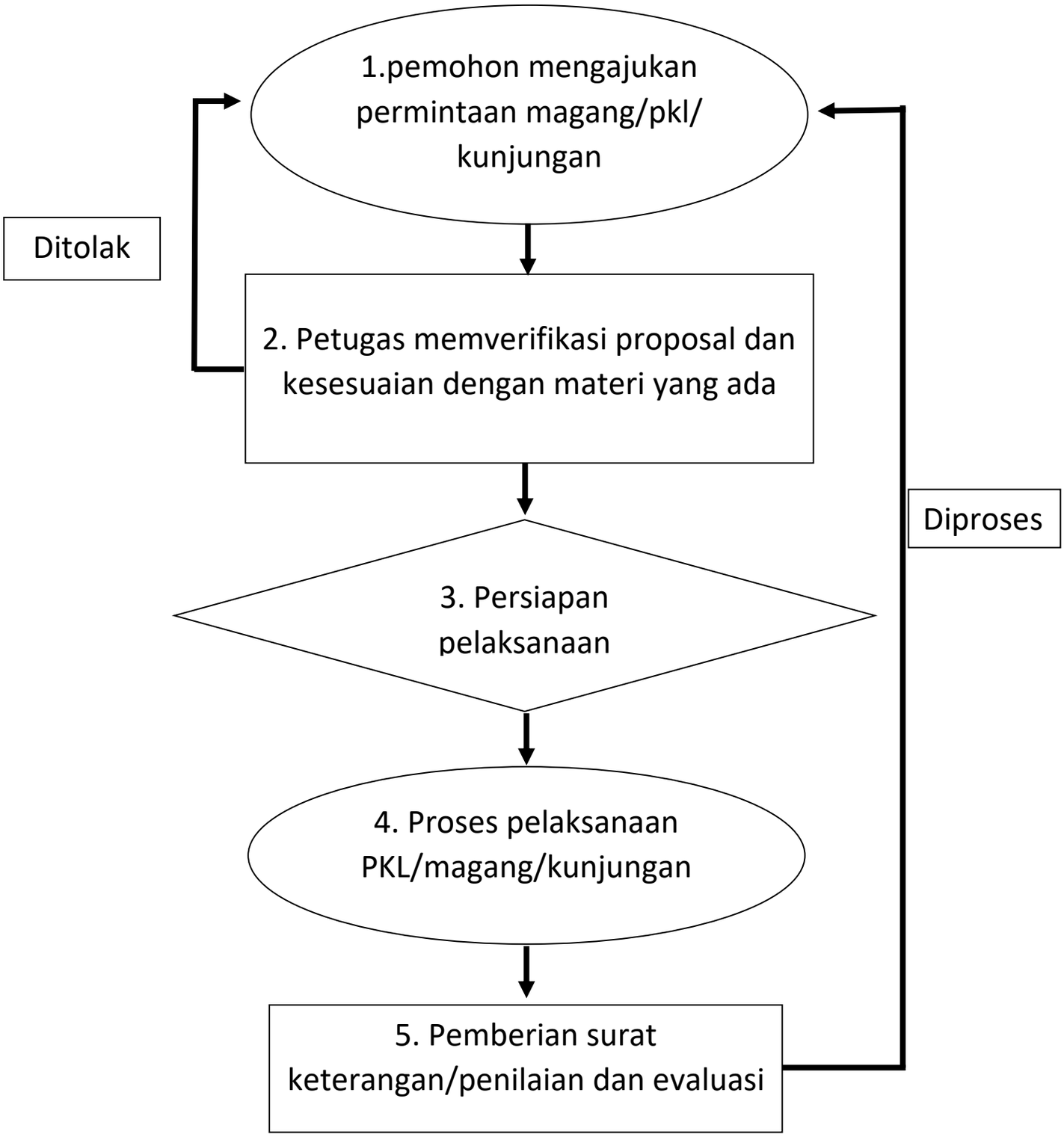SISTEM, MEKANISME DAN PROSEDUR PKL/MAGANG DAN KUNJUNGAN