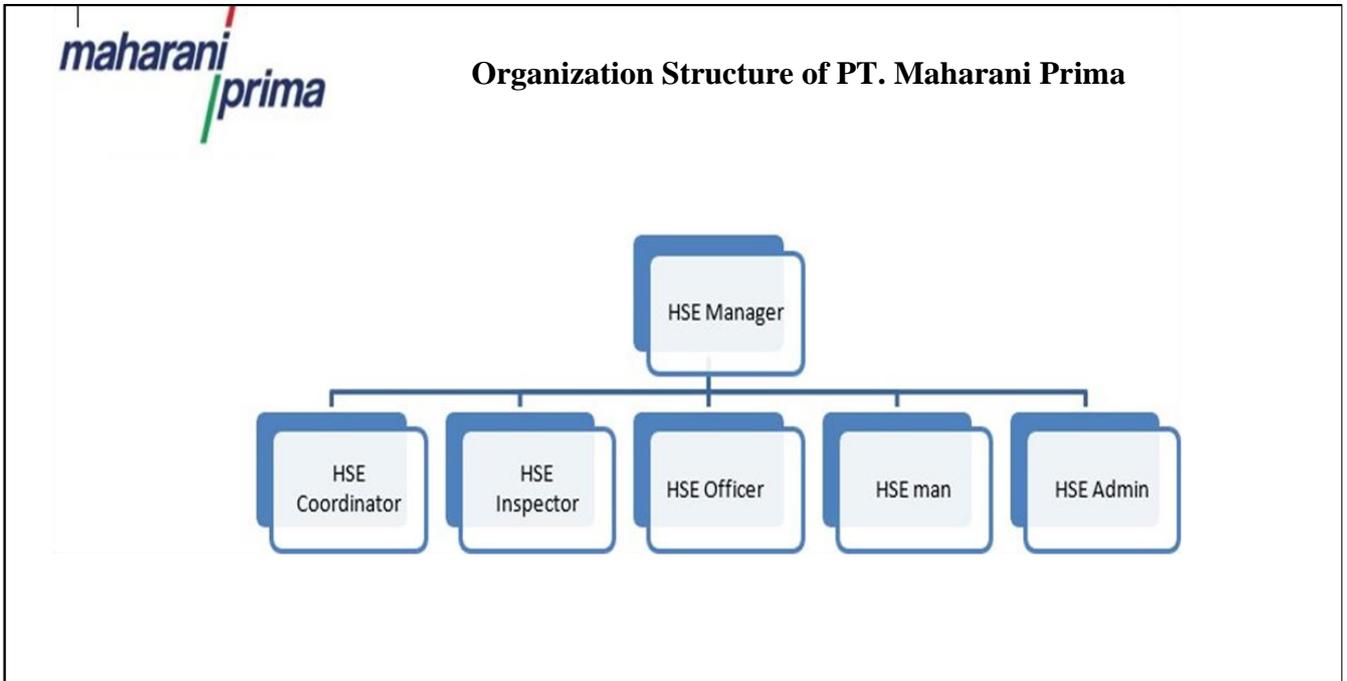
The author completed 5 months of practical work at PT. Maharani prima an apprenticeship from January 20th up to May 23rd 2025. Apprenticeship are carried out in the Health, Safety, and Environment (HSE) department. The organizational structure of PT Maharani Prima can be seen below:



Source: PT. Maharani Prima

Figure 2.4 Organization Structure of PT. Maharani Prima

Organization Structure of HSE Department



Source: PT. Maharani Prima

Figure 2.5 Organization Structure of HSE Department

2.4 The Duty and Responsibility

The main responsibility for HSE is held by the Top Management of the company in this case the President Director of PT Maharani Prima as the person responsible for ensuring that the HSE management system is implemented properly and in accordance with the requirements in the PT Maharani Prima Job Site Area. In the implementation of this work project, PT Maharani Prima made a responsibility from the top management level to the work executor, among others as follows:

1. President Director

The President Director is the highest leader in the company who is fully responsible for all operational, financial and strategic aspects of the company in accordance with established policies. Apart from that, there are also several other duties of a president director :

- A. Leading the company and overseeing the smooth running of the company in accordance with the objectives and policies that have been determined.
- B. Responsible for the Company's progress and coordinate all Company activities Establish Company policies
- C. Oversee the operating strategy of all business units of the company in order to fulfil the wishes of the employer Ensure that the principles of corporate governance are properly implemented.
- D. Ensure the implementation of work safety laws.
- E. Ensure that all HSE provisions related to the work by PT Maharani Prima are informed and in accordance with the rules, standards and procedures of PT Pertamina Hulu Rokan.
- F. Carry out Management Walkthrough to discuss HSE issues that may occur during the work and ensure HSE requirements are met.

2. Project Manager

Project managers are responsible for planning, organising, executing, controlling, and completing a project. They ensure the project is completed on time, within budget, and meets the set objectives. The following are their duties and responsibilities:

- A. Overall responsibility and accountability for safety, health and environmental issues.
- B. Ensure that the procedures and work instructions outlined by PT Maharani Prima for the HSE management system in this project are properly implemented.
- C. Act as Emergency Team Leader in case of site emergencies
- D. Check and ensure that the field of HSE is regularly discussed among project personnel including visitors and Subcontractors Comply with applicable work permit procedures and operating procedures
- E. Take corrective and preventive action against any deficiencies or weaknesses in the procedures and their implementation.

- F. Ensure that all recommended preventive and corrective actions based on non-conformance findings from HSE reports Must review and approve site HSE training programmes
- G. Check and ensure compliance with employer regulations and applicable Republic of Indonesia laws and regulations Ensure that the HSE performance targets set by PT Maharani Prima for the project are achieved.

3. Construction Manager

A construction manager has the responsible to managing and overseeing the entire construction process, from planning to execution, ensuring the project is completed on time, within budget, and meets established quality standards.

The following are some of the other construction manager responsibilities, including:

- A. Overall responsible and accountable for the Safety, Health and Environmental issues that exist throughout the job site.
- B. Ensure that all procedures and work instructions outlined in the project HSE policy against the HSE management system are properly implemented at the project site.
- C. Ensure compliance with applicable Employer Regulations and Republic of Indonesia Laws and Regulations. Ensure that the identification of hazards, use of PPE, as well as its regular maintenance at the project site.
- D. Ensure that the work has a valid permit and is performed in accordance with the Job Safety Analysis (JSA) and operating procedures. Act as SIKKA approver in the position of job supervisor.
- E. Report any incidents at the project site Actively make Safety Observations.
- F. Ensure that all construction activities comply with HSSE codes/standards and HSE procedures Perform recommended preventive and corrective actions based on HSE report findings.
- G. Ensure that all workers involved in construction activities including Subcontractors comply with all HSE requirements and regulations agreed on the project.

3.1 Construction Supervisor

Construction supervisor's duties include:

- A. Determine steps to prevent problems from occurring and also find solutions to any problems in the field.
- B. Develop alternative options mainly in selecting the resources needed in the project.
- C. Coordinate all tasks and activities of staff under him so that the project is completed exactly as planned.
- D. Coordinate all resource needs in the project as well as working groups to work according to their duties and responsibilities.
- E. This control is important in the group as well as in the project work Collect data on the progress of the project work carried out.
- F. See if there are any deviations between the existing work results and the company's work plan.
- G. If there are deviations, then the supervisor is obliged to analyse the causes and find solutions to all errors that may occur in the construction project.

3.2 FOREMAN / Personal Managing Control Of Work (PMCOW)

Foreman/ Personal Managing Control Of Work is responsible for supervising and managing daily work. The following are some of the duties of a foreman, including:

- A. Understand the planned scope of work, including work procedures and conditions.
- B. Review Planning Phase Hazard Analyses (PPHA).
- C. Create, evaluate, and document on-site JSA.
- D. Create and/or assist in the preparation of permits (GPTW, HW, etc.) and work plans (liftplan, excavation plan, IHE plan etc.)
- E. Ensure implementation of construction document requirements in line with approved working documents (PTW, SYLA/SWC, SOP, SRP, ITP, Lift Plan, Excavation Plan, IHE Plan etc.)

- F. Communicate scope of work, potential hazards, mitigations, permit conditions/work plans to the work crew.
- G. Ensure equipment, tools and vehicles used are in good condition and fit for use in accordance with applicable regulations.
- H. Monitor the workplace to ensure the work area is safe and fit for duty for the work team
- I. Co-operate and coordinate with all parties (PHR, JPK, Internal Work Partners) to ensure the work proceeds in accordance with the planned Quality, time, cost and safety.
- J. Facilitate work closure (i.e. learning discussion, work permit closure, etc.)
- K. Understand when to stop work (SWA / SSWA).

4. Hes Manager

Hes Manager plays an important role in creating a safe, healthy and environmentally friendly work environment for all parties involved in the company. The following are some of the other Hes Manager responsibilities, including:

- A. Carry out HSE inspections during work progress Carry out quality checks of the work environment.
- B. Recap and monitor safety observations during the work and report to the Project Manager and HSE PT Pertamina Hulu Rokan.
- C. Coordinate the implementation of emergency drills during the work and coordinate the implementation plan with HSE PT Pertamina Hulu Rokan.
- D. Document all records of HSE work plans that have been implemented Carry out Ongoing Assessment (PB) and Final Assessment (PA).
- E. Check and review and compile HSE activity reports from Officers in his/her area.
- F. Act as Emergency Team Leader in case of site emergency.
- G. Identify project specific requirements from statutory bodies.
- H. Formulate HSE Plan for implementation.
- I. Analyse and investigate works believed to be unsafe and decide on solutions
- J. Coordinate with project HSE personnel and PT Pertamina Hulu Rokan.

- K. Assist the project manager in maintaining document reliability by reviewing HSE procedures in the field as necessary.
- L. Develop new HSE procedures according to field needs.
- M. Ensure that HSE policies are properly implemented in his/her area.
- N. Ensure the achievement of HSE targets in his/her area.
- O. Monitoring and evaluating the HSE Programme in accordance with the HSE plan that has been established in his/her area.
- P. Conduct regular HSE meetings
- Q. Ensure HSE training is provided to all personnel.
- R. Ensure that all project activities are conducted in a safe manner and fulfil HSE regulations.
- S. Know the scope of work of the project under policy, both the overall project scope and the HSE itself.
- T. Analyse HSE training needs for workers based on their duties and responsibilities.
- U. Ensure that project activities are carried out in accordance with the HSE Plan.
- V. Ensure that workers are fit to work as evidenced by MCU and DCU results before starting work.

4.1 Hes Coordinator

Hes Coordinator is responsible for managing, coordinating and ensuring that all aspects of health, safety and the environment are fulfilled and helps prevent work accidents and environmental impacts. The following are some of the other Hes Coordinator responsibilities, including:

- A. Make and distribute HSE procedures, report HSE procedures to the HES Manager
- B. Check and review and compile reports on HSE activities in his/her area.
- C. Assist the project manager in maintaining document reliability by reviewing HSE procedures in the field if needed. Develop new HSE procedures according to field needs.
- D. Ensure that HSE policies are properly implemented in his/her area. Ensure the achievement of HSE target.

- E. Monitoring and evaluating the HSE Programme in accordance with the HSE
- F. plan that has been established Planning the implementation of MWT and emergency drill.
- G. Coordinate with JPK and PHR HSE Personnel
- H. Establish and lead the implementation of a safety programme that includes at least a policy statement, employee orientation on safety, and safety training for the performance of construction work.
- I. Ability to prepare, develop and implement Contractor's HSE procedures and regulations based on the Company's HSE procedures and regulations.
- J. Accept responsibility to ensure the system is implemented across all sections/functions.
- K. Responsible together with the team to audit the system and report to the Management Representative
- L. Responsible for carrying out communication with external parties.
- M. Responsible for evaluating the hazards of existing or new processes and for minimising the risks.
- N. Responsible for establishing and developing emergency response plans
- O. Authorised to issue accident reports, non-conformance reports and corrective actions.
- P. Monitoring employees who have suffered accidents and occupational diseases
- Q. Assist the Emergency Response Task Force Team in the event of an emergency.
- R. Socialise to all workers about work safety and emergency management equipment Monitor compliance with the use of APD, APD eligibility, and APD distribution according to worker needs.

4.2 HES Inspector

The following are the duties and responsibilities of the HES inspector:

- A. Routine Inspections: Safety Inspectors conduct routine inspections to identify potential hazards, risks, and conditions that have the potential to cause accidents, injuries, or health problems in the workplace. They test physical conditions, tools, materials, and work processes. Then, routine inspections are also conducted thoroughly in the workplace, industrial facility, or project construction to ensure worker safety and health and monitor compliance with applicable safety standards.
- B. Identification of Safety Violations: Safety Inspectors may conduct investigations into accidents or safety incidents that occur to determine the cause and find solutions to prevent similar incidents in the future. They will then provide recommendations and suggestions for improvements or corrective actions needed to improve safety and reduce the risk of workplace hazards.
- C. Education and Training: Safety Inspectors assess and rate a company or organisation's compliance with applicable safety regulations, industry standards and codes. They ensure that safety procedures and practices are properly followed. They also provide counselling and training to workers and management on proper safety practices, the use of personal protective equipment, and other precautions.
- D. Accident Investigation: Investigate accidents or safety incidents that occur to determine the cause and find solutions to prevent similar incidents in the future. So if an accident or other safety incident occurs, the Safety Inspector immediately conducts an investigation to find out the cause.

4.3 Hesman

The following are the duties and responsibilities of the hesman:

- a. Conduct workplace inspections, to ensure the workplace is in a safe condition.
- b. Conduct OHS interventions, to observe unsafe behaviours.
- c. Actively participate in safety toolbox meetings and provide input on OHS issues in the field.
- d. Participate in extinguishing fires in the event of a fire.

- e. Report immediately to the safety officer/supervisor if an accident occurs. Provide support or assistance to the investigation team.
- f. Ensure that the OHS programme is effectively implemented. By doing so, losses and accidents can be avoided. Prevent any action that could cause a work accident to occur
- g. Checking and controlling so that it remains safe and company losses can be avoided.

4.4 Hes Admin

Hes admin is assists HSE Officer in carrying out administrative tasks such as compiling HSE documents, making reports, and preparing HSE training activities. Here are some typical duties that all Hes admin do:

- A. Provide safety health and environment forms that are needed
- B. Prepare daily, weekly and monthly HSE reports and send to relevant agencies
- C. Archiving and maintaining files related to safety
- D. Collecting lagging and leading indicator data
- E. Distribute and organise announcements, safety messages shared by relevant agencies for dissemination Maintain confidentiality of report files, etc.
- F. Ensure the implementation of checklists -checklists run / carried out
- G. Report violations, nearmiss and accidents

5. Construction Equipment Manager

The Construction Equipment Manager is responsible for:

- A. Responsible for all functional characteristics of the equipment to be in tune, functioning and working as intended.
- B. While health and safety features, such as emergency procedures and security, are important duties of a Construction Equipment Superintendent as environmental sustainability and cost effectiveness of buildings are important considerations in the industry.
- C. Assess whether the condition of the equipment is fit for use.
- D. Identify equipment to be used in various systems
- E. Conducting tests on systems and making changes to plans if necessary
- F. Monitoring equipment after completion.

- G. Ensure that all work meets the requirements of health and safety and environmental legislation

6. QA/QC Manager

QA/QC Manager's duties include:

- A. Supervise the production process and ensure that the system is running properly
- B. Maintain and inspect production equipment
- C. Make inspection reports
- D. Responsible for testing protocol standards.

7. Project Control Manager

The following are the duties and responsibilities of the Project Control Manager:

- A. Manage Project Budget
- B. Identify project Risks
- C. Create and maintain project plans
- D. Lead and manage the project team
- E. As a Communication Bridge between Top Management of Working Partners with JPK and PHR.

7.1 Project Control Supervisor

Here are some typical duties that all project control supervisor do:

- A. Identify and resolve issues that arise during project implementation.
- B. Communicate project status to stakeholders on a regular basis, both verbally and in writing.
- C. Ensure that the project is carried out with quality in accordance with predetermined standards.
- D. Make predictions regarding the cost of the project being worked on.

7.2 Quantity Surveyor

The following are some of the duties of a quantity surveyor, including:

- A. Provide a preliminary cost estimate of a project
- B. Design costs including investment estimates for a project
- C. Design cash flow and value analysis Procurement and tender process.
- D. Prepare tender documents. Evaluate tender results Prepare financial reports and interim payments.

- E. Prepare final financial report and settlement in case of dispute on contract documents.
- F. Carry out project management
- G. Provide briefings on project implementation.

8. HRD

HRD's duties include:

- A. Programme planning and workforce planning
- B. Organising Recruitment and Selection Providing Training and Development Compensation and Benefits
- C. Collecting Administrative Data
- D. Organising Employee Evaluation.

9. Site Engineer – supervisor

The following are some of the other Hes Coordinator responsibilities, including:

- A. An Engineer is responsible for all the functional characteristics of a building so that they harmonise, function and perform as intended.
- B. Whilst health and safety features, such as emergency procedures and security, are important tasks of a Project Engineer, environmental sustainability and cost-effectiveness of buildings are important considerations in the industry
- C. Design the layout of the object of work.
- D. Assess whether the existing site conditions are suitable for the object of work.
- E. Draw up plans, write and report on the progress of the work.
- F. Conducting tests on the system and making changes to the plan if necessary.
- G. Monitoring installation works and managing their maintenance after the building is completed
- H. Ensuring that all building work meets the requirements of health and safety and environmental legislation.

2.5 Document Used for Activity

There are several documents that used for activity while doing apprenticeship, such as:

1. JSA : Job Safety Analysis (JSA) is used for field hesman before starting work. This form is to indentify potential hazards in the workpalce, evaluate the risks associated with a particular task or job, and establish steps to reduce or eliminate those risks.
2. SOP : Standard Operating Procedure (SOP) is a written guidelines that regulate safe and responsible working methods in a company, with the aim of preventing accidents and occupational diseases, and protecting the environment. SOP in HSE are used to provide guidance for employees in the field in starting work, performing routine or specific tasks, and as a permit to work.
3. PTI (Pre Trip Inspection) : is a vehicle inspection form that is carried out before the operates on the road. This inspection aims to ensure that the vehicle is in good road condition and safe to use, so as to reduce the risk of accidents or damage during the trip.
4. Acces Control: is a form that contains a checklist table for inspection of security and control of facilities, such as shelter/ tents, tables, chair, document, information boards, poster/banner, warning sign, tools & other equipment.
5. Tailgate Meeting (TGM) : is a form used by PT. Maharani Prima conduct a tailgate meeting before work begins. The tailagate meeting discusses several important things such as the number and condition of employees, equipment, understanding of work environment, and other issues. This form must be completed and signed by the PMCOW/Foreman, HES supervisor, and Construction supervisor to ensure all preparations.
6. Housekeeping : is a document used to monitor and ensure cleanliness and order in work areas, aiming to reduce the risk of accidents and maintain the health and safety of employees. This form contains a checklist that covers various aspects of cleanliness, such as the condition of floors, hallways, machinery, as well as

procedures for handling waste and fire hazards.

7. First Aid Inspection (P3K) : is a document used to check the contents of the first aid kit by checking the number and adequacy of various medical equipment available. Some of the equipment listed include sterile gauze, various types of bandages, plasters, cotton, disposable gloves, mask, tweezers, flashlights, and various liquid medicines such as distilled water and povidone iodine.
8. Dump Truck Access Limit : is a form used to regulate and limit dump truck access to a location. This form can also be used as a tool to track and monitor dump truck activity at the location, as well as a basis for taking corrective action if there are violations or deviations.
9. Form daily evaluation report SSE : is a form used to evaluate daily performance or activities in the context of the Resource Management System (RMS) . This form helps in identifying, monitoring, and evaluating various aspects related to safety, security, and the environment in daily operational activities.
10. Toolbox Meeting/ toolbox talk topic: is a topic discussed in a short safety meeting. These meetings are usually held before the start of a job to discuss relevant safety topics, such as the use of personal protective equipment (PPE), specific hazards, or safe work procedures.
11. Attendance list : is a form used to record the attendance of participants in Health, Safety, Environment (HSE) activities, such as meetings, training, or other HSE related activities.
12. Stop Work Authority (SWA) : This document serves as evidence of work stoppage and reporting of unsafe conditions, as well as a record for follow up improvements. The form includes identification of the SWA holder, location of the work, safety criteria to be fulfilled, stop work measures, findings of unsafe conditions, and recommendations.
13. Reward & Punishment : is a form used to record and document the provision of rewards and sanctions to employees or individuals related to behavior and compliance with occupational Health, Safety and Environment (HSE) rules.

14. Form Purchase Request (FPR) : is a document used to submit a request to purchase goods or services related Health, Safety and Environment (HSE). This FPR serves as a formal request to the logistic or finance department to purchase items such as personal protective equipment (PPE), safety equipment, or HSE consulting services.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This chapter explains several descriptions of activities during the apprenticeship. The apprenticeship will be carried out for 5 months starting from 20 January 20th to 23rd May 2025 at PT. Maharani Prima Duri . During his internship at the company, the author was placed in Health, Safety, Environment (HSE) department.

During the apprenticeship, the department provides many opportunities for writers to complete their assignments. As well as a lot of new knowledge and experience that can be taken into the world of work. To make it clearer and easier to report activities that have been carried out, here are several descriptions of weekly activities, so that every work carried out can be reported clearly and in detail.

In Health, Safety, Environment Department (HSE), the kinds of job done including:

1. Monitoring DCU
2. Making summary mapping DCU report
3. Making monitoring watertank report
4. Making road patrol monitoring report
5. Making monitoring of road cleaning (Dress Up) report
6. Archiving HSE documents
7. Making close finding report
8. Inputting Final Evaluation (FE) audit data

3.2 System and Procedure

In this section there are several descriptions regarding the procedures for carrying out activities during the internship period. While doing approval at PT. Maharani Prima, Duri. Some of the work the author has done is as follows:

1. Monitoring DCU (Daily Check Up)

There are several steps to monitoring DCU (Daily Check Up) at HSE Department, they are : The first step was downloading all the DCU activity pictures and DCU forms for all available locations. Then,creating each location folder so that it is neat and easy to see. Next, opening excel, the names of the crews who are doing DCU. Coloring the names according to the location to make it easy to count the number of people per location. Finally, entering the number of crew per location in DCU into the summary mapping DCU report.

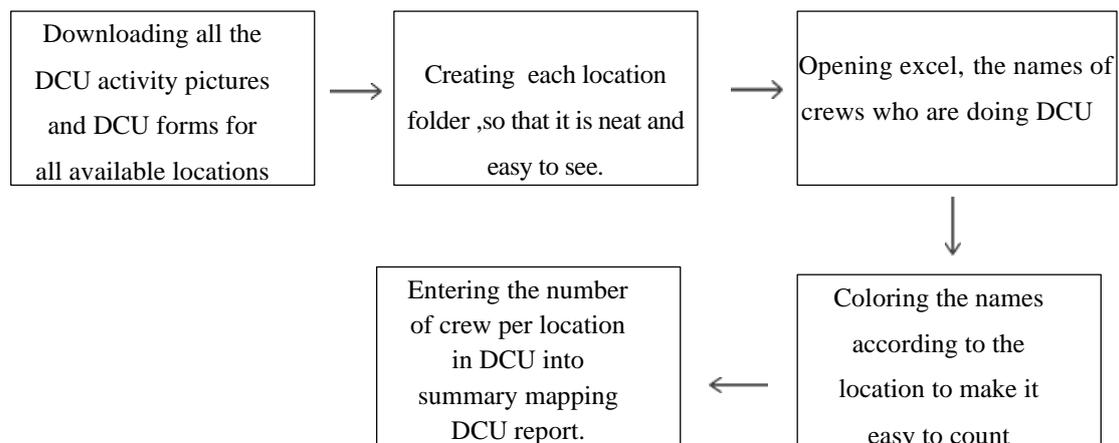


Figure 3.1. Procedure of Monitoring DCU

To make it more clear about the DCU monitoring system,it can be seen through the figure below :

Source : PT. Maharani Prima

Figure 3. 2 Screen Shoot of Monitoring DCU

2. Making Summary mapping DCU Report

There are steps to do summary mapping DCU report at HSE Department, they are : First, getting the number of crew per location in monitoring DCU. Then, opening excel Summary mapping DCU. Summary mapping DCU is where we enter the amount and divide the critical person and amount, critical person for example driver, pipe, fire watcher, welder, and rigger. After that, arranging them into a summary table. Next, entering the picture and DCU form into table and combine. Finally, if finishing we can send it via email to PHR (Pertamina Hulu Rokan).

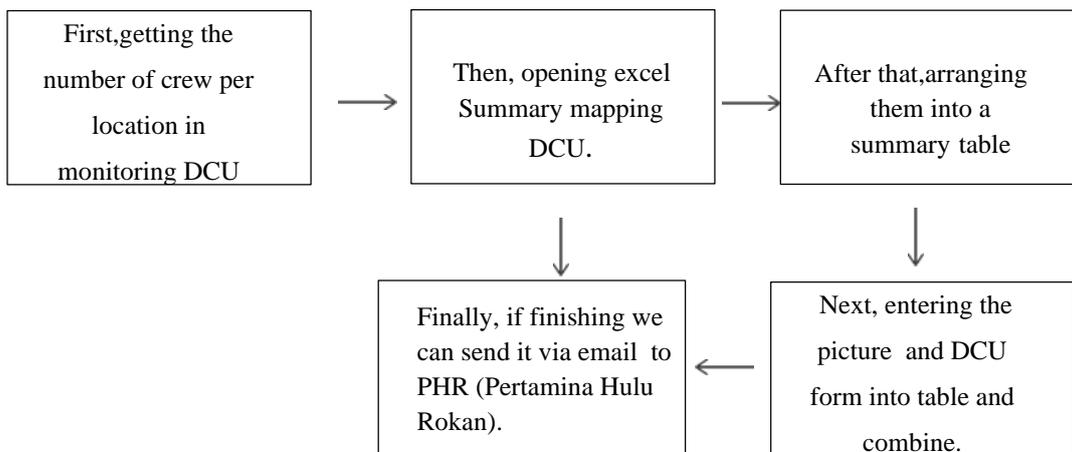
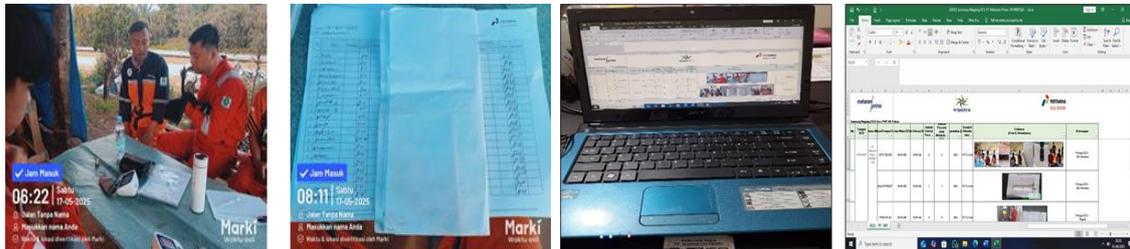


Figure 3.3 Procedure of Making Summary Mapping DCU Report

To make it more clear about the making summary mapping DCU report ,it can be seen through the figure below :



Source : PT. Maharani Prima

Figure 3. 4 Procedure of Making Summary Mapping DCU Report

3. Making Monitoring Watertank Report

Monitoring watertank report is monitoring the movemevement of the unit. There are steps to do monitoring watertank report at HSE Department, they are: First, opening the G-track application on the website. Second, Entering email and password. Third, starting select the report menu. Next,opening the timeline report menu. Then, fleet group select : Maharani- PHR WS and klick report type :vehicle. After that, selecting the month, date, and time to see the movement according to the report (the report is made the day after the work is completed), for time divided fourth :

1. 07.00- 09.00
2. 09.00- 11.00
3. 13.00-15.00
4. 15.00- 17.00

Following that, for unit Watertank (WTT) are divided into five : WTT 01- WTT 05, for example click unit WTT 01,show report. Finaly, click trip detail and download pdf.

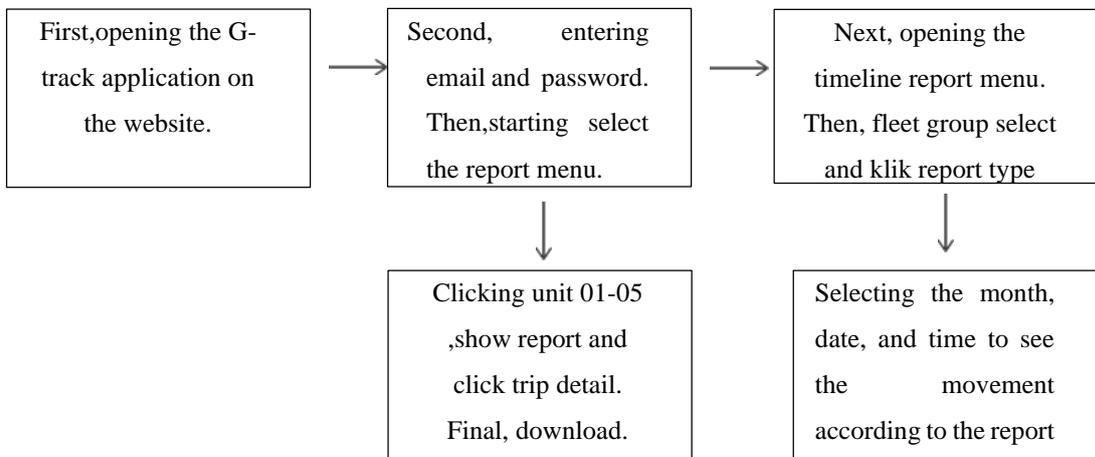
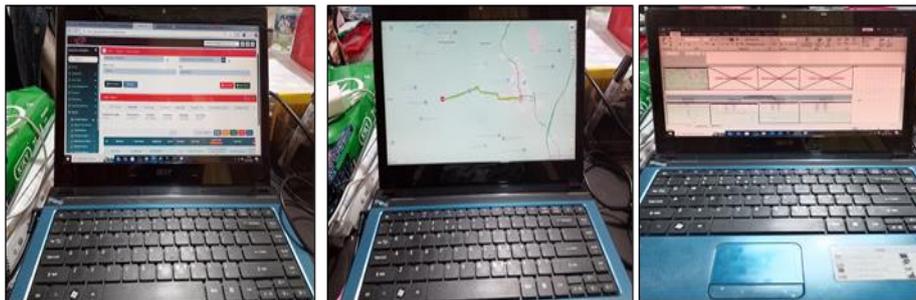


Figure 3.5 Procedure of Making Monitoring Watertank Report

To make it more clear about the making monitoring watertank report, it can be seen through the figure below :



Source : PT. Maharani Prima

Figure 3. 6 Procedure of Making Monitoring Watertank Report

4. Making Road Patrol Monitoring Report

There are steps to do monitoring of road patrol report at HSE Department, they are : First, opening the G-track application on the website. Second, entering email and password. Third, clicking monitoring history. Next, selecting Maharani for PHR WS by fleet group and click vehicle : LV 003 & LV 01. Then, selecting the month, date, and time to see the movement according to the report . (the report is made the day after the work is completed) , for time divided fourth :

1. 07.00- 09.00
2. 09.00- 11.00

3. 13.00-15.00

4. 15.00- 17.00

Following that, unit for Light Vehicle (LV) are divided into five : LV 003- LV 014 , for example click unit LV 003, showing report and click trip detail. as a result is download pdf. Then, pressing the search and clicking the arrow (history tools). Next, selecting show line : open street map , click enlarge. Last, screen print (screenshot) to word.

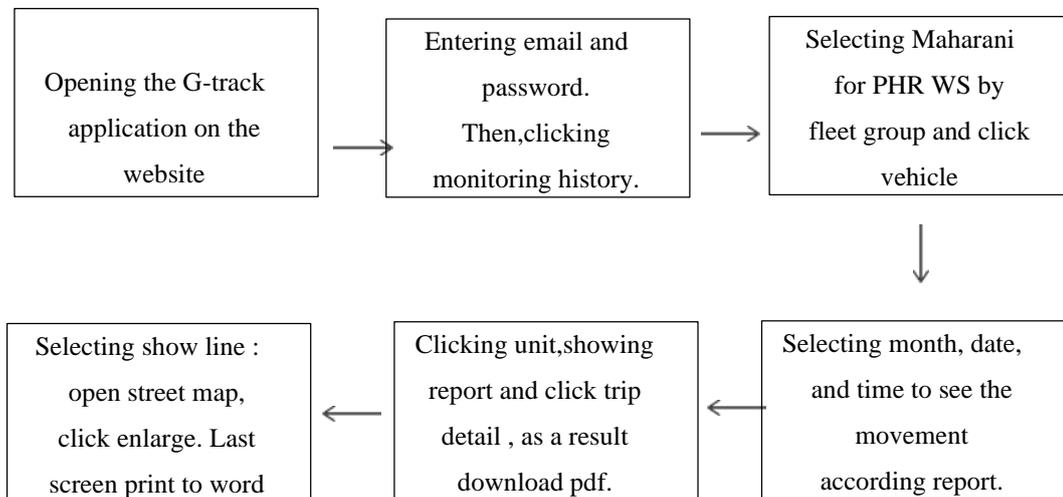
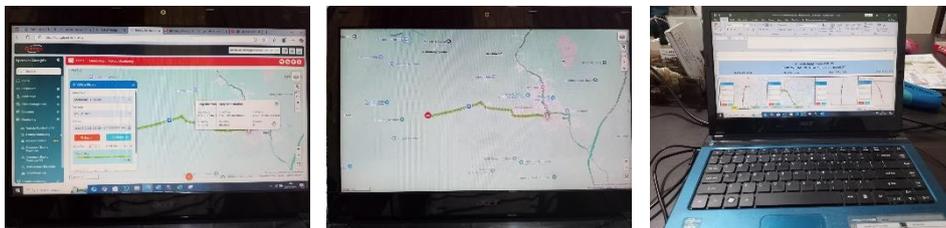


Figure 3.7 Procedure of Making Monitoring of Road Patrol Report

To make it more clear about making road patrol monitoring report, it can be seen through the figure below :



Source : PT. Maharani Prima

Figure 3.8 Procedure of Making Road Patrol Monitoring Report

5. Making Monitoring of Road Cleaning (Dress Up) Report

There are several steps to do making monitoring of road cleaning (dress up) report at HSE Department, they are : The first, making a table like in the excel format that has been provide. Then, entering the location and dress up picture when watering. Last, taking evidence from a group WhatsApp where, dress up photos are usually sent by PMCOW.

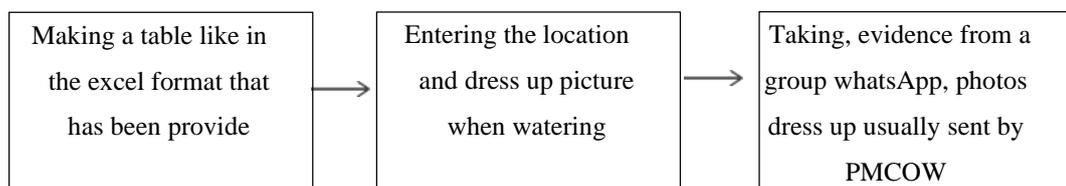
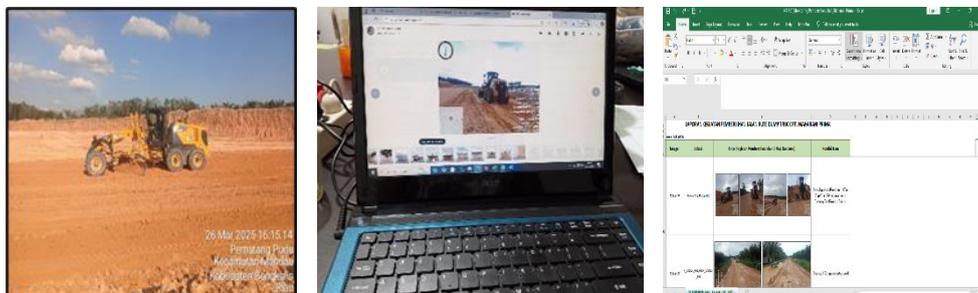


Figure 3. 9 Procedure of Making Monitoring of Road Cleaning (Dress Up) Report

To make it more clear about the monitoring of road cleaning (dress up), it can be seen through the figure below :



Source : PT. Maharani Prima

Figure 3. 10 Procedure of Making Monitoring of Road Cleaning (Dress Up) Report

6. Archiving HSE Documents

There are several steps archiving HSE documents at HSE Department, as follows: The first, grouping documents by type. For example documents : PTI, FFD, MVS cabin coaching, form access control, tailgate meeting, JSA, housekeeping, form inspection P3K, SWA, SWC, Personal Protective Equipment (PPE), and other HSE documents. Then, archiving the documents based on the oldest date to the newest date. Next, arranging punch holes in all the archived document papers using a hole punch.

Finally, putting the documents into map ordner, arranging the folders in the filling cabinet.

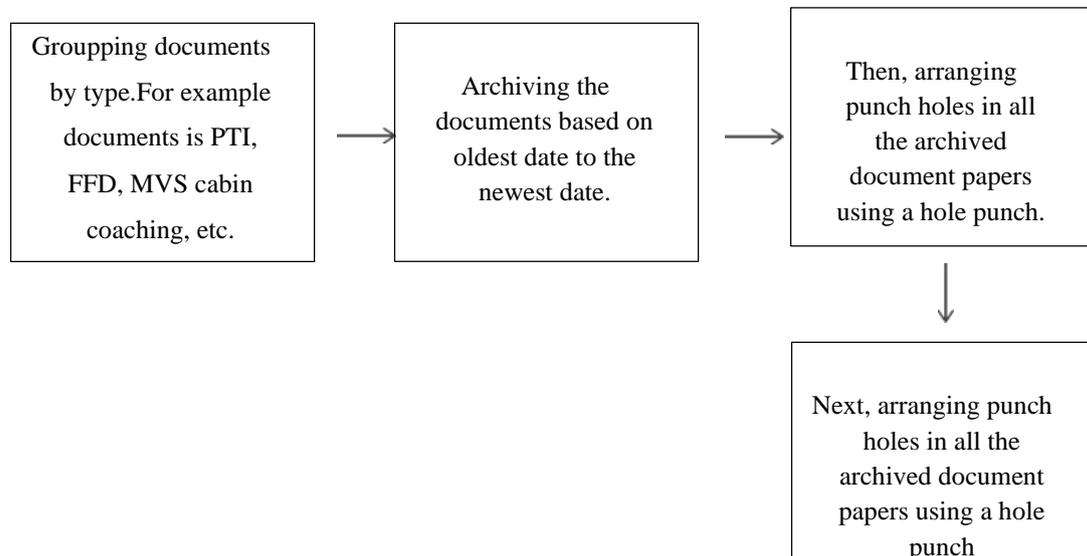


Figure 3. 11 Procedure of Archiving HSE Documents

To make it more clear about the archiving HSE documents ,it can be seen through the figure below

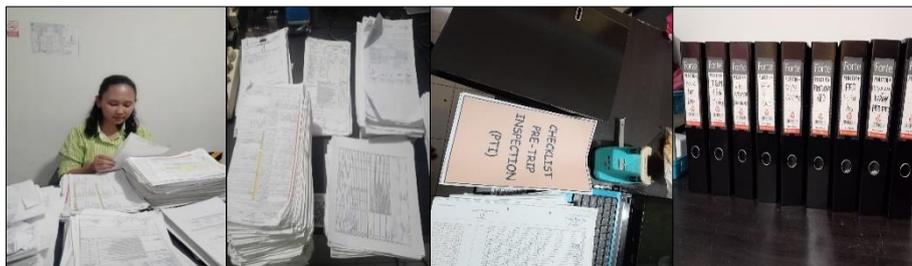


Figure 3. 12 Procedure of Archiving HSE Documents

7. Making Close Finding Report

There are several steps to do close finding, they are : First, let's seeing if there are any problems today. Second, there are entering them into the close finding file. Third, creating a date and who is responsible. Then, typing what is the concern (the problem) and then create an action to solve the problem. Final, blinding the date of the problem resolution, create a close finding.

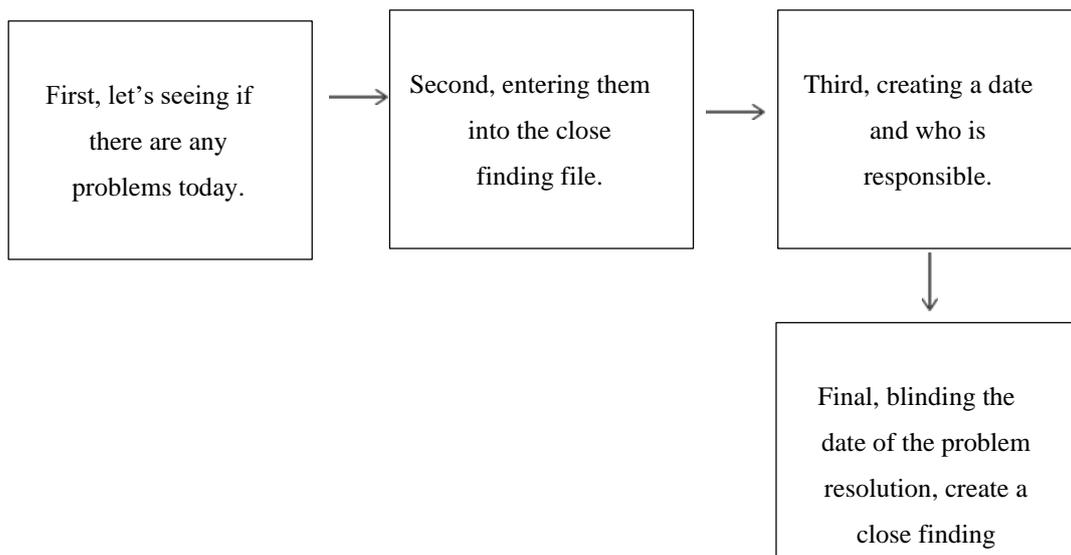
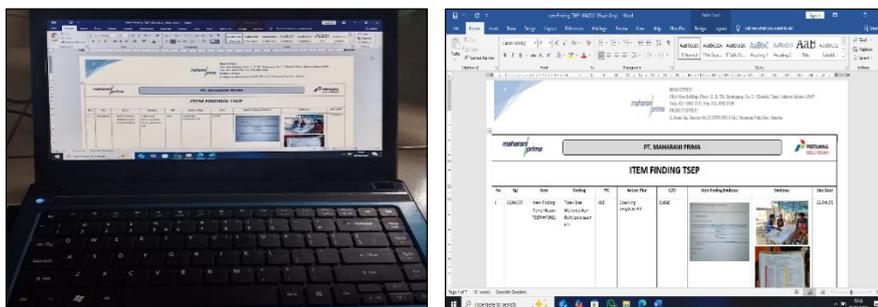


Figure 3. 13 Procedure of Making Close Finding Report

To make it more clear about making close finding report, it can be seen through the figure below :



Source : PT. Maharani Prima

Figure 3. 14 Procedure of Making Close Finding Report

8. Inputting Final Evaluation (FE) Audit Data

There are several steps to do inputting final evaluation audit data , they are : The first, making a folder FE audit HSE. Then, create a folder based on appendix IX. HSE Work in Progress & Final Evaluation Form. PT. Maharani Prima. After that, taking evidence from the WhatsApp group and enter the evidence according to the checklist that has been listed. Finally, if all the folders are filled upload each folder to the gogle drive audit HSE : 01.FE PT. Maharani Prima.

To make it more clear about inputting final evaluation audit data, it can be seen through the figure below:

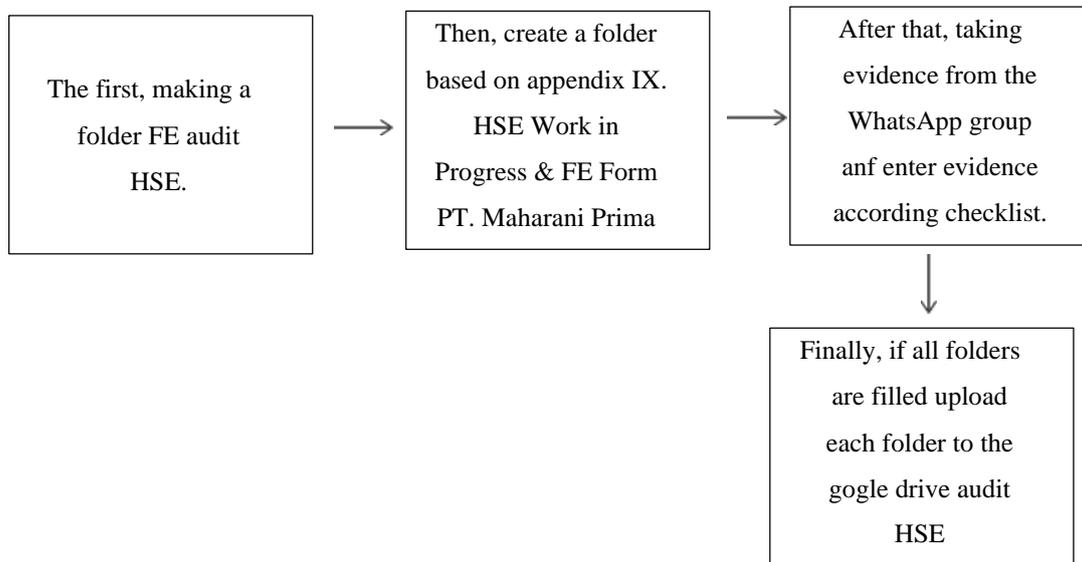
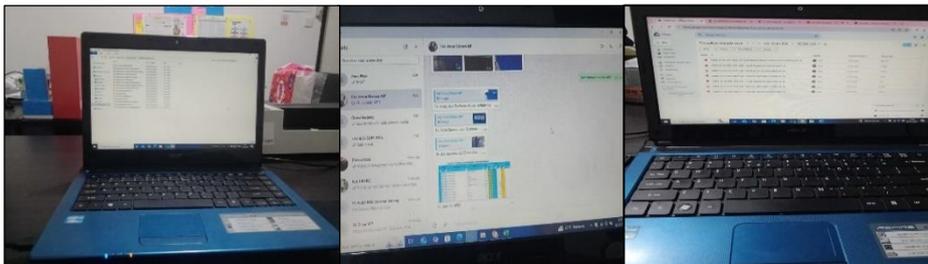


Figure 3.15 Procedure of Inputting Final Evaluation (FE) Audit Data



Source : PT. Maharani Prima

Figure 3. 16 Procedure of Inputting Data Final Evaluation (FE) Audit Data

3.3. Place of Apprenticeship

The apprenticeship starts on January 20th 2025 until May 23rd 2025 which will be carried out at PT. Maharani Prima, Jl. B. Betuah, gg.Jhonson no.5 Mandau sub-district, Bengkalis Regency , Riau.

The types and description of daily activities at PT Maharani Prima Duri can be seen in the table below:

3.4 Kind and Description of the Activity

Table 3.2.1. Daily Activities of January 20th – January 25th 2025

No	Day/date	Activity	Place
1	Monday, January 20 th 2025	Making HSE Audit FE (Final Evaluation) folder	HSE
2	Tuesday, January 21 st 2025	Sorting HSE daily documents	HSE
3	Wednesday, January 22 nd 2025	1. Monitoring DCU 2. Making summary mapping DCU	HSE
4	Thursday, January 23 rd 2025	1. Monitoring DCU 2. Making summary mapping DCU 3. Cutting off truck driver's name list for drug test 4. Laminating ERP (Emergency Response).	HSE
5	Friday, January 24 th 2025	1. Entering photos in folder FE audit HSE 2. Printing the JSA (Job Safety Analysis) 3. Laminating Toolbox Topic #11	HSE
6	Saturday January 25 th 2025	1. Laminating LOTO (Log Out Tag Out) 2. Visiting field in Borrow Pit ABM and Borrowpit Obor	HSE

Table 3.2.2. Daily Activities of January 27th - February 01st 2025:

No	Day/Date	Activity	Place
1	Monday, January 27 th 2025	National Holiday (Isra and Mi'raj)	
2	Tuesday, January 28 th 2025	1. Printing daily HSE documents. 2. Sorting HSE documents	HSE
3	Wednesday, January 29 th 2025	1. Printing daily HSE documents 2. Sorting HSE documents daily	HSE
4	Thursday, January 30 th 2025	1. Sorting HSE documents 2. Scanning document HSE daily	HSE
5	Friday, January 31 st 2025	1. Laminating Map Arca 2. Preparing field document	HSE
6	Saturday, February 01 st 2025	1. Printing Map Arca native ERP North Jan 2025. 2. Roating JMP RHA	HSE

Table 3.2.3. Daily Activities of February 03rd - February 07th 2025:

No	Day/date	Activity	Place
1	Monday, February 03 nd 2025	1. Printing the JSA document 2. Laminating toolbox topic #12 HSE 3. Making road patrol report	HSE
2	Tuesday, February 04 th 2025	1. Monitoring DCU 2. Reviewing Monthly Meeting	HSE
3	Wednesday, February 05 th 2025	1. Printing daily HSE documents 2. Scanning KPI (Key Performance Indicator)	HSE
4	Thursday, February 06 th 2025	1. Laminating ERP (Emergency Response) 2. Monitoring DCU 3. Inputting FE HSE Audit data.	HSE
5	Friday, February 07 th 2025	1. Monitoring DCU 2. Inputting HSE Audit FE data 3. Laminating Toolbox Topic #13	HSE
7	Saturday, February 08 th 2025	1. Laminating rubbish bin sign. 2. Monitoring DCU 3. Inputting FE Audit data	HSE

Table 3.2.4. Daily Activities of February 10th - February 15th 2025:

No	Day/date	Activity	Place
1	Monday, February 10 th 2025	1. Making Budget open new location 2. Monitoring DCU 3. Collecting FE audit data.	HSE
2	Tuesday, February 11 th 2025	1. Preparing & compiling QHSE handbook documents 2. Laminating 9 First Aid Stations available in Sumatra.	HSE
3	Wednesday, February 12 th 2025	1. Monitoring DCU (Daily Check Up) 2. Printing PTI (Pre Trip Inspection).	HSE
4	Thursday, February 13 th 2025	1. Inputting FE HSE Audit data 2. Sorting documents from the field	HSE
5	Friday, February 14 th 2025	1. Sorting HSE documents from the field 2. Preparing SOP documents 3. Monitoring DCU	HSE
6	Saturday, February 15 th 2025	1. Revising Standard Operating Procedure (SOP) 2. Sorting HSE documents 3. Monitoring DCU	HSE

Table 3.2.5. Daily Activities of February 17th 2025 - 22nd 2025:

No	Day/date	Activity	Place
1	Monday, February 17 th 2025	1. Monitoring the DCU 2. Cutting the paper for the CSR coupon.	HSE
2	Tuesday, February 18 th 2025	Monitoring DCU	HSE
3	Wednesday, February 19 th 2025	1. Sorting HSE documents 2. Monitoring DCU	HSE
4	Thursday, February 20 th 2025	1. Monitoring DCU 2. Inputting PEKA (<i>Pesan Keselamatan Kerja</i>) 3. Inputting FE Audit data	HSE
5	Friday, February 21 st 2025	1. Monitoring DCU 2. Inputting FE Audit data	HSE
	Saturday, February 22 th 2025	1. Inputting FE Audit data 2. Making road cleaning (dress up) report.	HSE

Table 3.2.6. Daily Activities of February 24th 2025 - 02nd 2025:

No	Day/Date	Activity	Place
1	Monday, February 24 th 2025	1. Filling PEKA (<i>Pesan Keselamatan Kerja</i>) 2. Laminating Sign Board, and pictures of Central facilities 3. Monitoring DCU.	HSE
2	Tuesday, February 25 th 2025	1. Inputting data FE Audit Booster Batang HSE	HSE
3	Wednesday, February 26 th 2025	1. Monthly Meeting 2. Collecting data FE Audit Booster Batang 3. Filling in Peka (<i>Pesan Keselamatan Kerja</i>)	HSE
4	Thursday, February 27 th 2025	1. Inputting FE HSE Audit data 2. Sorting documents from the field	HSE
5	Friday, February 28 th 2025	1. Scanning HSE documents 2. Monitoring DCU	HSE
6	Saturday, February 01 st 2025	DAY OFF	

Table 3.2.7. Daily Activities of March 03rd 2025 to March 09th 2025:

No	Day/date	Activity	Place
1	Monday, March 03 rd 2025	1. Inputting data FE Audit HSE 2. Laminating Toolbox Topic #16	HSE
2	Tuesday, March 04 th 2025	1. Monitoring DCU 2. Review Monthly Meeting	HSE
3	Wednesday, March 05 th 2025	1. Printing daily HSE documents 2. Scanning KPI (Key Performance Indicator)	HSE
4	Thursday, March 06 th 2025	1. Laminating ERP (Emergency Response) 2. Monitoring DCU 3. Inputting FE HSE audit data.	HSE
5	Friday, March 07 th 2025	1. Monitoring DCU 2. Inputting HSE audit FE data 3. Laminating Toolbox Topic #13.	HSE
6	Saturday, March 08 th 2025	1. Laminating rubbish bin sign board 2. Monitoring DCU 3. Inputting FE audit data.	HSE

Table 3.2.8. Daily Activities of March 10th 2025 - March 16th 2025:

No	Day/date	Activity	Place
1	Monday, March 10 th 2025	1. Preparing FE report HES audit Monitoring 2. Road cleaning (dress up) 3. Ramadhan monitoring	HSE
2	Tuesday, March 11 th 2025	Inputting FE Audit data	HSE
3	Wednesday, March 12 th 2025	Inputting FE Audit data HSE	HSE
4	Thursday, March 13 th 2025	Inputting HSE Audit FE data	HSE
5	Friday, March 14 th 2025	Meeting FE Audit with PT. Pegasol	HSE
6	Saturday, March 15 th 2025	1. Sorting HSE documents 2. Scanning HSE documents	HSE

Table 3.2.9. Daily Activities of March, 17th 2025 to March 23rd 2025:

No	Day/date	Activity	Place
1	Monday, March 17 th 2025	1. Sorting HSE documents 2. Input HSE audit FE data	HSE
2	Tuesday, March 18 th 2025	Input HSE audit FE data	HSE
3	Wednesday, March 19 th 2025	Sorting document HSE	HSE
4	Thursday, March 20 th 2025	Sorting document HSE	HSE
5	Friday, March 21 st 2025	1. Sorting HSE documents 2. Scanning document HSE	HSE
6	Saturday, March 22 nd 2025	1. Printing HESPLAN 2. Cutting inspection tagging	HSE

Table 3.2.10. Daily Activities of March 24th 2025 - 30th 2025:

No	Day/date	Activity	Place
1	Monday, March 24 th 2025	Revising SOP	HSE
2	Tuesday, March 25 th 2025	Revising SOP	HSE
3	Wednesday, March 26 th 2025	Revising SOP	HSE
4	Thursday, March 27 th 2025	Revising SOP	HSE
5	Friday, March 28 st 2025	Scanning document HSE	HSE
6	Saturday, March 29 th 2025	Revising SOP	HSE

Table 3.2.11. Daily Activities of March 30th 2025 - 03th 2025:

No	Day/date	Activity	Place
1	Sunday, March 30 th 2025	Public holiday(eid al-fitr)	
2	Monday, March 31 th 2025	Public holiday(eid al-fitr)	
3	Tuesday, April 01 st 2025	Public holiday(eid al-fitr)	
4	Wednesday, April 02 th 2025	Public holiday(eid al-fitr)	
5	Thursday, April 03 st 2025	Public holiday(eid al-fitr)	

Table 3.2.12. Daily Activities of April 04th 2025 - 12th 2025:

No	Day/date	Activity	Place
1	Friday, April 04 th 2025	1. Archiving HSE documents 2. Making file dividers	HSE
2	Saturday, April 05 th 2025	Archiving document HSE	HSE
3	Sunday, April 06 th 2025	DAY OFF	
4	Monday, April 07 th 2025	1. Archiving HSE documents 2. Printing JSA documents to be taken to the field	HSE
5	Tuesday, April 08 st 2025	1. Print JMP RHA 2. Revising SOP 3. Monitoring DCU	HSE
6	Wednesday, April 09 st 2025	Revising Pilling Work	HSE
7	Thursday, April 10 th 2025	Revising the SOP for Work and Pilling	HSE
8	Friday, April 11 th 2025	Revising the Equipment SOP cover	HSE
9	Saturday, April 12 th 2025	1. Training Record Hes Induction 2. Final reviewing PB (<i>audit Project Berakhir</i>)	HSE

Table 3.2.13. Daily Activities of April 14th 2025 - April 19th 2025:

No	Day/date	Activity	Place
1	Monday, April 14 th 2025	Monitoring road cleaning (dress up)	HSE
2	Tuesday, April 15 th 2025	1. Monitoring DCU 2. Printing SOP	HSE
3	Wednesday, April 16 th 2025	1. Printing SOP and JSA 2. Meeting Internal HES	HSE
5	Thursday, April 17 st 2025	1. Revising SOP 2. Scanning SOP	HSE
6	Friday, April 18 st 2025	Public Holiday (Good Friday)	
7	Saturday, April 19 th 2025	1. Sorting document from field 2. Revising SOP	HSE

Table 3.2.14. Daily Activities of April 21th 2025 - April 26th 2025:

No	Day/date	Activity	Place
1	Monday, April 21 th 2025	1. Archiving document HSE 2. Road cleaning monitoring (dress up only)	HSE
2	Tuesday, April 22 th 2025	1. Monitoring DCU 2. Verifying unit LV-HV-EQ	HSE
3	Wednesday, April 23 th 2025	1. Monitoring DCU 2. Scan payment receipt	HSE
5	Thursday, April 24 st 2025	Monitoring DCU	HSE
6	Friday, April 25 th 2025	1. Monitoring DCU 2. Cabin Coaching Reporting 3. Review Monthly Meeting	HSE
7	Saturday, April 26 th 2025	Monitoring DCU	HSE

Table 3.2.15. Daily Activities of April, 28th 2025 to May 03rd 2025:

No	Day/date	Activity	Place
1	Monday, April 28 th 2025	Sorting document HSE	HSE
2	Tuesday, April 29 th 2025	1. Sorting document 2. Scanning document HSE	HSE
3	Wednesday, May 30 th 2025	1. Monitoring DCU 2. Scanning payment receipt	HSE
5	Thursday, May 01 st 2025	Archiving document HSE	HSE
6	Friday, May 02 nd 2025	Archiving document	HSE
7	Saturday, May 03 rd 2025	Archiving document	HSE

Table 3.2.16. Daily Activities of May, 05th 2025 - May 10th 2025:

No	Day/date	Activity	Place
1	Monday, May 05 th 2025	1. Monitoring WTT (Watertank) 2. Summary Mapping DCU 3. Laminating Toolbox Meeting	HSE
2	Tuesday, May 06 th 2025	1. Road Patrol 2. Summary Mapping DCU 3. Monitoring WTT (Watertank)	HSE
3	Wednesday, May 07 th 2025	1. Making monitoring DCU report 2. Making Summary DCU 3. LaminatingTalk Safety Moment	HSE
5	Thursday, May 08 th 2025	1. Monitoring WTT (Watertank) 2. Archiving document HSE	HSE
6	Friday, May 09 th 2025	SICK	HSE
7	Saturday, May 10 th 2025	SICK	HSE

Table 3.2.17. Daily Activities of May, 12th 2025 - May 17th 2025:

No	Day/date	Activity	Place
1	Monday, May 12 th 2025	Public Holiday (Vesak Holiday)	
2	Tuesday, May 13 th 2025	1. Making Summary mapping DCU	HSE
3	Wednesday, May 14 th 2025	1. Monitoring road patrol 2. Making summary mapping DCU	HSE
5	Thursday, May 15 th 2025	1. Making summary mapping DCU 2. Printing JSA	HSE
6	Friday, May 16 th 2025	1. Making summary mapping DCU 2. Sorting document DCU	HSE
7	Saturday, May 17 th 2025	1. Making summary mapping DCU 2. Laminating Toolbox Topic #27 (Traffic Management) 3. Sorting document HSE	HSE

Table 3.2.18. Daily Activities of May, 19th 2025 - May 23rd 2025:

No	Day/date	Activity	Place
1	Monday, May 19 th 2025	1. Making summary mapping DCU 2. Sorting DCU	HSE
2	Tuesday, April 20 th 2025	1. Summary mapping DCU report 2. Visiting field (location Arca & Pematang GS)	HSE
3	Wednesday, May 21 th 2025	1. Making summary mapping DCU report 2. Sorting document HSE	HSE
4	Thursday, May 22 th 2025	1. Scanning document HSE 2. Printing JSA	HSE
5	Friday, May 23 rd 2025	Making summary mapping DCU	HSE

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After undertaking an apprenticeship program at PT. Maharani Prima Duri has several conclusions as follows:

1. There are several types of work carried out during an apprenticeship in the Health, Safety, and Environment (HSE) Department, such as: monitoring DCU, making summary mapping DCU, monitoring watertank (WTT), making monitoring of road patrol report, monitoring of road cleaning (dress up), archiving HSE documents, close finding, Inputting data Final Evaluation (FE) audit HSE.
2. There are several hard documents used in activities during the apprenticeship such as: Job Safety Analysis (JSA) , Standard Operating Procedure (SOP), PTI (Pre Trip Inspection), Access Control, Tailgate Meeting, Housekeeping, First Aid Inspection (P3K), dump Truck Acces Limit, form daily evaluation report SSE, Toolbox Meeting/ toolbox talk topic, Attendance List, Stop Work Authority (SWA), Reward & Punishment, form purchase request (FPR), Microsoft Excel.
3. All working procedure carried out during the apprenticeship at PT. Maharani Prima are carried out in accordance with the previsions of the SOP that apply in PT. Maharani Prima.

4.2 Suggestion

Some suggestion that the author can give based on apprenticeship experience that has been completed for one semester:

1. Suggestions for company

Must prioritize health, safety, and become more familiar with the interns so that the interns do not hesitate to ask question and gain knowledge. In addition, PT. Maharani Prima to add and improve office facilities to the maximum. Such as print/photocopy machines that are often damaged due to inability to process large enough files. So that it can supports its employees to quickly complete the job.

2. Suggestion for students

- a. For student to deepen their learning in class before starting the apprenticeship
- b. Leave a good Impression and increase the knowledge gained during the apprenticeship so it can be used for future work.

3. Suggestion for D3 English Study Program

- a. Study and deepen the knowledge in the apprentice field because it has the potential to determine the future career.
- b. The world of business is not that easy to reach and experience, so it requires persistence in studying tis field.
- c. If there is a desire to deepen the knowledge, it must be prepared to lose time.
- d. The most important thing in working is being consistent, serious, able to work well with colleagues, and behaving professionally with work and colleagues especially in the company.

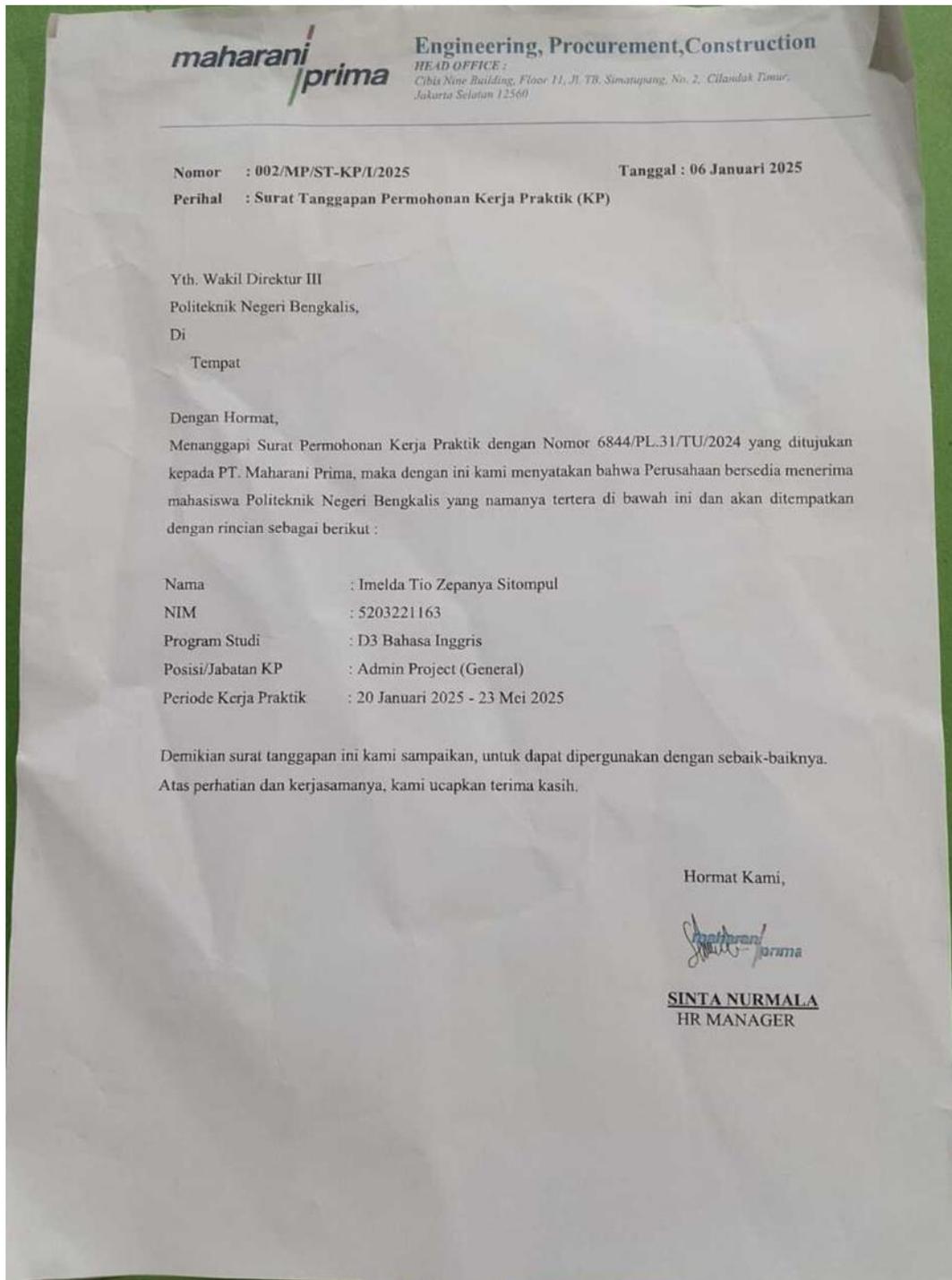
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APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter



Appendix 2 : Apprenticeship Letter



Engineering, Procurement, Construction

HEAD OFFICE :

Cibis Nine Building, , Floor. 11, Jl. TB. Simatupang, Cilandak Timur, Jakarta Selatan 12560
Telp. 021-8062 3737, Fax. 021.8062 3706

SURAT KETERANGAN KERJA PRAKTIK (KP)

Reff. No. : 041/HRD/SK-KP/MP-EW/V/2025

Yang bertanda tangan di bawah ini:

Nama : Sinta Nurmala
Jabatan : HRD Manager
Alamat : Gedung Cibis Nine, Lantai 11, Jalan TB Simatupang No. 2, Cilandak Timur, Jakarta Selatan

Dengan ini menerangkan bahwa :

Nama : Imelda Tio Zepanya Sitompul
NIM : 5203221163
Program Studi : D3 Bahasa Inggris
Posisi/Jabatan KP : Admin Project (General) - CS WUR EW (Riau)
Priode Kerja Praktik : 20 Januari 2025 – 23 Mei 2025

Bahwa yang bersangkutan telah melaksanakan kegiatan Kerja Praktik (KP) di PT MAHARANI PRIMA selama 3 bulan sebagaimana tercantum di atas
Selama Kerja Praktik (KP) di PT MAHARANI PRIMA, Saudari Imelda menunjukkan semangat belajar dan kerja sama tim dengan baik.

Demikian Surat Keterangan ini kami buat untuk dapat dipergunakan sebagaimana mestinya.

Jakarta, 27 Mei 2025

Sinta Nurmala
HRD Manager

Appendix 3 : Evaluation Form

LEMBAR PENILAIAN MAGANG OLEH INDUSTRI/PERUSAHAAN (PT. MAHARANI PRIMA)

Nama Mahasiswa : Imelda Tio Zepanya Sitompul
NIM : 5203221163
Program Studi : D3 Bahasa Inggris
Institusi : Politeknik Negeri Bengkalis

No	Aspek yang dinilai	Bobot Persentase	Nilai Diberikan	Nilai Akhir
1.	Kedisiplinan	20%	95	19
2.	Pelaksanaan Tanggung jawab	25%	95	23,75
3.	Penyesuaian diri	10%	90	9
4.	Hasil kerja	30%	90	27
5.	Perilaku secara umum	15%	95	14,25
Total Jumlah (1+2+3+4+5)		100%	-	93 = A

Keterangan:

A : Istimewa (81-100)
B+ : Sangat Baik (71-80)
B : Baik (66-70)
C+ : Cukup Baik (61-65)
C : Cukup (56-60)
D : Kurang (41-55)
E : Sangat Kurang (0-40)

Catatan:

Perlu lebih teliti dalam membuat laporan.

.....

.....

.....

.....

Duri, 23/01/2025

maharani
prima

Zainal F. H
(HES Manager)

Appendix 5: List of Attendance



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
 Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714
 Telepon: (0766) 7008877, Faksimile (0766) 8001000
 Laman: <http://www.polbeng.ac.id>

ABSENSI MAHASISWA PESERTA MAGANG POLITEKNIK NEGERI BENGKALIS

Nama : *Melda Tio Zepanya Sitompal*
 NIM : *5202224163*
 Jurusan/Prodi : *Bahasa/P2 Bahasa Inggris*
 Lokasi Magang : *PT Maharan Prima Dair*

No	Bulan	Hari ke-																Paraf Pengawas
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1	Januari	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>	<i>Notwork Holiday</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>		
2	Februari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		<i>huf</i>	<i>huf</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>								
		<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>					



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 Telepon: (0766) 7008877, Faksimile (0766) 8001000
 Laman: <http://www.polbeng.ac.id>

No	Bulan	Hari ke-																Paraf Pengawas
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
3	Maret	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		<i>Day off</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>	
		<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Notwork Holiday</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	
4	April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>		
		<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>		
5	Mei	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		<i>Notwork Holiday</i>	<i>huf</i>	<i>Day off</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>sick</i>	<i>sick</i>	<i>Day off</i>	<i>Notwork Holiday</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>		
		<i>huf</i>	<i>Day off</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>	<i>huf</i>										



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 Telepon: (0766) 7008877, Faksimile (0766) 8001000
 Laman: <http://www.polbeng.ac.id>

1. Isi kolom dengan paraf mahasiswa
2. Pengawas mengisi paraf setiap bulan dan di akhir periode magang
3. Jika sakit, hari libur, cuti dsb, tulis di kolom
 Sakit = S
 Izin = I
 Alpha = A
 Hari libur = HL

(*Duri, 23 Mei 2025*)
 (HRD Coordinator)

(*Prayudha Ananda Adiyaksa*)

Appendix 6 : Logbook in SIAKAD

91	Senin, 3 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Laminating Toolbox Topic # 12 HSE, Road Patrol Report/ Gtrack	  
92	Sabtu, 1 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Memprint JSA (Job Safety Analysis), Meroating JMP (Journey Management Plan)	  
93	Jumat, 31 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Memprint Map Arca native ERP North Jan 2025, Laminating Map Arca	  
94	Kamis, 30 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE , Mengscan dokumen HSE yang sudah disortir dan dirapikan.	  
95	Rabu, 29 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Memprint dokumen (Dump Truck, Cabin Coaching, Form evaluasi), Mensortir dokumen HSE .	  
96	Selasa, 28 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE , Mensortir dokumen HSE Implementation , Memprint JSA (Job Safety Analysis)	  
97	Senin, 27 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	National Holiday	  
98	Sabtu, 25 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Melaminating LOTO (Log Out Tag Out) /Kunci Peralatan , Visit Lapangan	  
99	Jumat, 24 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Menginput foto eviden/ foto dari lapangan berdasarkan urutan nomor, Memprint file JSA	  
100	Kamis, 23 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU. PT Maharani Prima, Melaminating ERP(Emergency Respon)	  
101	Rabu, 22 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU (Daily Check Up) PT Maharani Prima, summary Mapping DCU PT Maharani	  
102	Selasa, 21 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen harian HSE untuk discan	  
103	Senin, 20 Januari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Membuat Folder FE (Final Evaluation) Audit HSE	  
	Februari 2025	Sabri, S.Pd, M.Par	Zepanya Sitompul	kertas printnan kupon CSR.	  
80	Sabtu, 15 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP(Standard Operating Procedure), Mensortir dokumen HSE,Monitoring DCU PT. Maharani Prima	  
81	Jumat, 14 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE dari lapangan, Mempersiapkan dokumen SOP, Monitoring DCU PT. Maharani Prima	  
82	Kamis, 13 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Input data FE Audit HSE, Mensortir dokumen dari lapangan	  
83	Rabu, 12 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU (Daily Check Up) PT Maharani Prima, Memprint PTI (Pre Trip Inspection).	  
84	Selasa, 11 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mempersiapkan & menyusun dokumen buku saku QHSE, Melaminating.	  
85	Senin, 10 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Membuat Budgeting buka lokasi , Monitoring DCU PT. Maharani , Collect data FE Audit.	  
86	Sabtu, 8 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Melaminating sign board tempat sampah,Monitoring DCU PT. Maharani Prima, Menginput data FE Audit	  
87	Jumat, 7 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT.Maharani Prima, Menginput data FE Audit HSE, Melaminating Toolbox Topic # 13.	  
88	Kamis, 6 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Melaminating ERP (Emergency Respon), DCU Monitoring PT.Maharani Prima, Menginput data FE Audit HSE.	  
89	Rabu, 5 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Memprint dokumen harian HSE, Mengscan KPI (Key Performance Indicator)	  
90	Selasa, 4 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU (Daily Check Up) PT Maharani Prima, Review Monthly Meeting	  

67	Senin, 3 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Input data FE Audit HSE, Melaminating Toolbox Topic #16	  
68	Sabtu, 1 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Day off	  
69	Jumat, 28 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Menscan dokumen HSE, Monitoring DCU PT Maharani 2025.	  
70	Kamis, 27 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Input data FE Audit HSE, Mensortir dokumen dari lapangan	  
71	Rabu, 26 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monthly Meeting , Collect data FE Audit Booster Batang, Mengisi PEKA(Pesan Keselamatan Kerja).	  
72	Selasa, 25 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Input data FE Audit Booster Batang HSE	  
73	Senin, 24 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mengisi PEKA, Melaminating Sign Board, Melaminating gambar fasilitas Central,Monitoring DCU	  
74	Sabtu, 22 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Menginput data FE Audit, Monitoring pembersihan jalan Maharani Prima (khusus motor grader).	  
75	Jumat, 21 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima 2025, Input data FE Audit HSE	  
76	Kamis, 20 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima 2025, Input PEKA, Menginput data FE Audit	  
77	Rabu, 19 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE , Monitoring DCU PT Maharani Prima 2025	  
78	Selasa, 18 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT. Maharani Prima 2025	  
79	Senin, 17 Februari 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT. Maharani Prima 2025, Memotong kertas printnan kupon CSR.	  

	2025	Sabri, S.Pd, M.Par	Zepanya Sitompul		  
54	Selasa, 18 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Input data FE Audit HSE	  
55	Senin, 17 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Sortir(menyusun) dokumen HSE, Input data FE Audit HSE	  
56	Sabtu, 15 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Sortir(menyusun) dokumen HSE, Scan dokumen HSE	  
57	Jumat, 14 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Meeting FE Audit dengan PT. Pegasol	  
58	Kamis, 13 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Menginput data FE Audit HSE	  
59	Rabu, 12 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Input data FE Audit HSE	  
60	Selasa, 11 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Menginput data FE Audit	  
61	Senin, 10 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Membuat laporan FE Audit HES, Monitoring pembersihan jalan- Maharani Prima , Ramadhan monitoring	  
62	Sabtu, 8 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Memprint Permit& SOP. Mengisi PEKA , Membuat laporan FE Audit Booster Batang .	  
63	Jumat, 7 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima, Memprint JSA, Review Monthly Meeting	  
64	Kamis, 6 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Membuat laporan FE Audit HSE, memprint HESPLAN Maharani Prima	  
65	Rabu, 5 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Membuat laporan FE Audit HES, Scan dokumen direksi .	  
66	Selasa, 4 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Membuat laporan FE Audit HES, Monitoring Pembersihan Jalan - Maharani Prima	  

41	Senin, 7 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mengarsip dokumen HSE, Memprint dokumen JSA untuk dibawa kelapangan	  
42	Sabtu, 5 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mengarsip dokumen HSE	  
43	Jumat, 4 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mengarsip dokumen HSE dan membuat pembatas file	  
44	Sabtu, 29 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP Pekerjaan	  
45	Jumat, 28 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Scan Dokumen HSE	  
46	Kamis, 27 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP (Standard Operating Procedure)	  
47	Rabu, 26 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP (Standard Operating Procedure)	  
48	Selasa, 25 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP (Standard Operating Procedure)	  
49	Senin, 24 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP (Standard Operating Procedure)	  
50	Sabtu, 22 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Memprint HSE Plan, Memotong-motong Inspection Taging	  
51	Jumat, 21 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE, Scan dokumen yang sudah disortir	  
52	Kamis, 20 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE	  
53	Rabu, 19 Maret 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE	  
28	Selasa, 22 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima 2025, Verifikasi LV-HV-EQ	  
29	Senin, 21 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Arsip dokumen HSE, Monitoring Pembersihan Jalan Maharani Prima(khusus Dress Up)	  
30	Sabtu, 19 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir dokumen HSE dari lapangan & Merevisi SOP	  
31	Jumat, 18 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	National Holiday (Good Friday)	  
32	Kamis, 17 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP & Scan SOP	  
33	Rabu, 16 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Print SOP dan JSA untuk didistribusikan, Meeting Internal HES	  
34	Selasa, 15 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima, Print SOP (Standard Operating Procedure)	  
35	Senin, 14 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring Pembersihan Jalan Maharani Prima (khusus Dress Up),	  
36	Sabtu, 12 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Training Record Hes Induction PT Maharani Prima , Final Review PB	  
37	Jumat, 11 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi cover SOP Peralatan	  
38	Kamis, 10 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP Pekerjaan dan Pilling	  
39	Rabu, 9 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Merevisi SOP (Standard Operating Procedure) Pekerjaan Pilling	  
40	Selasa, 8 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Print JMP RHA , Merevisi SOP (Standard Operating Procedure), Monitoring DCU	  

	2025	Sabri, S.Pd, M.Par	Zepanya Sitompul	Lamininating	
16	Selasa, 6 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	G-track, Summary Mapping DCU PT. Maharani Prima, Monitoring Watertank PT. Maharani Prima	  
17	Senin, 5 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring WTT (Watertank), Summary Mapping DCU, Laminating Toolbox Meeting	  
18	Sabtu, 3 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mengarsip document HSE	  
19	Jumat, 2 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mengarsip document HSE	  
20	Kamis, 1 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	National Holiday (Hari Buruh Internasional)	  
21	Rabu, 30 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir(arsip dokumen) , Scan dokumen HSE	  
22	Selasa, 29 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mensortir(arsip dokumen)	  
23	Senin, 28 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Mengedit Sertifikat untuk pemenang PEKA periode bulan April	  
24	Sabtu, 26 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU (Daily Check Up) Maharani Prima	  
25	Jumat, 25 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima, Cabin Coaching Reporting, Review Monthly Meeting	  
26	Kamis, 24 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima,	  
27	Rabu, 23 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU , Scan bon bon HSE	  
28	Selasa, 22 April 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring DCU PT Maharani Prima 2025, Verifikasi LV- HV-EQ	  

	2025	Sabri, S.Pd, M.Par	Zepanya Sitompul		
3	Rabu, 21 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Summary Mapping DCU, Sortir dokumen HSE	  
4	Selasa, 20 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Summary Mapping DCU, Visit Lapangan (Arca dan Pematang GS)	  
5	Senin, 19 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Summary Mapping DCU, Mensortir dokumen	  
6	Sabtu, 17 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Summary Mapping DCU, Laminating Toolbox Topic #27 (Traffic Management, Sortir Dokumen	  
7	Jumat, 16 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Summary Mapping DCU, Sortir dokumen	  
8	Kamis, 15 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Summary Mapping DCU, Print JSA	  
9	Rabu, 14 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Road Patrol Monitoring, Summary Mapping DCU	  
10	Selasa, 13 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Summary Mapping DCU PT. Maharani Prima	  
11	Senin, 12 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	National Holiday/ Hari Libur Waisak	  
12	Sabtu, 10 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Sick	  
13	Jumat, 9 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	sick	  
14	Kamis, 8 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	Monitoring WTT (Watertank), Mengarsip dokumen	  
15	Rabu, 7 Mei 2025	197710292014041001 - M. Sabri, S.Pd, M.Par	5203221163 - Imelda Tio Zepanya Sitompul	report Monitoring WTT/G-Track, report Summary DCU, Lamininating	  

Appendix 6: Daily Activity Apprenticeship

Daily Activity Internship Program

Day : Monday
Date : January 20th, 2025

No	Job Description	Supervisor	Signature
1	1. Making folder Final Evaluation audit HSE	Dinar Siregar (Mentor Perusahaan)	

Work Result	Description
	Making FE (Final Evaluation) folder per item, for project Booster Batang (PT.PGAS SOLUTION), which in turn this folder is used to audit & input all work data related to the project at Booster Batang.

Daily Activity Internship Program

Day : Tuesday
Date : January 21st, 2025

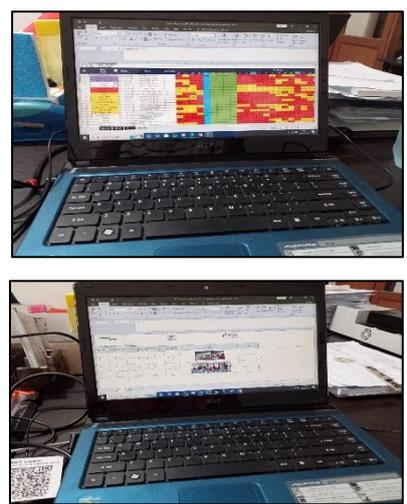
No	Job Description	Supervisor	Signature
1	1. Sorting and archiving daily, weekly, monthly HSE documents	Dinar Siregar (Mentor Perusahaan)	

Work Result	Description
	Sorting daily, weekly, monthly HSE documents that come from the field to be scanned after scanning the documents in the archive which can later be used as evidence for audits.

Daily Activity Internship Program

Day : Wednesday
Date : January 22nd, 2025

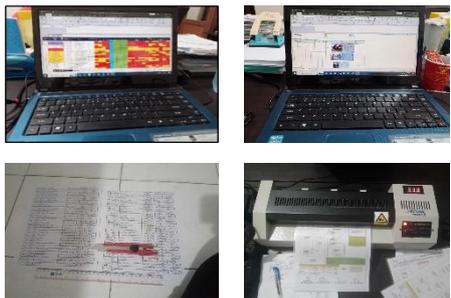
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Making summary mapping DCU report	Dinar Siregar (Mentor Perusahaan)	

Work Result	Description
	<p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Summary mapping DCU, is enter the amount and divide the critical person and amount critical person for example driver, pipe, fire watcher, welder, and rigger. Next, arrange them into a summary table, insert image and DCU form into table and merge if it's finished, we can send it via email to PHR (Pertamina Hulu Rokan).</p>

Daily Activity Internship Program

Day : Thursday
Date : January 23rd, 2025

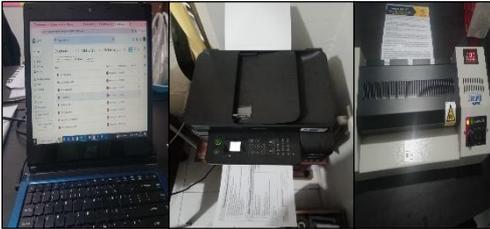
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Making summary mapping DCU 3. Cutting off truck driver's name list for drug test 4. Laminating ERP (Emergency Response).	Dinar Siregar (Mentor Perusahaan)	

Work Result	Description
	<p>Sorting daily, weekly, monthly HSE documents that come from the field to be scanned after scanning the documents in the archive which can later be used as evidence for audits.</p> <p>Summary mapping DCU, is enter the amount and divide the critical person and amount critical person for example driver, pipe, fire watcher, welder, and rigger. Next, arrange them into a summary table, insert image and DCU form into table and merge if it's finished, we can send it via email to PHR (Pertamina Hulu Rokan).</p> <p>Cutting the name paper of the employee who will be tested for drug.</p> <p>Laminating is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. Emergency Respon are laminated so that HSE officers or supervisors can use them during morning briefings in the project area.</p>

Daily Activity Internship Program

Day : Friday
Date : January 24th, 2025

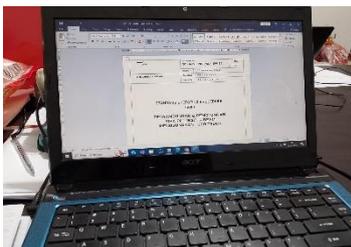
No	Job Description	Supervisor	Signature
1	1. Printing JSA (Job Safety Analysis) 2. Laminating Toolbox topic #11	Dinar Siregar (Mentor Perusahaan)	

Work Result	Description
	<p>The first activity of the author is inputting evidences/photos from hesman pegasol into the FE (Final Evaluation) folder in order of item number. Then, activity is to print the JSA (Job Safety Analysis) file which will be distributed to the field, this JSA is used as a permit. Last, laminating Toolbox topic # 11 to be socialised to workers in the field.</p>

Daily Activity Internship Program

Day : Saturday
Date : January 25th, 2025

No	Job Description	Supervisor	Signature
1	Revising the SOP	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Revising the SOP for Refuelling Equipment and the SOP for Fabrication of Modification Repair for the Use and Supervision of Pile Driving Equipment.

Daily Activity Internship Program

Day : Monday
Date : January 27th, 2025

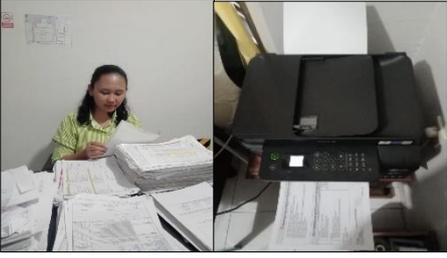
No	Job Description	Supervisor	Signature
National Holiday (Isra and Mi'raj)			

Day off			
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Daily Activity Internship Program

Day : Tuesday
Date : January 28th, 2025

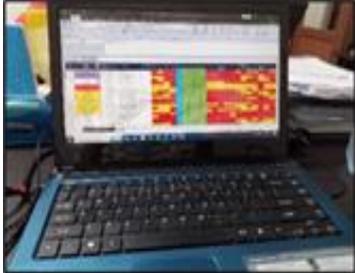
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Printing JSA (Job Safety Analysis)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department. Printing JSA is print the JSA (Job Safety Analysis) file which will be distributed to the field.</p>

Daily Activity Internship Program

Day : Wednesday
Date : January 29th, 2025

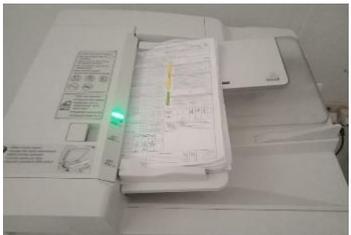
No	Job Description	Supervisor	Signature
1	1. Printing JSA (Job Safety Analysis) 2. Roating JMP (Journey Management Plan)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Printing JSA is print the JSA (Job Safety Analysis) file which will be distributed to the field.</p> <p>Roating document is the proses of moving documents from validation, review, or approval by relevant parties. This proses ensures that documents are reviewed by all relevant stakeholders and approved promptly and efficiently.</p>

Daily Activity Internship Program

Day : Thursday
Date : January 30th · 2025

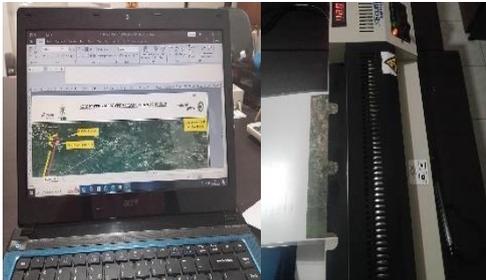
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Scanning document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Scanning document HSE is copying physical documents HSE to digital format, documents that are often scanned are daily, weekly, and monthly documents, such as : Pre Trip Inspection (PTI), housekeeping, cabin coaching form, FFD, PPE, tailgate meeting, form inspection P3K, Stop Work Authority, reward & punishment, Job Safety Analysis, etc.</p>

Daily Activity Internship Program

Day : Friday
Date : January 31th , 2025

No	Job Description	Supervisor	Signature
1	1. Printing map Arca native Emergency Respon (ERP) 2. Laminating Map Arca	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Printing map Arca native Emergency Respon (ERP) is print the map ERP file which will be distributed to the location Arca-North , this map used to provided about information about important locations related to emergency response, such as evacuation assembly ponits, evacuation routes, firefighting equipment locations, and first aid locations</p> <p>Laminating map Arca is to laminated paper from damaged such as water, heat, etc. Map Arca used for ensure optimal safety, health, and work environment in every work area.</p>

Daily Activity Internship Program

Day : Saturday
Date : February 01st · 2025

No	Job Description	Supervisor	Signature
1	1. Printing JSA (Job Safety Analysis) 2. Roating Journey Management Plan (JMP)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Printing JSA is print the JSA (Job Safety Analysis) file which will be distributed to the field.</p> <p>Roating document is the procces of moving documents from validation, review, or approval by relevant parties. This procces ensures that documents are reviewed by all relevant stakeholders and approved promptly and efficiently.</p>

Daily Activity Internship Program

Day : Monday
Date : February 03rd , 2025

No	Job Description	Supervisor	Signature
1	1. Laminating Toolbox Topic # 12 2. Making road patrol report	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Laminating is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. Toolbox meeting topic are laminated so that HSE officers or supervisors can use them during morning briefings in the project area.</p> <p>Road patrol is monitoring, surveillance and control of potentially hazardous situations in the workplace. Report road patrol is to monitor road and environmental conditions in the work area, and ensure compliance with occupational health and safety standards.</p>

Daily Activity Internship Program

Day : Tuesday
Date : February 04th , 2025

No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Reviewing monthly meeting	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Reviewing monthly meetings is conducted to evaluate, monitor and improve safety and environmental performance on a regular basis. Reviewing monthly meetings in the HSE department at PT Maharani Prima usually discusses the achievement of HSE Department targets, for example zero accidents, number of trainings, inspections conducted. Reviewing incident statistics : near miss, first aid case, lost time injuri (LTI), identify problems and trends.</p>

Daily Activity Internship Program

Day : Wednesday
Date : February 05th · 2025

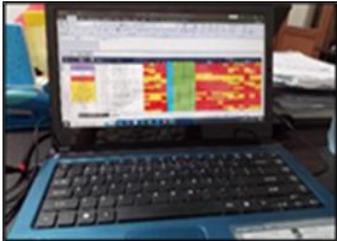
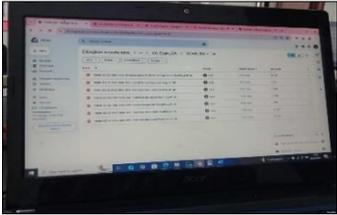
No	Job Description	Supervisor	Signature
1	1. Printing document harian HSE 2. Scanning Key Performance Indicator (KPI)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Printing daily HSE documents to be distributed to employees in the field, documents include : Job Safety Analysis, attendance list, housekeeping, FFD, Stop Work Authority (SWA), form access control, form inspeksi kotak P3K, reward & punishment, daily report SSE, etc.</p> <p>Scanning document KPI (Key Performance Indicator) used for scan Key Indicator Performance into a file pdf which will later be sent to the working partner, namely PT. Tripatra.</p>

Daily Activity Internship Program

Day : Thursday
Date : February 06th · 2025

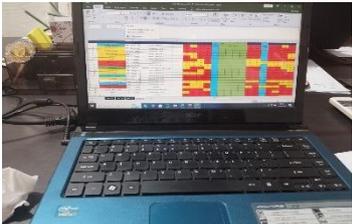
No	Job Description	Supervisor	Signature
1	1. Laminating Emergency Respon 2. Monitoring DCU 3. Inputting data FE audit	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
  	<p>Laminating Emergency Respon is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. Toolbox meeting topics are laminated so that HSE officers or supervisors can use them during morning briefings in the project area.</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Inputting data FE audit namely entering data related to the audit project at PT. Pegasol, the data entered into the Google Drive audit : 01. FE. PT. Maharani Prima</p>

Daily Activity Internship Program

Day : Friday
Date : February 07th · 2025

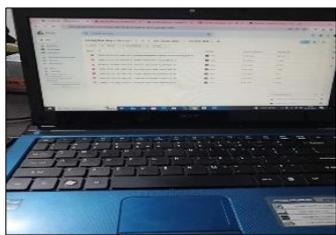
No	Job Description	Supervisor	Signature
1	1. Laminating Emergency Respon 2. Monitoring DCU 3. Inputting data FE audit	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
  	<p>Laminating Emergency Respon is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. Toolbox meeting topic are laminated so that HSE officers or supervisors can use them during morning briefings in the project area.</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Saturday
Date : February 08th · 2025

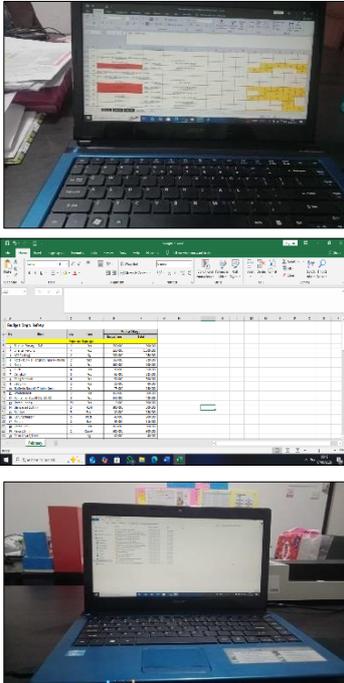
No	Job Description	Supervisor	Signature
1	1. Laminating sign board rubbish bin 2. Monitoring DCU 3. Input data FE audit	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
  	<p>Laminating Emergency Respon is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. Toolbox meeting topic are laminated so that HSE officers or supervisors can use them during morning briefings in the project area.</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Monday
Date : February 10th 2025

No	Job Description	Supervisor	Signature
1	1. Making Budget open new location 2. Monitoring DCU 3. Collecting data FE Audit	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Budgeting is a detailed budget for occupational Health, safety, and environment (HSE) at PT. Maharani Prima includes 14 items of HSE equipment such as safety shoes, respiratory maskss, safety glasses, light fire extinguishers,etc.</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Tuesday
Date : February 11th · 2025

No	Job Description	Supervisor	Signature
1	1. Preparing & compiling QHSE handbook documents 2. Laminating 9 First Aid Stations available in Sumatra	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Laminating is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. 9 First Aid Stations available in Sumatera is health facility service provided by the company, to improve emergency medical preparedness in the Sumata operational area.</p> <p>Preparing & compiling QHSE handbook documents is prepare Quality,Safety ,Environment pocket book for all HSE employees.</p>

Daily Activity Internship Program

Day : Wednesday
Date : February 12th · 2025

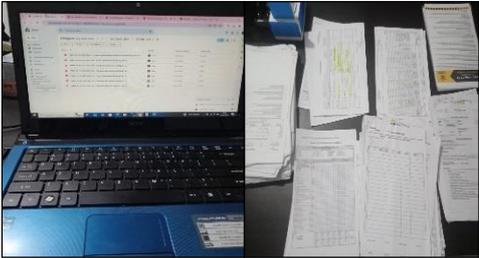
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Printing Pre Trip Inspection (PTI)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Printing is duplicating documents form digital to paper media, Pre Trip Inspection (PTI) printing in the HSE Department aims to employees in the field, this document is used to inspect the unit before use.</p>

Daily Activity Internship Program

Day : Thursday
Date : February 13th · 2025

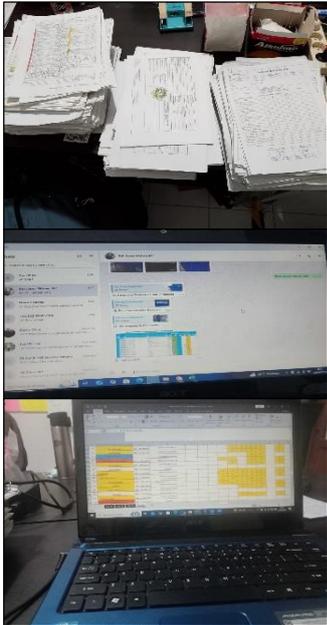
No	Job Description	Supervisor	Signature
1	1. Input Final Evaluation HSE 2. Sorting document from field	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p> <p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department. Printing JSA is print the JSA (Job Safety Analysis) file which will be distributed to the field</p>

Daily Activity Internship Program

Day : Friday
Date : February 14th · 2025

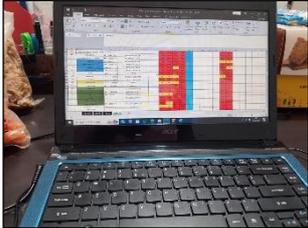
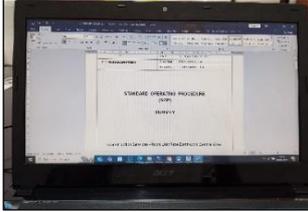
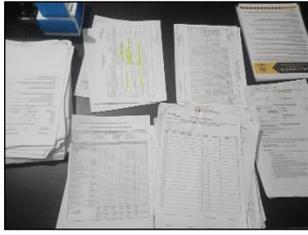
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE from field 2. Preparing document SOP 2. Monitoring DCU 3. Input data FE audit	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department. Printing JSA is print the JSA (Job Safety Analysis) file which will be distributed to the field</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Saturday
Date : February 15th · 2025

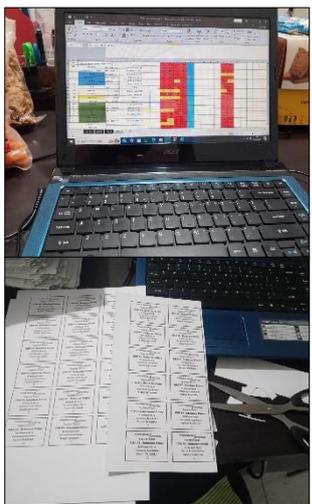
No	Job Description	Supervisor	Signature
1	1. Revising SOP 2. Sorting document HSE 3. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
  	<p>Revising SOP is update or change from the exiting SOP the latest. Revising SOP in HSE Department is change all cover SOP (revising the name of HSE Manager, Project Manager, and the latest date).</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department. Printing JSA is print the JSA (Job Safety Analysis) file which will be distributed to the field.</p>

Daily Activity Internship Program

Day : Monday
Date : February 17th 2025

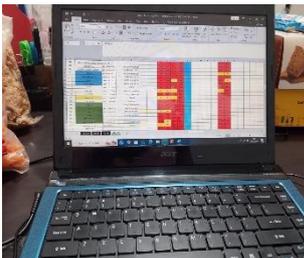
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Cutting the paper for the CSR coupon	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Laminating Emergency Respon is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. Toolbox meeting topic are laminated so that HSE officers or supervisors can use them during morning briefings in the project area.</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p>

Daily Activity Internship Program

Day : Tuesday
Date : February 18th · 2025

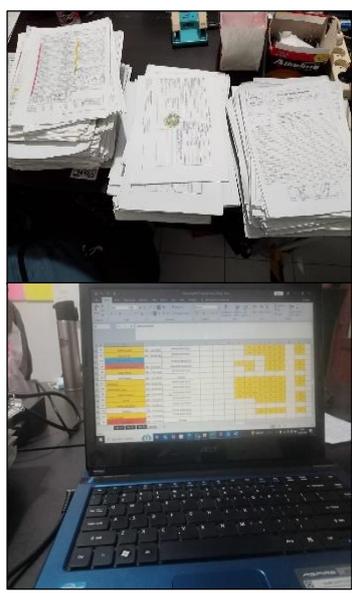
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.

Daily Activity Internship Program

Day : Wednesday
Date : February 19th · 2025

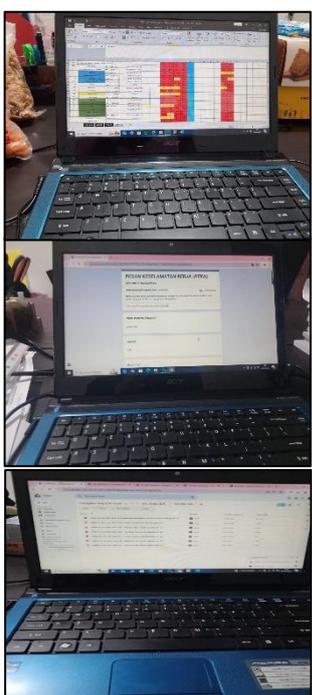
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department. Scanning document HSE is copying physical documents HSE to digital format, documents that are often scanned are daily, weekly, and monthly documents, such as : Pre Trip Inspection.</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p>

Daily Activity Internship Program

Day : Thursday
Date : February 20th · 2025

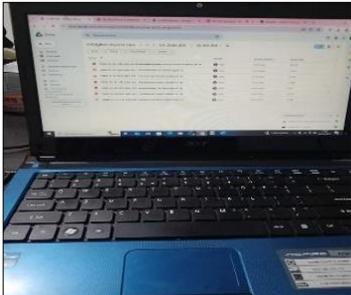
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Inputting PEKA (Pesan Keselamatan Kerja) 3. Input FE HSE Audit data	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Inputting data FE audit Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p> <p>Inputting PEKA (Pesan Keselamatan Kerja) input PEKA one of hesman who can't fill to gogle drive link.</p>

Daily Activity Internship Program

Day : Friday
Date : February 21st 2025

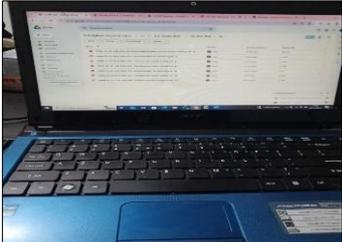
No	Job Description	Supervisor	Signature
1	1. Inputting FE Audit data 2. Monitoring road cleaning (dress up).	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Laminating Emergency Respon is the process of coating a document or other material with a thin plastic to provide protection and enhance its appearance. Toolbox meeting topic are laminated so that HSE officers or supervisors can use them during morning briefings in the project area.</p> <p>Monitoring road patrol is monitoring, surveillance and control of potentially hazardous situations in the workplace. Report road patrol is to monitor road and environmental conditions in the work area, and ensure compliance with occupational health and safety standards.</p>

Daily Activity Internship Program

Day : Saturday
Date : February 22nd · 2025

No	Job Description	Supervisor	Signature
1	1. Inputting Final Evaluation (FE) audit data 2. Monitoring road cleaning (dress up).	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p> <p>Monitoring road patrol is monitoring, surveillance and control of potentially hazardous situations in the workplace.Report road patrol is to monitor road and environmental conditions in the work area, and ensure compliance with occupaational health and safety standards.</p>

Daily Activity Internship Program

Day : Monday
Date : February 24th , 2025

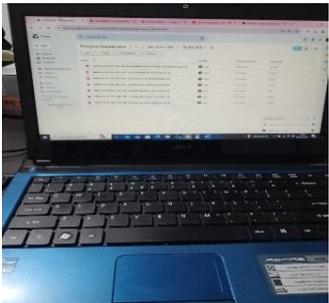
No	Job Description	Supervisor	Signature
1	1. Inputting PEKA (<i>Pesan Keselamatan Kerja</i>) 2. Laminating picture of central facility	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Inputting PEKA (<i>Pesan Keselamatan Kerja</i>) input PEKA one of hesman who can't fill to gogle drive link.</p> <p>Laminating picture of central facility is to be distributed to the field, which will later be posted in the work area of central location.</p>

Daily Activity Internship Program

Day : Tuesday
Date : February 25th , 2025

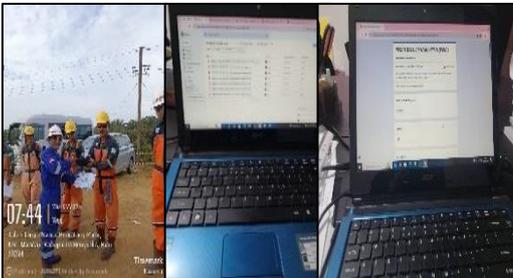
No	Job Description	Supervisor	Signature
1	1. Inputting FE audit HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Final Evaluation in HSE Department is a contractor's or other related party's) performance in managing HSE aspects during the execution of the work.</p> <p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Monday
Date : February 26th · 2025

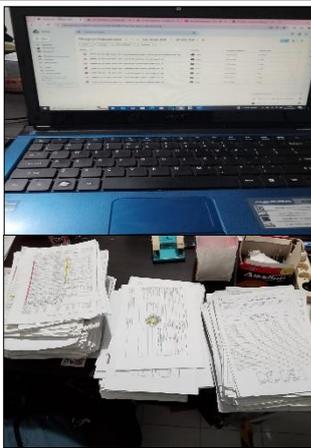
No	Job Description	Supervisor	Signature
1	1. Monthly meeting 2. Collecting FE audit data 3. Inputting PEKA (Pesan Keselamatan Kerja)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Monthly meeting is a program HSE where the program distributes PEKA rewards to winners who have been consistent in filling out PEKA. This program was created to make employees both in the office consistent in carrying out safety at work. Next, inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p> <p>Inputting PEKA (Pesan Keselamatan Kerja) input PEKA one of hesman who can't fill to gogle drive link.</p>

Daily Activity Internship Program

Day : Monday
Date : February 27th , 2025

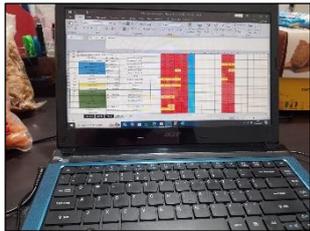
No	Job Description	Supervisor	Signature
1	1. Inputting FE audit data 2. Sorting documents	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p> <p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p>

Daily Activity Internship Program

Day : Monday
Date : February 28th , 2025

No	Job Description	Supervisor	Signature
1	1. Scanning document HSE 2. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Scanning document HSE used for evidence Key Performance Indicator (KPI). Document that usually scanning is : PTI, cabin coaching, FFD, housekeeping, SWA, inspection P3K, report SSE, etc.</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p>

Daily Activity Internship Program

Day : Saturday
Date : March 01st , 2025

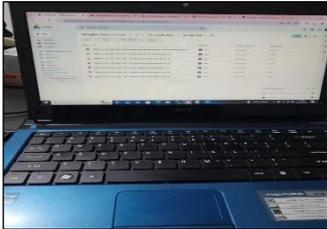
No	Job Description	Supervisor	Signature
DAY OFF			

DAY OFF			
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Daily Activity Internship Program

Day : Saturday
Date : March 03st , 2025

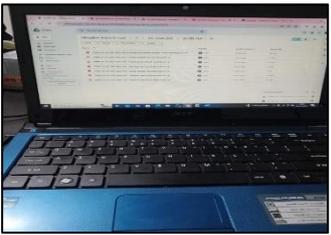
No	Job Description	Supervisor	Signature
1	1. Input FE audit HSE data 2. Laminating toolbox topic # 16	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p> <p>Laminating Toolbox topic # 16 to be socialised to workers in the field.</p>

Daily Activity Internship Program

Day : Saturday
Date : March 04th · 2025

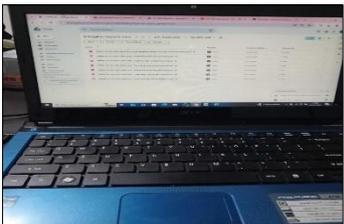
No	Job Description	Supervisor	Signature
1	1. Preparing HSE Audit FE 2. Monitoring of road cleaning	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Preparing HSE audit FE report is preparing, gathering evidence during project Maharani Prima (Main contractor) in project Booster Batang , after that gathering evidence , next upload eviidence to link 01. FE Audit PT. Maharani Prima.</p> <p>Monitoring road patrol is monitoring, surveillance and control of potentially hazardous situations in the workplace.Report road patrol is to monitor road and environmental conditions in the work area, and ensure compliance with occupaational health and safety standards.</p>

Daily Activity Internship Program

Day : Wednesday
Date : March 05th · 2025

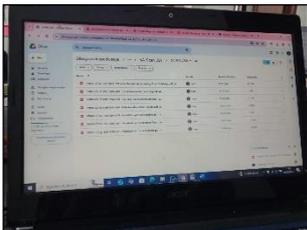
No	Job Description	Supervisor	Signature
1	1. Preparing HSE Audit 2. Scanning Director documents	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Preparing HSE audit FE report is preparing, gathering evidence during project Maharani Prima (Main contractor) in project Booster Batang , after that gathering evidence , next upload eviidence to link 01. FE Audit PT. Maharani Prima.</p> <p>Scanning document is scan documents from paper form to pdf file,document direksi as : PKTW, Director's daily financial report, work agreement, etc.</p>

Daily Activity Internship Program

Day : Thursday
Date : March 06th · 2025

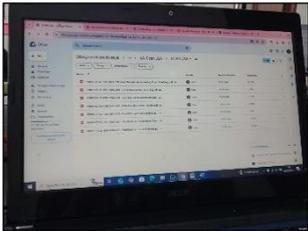
No	Job Description	Supervisor	Signature
1	1. Making FE Audit HSE report 2. Printing HESPLAN	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Making audit report is make Final evaluation ongoing, the report is to enter evidence of the Batng Booster project into the google drive audit link, examples of what is entered are : SOP, inspection Tagging, HIRADC, Key Performance Indikator, MOM, Health Program, Employment Program, MSDS, APAR ,Housekeeping, etc.</p> <p>Printing is duplicating documents from digital to paper media, in HSE Department printing HESPLAN is important because HESPLAN is a work plan on safety and Security in a job to prevent potential hazards or work accidents.</p>

Daily Activity Internship Program

Day : Thursday
Date : March 06th · 2025

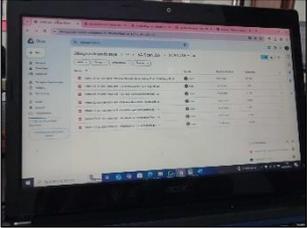
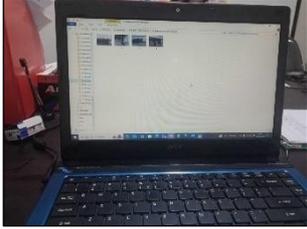
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Printing Job Safety Analysis 3. Review Monthly Meeting	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Printing JSA is print the JSA (Job Safety Analysis) file which will be distributed to the field.</p> <p>Reviewing monthly meetings is conducted to evaluate, monitor and improve safety and environmental performance on a regular basis. Reviewing monthly meetings in the HSE department at PT Maharani Prima usually discusses the achievement of HSE Department targets, for example zero accidents, number of trainings, inspections conducted. Reviewing incident statistics : near miss, first aid case, lost time injuri (LTI), identify problems and trends.</p>

Daily Activity Internship Program

Day : Friday
Date : March 07th, 2025

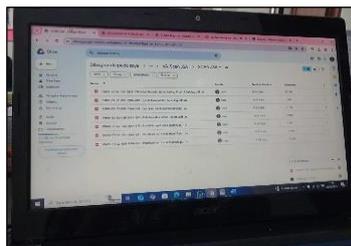
No	Job Description	Supervisor	Signature
1	1. Printing Permit & SOP 2. Filling in PEKA 3. Making FE Audit report of Booster Batang	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
  	<p>Printing is duplicating documents from digital to paper media, in HSE Department permit is a formal written document that authorizes specific work activities to be performed safely.</p> <p>Filling PEKA is fill the <i>PEKA (Pesan Keselamatan Kerja)</i> for employees who cannot fill in the google form link HSE.</p> <p>Making FE audit report is make Final evaluation ongoing, the report is to enter evidence of the Batng Booster project into the google drive audit link, examples of what is entered are : SOP, inspection Tagging, HIRADC, Key Performance Indikator, MOM, Health Program, Employment Program, MSDS, APAR ,Housekeeping, etc.</p>

Daily Activity Internship Program

Day : Saturday
Date : March 08th, 2025

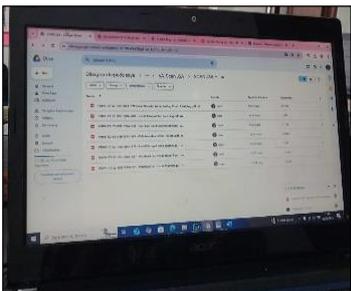
No	Job Description	Supervisor	Signature
1	1. Printing Permit & SOP 2. Making FE Audit report	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Printing is duplicating documents from digital to paper media, in HSE Department permit is a formal written document that authorizes specific work activities to be performed safety.</p> <p>Making FE audit report is make Final evaluation ongoing, the report is to enter evidence of the Batng Booster project into the google drive audit link, examples of what is entered are : SOP, inspection Tagging, HIRADC, Key Performance Indikator, MOM, Health Program, Employment Program, MSDS, APAR ,Housekeeping, etc.</p>

Daily Activity Internship Program

Day : Monday
Date : March 09th, 2025

No	Job Description	Supervisor	Signature
1	1. Preparing FE Audit HSE report	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Preparing HSE audit FE report is preparing, gathering evidence during project Maharani Prima (Main contractor) in project Booster Batang, after that gathering evidence, next upload evidence to link 01. FE Audit PT. Maharani Prima.

Daily Activity Internship Program

Day : Tuesday
Date : March 10th, 2025

No	Job Description	Supervisor	Signature
1	1. Inputting FE Audit data	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.

Daily Activity Internship Program

Day : Wednesday
Date : March 12th, 2025

No	Job Description	Supervisor	Signature
1	1. Inputting FE Audit data	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.

Daily Activity Internship Program

Day : Thursday
Date : March 13th, 2025

No	Job Description	Supervisor	Signature
1	1. Inputting FE Audit data	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima

Daily Activity Internship Program

Day : Friday
Date : March 14th, 2025

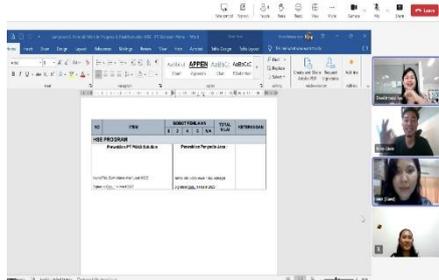
No	Job Description	Supervisor	Signature
1	1. Inputting FE Audit data	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Saturday
Date : March 15th, 2025

No	Job Description	Supervisor	Signature
1	1.Meeting FE Audit with PT. Pegasol	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Meeting Final Evaluation with PT. Pegasol is finalizing all HSE implementation items, this meeting discussed all HSE implementations of PT. Maharani Prima in the Booster Batang project (PT. Pegasol) this meeting was attended by Mrs. Dewi Intania as a representative from PT. Pegasol , Mrs. Vera as HSE PT. Pegasol, Mrs. Imelda as admin project Booster Batang PT. Maharani Prima, and Mr.Robby Alwin as HSE Manager PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Monday
Date : March 17th, 2025

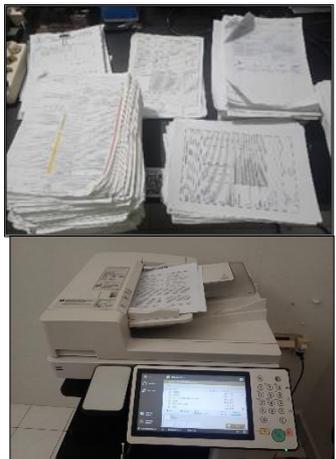
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Scan document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Scanning document is scan all document HSE , such as PTI, FFD, tailgate meeting, SWA, housekeeping, etc.</p>

Daily Activity Internship Program

Day : Tuesday
Date : March 18th, 2025

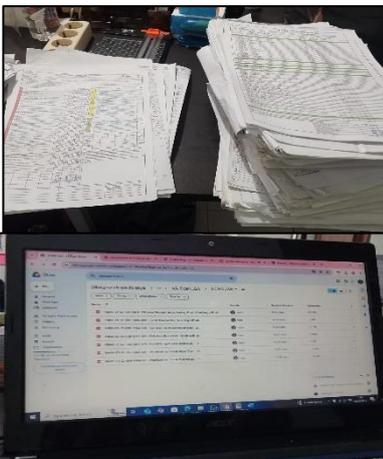
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Scan document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Scanning document is scan all document HSE , such as PTI, FFD, tailgate meeting, SWA, housekeeping, etc.</p>

Daily Activity Internship Program

Day : Wednesday
Date : March 19th, 2025

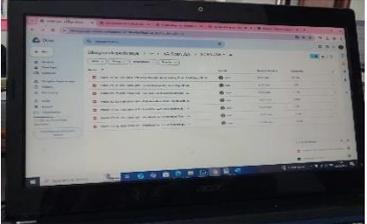
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Inputting FE Audit HSE data	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data entered into the gogle drive audit : 01. FE. PT. Maharani Prima.</p>

Daily Activity Internship Program

Day : Thursday
Date : March 20th, 2025

No	Job Description	Supervisor	Signature
1	1. Inputting FE Audit HSE data	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Inputting data FE audit namely enterig data related to the audit project at PT. Pegasol, the data enetered into the gogle drive audit : 01. FE. PT. Maharani Prima

Daily Activity Internship Program

Day : Friday
Date : March 21th, 2025

No	Job Description	Supervisor	Signature
1	1. Sorting document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p>

Daily Activity Internship Program

Day : Saturday
Date : March 21st, 2025

No	Job Description	Supervisor	Signature
1	1. Sorting document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department

Daily Activity Internship Program

Day : Saturday
Date : March 22nd, 2025

No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Scanning document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Scanning document is scan all document HSE , such as PTI, FFD, tailgate meeting, SWA, housekeeping, etc</p>

Daily Activity Internship Program

Day : Monday
Date : March 24th, 2025

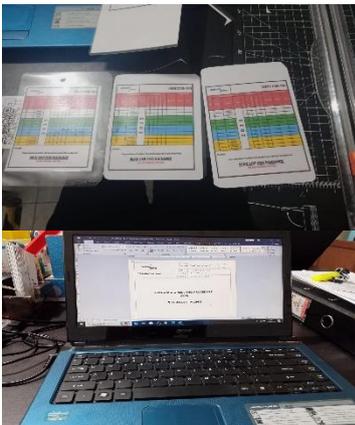
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Scanning document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Scanning document is scan all document HSE , such as PTI, FFD, tailgate meeting, SWA, housekeeping, etc</p>

Daily Activity Internship Program

Day : Tuesday
Date : March 25th, 2025

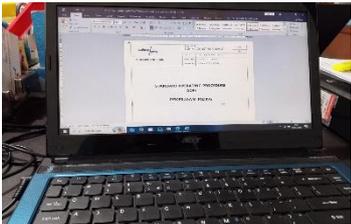
No	Job Description	Supervisor	Signature
1	1. Printing HSE Plan 2. Cutting inspection Tagging	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Printing is duplicating documents from digital to paper media, in HSE Department printing HESPLAN is important because HESPLAN is a work plan on safety and Security in a job to prevent potential hazards or work accidents.</p> <p>Cutting inspection Tagging is cut inspection tagging paper into several parts, inspection tagging is the use of labels or tags attached to equipment, machines or areas to record the results of inspections or checks.</p>

Daily Activity Internship Program

Day : Wednesday
Date : March 26th, 2025

No	Job Description	Supervisor	Signature
1	1. Revising Standard Operating Procedure (SOP)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Revising the process of updating or changing exiting Standard Operating Procedure (SOP) . In HSE Department revising SOP due to changes in the work environment and changes in HSE manager and project manager .

Daily Activity Internship Program

Day : Thursday
Date : March 27th, 2025

No	Job Description	Supervisor	Signature
1	1. Revising Standard Operating Procedure (SOP)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Revising the process of updating or changing exiting Standard Operating Procedure (SOP) . In HSE Department revising SOP due to changes in the work environment and changes in HSE manager and project manager.

Daily Activity Internship Program

Day : Friday
Date : March 28th, 2025

Public Holiday (Holy Day of Nyepi)

Daily Activity Internship Program

Day : Saturday
Date : March 29th, 2025

No	Job Description	Supervisor	Signature
1	1. Revising Standard Operating Procedure (SOP)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Revising the process of updating or changing exiting Standard Operating Procedure (SOP) . In HSE Department revising SOP due to changes in the work environment and changes in HSE manager and project manager.</p>

Daily Activity Internship Program

Day : Sunday- Thursday
Date : March 30th – April 03th 2025

No	Job Description	Supervisor	Signature
	Public Holiday (eid al – fitr)		

Daily Activity Internship Program

Day : Friday
Date : April 04th, 2025

No	Job Description	Supervisor	Signature
1	1. Archiving document HSE and making file dividers	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Job archiving at HSE Department is archiving documents based on the oldest time to the newest date.</p>

Daily Activity Internship Program

Day : Saturday
Date : April 05th, 2025

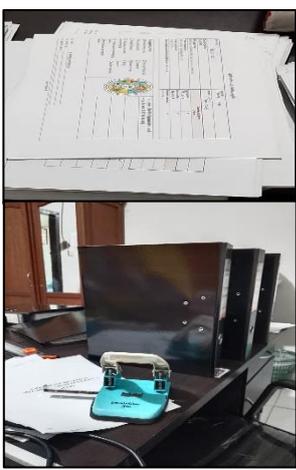
No	Job Description	Supervisor	Signature
1	1. Archiving document	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Job archiving at HSE Department is archiving documents based on the oldest time to the newest date.

Daily Activity Internship Program

Day : Monday
Date : April 07th, 2025

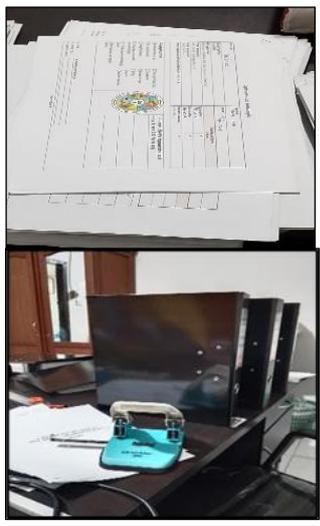
No	Job Description	Supervisor	Signature
1	1. Archiving document HSE 2. Printing document JSA	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Job archiving at HSE Department is archiving documents based on the oldest time to the newest date.</p> <p>Printing document JSA at HSE Department is print file document to paper media, JSA in HSE usually distribution to employee in field for permit to work.</p>

Daily Activity Internship Program

Day : Tuesday
Date : April 08th, 2025

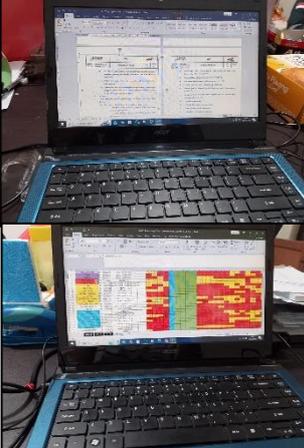
No	Job Description	Supervisor	Signature
1	1. Archiving document HSE 2. Printing document JSA	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Job archiving at HSE Department is archiving documents based on the oldest time to the newest date.</p> <p>Printing document JSA at HSE Department is print file document to paper media, JSA in HSE usually distribution to employee in field for permit to work.</p>

Daily Activity Internship Program

Day : Wednesday
Date : April 09th, 2025

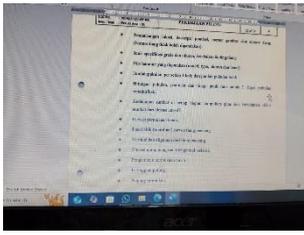
No	Job Description	Supervisor	Signature
1	1. Printing Journey Management Plan (JMP) 2. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Printing document JMP at HSE Department is print file document to paper media, JMP in HSE usually distribution to employee in field for permit to work.</p> <p>Monitoring DCU is monitor daily check up of employees in the field.</p>

Daily Activity Internship Program

Day : Thursday
Date : April 10th, 2025

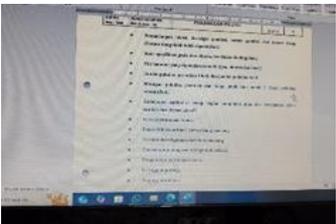
No	Job Description	Supervisor	Signature
1	1. Revising the SOP for Pilling Work	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Revising the process of updating or changing exiting Standard Operating Procedure (SOP) . In HSE Department revising SOP due to changes in the work environment and changes in HSE manager and project manager

Daily Activity Internship Program

Day : Friday
Date : April 11th, 2025

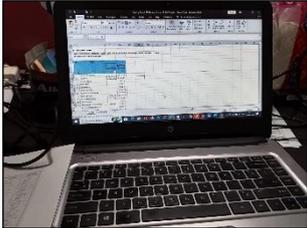
No	Job Description	Supervisor	Signature
1	1. Revising the SOP for Pilling Work	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Revising the process of updating or changing exiting Standard Operating Procedure (SOP). In HSE Department revising SOP due to changes in the work environment and changes in HSE manager and project manager. Revising SOP for Pilling Work is SOP HSE Department.

Daily Activity Internship Program

Day : Saturday
Date : April 12th, 2025

No	Job Description	Supervisor	Signature
1	1. Training Record HSE Induction PT. Maharani Prima 2. Final Reviewing PB (<i>Penilaian Berjalan</i>)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Training Record HSE Induction is recording PT. Maharani Prima employees who attended HSE induction training.</p> <p>Final reviewing PB is a Health, Safety, and Environmental audit ongoing assesment. This is a form of audit that is carried out continuously to measure and assess the company's performance in implementing the HSE management system.</p>

Daily Activity Internship Program

Day : Monday
Date : April 14th, 2025

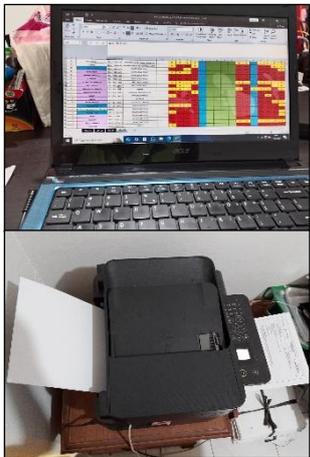
No	Job Description	Supervisor	Signature
1	1. Monitoring Road Cleaning (dress up)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Road Cleaning monitoring is a special monitoring for motor grader, which is a regular ,monitoring and supervision activity for the land leaving process after it has been filled.

Daily Activity Internship Program

Day : Tuesday
Date : April 15th, 2025

No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Printing all SOP	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Monitoring DCU is monitor daily check up of employees in the field.</p> <p>Printing document SOP (Standard Operating Procedure) at HSE Department is print file document to paper media, SOP in HSE usually distribution to employee in field for permit to work and given to the new hesman.</p>

Daily Activity Internship Program

Day : Wednesday
Date : April 16th, 2025

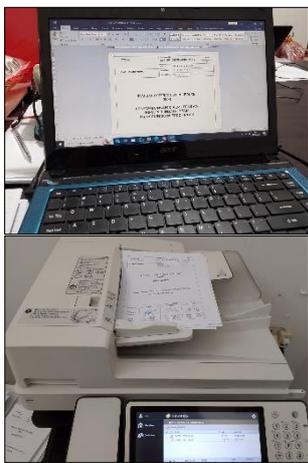
No	Job Description	Supervisor	Signature
1	1. Print SOP 2.Meeting Internal HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Printing document SOP (Standard Operating Procedure) at HSE Department is print file document to paper media, SOP in HSE usually distribution to employee in field for permit to work and given to the new hesman.</p> <p>Meeting internal is is a meeting that takes place within an organization, involving employees and stakeholders within organizatio. internal at department HSE is meeting all employees HSE that discuss , plan, regarding HSE program, problems, audit PB,etc.</p>

Daily Activity Internship Program

Day : Thursday
Date : April 17th 2025

No	Job Description	Supervisor	Signature
1	1. Revising SOP 2. Scanning SOP	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Revising the process of updating or changing exiting Standard Operating Procedure (SOP) . In HSE Department revising SOP due to changes in the work environment and changes in HSE manager and project manager. RevisingSOP for Pilling Work is SOP HSE Department.</p> <p>Scanning SOP is scan all SOP starting from Work SOP, EquipmentSOP, an Pilling SOP.</p>

Daily Activity Internship Program

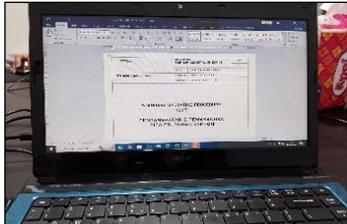
Day : Friday
Date : April 18th, 2025

No	Job Description	Supervisor	Signature
1	Public Holiday (Good Friday)		

Daily Activity Internship Program

Day : Monday
Date : April 19th, 2025

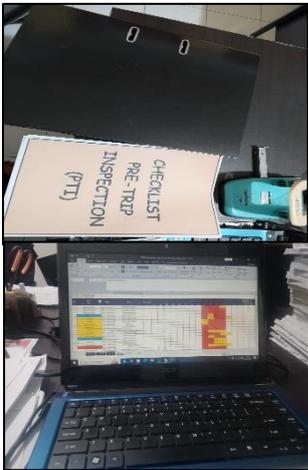
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE from field 2. Revising SOP	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Revising the process of updating or changing exiting Standard Operating Procedure (SOP) . In HSE Department revising SOP due to changes in the work environment and changes in HSE manager and project manager. Revising SOP for Equipment.</p>

Daily Activity Internship Program

Day : Tuesday
Date : April 21th, 2025

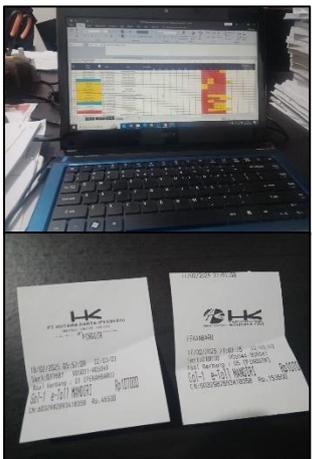
No	Job Description	Supervisor	Signature
1	1. Archiving document HSE 2. Monitoring road patrol cleaning (dress up)	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Job has done at HSE Department is archiving documents based on the oldest time to the newest date.</p> <p>Road Cleaning monitoring is a special monitoring for motor grader, which is a regular ,monitoring and supervision activity for the land leaving process after it has been filled.</p>

Daily Activity . Internship Program

Day : Wednesday
Date : April 23rd, 2025

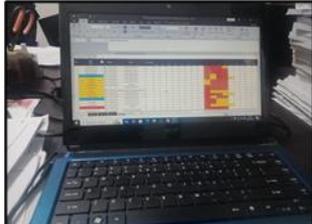
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Scanning payment receipt	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Monitoring DCU is monitor daily check up of employees in the field.</p> <p>Scanning payment receipt is scan HSE employe receipts, such as operational HSE Manager vists, monthly meeting review costs, and other cost.</p>

Daily Activity Internship Program

Day : Thursday
Date : April 24th, 2025

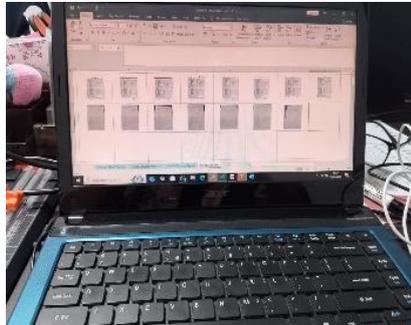
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.

Daily Activity Internship Program

Day : Friday
Date : April 25th, 2025

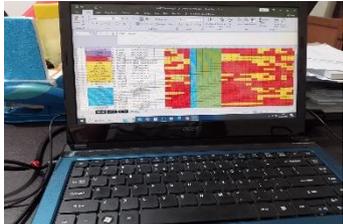
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU 2. Cabin coaching reporting 3. Review monthly meeting	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p> <p>Cabin coaching is a report containing a cabin check form in the vehicle. . The main purpose of cabin coaching is to ensure the safety and comfort of the driver as well as to maintain the performance and efficiency of the vehicle.</p>

Daily Activity Internship Program

Day : Saturday
Date : April 26th, 2025

No	Job Description	Supervisor	Signature
1	1. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present

Daily Activity Internship Program

Day : Monday
Date : April 28th, 2025

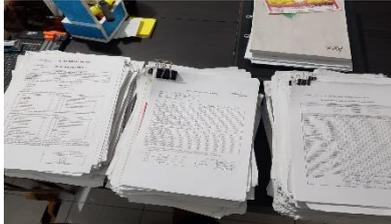
No	Job Description	Supervisor	Signature
1	1. Editing certificates for PEKA winners for April period	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Job at HSE Department has done is Editing certificate for PEKA winners, where editing certificate to correct date, and for the project name in the manager's signature section it is changed to the name of the new project manager.

Daily Activity Internship Program

Day : Tuesday
Date : April 29th, 2025

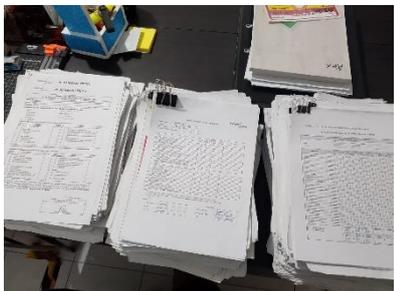
No	Job Description	Supervisor	Signature
1	1. Sorting document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.

Daily Activity Internship Program

Day : Wednesday
Date : April 30th, 2025

No	Job Description	Supervisor	Signature
1	1. Sorting document HSE 2. Scanning document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Sorting document is sorting and grouping documents based on type. Documents in the HSE Department are usually collected first from all locations and then sorted and archive as evidence HSE Department.</p> <p>Scanning document is scan all document HSE , such as PTI, FFD, tailgate meeting, SWA, housekeeping, etc</p>

Daily Activity Internship Program

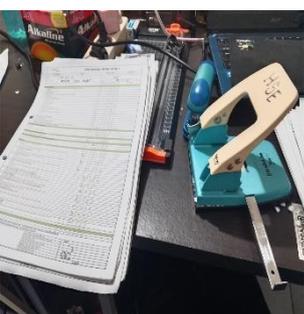
Day : Thursday
Date : May 01st, 2025

No	Job Description	Supervisor	Signature
Public Holiday (International Labor Day)			

Daily Activity Internship Program

Day : Friday
Date : May 02nd, 2025

No	Job Description	Supervisor	Signature
1	1. Archiving document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Job has done at HSE Department is archiving documents based on the oldest time to the newest date

Daily Activity Internship Program

Day : Saturday
Date : May 03rd , 2025

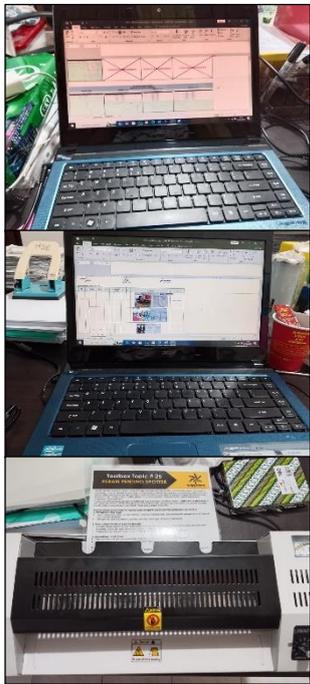
No	Job Description	Supervisor	Signature
1	1. Archiving document HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Job has done at HSE Department is archiving documents based on the oldest time to the newest date

Daily Activity Internship Program

Day : Monday
Date : May 05th , 2025

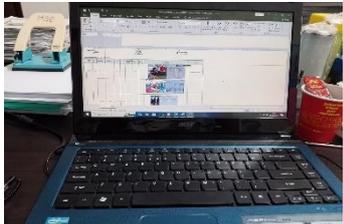
No	Job Description	Supervisor	Signature
1	1. Monitoring Watertank 2. Making summary mapping DCU report 3. Laminating Toolbox Meeing	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Monitoring Watertank is monitor vehicle movement. Making summary mapping DCU is make report absensi employees has done DCU.Laminating Toolbox meeting is laminated toolobox topic.</p>

Daily Activity Internship Program

Day : Tuesday
Date : May 06th , 2025

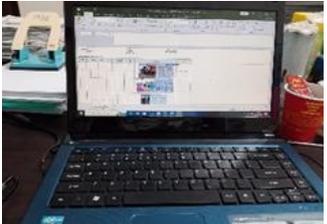
No	Job Description	Supervisor	Signature
1	1. Monitoring Watertank 2. Making summary mapping DCU report	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Making Monitoring Watertank is monitor vehicle movement

Daily Activity Internship Program

Day : Wednesday
Date : May 07th , 2025

No	Job Description	Supervisor	Signature
1	1. Monitoring Watertank 2. Making summary mapping DCU report	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Monitoring Watertank is monitor vehicle movement

Daily Activity Internship Program

Day : Thursday
Date : May 08th , 2025

No	Job Description	Supervisor	Signature
1	1. Monitoring Watertnk	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Making Monitoring Watertank report is monitor vehicle movement

Daily Activity Internship Program

Day : Friday- Saturday
Date : May 09th – 10th 2025

No	Job Description	Supervisor	Signature
	SICK		

Daily Activity Internship Program

Day : Monday
Date : May 12th, 2025

No	Job Description	Supervisor	Signature
Public Holiday (Vesak Day)			

Daily Activity Internship Program

Day : Tuesday
Date : May 13th , 2025

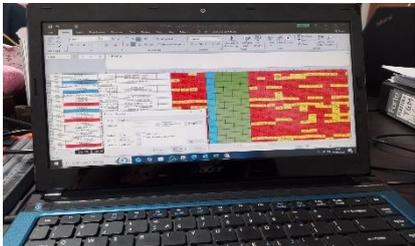
No	Job Description	Supervisor	Signature
1	1. Monitoring DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present

Daily Activity Internship Program

Day : Wednesday
Date : May 14th , 2025

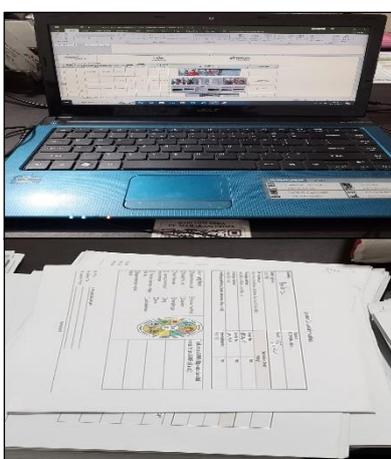
No	Job Description	Supervisor	Signature
1	1. Road Patrol Monitoring 2. Making summary mapping DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Road patrol is monitoring journey , condition of the work area roads, usually the road patrol is an LV (Light Vehicle)</p> <p>Monitoring DCU is health monitoring of employees in the field before starting work. The data taken includes the names of the DCU and those who were present.</p>

Daily Activity Internship Program

Day : Thursday
Date : May 15th , 2025

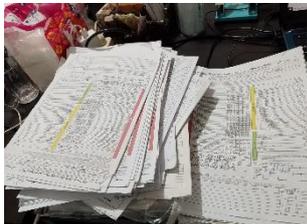
No	Job Description	Supervisor	Signature
1	1. Making summary Mapping DCU 2. Printing Job Safety Analysis	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Making Summary mapping DCU is make report DCU from all locations CS-WUR -EW , where is show number of crew doing DCU on that day and the daily report is sent to email PHR (Pertamina Hulu Rokan).</p> <p>Printing JSA is print document JSA to paper media.</p>

Daily Activity Internship Program

Day : Friday
Date : May 16th , 2025

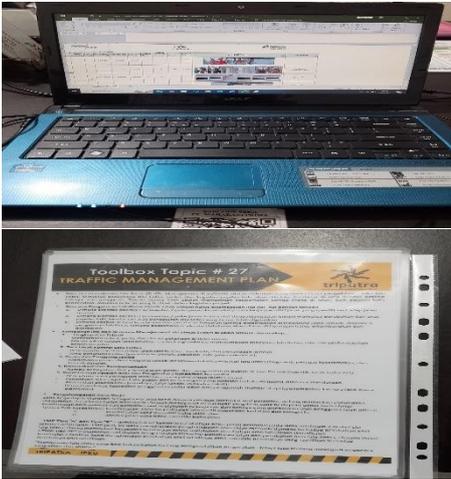
No	Job Description	Supervisor	Signature
1	1. Making summary mapping DCU 2. Sorting document	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Making Summary mapping DCU is make report DCU from all locations CS-WUR -EW , where is show number of crew doing DCU on that day and the daily report is sent to email PHR (Pertamina Hulu Rokan).</p>

Daily Activity Internship Program

Day : Saturday
Date : May 17th , 2025

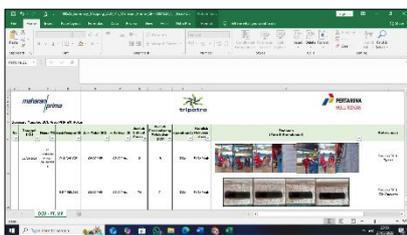
No	Job Description	Supervisor	Signature
1	1. Making summary Mapping DCU 2. Laminating Toolbox Topic #27 (Traffic Management) 3. Sorting document	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Making Summary mapping DCU is make report DCU from all locations CS-WUR -EW , where is show number of crew doing DCU on that day and the daily report is sent to email PHR (Pertamina Hulu Rokan).</p> <p>Laminating Toolbox is laminated paper from damage in field, and this document usually distributed for dissemination to employees in the field.</p>

Daily Activity Internship Program

Day : Monday
Date : May 19th , 2025

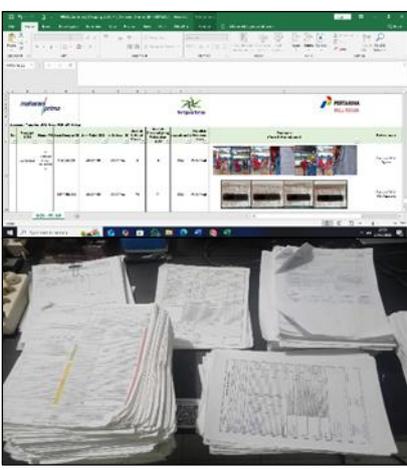
No	Job Description	Supervisor	Signature
1	1. Making summary DCU 2. Sorting document	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
 	<p>Making Summary mapping DCU is make report DCU from all locations CS-WUR -EW , where is show number of crew doing DCU on that day and the daily report is sent to email PHR (Pertamina Hulu Rokan).</p> <p>Sorting document is sort or grouping document based on type.</p>

Daily Activity Internship Program

Day : Tuesday
Date : May 20th , 2025

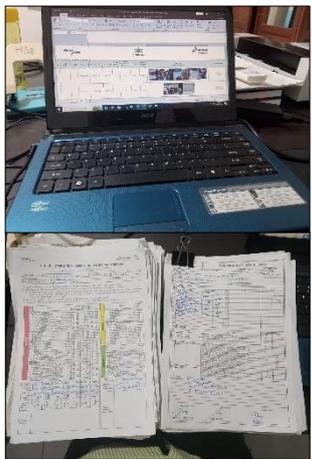
No	Job Description	Supervisor	Signature
1	1. Making summary DCU 2. Sorting document	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Making Summary mapping DCU is make report DCU from all locations CS-WUR -EW , where is show number of crew doing DCU on that day and the daily report is sent to email PHR (Pertamina Hulu Rokan).</p> <p>Sorting document is sort or grouping document based on type.</p>

Daily Activity Internship Program

Day : Wednesday
Date : May 21th , 2025

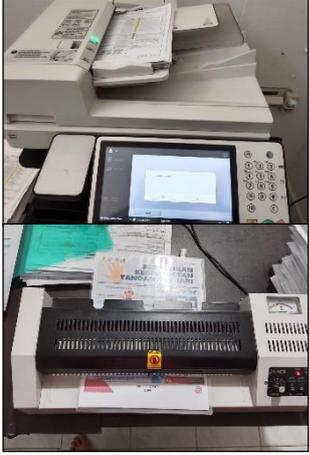
No	Job Description	Supervisor	Signature
1	1. Making summary mapping DCU 2. Sorting dokumen HSE	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Making Summary mapping DCU is make report DCU from all locations CS-WUR -EW , where is show number of crew doing DCU on that day and the daily report is sent to email PHR (Pertamina Hulu Rokan).</p> <p>Sorting document is sort or grouping document based on type.</p>

Daily Activity Internship Program

Day : Thursday
Date : May 22nd, 2025

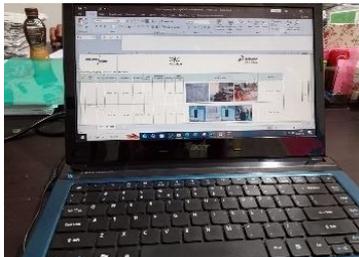
No	Job Description	Supervisor	Signature
1	1. Scanning document HSE 2. Printing Job Safety Analysis	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	<p>Scanning document is scan all document HSE , such as PTI, FFD, tailgate meeting, SWA, housekeeping, etc</p> <p>Printing JSA is print document JSA to paper media</p>

Daily Activity Internship Program

Day : Friday
Date : May 23rd , 2025

No	Job Description	Supervisor	Signature
1	1. Making summary mapping DCU	Dinar Siregar (Mentor perusahaan)	

Work Result	Description
	Making Summary mapping DCU is make report DCU from all locations CS-WUR -EW , where is show number of crew doing DCU on that day and the daily report is sent to email PHR (Pertamina Hulu Rokan).