APPRENTICESHIP REPORT

PT. GEO DIPA ENERGY (PERSERO) (HC-GA EXPLORATION MANAGEMENT UNIT)



By:

ANINDHIA PRATIWI 5404191232

APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023

APPRENTICESHIP REPORT

PT. GEO DIPA ENERGY (PERSERO) (HCGA EXPLORATION MANAGEMENT UNIT)

Written as one of the conditions to completing Job training.

Anindhia Pratiwi 5404191232

South Jakarta, July 28th, 2023

Deputy Coordinator HCGA **Exploration Management Unit** PT. Geo Dipa Energy (Persero) Advisor

Rinawati J. Pardede

Alkadri Perdana, B. IT., M. Sc. NIP. 198409262019031010

Approved by: Head of International Business Administration Study Program

Wan Judita Raflah, B. Sc., M. Ec. Dev NIP 198406142018032001

ACKNOWLEDGEMENT

Assalamu'alaikum Wr. Wb

Praise the presence of Allah SWT who always provides health, both physical health and spiritual health, and provides the opportunity for the author to be able to complete the Job Training (KP) report. Blessings and greetings are also given to our lord, the great prophet Muhammad SAW, for all the struggles and trust he has given us that brought us from the jahiliyah era to this age of knowledge.

This Practical Work is one of the Bengkalis State Polytechnic programs, especially the Department of Business Administration, which must be attended by all Bengkalis State Polytechnic students in applying new knowledge and experiences in supporting the knowledge gained in lectures. This report is expected to add creativity and knowledge for both writers and readers. On this occasion the author would like to express his deepest gratitude to the parties concerned, namely:

- 1. Allah SWT, for the opportunity to live and all the abundance of His grace and guidance which has given miracles and strength to the author in completing this Job Training (KP) activity.
- 2. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
- 3. Mr. Armada, S.T., MT as Deputy Director I of State Polytechnic of Bengkalis.
- 4. Mrs. Suprianti, M.Si as Head of Business Administration the Department.
- 5. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of the International International Business Administration Study Program.
- 6. Teguh Widodo, M.SM., M.Rech as guardian lecturer of International Business Administration VIII B and as the Final Assignment supervisor who has provide guidance, input, and suggestions in improving the Assignment

- this Final Project.
- Mr. Muhammad Alkadri Perdana, B.IT., M.Sc. as Coordinator of Practical 7. Work (KP), and as Lecturer of Practical Work Advisors (KP) who have provided guidance, instructions, and suggestions so that this report is realized in accordance with the conditions and time specified.
- All Lecturers, especially the Bachelor of Applied International Business 8. Administration Study Program who have taught during the lecture.
- All Lecturers and employees of the State Polytechnic of Bengkalis who 9. have collaborated in the lecture process to the preparation of this thesis task.
- Mrs. Rinawati J Pardede as a Deputy HCGA and advisor at PT. Geo Dipa 10. Energy (Persero).
- All employees of all division and Exploration Management Unit at PT. Geo 11. Dipa Energy (Persero)
- 12 All human beings who have ever been present and been a part of the story of my college journey, thank you and may sow what you guys reap over me.

The author realizes that the preparation of this thesis report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors highly expect criticism and constructive suggestions to become a reference for writers in the future. Hopefully, this thesis report is useful for both writers and readers.

Wassalamu'alaikum Wr. Wb.

Bengkalis, August 24th, 2023

Author

Anindhia Pratiwi

5404191232

TABLE OF CONTENTS

COA	/ER		i
APP	ROV	VAL SHEET	ii
ACF	KNO	WLEDGEMENT	iii
TAB	LE (OF CONTENT	v
LIST	ГОБ	FIGURES	vii
LIST	ГОБ	TABLES	viii
LIST	ГОБ	APPENDICES	ix
CHA	APTI	ER I INTRODUCTION	
	1.1.	Background of the Apprenticeship	1
	1.2.	Identification of the Apprenticeship	2
	1.3.	Significances of the Apprenticeship	3
	1.4.	Time of the Apprenticeship	3
	1.5.	Place of the Apprenticeship	4
CHA	APTI	ER II LITERATURE REVIEW	
	2.1	Company Profile	5
	2.2	Vision and Mission	10
	2.3	Kind of Business	10
	2.4	Organization Structure	12
	2.5	The Working Process	15
	2.6	Document Used for Activity	16
CHA	APTI	ER III METHODS AND ACCOMPLISMENT PROCESS	
	3.1	Job Description	22
	3.2	Place of Apprenticeship	22
	3.3	System and Procedures	27
	3/1	Obstacle and Solution	30

CHAPTER IV RESULT AND DISCUSSION

4.1 Conclusion	31	
4.2 Suggestion	32	
REFERENCES		
APPENDICESS	35	

LIST OF FIGURES

Figure 2.1 GDE Logo	5
Figure 2.2 Location of Operational Dieng & Patuha	7
Figure 2.3 Value of Company	8
Figure 2.4 Exploration Activities	9
Figure 2.5 GDE Geothermal Working Area	10
Figure 2.6 Procurements of personel and consultans Geothermal Area	11
Figure 2.7 Power to Distribute	11
Figure 2.8 Organization Structure	12
Figure 2.9 Organization Structure EMU	14
Figure 2.10 Working Process HCGA-EMU	15
Figure 2.11 The Relevant Meeting Minutes	17
Figure 2.12 Realization Form Driver	17
Figure 2.13 PUM and PJUM Format	18
Figure 2.14 Driver Assigment Sheets	18
Figure 2.15 Driver Procurements Document	19
Figure 2.16 Consultant Procurement Document	19
Figure 2.17 Site Visit Jailolo Report	20
Figure 2.18 Absence Meetings	20
Figure 2.19 Survey Form	21
Figure 2.20 Reimburst Invoice Document	21
Figure 3.1 The Process of Participate in Meetings & Make a Notes	28
Figure 3.2 The Process of Procure the Extends of employees & Consultant .	28
Figure 3.3 The Process of Interview New Employees	29
Figure 3.4 The Process of Recapitulation PJUM	30

LIST OF TABLES

Table 1.1 Working Hours at PT. Geo Dipa Energy (Persero)	4
Table 3.1 Working Hours at PT. Geo Dipa Energy (Persero)	23
Table 3.2 List of Activities at PT. Geo Dipa Energy (Persero)	23
Table 3.3 List of Activities at PT. Geo Dipa Energy (Persero)	23
Table 3.4 List of Activities at PT. Geo Dipa Energy (Persero)	24
Table 3.5 List of Activities at PT. Geo Dipa Energy (Persero)	24
Table 3.6 List of Activities at PT. Geo Dipa Energy (Persero)	25
Table 3.7 List of Activities at PT. Geo Dipa Energy (Persero)	25
Table 3.8 List of Activities at PT. Geo Dipa Energy (Persero)	26
Table 3.9 List of Activities at PT. Geo Dipa Energy (Persero)	27

LIST OF APPENDICESS

Appendix 1 Figures of Apprenticeship	35
Appendix 2 Apprenticeship Acceptance Letters	38
Appendix 3 List of Attendance	39
Appendix 4 Weekly Activities	43
Appendix 5 Certificate	50
Appendix 6 Evaluation Sheet	51