APPRENTICESHIP REPORT PT. INDAH KIAT PULP AND PAPER TBK PERAWANG (PT. IKPP)

PORT OPERATION DIVISION (OP) PERAWANG – RIAU

NUR AISYAH 5504201009



ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION STUDY PROGRAM LANGUAGE DEPARTMENT STATE POLYTECHNIC OF BENGKALIS 2024

APPROVAL SHEET

APPRENTICESHIP REPORT

PT. INDAH KIAT PULP AND PAPER (IKPP)

PORT OPERATION (OP)

Written as one of the condition for completing Apprenticeship

Nur Aisyah 5504201009

Perawang - Riau, January 04th, 2024

AMO AFFAIR

DI S.SE.,M.

P: 1013966

dvisor

Pretti Ristra, S.Pd., M.E.

NIP. 198710132022032004

Approved by:

Head of English for Business and Professional Communication Study Program State Polytechnic of Bengkalis

Aswandi, M. Pd

NIP, 198804122015041004

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of Nur Aisyah, Reg Number 5504201009 who did the apprenticeship at PT. Indah Kiat Pulp and Paper Tbk Perawang Mill, started from September 4th to January 4th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 25th, 2024

Acceptance by:

Advisor

Pretti Ristra, S.Pd., M.Ed

NIP. 198710132022032004

Approved by:

Head of English for Business and Professional Communication Study Program State Polytechnic of Bengkalis

Aswandi, M. Po

NIP. 198804122015041004

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious, the Most Merciful

Prior to anything else, I want to thank Allah, the Almighty, the Most Gracious, and the Most Merciful, for His blessings on me throughout my studies and in finishing my job training in PT. Indah Kiat Pulp and Paper (IKPP) Perawang, Riau. May Allah's blessings be upon His last prophet, Muhammad (peace be upon on him), as well as his family and associates.

First and foremost, I would like to express my gratitude and sincere thanks to Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis, Diah Paramita Sari, S.Pd., M.Pd as the Head of Language Department, Aswandi, S.Pd., M.Pd as the Head of D-IV English for Business and Professional Communication Study Program, Ari Satria, M.Pd. B.I as the Head of D-III English Study Program.

I offer my special thanks to my advisor of my job training program, Mrs. Pretti Ristra, S.Pd., M.Ed. who has given me guidance, corrections, comments, and suggestions in completing this final project proposal. Furthermore, I also express my deepest gratitude to my guardian lecturer, Mrs. Arita Destianingsih, M.Pd as the coordinator of final project proposal, who given me her valuable guidance, advice, and encouragement so I could complete this project in time.

I am also very grateful to the people who have given me the opportunity to gain experience at this company, Mr. Armadi SE., ME as the Head of Public Relation of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, Mr. Jasin Kunawan as the Head of Port Operation Divison, Mr. Royandi, SE., ME as the Manager of Port Operation Division, Mrs. Nur Afni as the Supervisor our apprenticeship, and all employees of Port Operation Division and Public Relation of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill that already give the author guidance and a lot of experience while did the job training.

My deepest gratitude to all my family members. It would not be possible to write this project without the support, love, and prayer from them. I would like to thank to my dearest father Arlizam, my mother Herlina, and my sister Nur Asyikin. Then, huge thanks to go my friends (Dea, Putri, Bombastic Side Eye's members) during Job Training or in English Department for sharing every happy and sad moment with me ever since the first time we stepped into our campus until this very moment.

The last but not least, Thanks to myself who has struggled so far in achieving my life goals.

Finally, I hope that my study will be helpful to everyone who reads this job training and finds it interesting.

Bengkalis, January 20th, 2024 Best Regards,

Nur Aisyah

Reg. Number: 5504201009

TABLE OF CONTENTS

	Λ	\mathbf{V}	D.	D
ι.	١,		Π,	м

APPROVAL SHEET	i
ACCEPTANCE SHEET	ii
ACKNOWLEDGMENT	iii
TABLE OF CONTENTS	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	
1.2 Purpose of the Apprenticeship	
1.3 Significances of the Apprenticeship	
CHAPTER II GENERAL DESCRIPTION OF THE COME	PANY 6
2.1 Company History	6
2.2 Vision and Mission	7
2.3 The Type of Company	8
2.4 Organization Structure	9
2.5 The Working Process	11
2.6 Document Used for Activity	
CHAPTER III SCOPE OF THE APPRENTICESHIP	17
3.1 Job Description	17
3.2 System and Procedures	17
3.3 Place of Apprenticeship	24
3.4 Daily Report Activities	24

CHAPTER IV CONCLUSIONS AND SUGGESTIONS	39
4.1 Conclusion	39
4.2 Suggestion	40
REFERENCES	41
LIST OF APPENDICES	42

LIST OF FIGURES

Figure 2.1 PT. Indah Kiat Pulp & Paper Tbk	6
Figure 2.2 Product Type of PT Indah Kiat Pulp & Paper Tbk	9
Figure 2.3 The Organization Structure of PT Indah Kiat Pulp and Paper	11
Figure 2.4 Document of Advance Application (TP)	13
Figure 2.5 Document of Payment Application (PA)	13
Figure 2.6 Document of Bill of Lading (B/L)	14
Figure 2.7 Document of Shipment Plan for Container (SPC)	15
Figure 2.8 Document of Intern Transportation Expense Report	15
Figure 2.9 Shipment Costs Tracking Report	16
Figure 3.1 Flowchart of Invoice Control System (ICS)	19
Figure 3.2 Flowchart of Shipment Costs	20
Figure 3.3 Flowchart of Bill of Lading (B/L)	21
Figure 3.4 Flowchart of Shipment Plan for Container (SPC)	21
Figure 3.5 Flowchart of Payment Application (PA)	22
Figure 3.6 Flowchart of ISPS Code	23

LIST OF TABLES

Table 3.1. The Working Schedule of PT Indah Kiat Pulp & Paper Tbk-
PerawangMill
Table 3.2 Daily Activities of September 4 th , 2023 to September 18 th , 2023 24
Table 3.3 Daily Activities of September 11 th , 2023 to September 15 th , 2023 25
Table 3.4 Daily Activities of September 18 th , 2023 to September 22 nd , 2023 26
Table 3.5 Daily Activities of September 25 th , 2023 to September 29 th , 2023 26
Table 3.6 Daily Activities of October 2 nd , 2023 to October 6 th , 2023 27
Table 3.7 Daily Activities of October 9 th , 2023 to October 13 th , 2023
Table 3.8 Daily Activities of October 16 th , 2023 to October 20 th , 2023
Table 3.9 Daily Activities of October 23 rd , 2023 to October 27 th , 2023 30
Table 3.10 Daily Activities of October 30 th , 2023 to November 3 rd , 2023 30
Table 3.11 Daily Activities of November 6 th , 2023 to November 10 th , 2023 31
Table 3.12 Daily Activities of November 13 th , 2023 to November 17 th , 2023 31
Table 3.13 Daily Activities of November 20 th , 2023 to November 24 th , 2023 32
Table 3.14 Daily Activities of November 27 th , 2023 to December 1 st , 2023 33
Table 3.15 Daily Activities of December 4 th , 2023 to December 8 th , 2023 34
Table 3.16 Daily Activities of December 11 th , 2023 to December 15 th , 2023 35
Table 3.17 Daily Activities of December 18 th , 2023 to December 22 nd , 2023 36
Table 3.18 Daily Activities of December 26 th , 2023 to December 29 th , 2023 36
Table 3.19 Daily Activities of January 2 nd , 2023 to January 4 th , 2023 37

LIST OF APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter	42
Appendix 2 : Apprenticeship Letter	43
Appendix 3 : Evaluation Result	44
Appendix 4: List of Attendance	45
Appendix 5 : Daily Activities	63
Appendix 6: Documentation during Apprenticeship	97