

APPRENTICESHIP REPORT
PT. INDAH KIAT PULP AND PAPER Tbk - PERAWANG MILL

JESSICA CRISTINE SIAGIAN
5504201002



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

APPROVAL SHEET

APPROVAL SHEET APPRENTICESHIP REPORT PT. INDAH KIAT PULP & PAPER TBK PERAWANG MILL PORT OPERATION

Name : Jesscia Cristine Siagian
NIM : 5504201002
Study program : English for Business and Professional Communication
Collage : State Polytechnic of Bengkalis
Time : September 4th 2023 - Januari 4th 2024
Dept/Company : Port Operation/PT. IKPP Tbk Perawang

APPROVED BY:

ADVISOR



TITUS KURNIASIH WINASTIKA
SAP: 1092380

MANAGER OP
PT. IKPP Tbk PERAWANG



ACKNOWLEDGED BY:

KOORDINATOR KP
PT. IKPP Tbk PERAWANG



PURNAYUDHA TARIGAN S.I.KOM
SAP: 1148395



ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Jessica Cristine Siagian, Reg Number 5504201002** who did the apprenticeship at PT. Indah Kiat Pulp and Paper Tbk-Perawang, started from September 04th 2023 to January 04th 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:

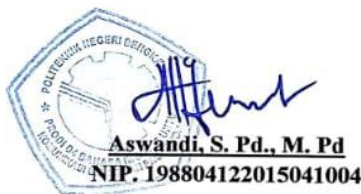
Advisor



M.I. Gunawan, S.S., M.Hum
NIP. 197511232021211004

Approved by:

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



Aswandi, S. Pd., M. Pd
NIP. 198804122015041004

ACKNOWLEDGEMENT

We would like to express our gratitude to Almighty God for bestowing His blessings and still giving health to the writer to be able to complete the internship report. Reports are made according to the activities carried out during the internship at PT. Indah Kiat Pulp and Paper Tbk- Perawang Mill, starting from 04th September 2023 to 04th January 2024. The existence of this report is proof that the author has carried out an internship, and will later be given to the English for Business and Professional Communication department upon completion of the internship.

During the process of writing this internship report at PT. Indah Kiat Pulp and Paper Tbk - Perawang, many individuals are involved in providing guidance, assistance and support. On this occasion, the author would like to express his gratitude to:

1. Johny Custer, ST., MT as Director of Bengkalis State Polytechnic.
2. Diah Paramita Sari, M.Pd as Head of the Language Department.
3. Aswandi, M.Pd as Head of the D-IV English Study Program for Business and Professional Communication.
4. Ari Satria, M.Pd. BI as Head of the D-III English Study Program.
5. Pretti Ristra, S.Pd., M.Ed as internship coordinator.
6. Muhammad Indra Gunawan, SS, M.Hum as internship supervisor
7. Armadi, SE., ME as head of public relations PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill
8. All public relations and Port Operation employees of PT. Indah Kiat Pulp and Paper Tbk-Perawang who has provided experience and knowledge during the internship.
9. Especially for my family who provided support in the form of prayers, time, energy and materials to help and provide convenience during my studies and internships, hopefully I will get a worthy reward from God.

10. My closest friends, thank you for your support and cooperation to help complete this internship report.

The author has completed this internship report, which is far from perfect, both in terms of writing and language, however the author hopes that suggestions and criticism can be used as future references. And this report can make a positive contribution to readers, which can later be used as a reference and increase wider knowledge. Hopefully it can be useful for writers and readers.

Bengkalis, 04 January 2024

A handwritten signature in black ink, appearing to read 'Jessica Siagian', with a long horizontal stroke extending to the right.

Jessica Cristine Siagian
NIM. 5504201002

LIST OF CONTENTS

TITLE PAGE	i
APPROVAL SHEET	ii
ACCEPTANCE SHEET	iv
ACKNOWLEDGEMENT	v
LIST OF CONTENTS	vii
LIST OF FIGURES	ix
LIST OF TABLES	x
LIST OF APPENDICES	xii
CHAPTER 1 INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of Apprenticeship	2
1.3 Significance of Internship	2
1.3.1 Significance for the writer	2
1.3.2 Significance for State Polytechnic of Bengkalis	2
1.3.3 Significance for the Companies	2
CHAPTER 2 GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company History	4
2.2 Vision, Mission and Objective	8
2.2.1 Vision	8
2.2.2 Mission	8
2.2.3 Objective	8
2.3 Kind of Business	8
2.4 Organization Structure	9
2.5 The Working Process	10
2.6 Document used for Activity	12
2.6.1 Briefing Vendor and OP	12

2.6.2 Vendor's heavy equipment daily inspection report	13
2.6.3 Monthly evaluation of contractor environmental performance...	13
2.6.4 APD Master Report	14
2.6.5 Hotworks	14
2.6.6 Behavior based safety (BBS) observation program	15
2.6.7 Monthly assessment of contractor occupational health and safety performance	15
CHAPTER 3 SCOPE OF THE APPRENTICESHIP	16
3.1 Job Description	16
3.2 Working Procedures	17
3.3 Place of Apprenticeship	19
3.4 Kinds and Description of the Activity	19
CHAPTER 4 CONCLUSION AND SUGGESTION	42
4.1 Conclusion	42
4.2 Suggestion.....	43
REFERENCES	44
APPENDICES	45

LIST OF FIGURES

Figure 2.1 PT. Factory Area. Indah Kiat Tbk.....	5
Figure 2.2 Organization structure PT. Indah Kiat Pulp and Paper.....	12
Figure 2.3 Vendor's heavy equipment daily inspection report.....	13
Figure 2.4 Monthly evaluation of contractor environmental performance.....	13
Figure 2.5 APD master report.....	14
Figure 2.6 Hotworks.....	14
Figure 2.7 BBS.....	15
Figure 2.8 Monthly assessment of contractor safety and work safety performance	15
Figure 3.1 Signing of the work PIC attendance list form for OP unit work partners	17
Figure 3.2 Signing of the work PIC attendance list form for OP unit work partners	17
Figure 3.3 Signing the vendor's daily heavy equipment inspection checklist.....	18
Figure 3.4 Vendor files into the folder.....	18
Figure 3.5 Make a monthly inspection report, check and fill in the information	19

LIST OF TABLES

Table 3.1 Agenda of activities of the first week.....	19
Table 3.2 Agenda of activities of the Second Week.....	20
Table 3.3 Agenda of activities of the Third Week.....	21
Table 3.4 Agenda of activities of the fourth week.....	23
Table 3.5 Agenda of activities of the fifth week.....	25
Table 3.6 Agenda of activities of the Sixth Week.....	26
Table 3.7 Agenda of activities of the Seventh Week.....	27
Table 3.8 Agenda of activities of the eighth week.....	29
Table 3.9 Agenda of activities of the Ninth Week.....	30
Table 3.10 Agenda of activities of the Tenth Week.....	31
Table 3.11 Agenda of activities of the Eleventh Week.....	32
Table 3.12 Agenda of activities of the Twelfth Week.....	33
Table 3.13 Agenda of activities of the Thirteenth Week.....	34
Table 3.14 Agenda of activities of the Fourteenth Week.....	35
Table 3.15 Agenda of activities of the Fifteenth Week.....	37
Table 3.16 Agenda of activities of the Sixteenth Week.....	38
Table 3.17 Agenda of activities of the Seventeenth Week.....	39
Table 3.18 Agenda of activities of the Eighteenth Week.....	40
Table 3.19 Safety.....	45
Table 3.20 Agenda of activities of the Second Week (Continued).....	46
Table 3.21 Agenda of activities of the Third Week (Continued).....	47
Table 3.22 Agenda of activities of the fourth Week (Continued).....	51
Table 3.23 Agenda of activities of the fifth Week (Continued).....	54
Table 3.24 Agenda of activities of the Sixth Week (Continued).....	56
Table 3.25 Agenda of activities of the Seventh Week (Continued).....	60
Table 3.26 Agenda of activities of the eighth Week (Continued).....	63
Table 3.27 Agenda of activities of the Ninth Week (Continued).....	66
Table 3.28 Agenda of activities of the Tenth Week (Continued).....	69

Table 3.29 Agenda of activities of the Eleventh Week (Continued)	71
Table 3.30 Agenda of activities of the Twelfth Week (Continued)	73
Table 3.31 Agenda of activities of the Thirteenth Week (Continued)	76
Table 3.32 Agenda of activities of the Fourteenth Week (Continued)	78
Table 3.33 Agenda of activities of the Fifteenth Week (Continued)	81
Table 3.34 Agenda of activities of the Sixteenth Week (Continued)	84
Table 3.35 Agenda of activities of the Seventeenth Week (Continued)	87
Table 3.36 Agenda of activities of the Eighteenth Week (Continued)	88

LIST OF APPENDICES

Appendix 1 Daily Activities of Internship	45
Appendix 2 List of Attendance Internship	107
Appendix 3 Apperenticeship Acceptance Letter	109
Appendix 4 Evaluation Form	110
Appendix 5 Revision List	111