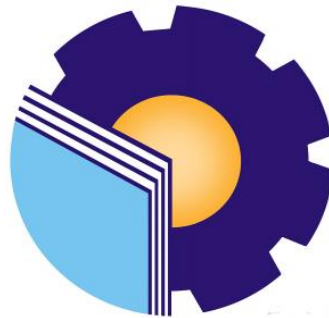


**APPRENTICESHIP REPORT**  
**PT. KILANG PERTAMINA INTERNASIONAL**  
**REFINERY UNIT II DUMAI**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2024**

**APPROVAL SHEET**

**PT. KILANG PERTAMINA INTERNATIONAL  
REFINERY UNIT II DUMAI**

Written as one of the requirements for completing the apprenticeship

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Dumai, June 28<sup>th</sup>, 2024

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Bengkalis, July 12<sup>th</sup>, 2024



**Putri Nursyafrika**  
**5404201300**

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Facing the on-going era of globalization makes some people forced to think and work hard to support their needs. Competition to get a job now is very tight due to the large number of applicants and the small capacity of jobs that are contested by many people, especially for students who annually produce thousands of graduates.

Seeing the phenomenon that occurs, every student must prepare himself either before or after being declared a graduate in finding a better job. Hard Skills are the main answer to getting the job. But having hard skills is not enough, it must also be balanced with soft skills in facing various challenges when doing the job. Developing hard skills and soft skills while in college, namely Bengkalis State Polytechnic, is the best way to achieve success and face competition in the world of work.

Bengkalis State Polytechnic is a vocational higher education institution and the only state polytechnic in Riau which was established in 2001. Bengkalis State Polytechnic is designed to meet the needs of a ready-made workforce. There are two mandatory graduation requirements for Bengkalis State Polytechnic students, namely the final report and practical work.

The Commercial Administration Department is one of the departments in the Bengkalis State Polytechnic. The Commercial Administration Department has 3 (Three) Study Programs, namely D-IV Public Financial Accounting, D-IV International Business Administration, and D-IV Digital Business which has just been upgraded in 2022 which was previously the D-III Business Administration Study Program.

The D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along

with its scope, both in terms of learning to handle correspondence, administration, management, finance, human resources, to the business world. To prepare students to be ready for use in this field, the International Business Administration study program requires students to take part in practical work both in government agencies and in private agencies for a minimum of 4 (four) months to a maximum of 6 (six) months. The international business administration study program hopes that with the practical work for 4 (four) months, students can get to know first hand how the world of work is, and can add insight and experience. Therefore, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be accountable for the results obtained from these practical work activities.

This practical work is carried out after students have completed at least 6 (Six) semesters and fully graduated. Practical work is one of the supporting activities carried out when it has reached the minimum semester that has been determined and must be followed by every Bengkalis State Polytechnic student, which aims to implement the theories obtained in college into the world of work and can feel the atmosphere in the work environment. Practical work has been carried out at PT Pertamina International Refinery Unit II Dumai for 4 (four) months starting from March 01 to June 28, 2024.

## **1.2 Purpose of the Apprenticeship**

To achieve the expected results, it is necessary to know the objectives of practical work, which are as follows:

1. To find out the job description of work activities at PT Pertamina International Refinery Unit II Dumai.
2. To find out the time and place of practical work at PT Pertamina International Refinery Unit II Dumai.
3. To find out the work system and work procedures of the Workforce Services section at PT Pertamina International Refinery Unit II Dumai.
4. To find out the kind description of the activity of practical work at PT Kilang Pertamina International Refinery Unit II Dumai.

5. To find out the obstacles in the implementation of practical work and determine solutions to overcome obstacles in the implementation of practical work at PT Kilang Pertamina International Refinery Unit II Dumai.

### **1.3 Significances of the Apprenticeship**

1. Students can add insight into new knowledge and experience in the world of work to improve themselves before being recruited into the world of work.
2. Students train their confidence to be more courageous in making decisions at work.
3. Students have the opportunity to get to know and familiarize themselves with the work atmosphere, and learn about various problems that often occur in the world of work.
4. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company Profile**

On November 13, 2017 PT Kilang Pertamina Internasional (PT KPI) was established as a strategic holding company of PT Pertamina (Persero) to run, control and manage investment and business activities related to processing and petrochemical megaprojects. On November 28, 2017, PT Pertamina Rosneft Processing and Petrochemical (PT PRPP) was established as a subsidiary of PT KPI to manage the construction of the Tuban New Grass Root Refinery (NGRR) project which is a joint project between PT Pertamina (Persero) and Rosneft Oil Company. PT KPI re-established one subsidiary on May 7, 2019, namely PT Kilang Pertamina Balikpapan (PT KPB), which aims to manage the construction of the RU V Balikpapan Refinery Development Master Plan (RDMP) Project and is prepared to become a joint venture company in collaboration with partners.

In June 2020, PT KPI further expanded its role in addition to managing infrastructure projects as well as developing the processing and petrochemical business and managing processing & petrochemical refineries previously managed by PT Pertamina (Persero), namely Refinery Unit II Dumai, Refinery Unit III Plaju, Refinery Unit IV Cilacap, Refinery Unit V Balikpapan, Refinery Unit VI Balongan and Refinery Unit VII Sorong. The change in role was marked by the inauguration of PT Kilang Pertamina Internasional as Subholding Refining & Petrochemical as part of the formation of Oil and Gas Holding. This role change was followed by the appointment of the new PT KPI Board of Commissioners and Directors. The logo of PT Pertamina is shown in Figure 2.1 below:



**Figure 2.1 Logo of PT Kilang Pertamina Internasional**  
*Sources: Possessed Data 2024*

Pertamina Unit II Dumai Refinery consists of two refineries, the Putri Tujuh Refinery in Dumai and the Sei Pakning Refinery. Putri Tujuh Refinery Pertamina Unit II Dumai Refinery itself was built in April 1969 based on a turnkey project contract between Pertamina and Far East Sumitomo Japan. The construction of the Unit II Dumai Refinery was confirmed by the Decree of the Director General of PERTAMINA No. 33345/Kpts/DM/1967. The construction was carried out by a foreign contractor, Ishikawajima Harima Heavy Industries (IHHI). The contractor carried out refinery finishing works and Crude Oil Distillation Unit (CDU) utilities, TAESEI carried out civil works such as other operational support facilities such as production tanks, docks, special ports and pipelines. Unit II refinery is the largest Pertamina refinery on the island of Sumatra and supplies 23% of the national oil needs. (Sukardi, 2013). Currently the working area of Dumai Processing Unit II includes:

1. Refinery Unit II Dumai

Refinery Unit II Dumai was built in 1969 and has a capacity of 100,000 barrels per day to process Minas crude oil. Started working since its inauguration by President R.L. Suharto on September 8, 1971 with 2 processing units including: Topping Unit/Crude Distilling Unit (CDU) and Gasoline Plant. Dumai Refinery processes crude oil into: Gas, Gasoline/Premium, Kerosene, Automotive Diesel Oil, and Low Sulfur Wax Residue.

With the increasing demand for petroleum and to maximize the refining of oil into more economically valuable products, the Dumai Oil Refinery Expansion Project was implemented by adding 11 processing

units called the Hydrocracker Complex to utilize the capacity of the oil refinery. The Dumai oil refinery exploded 120.00 barrels/day. The Dumai Refinery expansion project started in 1981 and upon completion was inaugurated by the President of the Republic of Indonesia Soeharto on February 7, 1984, processing Low Sulfur Wax Residue produced by the Crude Distillation Unit (CDU) at Dumai Refinery and Sei Pakning Refinery.

Before the addition of the new refinery, the old refinery was only able to process 37.73% of crude oil into fuel, while the new refinery process unit has the same raw feed rate of 93.84% of the fuel produced, and the residue from the new refinery is used as refinery fuel and green coke, which is the mainstay product of the Dumai II refinery. The construction of the Dumai Unit II oil refinery was carried out with the following considerations:

- a. The location of Dumai city by the sea (Rupat Strait) with deep and calm sea conditions facilitates sea transportation.
- b. Availability of the required land
- c. The need for fuel oil continues to increase.
- d. Availability of crude oil from PT CHEVRON.

The raw material processed is crude oil produced by PT CHEVRON Indonesia produced from Duri (DCO) and Minas (SLC) oil fields with a ratio of 85% volume of Minas Crude Oil and 15% Duri Crude oil. Currently, Pertamina RU-II Dumai refinery operates with a capacity of 130,000 barrels/day. While Pertamina Refinery Unit II Sungai Pakning, whose system is integrated with the Refinery Unit II Dumai refinery, processes oil from Handil and Lirik, Pertamina Lirik Riau Exploration Unit (UEP) production capacity of 50,000 barrels per day produces the same 8 products as the Crude Distillation Unit (CDU) at the Dumai refinery, while the residue produced by Pertamina Refinery Unit II Sei Pakning Refinery (LSWR) is sent to the Dumai refinery for processing in the High Vacuum Unit (HVU).

## 2. Refinery Unit II Sungai Pakning

Refinery Unit II Sungai Pakning is part of the Pertamina Refinery Unit II Dumai which is an oil refinery owned by the Pertamina processing business group. Workers who support the activities of the Refinery Unit II Sungai Pakning refinery are 207 Pertamina workers and 61 PT EPT workers. PT Pertamina is one of the BUMN (State-Owned Enterprises) engaged in the oil and gas sector. The company was established on December 10, 1957 under the name PT Perusahaan Mi Nasional abbreviated as PT PERTAMINA. This PT changed its status to State Company (PN) Permina in 1960. 8 years later, on August 20, 1968, PN Permina merged with PN Pertamina to become PN Pertambangan Minyak dan Gas Bumi Negara (Pertamina).

The Sungai Pakning Oil Refinery was built in November 1968 by Refining Associates (Canada). Ltd or Refican, was completed and started production in December 1969. The refinery began operations with a capacity of 25,000 barrels/day. In September 1975 the entire refinery was transferred from Refican to Pertamina. The refinery was gradually upgraded and its capacity was increased from 25,000 barrels per day to 35,000 barrels per day in 1977. In 1980, the capacity was further increased to 40,000 barrels per day. In 1982, the capacity of Sungai Pakning Oil Refinery was increased to 50,000 barrels per day as currently designed. The configuration of the Sungai Pakning Oil Refinery is the same as that of the Crude Distillate Unit (CDU) at the Dumai Oil Refinery.

### **2.2 Vision and Mission of Company**

Every company, including PT Kilang Pertamina International, requires a vision and mission in order to achieve its objectives and serve as a driving force in carrying out its individual programs. PT Kilang Pertamina International has the following vision and mission:



## **1. Vision**

A vision is the future goal of an agency, organization, or company. Vision is also the thoughts that are in the minds of the founders. These thoughts are a picture of the future to be achieved. The vision of PT Pertamina International Refinery RU II Dumai is, "To become a world-class competitive green and eco-friendly refinery based on oil and petrochemicals in 2028."

## **2. Mission**

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. PT. Kilang Pertamina RU II Dumai mission, namely "Conducting business in the field of oil processing and petrochemicals that are managed professionally and environmentally sound based on Pertamina's values to provide added value to stakeholders".

### **2.3 Kind of Business**

PT Pertamina International Refinery RU II Dumai processes crude oil into: Gas, Gasoline/Premium, Kerosene, Automotive Diesel Oil, and Low Sulfur Wax Residue. With the increasing demand for petroleum and to maximize the refining of oil into more economically valuable products, the Dumai Oil Refinery Expansion Project was implemented by adding 11 processing units called the Hydrocracker Complex to utilize the capacity of the oil refinery. The Dumai oil refinery processes 120.00 barrels/day.

The raw material processed is crude oil produced by PT CHEVRON Indonesia produced from Duri (DCO) and Minas (SLC) oil fields with a ratio of 85% volume of Minas Crude Oil and 15% Duri Crude oil.

#### **1. Project Infrastructure**

Infrastructure development of oil refinery and petrochemical projects, mainly RDMP megaprojects, GRR, Green Refinery, etc. to increase processing capacity and product quality.

## 2. Product Management

Product management and product inventory as well as product handover (sales) activities primarily to SH Commercial & Trading/PT Patra Niaga, including lifting and distribution activities.

## 3. Crude Oil and Feedstock Management

Procurement, receipt and management of crude oil and other feedstocks including feedstock optimization and trading. Management of state share of domestic crude oil (MMKBN).

## 4. Refinery Processing

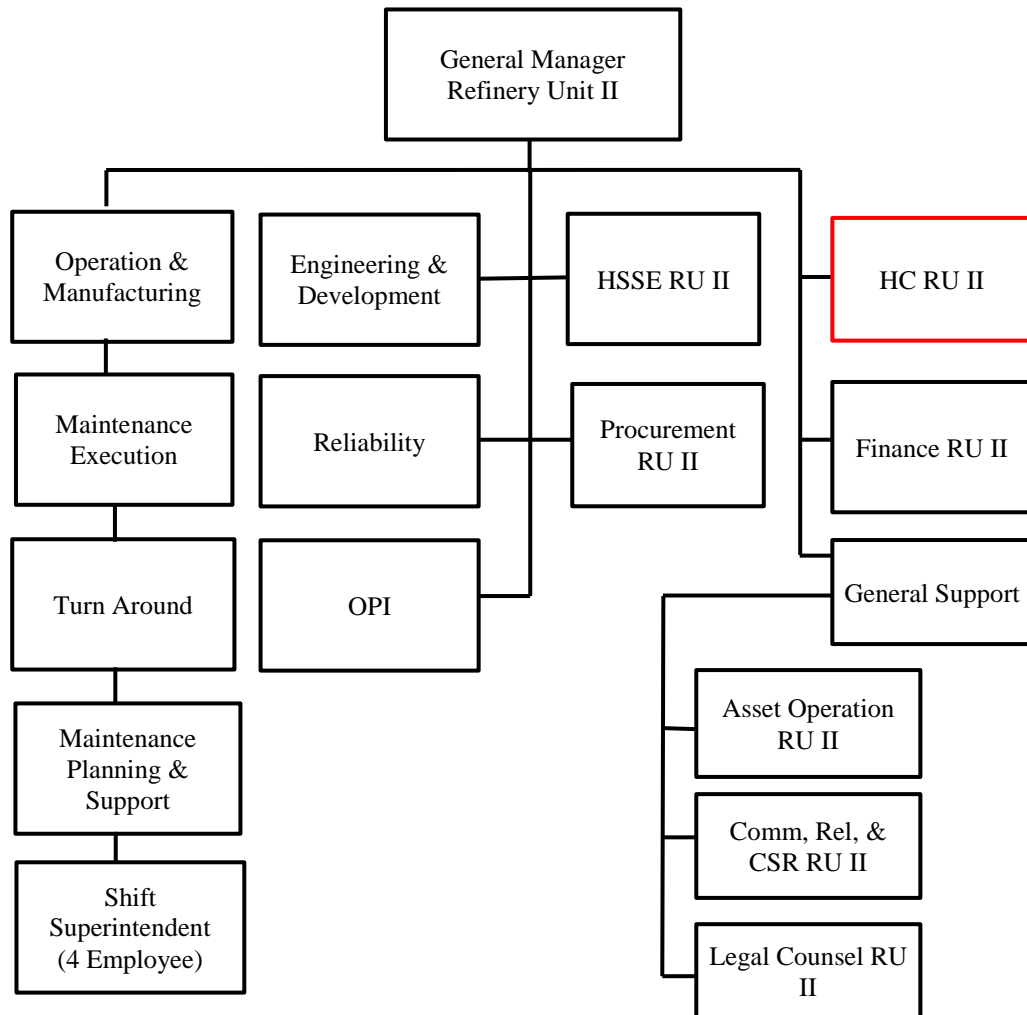
Processing of crude oil and other feedstock at existing facilities (six RU's Pertamina refineries) in Indonesia, with a processing capacity of up to 1 million bpd as well as cooperation in processing feedstock through toll fee mechanisms.

### **2.4 Organization Structure**

A company's organizational structure is a visual diagram of the components that make up the company that illustrates what employees do, to whom employees are responsible, and how decisions are made within the company. The organizational structure determines how information flows between levels within the company so that the company's goals can be achieved. The organizational structure helps new employees to get to know and learn the management and departments in the company.

In this company structure there are several personnel or sections that belonging to the core ranks of the company structure, or what is commonly referred to as company officials. Consist of the board of directors, managers, and division heads or department. And in the composition below there are staff and workers.

The organizational structure of PT. Kilang Pertamina International Refinery Unit II Dumai is as follows:



**Figure 2.2 Organizational Structure of PT Kilang Pertamina International RU II Dumai**  
*Source: Processed Data 2024*

Based on the figure above, the red circle is the department author applied as long as doing apprenticeship in PT. Kilang Pertamina International RU II Dumai. Human Capital (HC) has three divisions. Namely, Business partner, Workforce services and Quality management. The author did the apprenticeship in Workforce Services Division of Human Capital. The following is a job description of each Human Capital divisions, namely:

1. Business Partner

Business Partners are responsible for building strategic relationships between the HR department and business units in an organization. They work with managers and business leaders to understand business needs, analyze HR data, provide strategic human resources advice, and help develop and execute HR initiatives that support the company's business objectives. The duties of business partners also include Organizational Structure, Manpower & Recruitment Career Development (Mutation-Promotion), Competency Measurement, Development (Training & Certification).

2. Workforce Services

Industrial Relations, Settlement of disputes & problems of workers or Disnaker: Handle disputes between workers and management, work with the Manpower Office for mediation, and develop policies to prevent conflicts, OS Management (Outsourcing), TKJP and Contract Workers: Organize and manage outsourced and contract workers, ensure regulatory compliance, maintain communication with management, and oversee the performance of outsourced workers and Compensation and Benefit, Payroll and Overtime: Manage payroll, calculate and manage overtime payments, provide various employee benefits, and ensure compliance with tax and labour laws.

3. Quality Management

Quality management is responsible for ensuring that the products or services produced by the organization meet established quality standards. In the context of HR, quality management involves developing and implementing quality standards related to HR processes, such as employee evaluation, performance management, training, and organizational development. The goal is to ensure that HR practices support the achievement of organizational goals effectively and efficiently. The tasks also include Management Standard Systems (STK, SMT ISO, etc),

Knowledge Management (KOMET, CIP, APQ, dII), Quality Assessment (SMT Audit, KKEP, etc).

## **2.5 The Working Process**

The author at the time of his internship was placed in the Workforce services divisions of PT Kilang Pertamina International Refinery Unit II Dumai. Workforce services are a service that is responsible for managing various aspects of employment within a company. It covers several key areas such as industrial relations, short-term and contract labor management, and compensation and benefits. Here is a brief explanation. The duties and functions of the Workforce services Division of PT Kilang Pertamina International Refinery Unit II Dumai are as follows:

### **1. Industrial Relations**

Settlement of disputes & problems of workers or Disnaker: Handle disputes between workers and management, work with the Manpower Office for mediation, and develop policies to prevent conflicts.

### **2. OS Management (Outsourcing)**

TKJP and Contract Workers: Organize and manage outsourced and contract workers, ensure regulatory compliance, maintain communication with management, and oversee the performance of outsourced workers.

### **3. Compensation and Benefit**

Payroll and Overtime: Manage payroll, calculate and manage overtime payments, provide various employee benefits, and ensure compliance with tax and labour laws.

## **2.6 Document Used for Activity**

PT Kilang Pertamina International uses several documents in carrying out its operational activities, particularly the Division, workforce services, including the following:

### **1. Minutes Form**

Minutes forms are a record of the journey of an activity, whether it is a meeting, seminar or discussion that starts from the beginning to the end of

the event. The minutes form contains the title, day/date, place, participants, description of the discussion and action.

2. Attendance Form

The attendance form is usually used when there is an event or activity for the participants who are present at the event or activity that day. Attendance form consists of name, dept. or section, and signature. At the top of the form there is the day, date, time and speaker.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This practical work program was carried out at PT Kilang Pertamina International Refinery Unit II Dumai for 4 months from March 01, 2024 to June 28, 2024. During the practical work period, the apprentice is placed in Human capital department. There are several assignments during practical work in the Workforce services division at PT Kilang Pertamina International Refinery Unit II Dumai as follows:

1. Recapitulation of overtime for Outsourcing (TAD) RU II Dumai workers.
2. Making documents TKO Management of Company Office House in word
3. Making PPT for the Socialization of Career Path of TO Worker Development
4. Scan and Photocopy Documents
5. Maps Correction of Company Office House (RDP)
6. Contributing to BPA and BPS Interview activities

This practical work activity is carried out in accordance with the provisions of the code of conduct for the implementation of practical work activities a period of 4 (four) months starting from March 04, 2024 to June 28, 2024. During the implementation of practical work activities, placed in the Workforce services section.

#### **3.2 System and Procedure**

##### **3.2.1 The Working System**

PT Pertamina International Refinery RU II Dumai implements various systems to support operations and facilitate employees in carrying out their duties.

The company combines the use of internet-based systems with manual methods to ensure efficiency and accuracy in daily work.

## 1. Internet-based System

### a. Report Submission

Work and production reports are submitted online using email. This facilitates quick and accurate dissemination of information among various departments.

### b. Confirmation

Confirmation of tasks, meetings and other activities is also done via email. This allows for more efficient coordination and ensures all relevant parties receive information in a timely manner.

## 2. Manual System

### a. Recording of Meeting Minutes Form

Meeting minutes are recorded manually using a special form. This manual recording helps in documenting the discussions and decisions taken during the meeting in a detailed and structured manner.

### b. Activity Implementation Form

The execution of various operational activities is recorded using manual forms. These forms include important details about the activities performed, the personnel involved, as well as the results or outputs of those activities.

By implementing these two systems, PT Pertamina International Refinery RU II Dumai is able to maintain a balance between operational ease and data accuracy, ensuring all processes run smoothly and efficiently.

### **3.2.2 Working Procedures**

Work procedures or activities carried out when doing practical work at the Workforce Services section at PT. Kilang Pertamina International RU II Dumai is explained as follows:

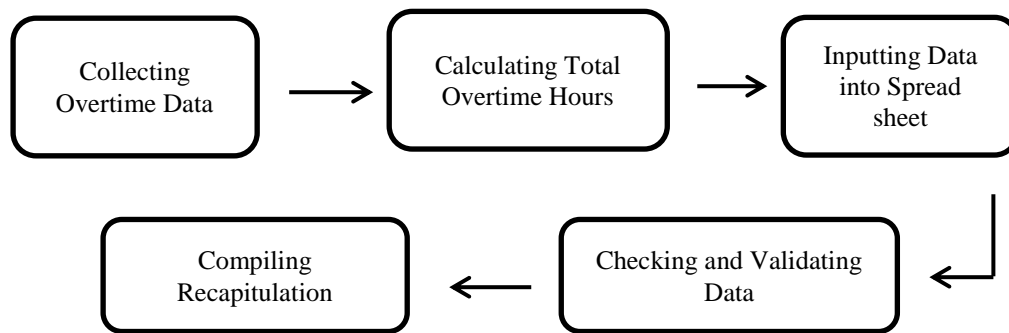
#### 3.2.2.1 Recapitulation of overtime for Outsourcing (TAD) RU II Dumai workers.

The overtime recapitulation of RU II Dumai's Outsourcing (TAD) workers is a document that contains a summary or overview of the total overtime hours



that have been worked by Outsourcing (TAD) workers at RU (Refinery Unit) II Dumai in a certain period.

This document is important for monitoring and managing workload and ensuring compliance with the company's overtime policy.



**Figure 3.1 Flowchart of Recapitulation of overtime for TAD RU II Dumai workers.**  
*Source: Human Capital Department PT. KPI RU II Dumai*

According to the flowchart above, collect time sheets or attendance records from each TAD worker. Calculate the number of overtime hours from each time sheet that has been collected, Add up the total overtime hours worked by each worker within a certain period and Recap per worker and grand total for the team, Inputting daily overtime data into a spread sheet or payroll software. Ensure each data entry is accurate and matches the physical records, Checking and Validating Data, Double-checking each data entry to ensure there are no calculation errors. Validate overtime data with relevant supervisors or managers, Report Compile the final overtime recapitulation report in the format specified by the company and Include summaries, graphs or tables that facilitate understanding of the overtime data.

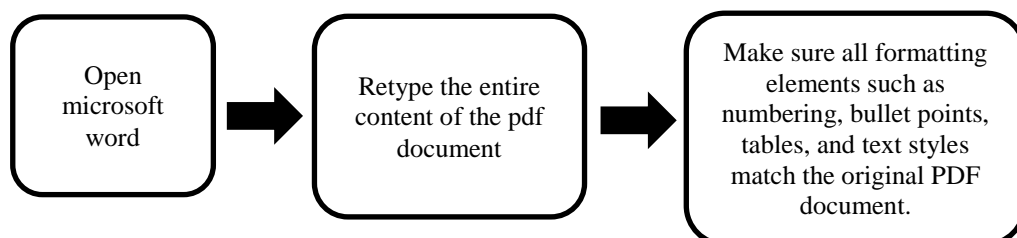
Rekapitulasi Lembur Pekerja Tenaga Alih Daya (TAD)				
Pek. TAD Adm Fungsi Support dan Non Support di RU II Dumai				
Periode 20 Desember 2023 - 20 Januari 2024				
NO	NAMA	JAM NYATA (AKTUAL)	JAM SETELAH	FUNGSI
1	Kristyawati	33	58,5	ADM MA 4-ME
2	Robiah	32	58,5	ADM MA 2-ME
3	Novrianti Nazibah	32	57	ADM MA 1-ME
4	Tiya Wahyuni	19	34,5	ADM MA 3-ME
5	Yoeyana Bodi	13	22,5	ADM SEKR. ME-ME
6	Ade Desfiandi	51	91	ADM EIE-MP&S
7	Lidiya Wati	17	30	ADM MAN MP&S
8	Nora Eldira	33	59	ADM SEIE-MP&S
9	Aulia Faunia	31	58	ADM REIE-MP&S
10	Muslim	24	48	ADM FINANCE
11	Sugito	36	77	ADM FINANCE
12	Jamaluddin	45	99	ADM FINANCE
13	Safri	36	77	ADM FINANCE

**Figure 3.2 Recapitulation of overtime for TAD RU II Dumai workers.**  
*Source: Human Capital Department PT. KPI RU II Dumai*

### 3.2.2.2 Making documents TKO Management of Company Office House

This document is prepared to provide guidelines and procedures for the management of official residence in the company. The background to the preparation of this document is the need to establish clear and consistent operational standards to ensure that official residence is managed in an effective manner and in accordance with company policy. With this guideline, the company can ensure that the use of official residence is optimized, maintenance is carried out properly, and administration is carried out in an orderly manner.

The steps to create a TKO (Governance Organization) document based on an existing document in PDF format:



**Figure 3.3 Flowchart of document TKO Management of Company Office House**  
*Source: Human Capital Department PT. KPI RU II Dumai*

## TATA KERJA ORGANISASI



FUNGSI : FUNGSI TALENT DEVELOPMENT - DIREKTORAT SDM	NOMOR : B09-001 /K10220/2019-S9
JUDUL : PENGEMBANGAN DAN PEMBINAAN TECHNICAL OPERATION	REVISI KE : <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 BERLAKU TMT : 23 Mei 2019 HALAMAN : 1 dari 7

### I. TUJUAN

Tujuan penyusunan TKO ini adalah memberikan panduan dalam proses pengembangan karier Pekerja *technical operation* secara terencana dan terkendali untuk memenuhi kebutuhan operasional Perusahaan agar pembinaan karier Pekerja menjadi jelas dan transparan.

### II. RUANG LINGKUP

Ruang lingkup Tata Kerja Organisasi ini mengatur mekanisme/prosedur sistem pengelolaan karier Pekerja (PWTT) *technical operation* Direktorat Pengolahan.

### III. PENGERTIAN & BATASAN

#### A. PENGERTIAN

1. **Bimbingan/Coaching** adalah bimbingan dalam rangka membantu Pekerja mengatasi hambatan yang dihadapi dalam dunia kerja, untuk membantu pengembangan dan produktivitas.

**Figure 3.4 document TKO Management of Company Office House**

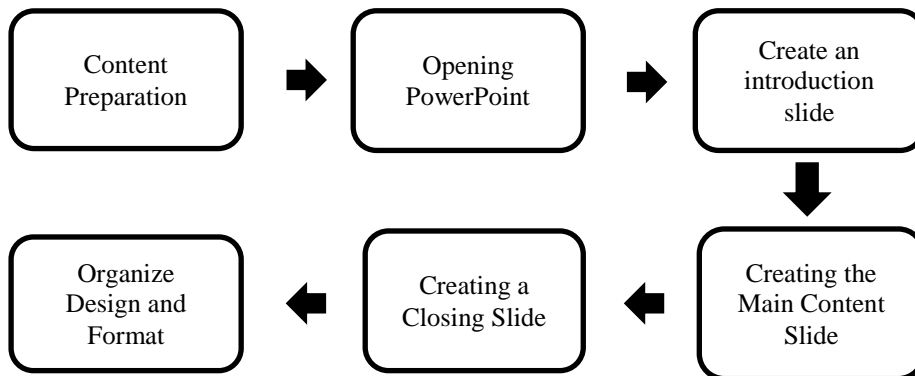
*Source: Human Capital Department PT. KPI RU II Dumai*

### 3.2.2.3 Making PPT for the Socialization of Career Path of TO Worker Development

Career development is a systematic process of developing the potential and skills of the workforce through training, work experience, and development opportunities in order to achieve higher positions in the organization. The goal is to ensure that the workforce has the necessary skills and knowledge for career growth and greater contribution to the company.

Creating a PowerPoint presentation (PPT) for the socialization of Career Ladder Development for the TO Workforce is a process for creating presentation materials that will be used in a socialization or training event regarding career ladders and TO workforce development.

Conducting effective socialization, companies can ensure that the workforce in the field of operations engineering has the necessary knowledge and tools to manage and develop their careers, which in turn will support the achievement of company goals and employee growth.



**Figure 3.5 Flowchart of PPT for the Socialization of Career Path of TO Worker Development**

*Source: Human Capital Department PT. KPI RU II Dumai*

According to the flowchart above, Determine the purpose of the presentation, Gather relevant information and data and Develop a presentation outline (introduction, main body, conclusion), Open the Microsoft PowerPoint application, Create a new presentation, Create an introduction slide, Add a presentation title, Include a subtitle and date, Add an image or company logo, Create a slide introducing the objectives and agenda, Add slides with the main points you want to convey, Use graphs, tables and images to clarify the information, Create a slide summarizing the main points, Add a slide for the Q&A session, Include contact information if required, Choose a suitable design template, Use easy-to-read fonts and contrasting colours and Make sure all visual elements are organized and not too busy.

PETUNJUK TEKNIS PROMOSI  
TECHNICAL OPERATION DIREKTORAT PENGOLAHAN



**Faktor-Faktor Penilaian Point System**

**1. Nilai Pengukuran Kompetensi**

- Nilai Pemenuhan Kompetensi diperoleh dari hasil pengukuran kompetensi teknis yang dilaksanakan setelah Pekerja menyelesaikan *workbook / aktivitas* (Craft Personnel Development Program /Operator Training Simulator/Sertifikasi dll)
- Nilai pengukuran kompetensi teknis dapat diperoleh Pekerja dengan menggunakan beberapa alternatif alat ukur sbb:
  1. *Evaluate self Assessment* melalui Uji Soal (Objective) / Uji Simulator
  2. Penilaian oleh *Evaluator/Atasan*
  3. *Panel Review*
- Bobot Penilaian untuk masing-masing alat ukur sebagai berikut :

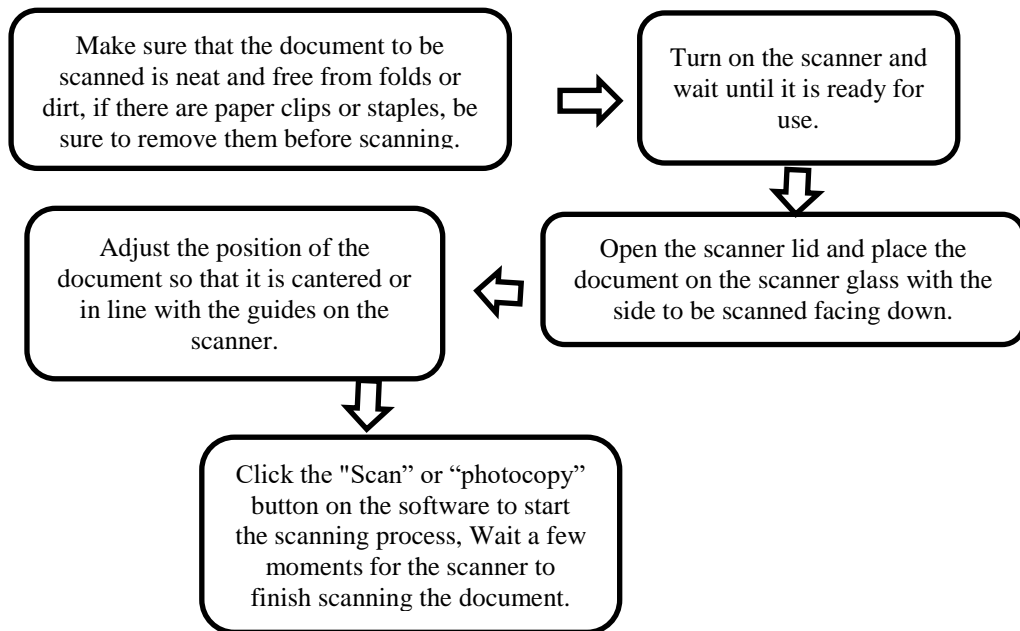
Uji Kompetensi		Panel Review
70 %		30%
Objective	Penilaian Atasan	Uji Panel Review
70 %	30 %	100 %

**Figure 3.6 Making ppt for the Socialization of Career Path of TO Worker Development**

*Source: Human Capital Department PT. KPI RU II Dumai*

### 3.2.2.4 Scan and Photocopy Documents

Scan is the process of scanning documents to convert them into digital data. Scan is a device used to scan physical documents and convert them into digital documents. Meanwhile, photocopy is the result of photographic reproduction or duplication of printed matter or writing. Here are the steps to scan and photocopy a document:



**Figure 3.7 Step of Scan or Photocopy Documents**

*Source: Human Capital Department PT. KPI RU II Dumai*



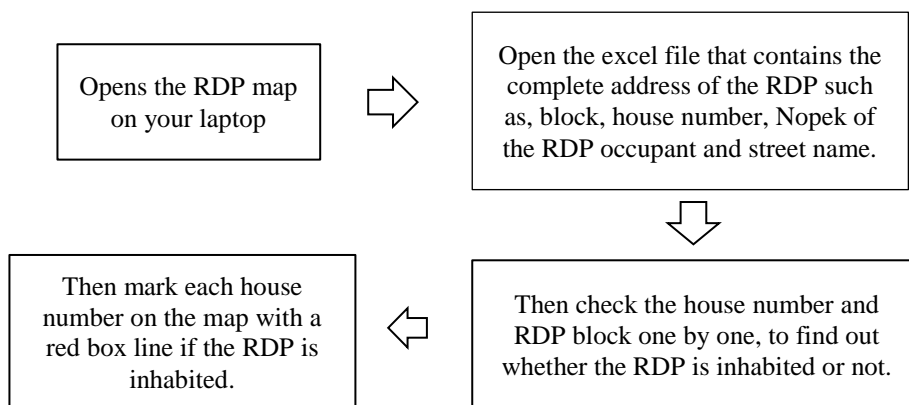
**Figure 3.8 Printer Scan and Photocopy Documents**

*Source: Human Capital Department PT. KPI RU II Dumai*

### 3.2.2.5 Maps Correction of Company Office House (RDP)

The correction of the Maps of a company's official residence (RDP) is the process of reviewing and updating the location map data of official residence owned or managed by the company, with the aim of ensuring that the information used is accurate and reflects the current condition of the official residence. The process begins with planning and preparation, as well as the collection of existing map data, maintenance records, previous survey reports, and other relevant information stored in the company's Excel file.

As part of the Maps correction activities for the company's official residence (RDP), the team also verified whether or not the official residence already had an occupant through the data in the company's Excel file. This information is important to ensure that the allocation of official houses is in line with the company's needs and policies, as well as to identify official houses that are vacant and may require special attention or repairs before being occupied. This verification is done by matching field data with occupant data recorded in the Excel file, ensuring all information is appropriate and up-to-date. The following is the procedure for correcting the Company's House of Service (RDP) map on a laptop:



**Figure 3.9 Flowchart Correction of Company Office House (RDP)**

*Source: Human Capital Department PT. KPI RU II Dumai*



**Figure 3.10 Maps Correction of Company Office House (RDP)**  
*Source: Human Capital Department PT. KPI RU II Dumai*

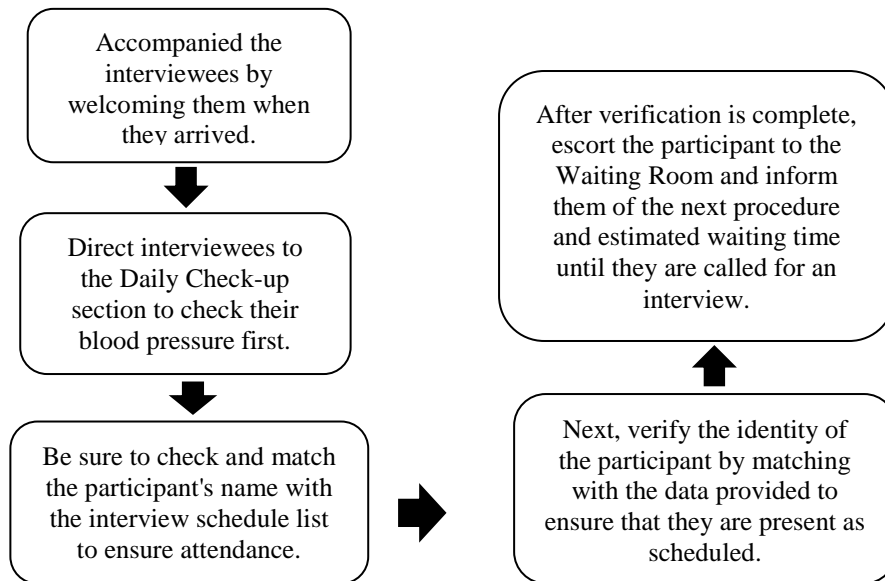
### 3.2.2.6 Contributing to BPA and BPS Interview activities

The User Interview for BPA (Expert Practical Guidance) positions is an evaluation process designed to assess a candidate's technical abilities, practical skills, and suitability for the role, through a series of in-depth questions, case studies, and simulated work situations involving the application of technical knowledge and problem-solving abilities.

Meanwhile, the User interview for BPS (Undergraduate Professional Guidance) positions is an assessment process that aims to evaluate a candidate's managerial competence, communication skills, and cultural fit with the company, through questions regarding leadership experience, management case studies, and simulated situations that test interpersonal and organizational skills.

Interview chaperones in BPA (Expert Practical Guidance) and BPS (Undergraduate Professional Guidance) activities are responsible for ensuring that participants' interview experience runs smoothly and professionally. Here are the steps that chaperones typically take from start to finish:





**Figure 3.11 Steps of Contributing to BPA and BPS Interview activities**  
 Source: Human Capital Department PT. KPI RU II Dumai



**Figure 3.12 Contributing to BPA and BPS Interview activities**  
 Source: Human Capital Department PT. KPI RU II Dumai

### 3.3 Place of Apprenticeship

This practical work activity is carried out in accordance with the provisions of the code of conduct for the implementation of practical work activities a period of 4 (four) months starting from March 04, 2024 to June 28, 2024. During the implementation of practical work activities, placed in the Workforce Services section.



**Table 3.1 Schedule Working Hours at PT Kilang Pertamina International RU II Dumai**

No	Day	Working Hours	Rest
1.	Monday - Friday	07.00 – 16.00 WIB	12.00 – 13.30 WIB
2.	Saturday and Sunday	Off	Off

Source: Processed Data 2024

### 3.4 Kind and Description of the Activity

This practical work activity was carried out at PT. Kilang Pertamina International RU II Dumai River located at Jalan Raya Kilang Putri Tujuh, Tanjung Palas, Dumai Timur. During practical work placed in the Workforce Services section.

The activities carried out during practical work can be seen in the following table:

**Table 3.2 Daily Activities of March 01<sup>st</sup>, 2024 to March 08<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Friday March 1 <sup>st</sup> , 2024	1. Submit internship requirements 2. Introduction and Presentation of material about Overview RU II and Safety Induction	1. Human Capital Department 2. HSSE Demo Room
2.	Monday March 4 <sup>th</sup> , 2024	1. Making Identity Cards During Internship 2. Workplace introduction	1. Security room 2. Human Capital department
3.	Tuesday March 5 <sup>th</sup> , 2024	Visited an embroidery shop to order name embroidery on the wear pack.	Tasik bordir
4.	Wednesday March 6 <sup>th</sup> , 2024	Check and confirm the names of RU II workers who have received initial rating and final rating for EYPR 2023 calibration sharing process.	Human Capital department
5.	Thursday March 7 <sup>th</sup> , 2024	Check workers' overtime reports and calculate the number of overtime hours recorded.	Human Capital department
6.	Friday March 8 <sup>th</sup> , 2024	Check workers' overtime reports and calculate the number of overtime hours recorded.	Human Capital department

Source: Processed Data 2024

Table 3.2 is the first practical work activity, from Submit internship requirements, Introduction and Presentation of material about Overview RU II and Safety Induction, Making Identity Cards During Internship, Workplace introduction, Visited an embroidery shop to order name embroidery on the wear pack, Check and confirm the names of RU II workers who have received initial rating and final rating for EYPR 2023 calibration sharing process, Check workers'

overtime reports and calculate the number of overtime hours recorded and Check workers' overtime reports and calculate the number of overtime hours recorded.

**Table 3.3 Daily Activities of March 13<sup>th</sup>, 2024 to March 15<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Wednesday March 13 <sup>th</sup> , 2024	1. Import PDF files into Microsoft Word for conversion to editable Word document format. 2. Print multiple copies of documents	Human Capital department
2.	Thursday March 14 <sup>th</sup> , 2024	Developing presentation slides for the Socialization of Career Path of TO Worker Development	Human Capital department
3.	Friday March 15 <sup>th</sup> , 2024	Check the recapitulation of employee overtime and calculate the total overtime hours worked.	Human Capital department

Source: Processed Data 2024

Table 3.3 is practical work the second week of March the author was from Import PDF files into Microsoft Word for conversion to editable Word document format, Print multiple copies of documents, Developing presentation slides for the Socialization of Career Path of TO Worker Development, Check the recapitulation of employee overtime and calculate the total overtime hours worked.

**Table 3.4 Daily Activities of March 18<sup>th</sup>, 2024 to March 22<sup>nd</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday March 18 <sup>th</sup> , 2024	Check the stock of employee wear packs in the storage area for employee needs.	Diklat
2.	Tuesday March 20 <sup>th</sup> , 2024	Check employee overtime sheets to calculate the total overtime hours worked.	Human Capital department
3.	Wednesday March 21 <sup>st</sup> , 2024	1. Check employee overtime sheets to calculate the total overtime hours worked. 2. Print document	Human Capital department
4.	March 22 <sup>nd</sup> , 2024	Check employee overtime sheets to calculate the total overtime hours worked.	Human Capital department

Source: Processed Data 2024

Table 3.4 In the third week of March, the author from Check the stock of employee wear packs in the storage area for employee needs, Check employee overtime sheets to calculate the total overtime hours worked, Check employee overtime sheets to calculate the total overtime hours worked, Print document, Check employee overtime sheets to calculate the total overtime hours worked.

**Table 3.5 Daily Activities of March 25<sup>th</sup>, 2024 to March 28<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday March 25 <sup>th</sup> , 2024	Recapitulate changes in positions and titles of RU II workers	Human Capital department

2.	Tuesday March 26 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Human Capital department
3.	Wednesday March 27 <sup>th</sup> , 2024	Check and calculate the number of workers' overtime hours that have been recorded during February.	Human Capital department
4.	Thursday March 28 <sup>th</sup> , 2024	1. Print multiple copies of a document 2. Operate a typewriter to write a letter or document with proper layout	Human Capital department

Source: Processed Data 2024

Table 3.5 In the fourth week of March, the author from Recapitulate changes in positions and titles of RU II workers, Check and calculate the number of employee overtime hours that have been recorded, Check and calculate the number of workers' overtime hours that have been recorded during February, Print multiple copies of a document, Operate a typewriter to write a letter or document with proper layout.

**Table 3.6 Daily Activities of April 01<sup>st</sup>, 2024 to April 05<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday April 1 <sup>st</sup> ,2024	Copy worker numbers from physical documents or PDF files and paste them into the appropriate columns in Excel, ensuring each worker number is on the correct row.	Human Capital department
2.	Tuesday April 2 <sup>nd</sup> ,2024	1. Create a reply letter for interns 2. Print internship reply letter	Human Capital department
3.	Wednesday April 3 <sup>rd</sup> ,2024	1. Checking each request letter to ensure all information listed is complete and accurate, including the applicant's name, hearing address, and duration of extension requested. 2. Enter data from each extension request letter into an Excel spreadsheet, ensuring each entry matches the information on the letter.	Human Capital department
4.	Thursday April 4 <sup>th</sup> ,2024	1. Photocopy documents 2. Print documents	Human Capital department
5.	Friday April 5 <sup>th</sup> ,2024	1. Collecting the list of names of employees in the main office who will receive hampers for the halal bihalal event. 2. Wrapping the hampers 3. Delivering hampers to employees	Human Capital department

Source: Processed Data 2024

Table 3.6 is the first week of April, Copy worker numbers from physical documents or PDF files and paste them into the appropriate columns in Excel, ensuring each worker number is on the correct row, Create a reply letter for interns, Print internship reply letter, Checking each request letter to ensure all

information listed is complete and accurate, including the applicant's name, hearing address, and duration of extension requested, Enter data from each extension request letter into an Excel spread sheet, ensuring each entry matches the information on the letter Photocopy documents, Print documents, Collecting the list of names of employees in the main office who will receive hampers for the halal bihalal event, Wrapping the hampers, Delivering hampers to employees.

**Table 3.7 Daily Activities of April 16<sup>th</sup>, 2024 to April 19<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Tuesday April 16 <sup>th</sup> , 2024	1. Read and check each appointment letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment. 2. Then recap in excel	Human Capital department
2.	Wednesday April 17 <sup>th</sup> , 2024	1. Read and check each appointment letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment 2. Then recap in excel	Human Capital department
3.	Thursday April 18 <sup>th</sup> , 2024	Recheck the calculation of overtime hours to ensure there are no errors in summation or recording.	Human Capital department
4.	Friday April 19,2024	Recheck the calculation of overtime hours to ensure there are no errors in summation or recording.	Human Capital department

Source: Processed Data 2024

Table 3.7 is the second week of April, Read and check each appointment letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment, Then recap in excel, Recheck the calculation of overtime hours to ensure there are no errors in summation or recording.

**Table 3.8 Daily Activities of April 22<sup>nd</sup>, 2024 to April 26<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday April 22 <sup>nd</sup> , 2024	1. Checking each RDP utilization letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment. 2. Then entered the data into Excel using the template that had been prepared for the RDP usage data.	Human Capital department
2.	Tuesday April 23 <sup>rd</sup> , 2024	Check and recalculate the calculation of overtime hours to ensure there are no errors in summation or recording.	Human Capital department

3.	Wednesday April 24 <sup>th</sup> , 2024	Check and recalculate the calculation of overtime hours to ensure there are no errors in summation or recording.	Human Capital department
4.	Thursday April 25 <sup>th</sup> , 2024	1. Open the Excel file containing the justification data and each worksheet to understand the structure and content of the data. 2. Copy the selected data from the Excel worksheet 3. Open the Powerpoint file and select an existing slide to place the justification data.	Human Capital department
5.	Friday April 26 <sup>th</sup> , 2024	Check every detail on the RDP plan to ensure that all the information listed is accurate and complete, including house positions, house numbers, and other relevant details.	Bukit Datuk

Source: Processed Data 2024

Table 3.8 in the third week of April, Check and recalculate the calculation of overtime hours to ensure there are no errors in summation or recording, Open the Excel file containing the justification data and each worksheet to understand the structure and content of the data, Copy the selected data from the Excel worksheet, Open the Powerpoint file and select an existing slide to place the justification data, Check every detail on the RDP plan to ensure that all the information listed is accurate and complete, including house positions, house numbers, and other relevant details.

**Table 3.9 Daily Activities of April 29<sup>th</sup>, 2024 to April 30<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday April 29 <sup>th</sup> , 2024	1. Conducting direct checks and surveys to the company's official residence to ascertain whether it is inhabited or not 2. Checking the physical condition of the official residence, including cleanliness, damage, and maintenance or repair needs	Human Capital department
2.	Tuesday April 30 <sup>th</sup> , 2024	1. Conducting direct checks and surveys to the company's official residence to ascertain whether it is inhabited or not 2. Checking the physical condition of the official residence, including cleanliness, damage, and maintenance or repair needs	Human Capital department

Source: Processed Data 2024

Table 3.9 is the last week April, Conducting direct checks and surveys to the company's official residence to ascertain whether it is inhabited or not, Checking the physical condition of the official residence, including cleanliness, damage, and maintenance or repair needs.

**Table 3.10 Daily Activities of May 2<sup>nd</sup>, 2024 to May 3<sup>rd</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Thursday May 2 <sup>nd</sup> , 2024	1. Welcomed fieldwork students who had just arrived at the office and directed them to the orientation room. 2. Collecting the files that are brought 3. Taking attendance of internship students	Human Capital department
2.	Friday May 3 <sup>rd</sup> , 2024	1. Coordinated schedules with fieldwork students for ID card making sessions. 2. Accompanying students when taking photos for ID cards	Human Capital department

Source: Processed Data 2024

Table 3.10 is the first week of May, Welcomed fieldwork students who had just arrived at the office and directed them to the orientation room, Collecting the files that are brought, Taking attendance of internship students, Coordinated schedules with fieldwork students for ID card making sessions, Accompanying students when taking photos for ID cards.

**Table 3.11 Daily Activities of May 6<sup>th</sup>, 2024 to May 8<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday May 6 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Human Capital department
2.	Tuesday May 7 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Human Capital department
3.	Wednesday May 8 <sup>th</sup> , 2024	1. Retrieve some of the required wear packs 2. Physically count the number of wear packs in the warehouse.	Diklat

Source: Processed Data 2024

Table 3.11 is the second week of May, Check and calculate the number of employee overtime hours that have been recorded, Retrieve some of the required wear packs, Physically count the number of wear packs in the warehouse.

**Table 3.12 Daily Activities of May 13<sup>th</sup>, 2024 to May 17<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday May 13 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Human Capital department

2.	Tuesday May 14 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Human Capital department
3.	Wednesday May 15 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Human Capital department
4.	Thursday May 16 <sup>th</sup> , 2024	Checking and improving the RDP map on powerpoint.	Human Capital department
5.	Friday May 17 <sup>th</sup> , 2024	Checking and improving the RDP map on powerpoint.	Human Capital department

Source: Processed Data 2024

Table 3.12 in the third week of May, Check and calculate the number of employee overtime hours that have been recorded, checking and improving the RDP map on PowerPoint.

**Table 3.13 Daily Activities of May 20<sup>th</sup>, 2024 to May 22<sup>nd</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday May 20 <sup>th</sup> , 2024	1. Scanning a Document 2. Printing Documents 3. Photocopy Documents	Human Capital department
2.	Tuesday May 21 <sup>st</sup> , 2024	Make file copies of the Decision Letter on RDP Furniture Facilities	Human Capital department
3.	Wednesday May 22 <sup>nd</sup> , 2024	Recreate the data from the pdf file by retyping the work procedure of the RDP management organization.	Human Capital department

Source: Processed Data 2024

Table 3.13 in the fourth week of May, Scanning a Document, Printing Documents, Photocopy Documents, Make file copies of the Decision Letter on RDP Furniture Facilities, Recreate the data from the PDF file by retyping the work procedure of the RDP management organization.

**Table 3.14 Daily Activities of May 27<sup>th</sup>, 2024 to May 31<sup>st</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday May 27 <sup>th</sup> , 2024	1. Contribute to the BPA user interview activities 2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.	Human Capital department
2.	Tuesday May 28 <sup>th</sup> , 2024	1. Contribute to the BPA user interview activities 2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.	Human Capital department
3.	Wednesday May 29 <sup>th</sup> , 2024	1. Contribute to the BPA user interview activities	Human Capital department

		2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.	
4.	Thursday May 30 <sup>th</sup> , 2024	Create a bill of quantity for raincoat specifications	Human Capital department
5.	Friday May 31 <sup>st</sup> , 2024	1. Scanning a Document 2. Printing Documents 3. Photocopy Documents	Human Capital department

Source: Processed Data 2024

Table 3.14 is the last week May, Contribute to the BPA user interview activities, served as a companion to interview participants starting with welcoming participants, Confirm their names to confirm the interview schedule, Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room, Create a bill of quantity for raincoat specifications, Scanning a Document, Printing Documents, Photocopy Documents.

**Table 3.15 Daily Activities of June 3<sup>rd</sup>, 2024 to June 7<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday June 3 <sup>rd</sup> , 2024	1. Welcomed fieldwork students who had just arrived at the office and directed them to the orientation room. 2. Collect files brought by students, such as cover letters from universities, photocopies of identity, and other necessary documents. 3. Taking attendance of fieldwork students by recording their attendance and ensuring that all those registered are present.	Human Capital department
2.	Tuesday June 4 <sup>th</sup> , 2024	1. Coordinated schedules with fieldwork students for ID card making sessions. 2. Accompanying students when taking photos for ID cards	Human Capital department
3.	Wednesday June 5 <sup>th</sup> , 2024	1. Contribute to the BPS user interview activities 2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.	Human Capital department
4.	Thursday June 6 <sup>th</sup> , 2024	1. Contribute to the BPS user interview activities 2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the	Human Capital department



		waiting room.	
5.	Friday June 7 <sup>th</sup> , 2024	Retrieve wearpacks from the warehouse for distribution to employees or field teams, ensuring availability and condition of goods.	Diklat

Source: Processed Data 2024

Table 3.15 is the first week of June, Welcomed fieldwork students who had just arrived at the office and directed them to the orientation room, Collect files brought by students, such as cover letters from universities, photocopies of identity, and other necessary documents, Taking attendance of fieldwork students by recording their attendance and ensuring that all those registered are present, Coordinated schedules with fieldwork students for ID card making sessions, Accompanying students when taking photos for ID cards, Contribute to the BPS user interview activities, Served as a companion to interview participants starting with welcoming participants, Confirm their names to confirm the interview schedule, Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room, Retrieve wear packs from the warehouse for distribution to employees or field teams, ensuring availability and condition of goods.

**Table 3.16 Daily Activities of June 10<sup>th</sup>, 2024 to June 14<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday June 10 <sup>th</sup> , 2024	Draft and finalize a Decree (SK) related to the arrangement of furniture facilities in the RDP.	Human Capital department
2.	Tuesday June 11 <sup>th</sup> , 2024	Categorize data related to the arrangement of official house furniture facilities based on classification and position level, to ensure proper and efficient distribution of facilities according to the needs and position level of employees.	Human Capital department
3.	Wednesday June 12 <sup>th</sup> , 2024	Compile a comprehensive and professional raincoat specification document using Microsoft Word	Human Capital department
4.	Thursday June 13 <sup>th</sup> , 2024	Recalculate and Ensure that all invoices received have been accurately calculated and verified.	Human Capital department
5.	Friday June 14 <sup>th</sup> , 2024	Make a list of required stationery Go to the company's stationery building or storage room. Pick up stationery in accordance with the list that has been prepared.	Human Capital department

Source: Processed Data 2024

Table 3.16 is the second week of June, Draft and finalize a Decree (SK) related to the arrangement of furniture facilities in the RDP, Categorize data related to the arrangement of official house furniture facilities based on classification and position level, to ensure proper and efficient distribution of facilities according to the needs and position level of employees, Compile a comprehensive and professional raincoat specification document using Microsoft Word, Recalculate and Ensure that all invoices received have been accurately calculated and verified, Make a list of required stationery, Go to the company's stationery building or storage room, Pick up stationery in accordance with the list that has been prepared.

**Table 3.17 Daily Activities of June 19<sup>th</sup>, 2024 to June 21<sup>st</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Wednesday June 19 <sup>th</sup> , 2024	1. Scanning a Document 2. Printing Documents 3. Photocopy Documents	Human Capital department
2.	Thursday June 20 <sup>th</sup> , 2024	Retrieve wear packs from the warehouse efficiently and ensure that the wear packs retrieved are in line with existing needs and demand.	Diklat
3.	Friday June 21 <sup>st</sup> , 2024	Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labour regulations.	Human Capital department

*Source: Processed Data 2024*

Table 3.17 the third week of June Scanning a Document, Printing Documents, Photocopy Documents, Retrieve wear packs from the warehouse efficiently and ensure that the wear packs retrieved are in line with existing needs and demand, Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labour regulations.

**Table 3.18 Daily Activities of June 24<sup>th</sup>, 2024 to June 28<sup>th</sup>, 2024**

No	Day and Time	Description of Activity	Place
1.	Monday June 24 <sup>th</sup> , 2024	Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labour regulations.	Human Capital department
2.	Tuesday June 25 <sup>th</sup> , 2024	Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labour regulations.	Human Capital department

3.	Wednesday June 26 <sup>th</sup> , 2024	1. Checking the clock out and clock in of TAD (outsourced) workers. 2. Calculate the number of overtime hours then recap in excel	Human Capital department
4.	Thursday June 27 <sup>th</sup> , 2024	Typing a letter using a manual typewriter, starting with the preparation of the typewriter which includes paper mounting and proper spacing.	Human Capital department
5.	Friday June 28 <sup>th</sup> , 2024	1. Delivered fun bike event invitations 2. Farewell to the Human Capital team	Human Capital department

Source: Processed Data 2024

Table 3.18 in the fourth week of June, Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labour regulations, Checking the clock out and clock in of TAD (outsourced) workers., Calculate the number of overtime hours then recap in excel, Typing a letter using a manual typewriter, starting with the preparation of the typewriter which includes paper mounting and proper spacing, Delivered fun bike event invitations, Farewell to the Human Capital team.

### 3.5 Obstacles and Solutions

#### 3.5.1 Obstacles of Apprenticeship

The obstacles faced during the process of practical work at PT. Kilang Pertamina International RU II Dumai Are as follows:

1. Experiencing difficulties in using a typewriter because the company still uses a manual typewriter when making a signed name.

#### 3.5.2 Solutions of Apprenticeship

Solutions that can be taken to deal with obstacles during the practical work process including:

1. In dealing with this, I was given guidance by experienced staff on how to use a typewriter, including how to load paper, set margins, and correct typing errors.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing practical work at PT. Kilang Pertamina International RU II Dumai, it can be concluded as follows:

1. This practical work activity was carried out at PT. Kilang Pertamina International RU II Dumai which is located at Jalan Putri tujuh, Tanjung palas, Dumai. During practical work the author is placed in the Workforce services division of Human capital Department. Practical work activities start on March 1, 2024 until June 28, 2024.
2. There are several types of work during the practical work program, namely: Recapitulation of overtime for Outsourcing (TAD) RU II Dumai workers, Making documents TKO Management of Company Office House in word, Making PPT for the Socialization of Career Path of TO Worker Development, Scan and Photocopy Documents, Maps Correction of Company Office House (RDP), Surveying the Company's Office House directly in the field and Contributing to BPA and BPS Interview activities
3. To make it easier for employees to carry out their duties, the company using an internet-based system to facilitate online work and also using a manual system. Online systems such as sending reports as well as confirm via email. The manual system is used for recording meeting minutes form and activity implementation form.
4. The apprenticeship program was carried out at PT. Kilang Pertamina International Refinery Unit II in workforces services Division of Human capital Department. The kind description of the activity in the of practical work carried out during practical work can be seen in the table 3.1 - 3.18.

5. During the implementation of practical work there were several obstacles, namely the printer machine which often jammed, the internet network in the office often jammed.

#### **4.2 Suggestion**

After doing practical work at PT. Kilang Pertamina International RU II Dumai, there are several suggestions, namely:

1. Using an internet-based system to facilitate online work and also using a manual system. Online systems such as sending reports and confirmations via email. Manual systems are used for recording meeting minute forms and activity implementation forms.
2. It is recommended that officers often check the printer machine or other necessities used in the office work process so that there is no damage or jams when used.
3. Officers must also frequently check the internet to prevent network outages, because workers also use the internet very often when carrying outwork.
4. PT. Kilang Pertamina Internasional especially in the human capital department in the workforce services division, is expected to provide more work to internship students so that students gain more experience and participate in various activities.

## REFERENCES

- Pertamina (2024). Sejarah Kilang Pertamina Internasional. Available on <https://kpi.pertamina.com/content/about-us-kpi-sejarah>.
- Afika, N (2023) “Job Training PT Kilang Pertamina Internasional Refinery Unit II Produksi Sungai Pakning Bagian Csr”
- Yudatama, A (2019) “Laporan kerja praktik di PT. Kilang Pertamina (Persero) RU II Dumai”
- Yuliana (2023) “Job Training Company PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning”

# APPENDICES

## Appendix 1: Apprenticeship Reply Letter



Dumai, 19 Februari 2024  
No. ~~078~~ /KPI45800/2023-S8

Lampiran :  
Perihal : Pelaksanaan Kerja Praktek Mahasiswa Politeknik Negeri Bengkalis

Yang terhormat  
Direktur Politeknik Negeri Bengkalis  
Di -  
Tempat

Dengan Hormat,

Menunjuk surat Direktur Politeknik Negeri Bengkalis No. 6101/PL31/TU/2024 tanggal 01 Februari 2024 perihal Kerja Praktek Mahasiswa dari Universitas terkait, bersamaan dengan ini disampaikan bahwa kami dapat menerima mahasiswa Politeknik Negeri Bengkalis di PT. Kilang Pertamina Internasional Refinery Unit II Dumai atas nama :

No	Jumlah Peserta	Jurusan	Tanggal	Lokasi KP
1.	Nurhasida	Administrasi Bisnis Internasional (D4)	01 Maret s.d 31 Mei 2024	HC RU II
2.	Putri Nursyafrika			

Berdasarkan hal tersebut, untuk peserta Lokasi KP Dumai dapat datang langsung ke PT. Kilang Pertamina Internasional RU II c/q kantor HC RU II Dumai, jalan Kilang Putri Tujuh Dumai Pada tanggal 01 Maret 2024 sesuai jadwal pukul 07.30 WIB dengan membawa dan mengirim persyaratan dalam bentuk pdf ke alamat email [adm.hrdevelopment1@pertamina.com](mailto:adm.hrdevelopment1@pertamina.com) berupa :

- KTP Asli
- Foto Copy Kartu Mahasiswa
- Surat Keterangan Kelakuan Baik dari Kampus / Kepolisian
- Mengenakan Jas Almamater pada hari pertama di lokasi PKL

Perlu kami informasikan bahwa semua biaya selama mengikuti kerja praktek di PT. Kilang Pertamina Internasional Refinery Unit II Dumai menjadi beban yang bersangkutan.

Demikian disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Manager HC RU II

Donny Marlansyah

Refinery Unit II  
Jalan Putri Tujuh  
Dumai 28815 Riau - Indonesia  
T +62 765 44 3701 F +62 765 31913  
[www.pertamina-up2.com](http://www.pertamina-up2.com)

## Appendix 2: Apprenticeship Certificate





### Appendix 3: Apprenticeship Assessment Sheet



#### FORMULIR PENILAIAN MAHASISWA PRAKTEK KERJA LAPANGAN DI PT. KILANG PERTAMINA INTERNASIONAL RU II DUMAI

Nama : Putri Nursyafrika  
NIM : 5404201300  
Asal Kampus : Politeknik Negeri Bengkalis  
Jurusan : Administrasi Bisnis Internasional

No	Faktor yang Dinilai	Angka	Terbilang
1.	Penguasaan Materi / Tugas Pokok	85	Delapan Puluh Lima
2.	Sikap Kerja	90	Sembilan Puluh
3.	Kualitas Pekerjaan	90	Sembilan Puluh
4.	Kedisiplinan	90	Sembilan Puluh
5.	Ide / Gagasan	85	Delapan Puluh Lima
6.	Hubungan dengan Pekerja RU II	85	Delapan Puluh Lima

Dumai, 28 Juni 2024  
Pembimbing Mahasiswa PKL



Nama Pekerja : Afrizal  
Bagian/Fungsi : HC RU II


















#### Appendix 4: ID Card During Apprenticeship



## Appendix 5: List of Apprenticeship Attendance Sheet

**ABSEN WORK PRACTISE  
PT. KILANG PERTAMINA INTERNASIONAL  
RU II DUMAI**

**Name** : Putri Nursyafrika  
**Student Number** : 5404201300  
**Sec/Dept** : Workforce Services

March				
No.	Day	Date	Signed	Keterangan
1.	Friday	March 1, 2024		
2.	Monday	March 4, 2024		
3.	Tuesday	March 5, 2024		
4.	Wednesday	March 6, 2024		
5.	Thursday	March 7, 2024		
6.	Friday	March 8, 2024		
7.	Monday	March 11, 2024		Hari Suci Nyepi
8.	Tuesday	March 12, 2024		Cuti Bersama
9.	Wednesday	March 13, 2024		
10.	Thursday	March 14, 2024		
11.	Friday	March 15, 2024		
12.	Monday	March 18, 2024		
13.	Tuesday	March 19, 2024		Permission
14.	Wednesday	March 20, 2024		
15.	Thursday	March 21, 2024		
16.	Friday	March 22, 2024		
17.	Monday	March 25, 2024		
18.	Tuesday	March 26, 2024		
19.	Wednesday	March 27, 2024		
20.	Thursday	March 28, 2024		
21.	Friday	March 29, 2024		Wafat Isa Almasih

**ABSEN WORK PRACTISE**  
**PT. KILANG PERTAMINA INTERNASIONAL**  
**RU II DUMAI**

Name : Putri Nursyafrika  
 Student Number : 5404201300  
 Sec/Dept : Workforce Services

April				
No.	Day	Date	Signed	Keterangan
1.	Monday	April 1, 2024		
2.	Tuesday	April 2, 2024		
3.	Wednesday	April 3, 2024		
4.	Thursday	April 4, 2024		
5.	Friday	April 5, 2024		
6.	Monday	April 8, 2024		Cuti Bersama
7.	Tuesday	April 9, 2024		Cuti Bersama
8.	Wednesday	April 10, 2024		Hari Raya Idul Fitri
9.	Thursday	April 11, 2024		Hari Raya Idul Fitri
10.	Friday	April 12, 2024		Cuti Bersama
11.	Monday	April 15, 2024		Cuti Bersama
12.	Tuesday	April 16, 2024		
13.	Wednesday	April 17, 2024		
14.	Thursday	April 18, 2024		
15.	Friday	April 19, 2024		
16.	Monday	April 22, 2024		
17.	Tuesday	April 23, 2024		
18.	Wednesday	April 24, 2024		
19.	Thursday	April 25, 2024		
20.	Friday	April 26, 2024		
21.	Monday	April 29, 2024		
22.	Tuesday	April 30, 2024		

**ABSEN WORK PRACTISE**  
**PT. KILANG PERTAMINA INTERNASIONAL**  
**RU II DUMAI**

Name : Putri Nursyafrika  
Student Number : 5404201300  
Sec/Dept : Workforce Services

May				
No.	Day	Date	Signed	Keterangan
1.	Wednesday	May 1, 2024		Hari Buruh Internasional
2.	Thursday	May 2, 2024	+	
3.	Friday	May 3, 2024	+	
4.	Monday	May 6, 2024	+	
5.	Tuesday	May 7, 2024	+	
6.	Wednesday	May 8, 2024	+	
7.	Thursday	May 9, 2024		Kenaikan Isa Al Masih
8.	Friday	May 10, 2024		Cuti Bersama
9.	Monday	May 13, 2024	+	
10.	Tuesday	May 14, 2024	+	
11.	Wednesday	May 15, 2024	+	
12.	Thursday	May 16, 2024	+	
13.	Friday	May 17, 2024	+	
14.	Monday	May 20, 2024	+	
15.	Tuesday	May 21, 2024	+	
16.	Wednesday	May 22, 2024	+	
17.	Thursday	May 23, 2024		Hari Raya Waisak
18.	Friday	May 24, 2024		Cuti Bersama
19.	Monday	May 27, 2024	+	
20.	Tuesday	May 28, 2024	+	
21.	Wednesday	May 29, 2024	+	
22.	Thursday	May 30, 2024	+	
23.	Friday	May 31, 2024	+	



**ABSEN WORK PRACTISE**  
**PT. KILANG PERTAMINA INTERNASIONAL**  
**RU II DUMAI**

**Name** : Putri Nursyafrika  
**Student Number** : 5404201300  
**Sec/Dept** : Workforce Services

June				
No.	Day	Date	Signed	Keterangan
1.	Monday	June 3, 2024	f	
2.	Tuesday	June 4, 2024	f	
3.	Wednesday	June 5, 2024	f	
4.	Thursday	June 6, 2024	f	
5.	Friday	June 7, 2024	f	
6.	Monday	June 10, 2024	f	
7.	Tuesday	June 11, 2024	f	
8.	Wednesday	June 12, 2024	f	
9.	Thursday	June 13, 2024	f	
10.	Friday	June 14, 2024	f	
11.	Monday	June 17, 2024		Idul Adha
12.	Tuesday	June 18, 2024		Idul Adha
13.	Wednesday	June 19, 2024	f	
14.	Thursday	June 20, 2024	f	
15.	Friday	June 21, 2024	f	
16.	Monday	June 24, 2024	f	
17.	Tuesday	June 25, 2024	f	
18.	Wednesday	June 26, 2024	f	
19.	Thursday	June 27, 2024	f	
20.	Friday	June 28, 2024	f	

Dumai June 28, 2024  
 Supervisor


  
 Afrizal



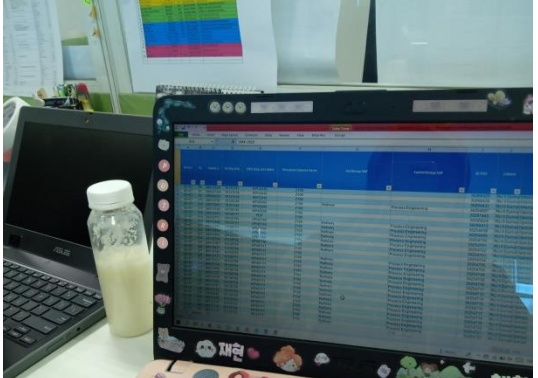
**Appendix 6: Daily Activities of the apprenticeship**

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

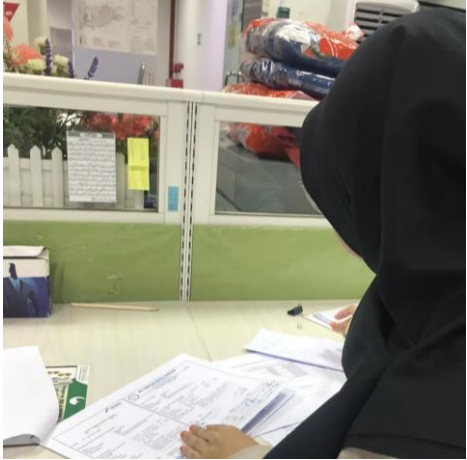
**Day : Friday - Friday**

**Date : 1<sup>st</sup> – 8<sup>th</sup> March 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 1 <sup>st</sup> , 2024	1. Submit internship requirements 2. Introduction and Presentation of material about Overview RU II and Safety Induction	Afrizal	
March 4 <sup>th</sup> , 2024	1. Making Identity Cards During Internship 2. Workplace introduction		
March 5 <sup>th</sup> , 2024	Visited an embroidery shop to order name embroidery on the ware pack.		
March 6 <sup>th</sup> , 2024	Check and confirm the names of RU II workers who have received initial rating and final rating for EYPR 2023 calibration sharing process.		
March 7 <sup>th</sup> , 2024	Check workers' overtime reports and calculate the number of overtime hours recorded.		
March 8 <sup>th</sup> , 2024	Check workers' overtime reports and calculate the number of overtime hours recorded.		
	Notes By Industrial Coach		


NO.	WORKING PICTURE	EXPLANATION
1.		<ol style="list-style-type: none"> <li>1. Submit internship requirements</li> <li>2. Introduction and Presentation of material about Overview RU II and Safety Induction</li> </ol>
2.		<p>Visited an embroidery shop to order name embroidery on the ware pack.</p>
3.		<p>Check and confirm the names of RU II workers who have received initial rating and final rating for EYPR 2023 calibration sharing process.</p>

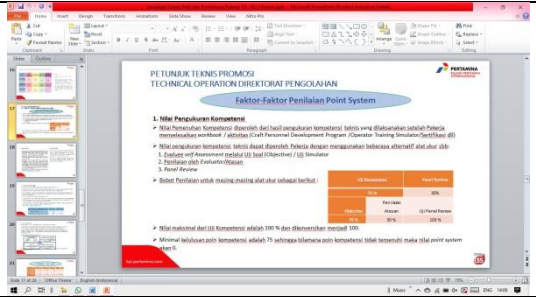



4.	 A person wearing a black hijab is seated at a desk in an office environment. They are looking down at several documents spread out on the desk. The background shows office shelves with various items, including what appears to be a stack of colorful bags or boxes. The person's hands are visible as they handle the papers.	Check workers' overtime reports and calculate the number of overtime hours recorded.
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## DAILY ACTIVITIES OF THE APPRENTICESHIP


**Day : Wednesday -Friday**  
**Date : 13<sup>th</sup> – 15<sup>th</sup> March 2024**

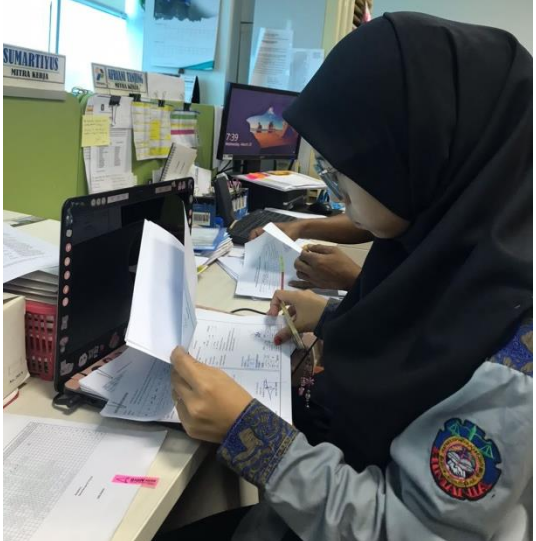
DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 13 <sup>th</sup> , 2024	1. Import PDF files into Microsoft Word for conversion to editable Word document format. 2. Print multiple copies of documents	Afrizal	
March 14 <sup>th</sup> , 2024	Developing presentation slides for the Socialization of Career Path of TO Worker Development		
March 15 <sup>th</sup> , 2024	Check the recapitulation of employee overtime and calculate the total overtime hours worked.		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		Developing presentation slides for the Socialization of Career Path of TO Worker Development
2.		Check the recapitulation of employee overtime and calculate the total overtime hours worked.

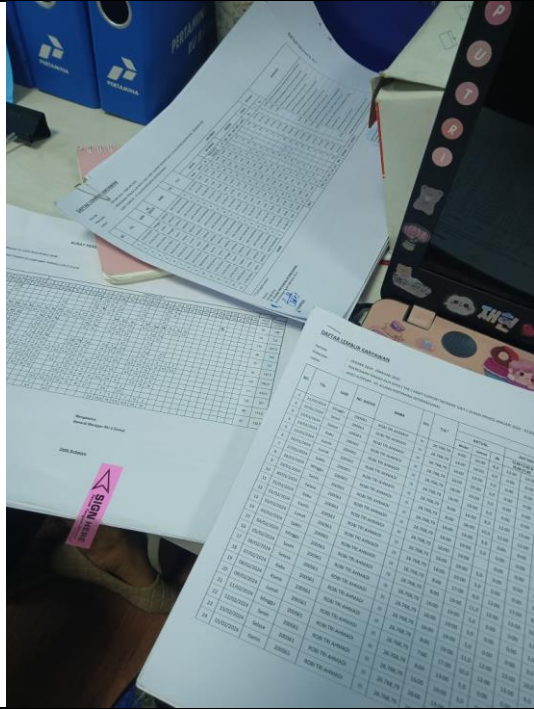
**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**  
**Date : 18<sup>th</sup> – 22<sup>nd</sup> March 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 18 <sup>th</sup> , 2024	Check the stock of employee wear packs in the storage area for employee needs.	Afrizal	
March 20 <sup>th</sup> , 2024	Check employee overtime sheets to calculate the total overtime hours worked.		
March 21 <sup>st</sup> , 2024	1. Check employee overtime sheets to calculate the total overtime hours worked. 2. Print document		
March 22 <sup>nd</sup> , 2024	Check employee overtime sheets to calculate the total overtime hours worked.		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		Check employee overtime sheets to calculate the total overtime hours worked.


2.




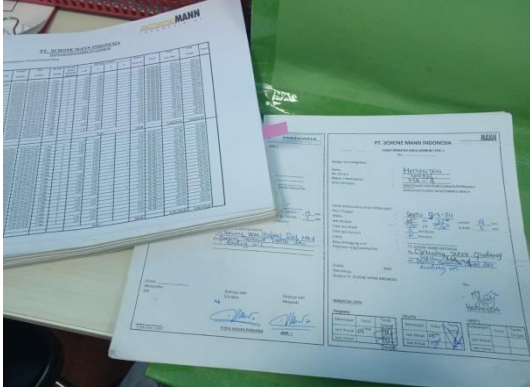

Check employee overtime sheets to calculate the total overtime hours worked.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

**Day : Monday – Thursday**  
**Date : 25<sup>th</sup> – 28<sup>th</sup> March 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 25 <sup>th</sup> , 2024	Recapitulate changes in positions and titles of RU II workers	Afrizal	
March 26 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.		
March 27 <sup>th</sup> , 2024	Check and calculate the number of workers' overtime hours that have been recorded during February.		
March 28 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Print multiple copies of a document</li> <li>2. Operate a typewriter to write a letter or document with proper layout</li> </ol>		
	Notes By Industrial Coach		


NO.	WORKING PICTURE	EXPLANATION
1.		Recapitulate changes in positions and titles of RU II workers

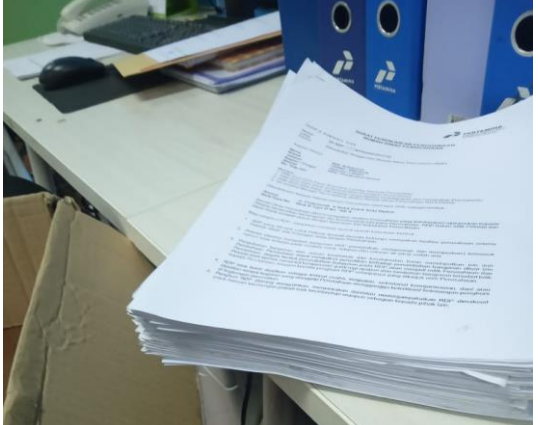
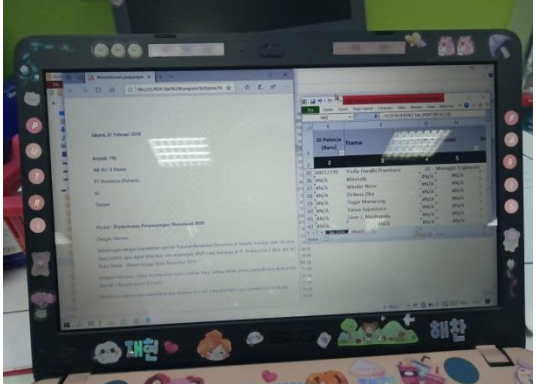
2.		Check and calculate the number of employee overtime hours that have been recorded.
3.		Check and calculate the number of workers' overtime hours that have been recorded during February.

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**

**Date : 1<sup>st</sup> – 5<sup>th</sup> April 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 1 <sup>st</sup> ,2024	Copy worker numbers from physical documents or PDF files and paste them into the appropriate columns in Excel, ensuring each worker number is on the correct row.	Afrizal	
April 2 <sup>nd</sup> ,2024	<ol style="list-style-type: none"> <li>1. Create a reply letter for interns</li> <li>2. Print internship reply letter</li> </ol>		
April 3 <sup>rd</sup> ,2024	<ol style="list-style-type: none"> <li>1. Checking each request letter to ensure all information listed is complete and accurate, including the applicant's name, hearing address, and duration of extension requested.</li> <li>2. Enter data from each extension request letter into an Excel spreadsheet, ensuring each entry matches the information on the letter.</li> </ol>		
April 4 <sup>th</sup> ,2024	<ol style="list-style-type: none"> <li>1. Photocopy documents</li> <li>2. Print documents</li> </ol>		
April 5 <sup>th</sup> ,2024	<ol style="list-style-type: none"> <li>1. Collecting the list of names of employees in the main office who will receive hampers for the halal bihalal event.</li> <li>2. Wrapping the hampers</li> <li>3. Delivering hampers to employees</li> </ol>		
	Notes By Industrial Coach		


NO.	WORKING PICTURE	EXPLANATION
1.		<ol style="list-style-type: none"> <li>1. Photocopy documents</li> <li>2. Print documents</li> </ol>
2.		<ol style="list-style-type: none"> <li>1. Checking each request letter to ensure all information listed is complete and accurate, including the applicant's name, hearing address, and duration of extension requested.</li> <li>2. Enter data from each extension request letter into an Excel spreadsheet, ensuring each entry matches the information on the letter.</li> </ol>

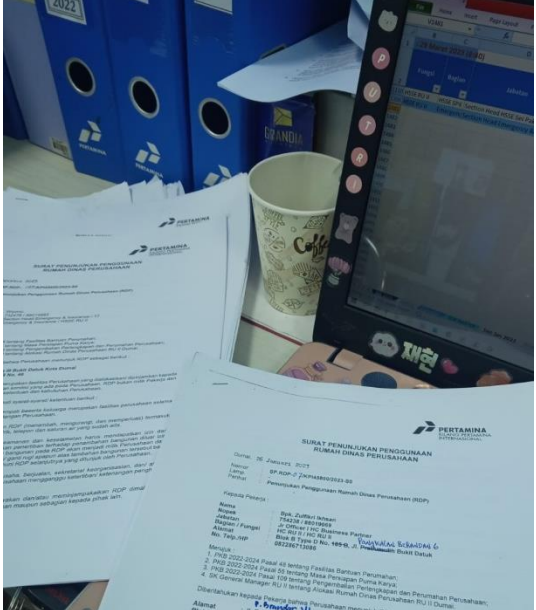
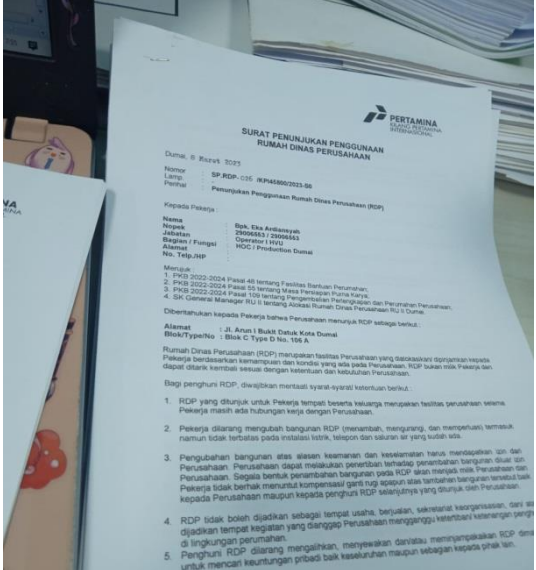


**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Tuesday - Friday**

**Date : 16<sup>th</sup> – 19<sup>th</sup> April 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 16 <sup>th</sup> , 2024	1. Read and check each appointment letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment. 2. Then recap in excel	Afrizal	
April 17 <sup>th</sup> , 2024	1. Read and check each appointment letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment 2. Then recap in excel		
April 18 <sup>th</sup> , 2024	Recheck the calculation of overtime hours to ensure there are no errors in summation or recording.		
April 19, 2024	Recheck the calculation of overtime hours to ensure there are no errors in summation or recording.		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		<ol style="list-style-type: none"> <li>1. Read and check each appointment letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment.</li> <li>2. Then recap in excel</li> </ol>
2.		<ol style="list-style-type: none"> <li>1. Read and check each appointment letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment.</li> <li>2. Then recap in excel</li> </ol>

3.



Recheck the calculation of overtime hours to ensure there are no errors in summation or recording.

4.




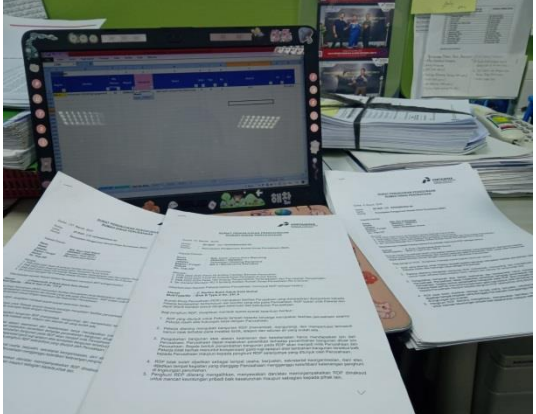

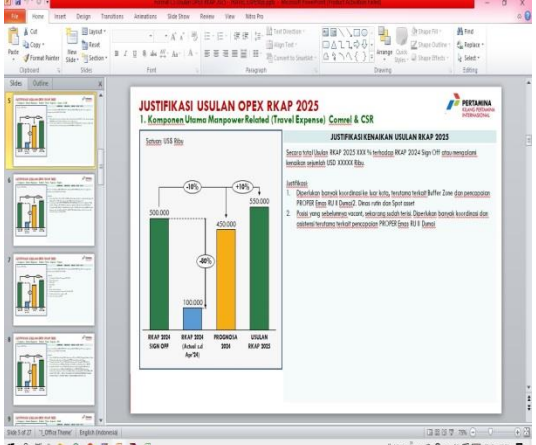
Recheck the calculation of overtime hours to ensure there are no errors in summation or recording.

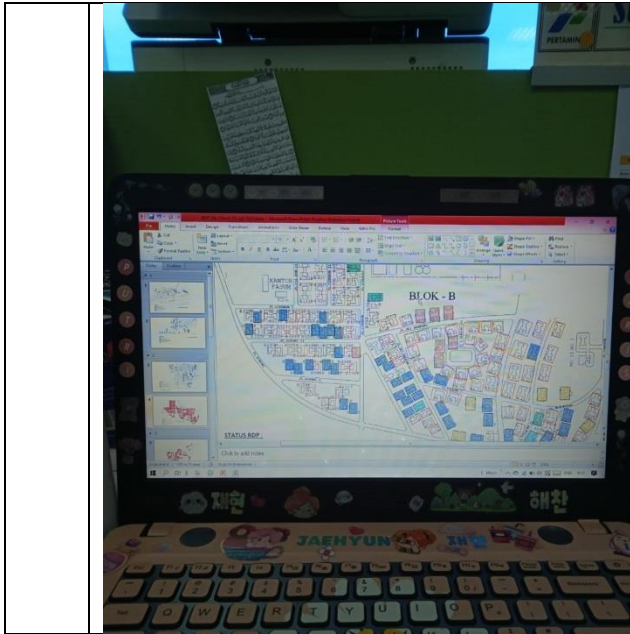
**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**

**Date : 22<sup>nd</sup> – 26<sup>th</sup> April 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 22 <sup>nd</sup> , 2024	<ol style="list-style-type: none"> <li>1. Checking each RDP utilization letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment.</li> <li>2. Then entered the data into Excel using the template that had been prepared for the RDP usage data.</li> </ol>	Afrizal	
April 23 <sup>rd</sup> , 2024	Check and recalculate the calculation of overtime hours to ensure there are no errors in summation or recording.		
April 24 <sup>th</sup> , 2024	Check and recalculate the calculation of overtime hours to ensure there are no errors in summation or recording.		
April 25 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Open the Excel file containing the justification data and each worksheet to understand the structure and content of the data.</li> <li>2. Copy the selected data from the Excel worksheet</li> <li>3. Open the Powerpoint file and select an existing slide to place the justification data.</li> </ol>		
April 26 <sup>th</sup> , 2024	Check every detail on the RDP plan to ensure that all the information listed is accurate and complete, including house positions, house numbers, and other relevant details.		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		<p>Checking each RDP utilization letter to ensure all information listed is complete and accurate, including the recipient's name, official residence address, and date of appointment.</p> <p>Then entered the data into Excel using the template that had been prepared for the RDP usage data.</p>
2.		<p>Check and recalculate the calculation of overtime hours to ensure there are no errors in summation or recording.</p>
3.		<ol style="list-style-type: none"> <li>1. Open the Excel file containing the justification data and each worksheet to understand the structure and content of the data.</li> <li>2. Copy the selected data from the Excel worksheet</li> <li>3. Open the Powerpoint file and select an existing slide to place the justification data.</li> </ol>





Check every detail on the RDP plan to ensure that all the information listed is accurate and complete, including house positions, house numbers, and other relevant details.

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**


**Day : Monday - Tuesday**

**Date : 29<sup>th</sup> – 30<sup>th</sup> April 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 29 <sup>th</sup> , 2024	1. Conducting direct checks and surveys to the company's official residence to ascertain whether it is inhabited or not 2. Checking the physical condition of the official residence, including cleanliness, damage, and maintenance or repair needs	Afrizal	
April 30 <sup>th</sup> , 2024	1. Conducting direct checks and surveys to the company's official residence to ascertain whether it is inhabited or not 2. Checking the physical condition of the official residence, including cleanliness, damage, and maintenance or repair needs		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		1. Conducting direct checks and surveys to the company's official residence to ascertain whether it is inhabited or not 2. Checking the physical condition of the official residence, including cleanliness, damage, and maintenance or repair needs




2.	 A photograph showing a paved road in a residential area. On the left, there is a white house partially obscured by trees. The road is lined with lush greenery, including several tall palm trees and other tropical plants. A signpost with a green sign that reads "J.P. BRANDAN VII" is visible in the middle ground. The sky is blue with some light clouds.	<ol style="list-style-type: none"><li>1. Conducting direct checks and surveys to the company's official residence to ascertain whether it is inhabited or not</li><li>2. Checking the physical condition of the official residence, including cleanliness, damage, and maintenance or repair needs</li></ol>
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**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Thursday - Friday**

**Date : 2<sup>nd</sup> – 3<sup>rd</sup> May 2024**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 2 <sup>nd</sup> , 2024	<ol style="list-style-type: none"> <li>1. Welcomed fieldwork students who had just arrived at the office and directed them to the orientation room.</li> <li>2. Collecting the files that are brought</li> <li>3. Taking attendance of internship students</li> </ol>	Afrizal	
May 3 <sup>rd</sup> , 2024	<ol style="list-style-type: none"> <li>1. Coordinated schedules with fieldwork students for ID card making sessions.</li> <li>2. Accompanying students when taking photos for ID cards</li> </ol>		
	Notes By Industrial Coach		

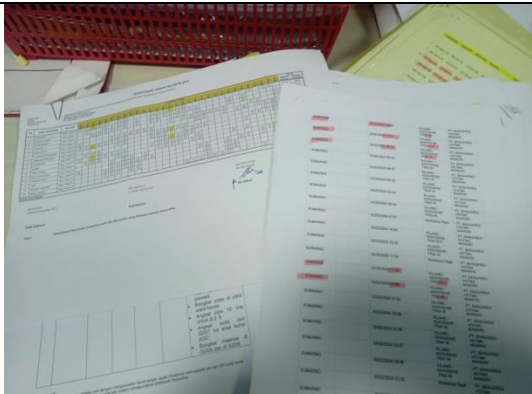
NO.	WORKING PICTURE	EXPLANATION
1.		<ol style="list-style-type: none"> <li>1. Welcomed fieldwork students who had just arrived at the office and directed them to the orientation room.</li> <li>2. Collecting the files that are brought</li> <li>3. Taking attendance of internship students</li> </ol>

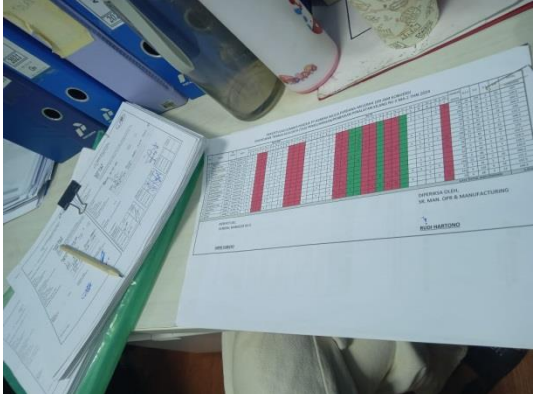

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Wednesday**

**Date : 6<sup>th</sup> – 8<sup>th</sup> May 2024**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 6 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Afrizal	
May 7 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.		
May 8 <sup>th</sup> , 2024	1. Retrieve some of the required wearpacks 2. Physically count the number of wearpacks in the warehouse.		
	Notes By Industrial Coach		

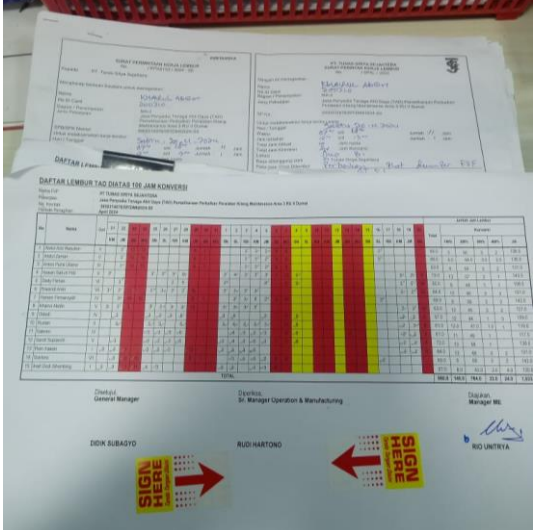
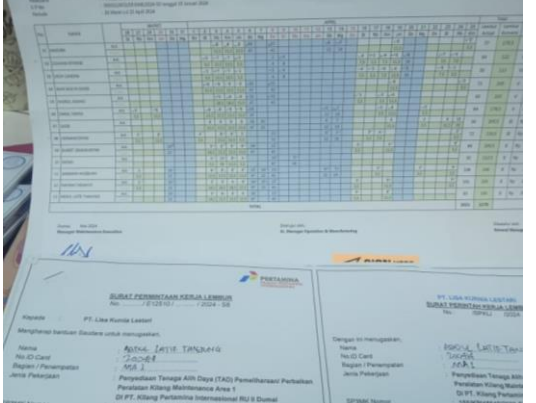

NO.	WORKING PICTURE	EXPLANATION
1.		Check and calculate the number of employee overtime hours that have been recorded.

2.		<p>Check and calculate the number of employee overtime hours that have been recorded.</p>
3.		<ol style="list-style-type: none"> <li>1. Retrieve some of the required wearpacks</li> <li>2. Physically count the number of wearpacks in the warehouse.</li> </ol>

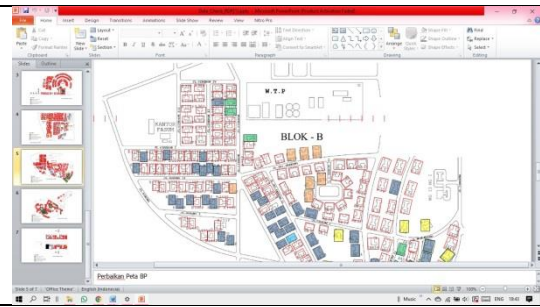
**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**  
**Date : 13<sup>th</sup> – 17<sup>th</sup> May 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 13 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.	Afrizal	
May 14 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.		
May 15 <sup>th</sup> , 2024	Check and calculate the number of employee overtime hours that have been recorded.		
May 16 <sup>th</sup> , 2024	Checking and improving the RDP map on powerpoint.		
May 17 <sup>th</sup> , 2024	Checking and improving the RDP map on powerpoint.		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		Check and calculate the number of employee overtime hours that have been recorded.
2.		Check and calculate the number of employee overtime hours that have been recorded.
3.		Check and calculate the number of employee overtime hours that have been recorded.


4.

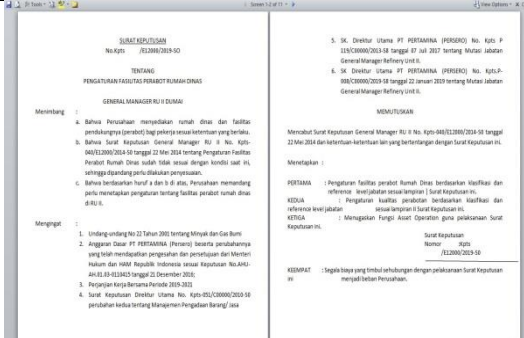
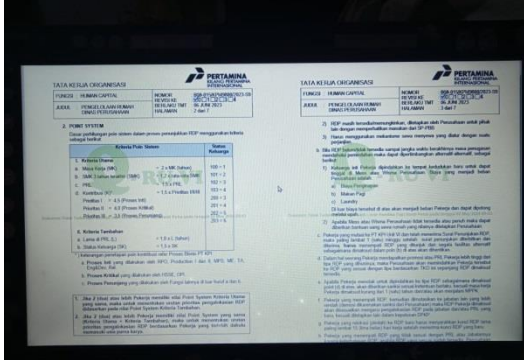


Checking and improving the RDP map on powerpoint.

## DAILY ACTIVITIES OF THE APPRENTICESHIP

**Day : Monday - Wednesday**  
**Date : 20<sup>th</sup> – 22<sup>nd</sup> May 2024**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 20 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>Scanning a Document</li> <li>Printing Documents</li> <li>Photocopy Documents</li> </ol>	Afrizal	
May 21 <sup>st</sup> , 2024	Make file copies of the Decision Letter on RDP Furniture Facilities		
May 22 <sup>nd</sup> , 2024	Recreate the data from the pdf file by retying the work procedure of the RDP management organization.		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		Make file copies of the Decision Letter on RDP Furniture Facilities
2.		Recreate the data from the pdf file by retying the work procedure of the RDP management organization.


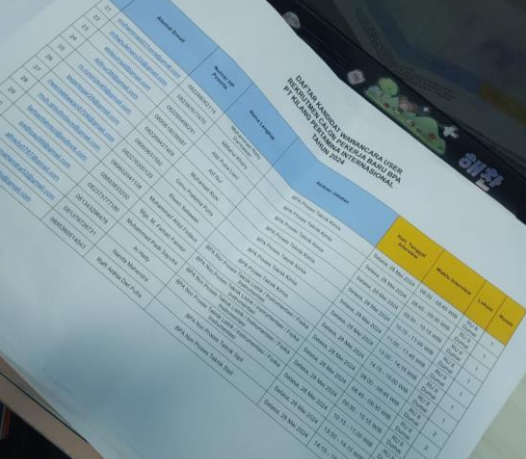
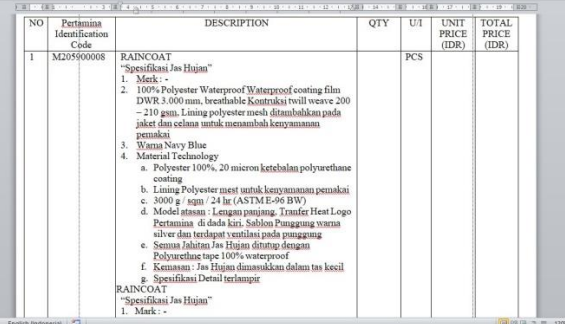
**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**

**Date : 27<sup>th</sup> – 31<sup>st</sup> May 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 27 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Contribute to the BPA user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>	Afrizal	
May 28 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Contribute to the BPA user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>		
May 29 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Contribute to the BPA user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>		
May 30 <sup>th</sup> , 2024	Create a bill of quantity for raincoat specifications		
May 31 <sup>st</sup> , 2024	<ol style="list-style-type: none"> <li>1. Scanning a Document</li> <li>2. Printing Documents</li> <li>3. Photocopy Documents</li> </ol>		
	Notes By Industrial Coach		






NO.	WORKING PICTURE	EXPLANATION														
1.		<ol style="list-style-type: none"> <li>1. Contribute to the BPA user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>														
2.		<ol style="list-style-type: none"> <li>1. Contribute to the BPA user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>														
3.	 <table border="1"> <thead> <tr> <th>NO</th> <th>Pertamina Identification Code</th> <th>DESCRIPTION</th> <th>QTY</th> <th>U/I</th> <th>UNIT PRICE (IDR)</th> <th>TOTAL PRICE (IDR)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>M205900008</td> <td> <b>RAINCOAT</b>  <b>"Spesifikasi Jas Hujan"</b>            1. Merek : -            2. 100% Polyester Waterproof/Waterproof coating film DWR 3.000 mm, breathable Konstraksi twill weave 200 - 210 gsm. Lining polyester mesh ditambahkan pada jaket dan celana untuk menambah kenyamanan pemakai            3. Warna Navy Blue            4. Material Technology              a. Polyester 100%, 20 micron ketebalan polyurethane coating              b. Lining Polyester mesh untuk kenyamanan pemakai              c. 3000 g / sqm / 24 hr (ASTM E-96 BW)              d. Model atasan : Lengan panjang, Transfer Heat Logo Pertamina di dada kiri, Sablon Panggang warna silver dan terdapat ventilasi pada panggang              e. Semua Jahitan Jas Hujan dituang dengan Polyurethane tape 100% waterproof              f. Kemasan : Jas Hujan dimasukkan dalam tas kecil              g. Spesifikasi Detail terlampir  <b>RAINCOAT</b>  <b>"Spesifikasi Jas Hujan"</b>            1. Merek : -         </td> <td></td> <td>PCS</td> <td></td> <td></td> </tr> </tbody> </table>	NO	Pertamina Identification Code	DESCRIPTION	QTY	U/I	UNIT PRICE (IDR)	TOTAL PRICE (IDR)	1	M205900008	<b>RAINCOAT</b> <b>"Spesifikasi Jas Hujan"</b> 1. Merek : - 2. 100% Polyester Waterproof/Waterproof coating film DWR 3.000 mm, breathable Konstraksi twill weave 200 - 210 gsm. Lining polyester mesh ditambahkan pada jaket dan celana untuk menambah kenyamanan pemakai 3. Warna Navy Blue 4. Material Technology a. Polyester 100%, 20 micron ketebalan polyurethane coating b. Lining Polyester mesh untuk kenyamanan pemakai c. 3000 g / sqm / 24 hr (ASTM E-96 BW) d. Model atasan : Lengan panjang, Transfer Heat Logo Pertamina di dada kiri, Sablon Panggang warna silver dan terdapat ventilasi pada panggang e. Semua Jahitan Jas Hujan dituang dengan Polyurethane tape 100% waterproof f. Kemasan : Jas Hujan dimasukkan dalam tas kecil g. Spesifikasi Detail terlampir <b>RAINCOAT</b> <b>"Spesifikasi Jas Hujan"</b> 1. Merek : -		PCS			<p>Create a bill of quantity for raincoat specifications</p>
NO	Pertamina Identification Code	DESCRIPTION	QTY	U/I	UNIT PRICE (IDR)	TOTAL PRICE (IDR)										
1	M205900008	<b>RAINCOAT</b> <b>"Spesifikasi Jas Hujan"</b> 1. Merek : - 2. 100% Polyester Waterproof/Waterproof coating film DWR 3.000 mm, breathable Konstraksi twill weave 200 - 210 gsm. Lining polyester mesh ditambahkan pada jaket dan celana untuk menambah kenyamanan pemakai 3. Warna Navy Blue 4. Material Technology a. Polyester 100%, 20 micron ketebalan polyurethane coating b. Lining Polyester mesh untuk kenyamanan pemakai c. 3000 g / sqm / 24 hr (ASTM E-96 BW) d. Model atasan : Lengan panjang, Transfer Heat Logo Pertamina di dada kiri, Sablon Panggang warna silver dan terdapat ventilasi pada panggang e. Semua Jahitan Jas Hujan dituang dengan Polyurethane tape 100% waterproof f. Kemasan : Jas Hujan dimasukkan dalam tas kecil g. Spesifikasi Detail terlampir <b>RAINCOAT</b> <b>"Spesifikasi Jas Hujan"</b> 1. Merek : -		PCS												

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**

**Date : 3<sup>rd</sup> – 7<sup>th</sup> June 2024**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
June 3 <sup>rd</sup> , 2024	<ol style="list-style-type: none"> <li>1. Welcomed fieldwork students who had just arrived at the office and directed them to the orientation room.</li> <li>2. Collect files brought by students, such as cover letters from universities, photocopies of identity, and other necessary documents.</li> <li>3. Taking attendance of fieldwork students by recording their attendance.</li> </ol>	Afrizal	
June 4 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Coordinated schedules with fieldwork students for ID card making sessions.</li> <li>2. Accompanying students when taking photos for ID cards</li> </ol>		
June 5 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Contribute to the BPS user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>		
June 6 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Contribute to the BPS user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>		
June 7 <sup>th</sup> , 2024	Retrieve wear packs from the warehouse for distribution to employees or field teams, ensuring availability and condition of goods.		
	Notes By Industrial Coach		

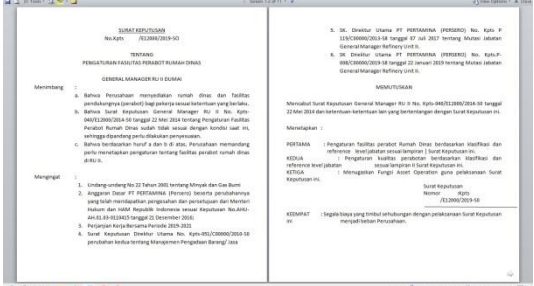
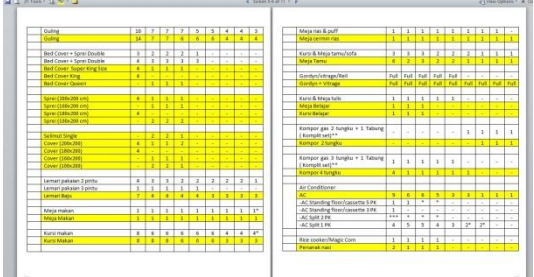


NO.	WORKING PICTURE	EXPLANATION
1.		<ol style="list-style-type: none"> <li>1. Contribute to the BPS user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>
2.		<ol style="list-style-type: none"> <li>1. Contribute to the BPS user interview activities</li> <li>2. Checking the identity of the participants with the list that has been given to ensure their attendance according to the schedule. Escorting participants to the waiting room.</li> </ol>

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**

**Date : 10<sup>th</sup> – 14<sup>th</sup> June 2024**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
June 10 <sup>th</sup> , 2024	Draft and finalize a Decree (SK) related to the arrangement of furniture facilities in the RDP.	Afrizal	
June 11 <sup>th</sup> , 2024	Categorize data related to the arrangement of official house furniture facilities based on classification and position level, to ensure proper and efficient distribution of facilities according to the needs and position level of employees.		
June 12 <sup>th</sup> , 2024	Compile a comprehensive and professional raincoat specification document using Microsoft Word		
June 13 <sup>th</sup> , 2024	Recalculate and Ensure that all invoices received have been accurately calculated and verified.		
June 14 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Make a list of required stationery</li> <li>2. Go to the company's stationery building or storage room.</li> <li>3. Pick up stationery in accordance with the list that has been prepared.</li> </ol>		
	Notes By Industrial Coach		


NO.	WORKING PICTURE	EXPLANATION
1.		Draft and finalize a Decree (SK) related to the arrangement of furniture facilities in the RDP.
2.		Categorize data related to the arrangement of official house furniture facilities based on classification and position level, to ensure proper and efficient distribution of facilities according to the needs and position level of employees.
3.		Recalculate and Ensure that all invoices received have been accurately calculated and verified.
4.		Make a list of required stationery Go to the company's stationery building or storage room. Pick up stationery in accordance with the list that has been prepared.

**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Wednesday - Friday**

**Date : 19<sup>th</sup> – 21<sup>st</sup> June 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
June 19 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Scanning a Document</li> <li>2. Printing Documents</li> <li>3. Photocopy Documents</li> </ol>	Afrizal	
June 20 <sup>th</sup> , 2024	Retrieve wear packs from the warehouse efficiently and ensure that the wear packs retrieved are in line with existing needs and demand.		
June 21 <sup>st</sup> , 2024	Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labor regulations.		
	Notes By Industrial Coach		

NO.	WORKING PICTURE	EXPLANATION
1.		<ol style="list-style-type: none"> <li>1. Scanning a Document</li> <li>2. Printing Documents</li> <li>3. Photocopy Documents</li> </ol>

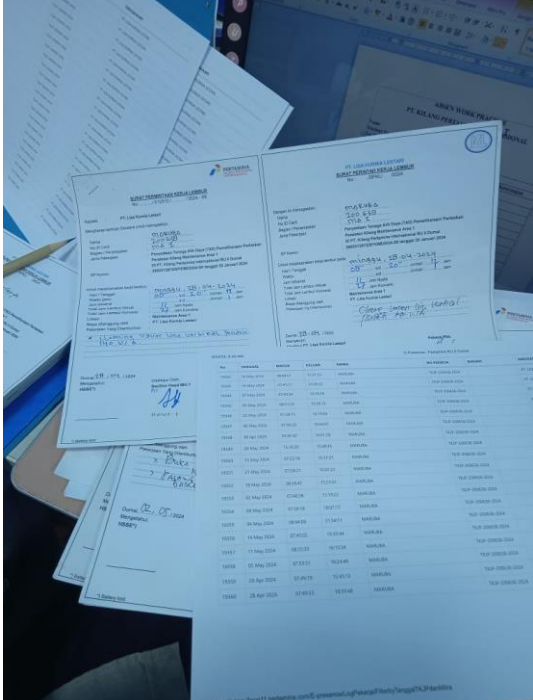


2.



Retrieve wear packs from the warehouse efficiently and ensure that the wear packs retrieved are in line with existing needs and demand.

3.




Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labor regulations.

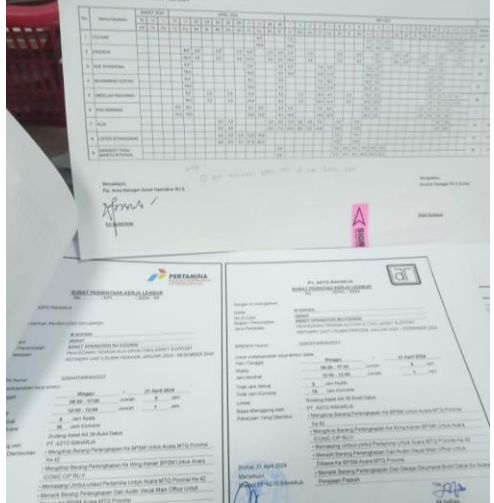
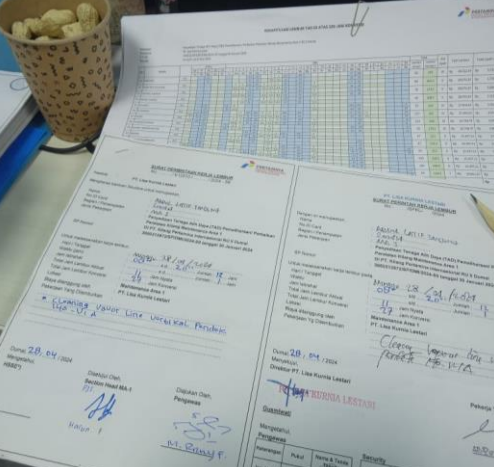
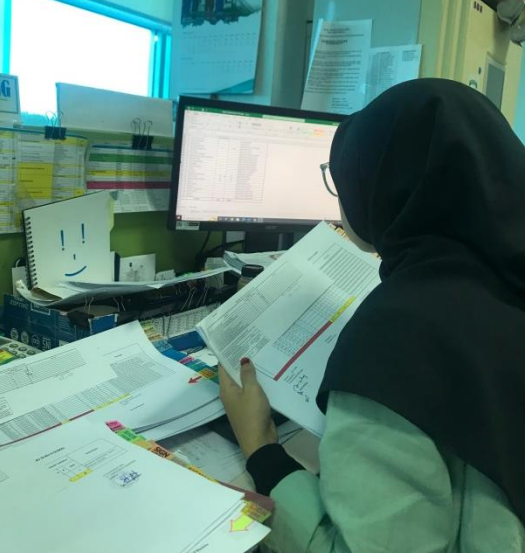
**DAILY ACTIVITIES  
OF THE APPRENTICESHIP**

**Day : Monday - Friday**

**Date : 24<sup>th</sup> – 28<sup>th</sup> June 2024**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
June 24 <sup>th</sup> , 2024	Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labor regulations.	Afrizal	
June 25 <sup>th</sup> , 2024	Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labor regulations.		
June 26 <sup>th</sup> , 2024	1. Checking the clock out and clock in of TAD (outsourced) workers. 2. Calculate the number of overtime hours then recap in excel		
June 27 <sup>th</sup> , 2024	Typing a letter using a manual typewriter, starting with the preparation of the typewriter which includes paper mounting and proper spacing.		
June 28 <sup>th</sup> , 2024	1. Delivered fun bike event invitations 2. Farewell to the Human Capital team		
	Notes By Industrial Coach		









NO.	WORKING PICTURE	EXPLANATION
1.		<p>Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labor regulations.</p>
2.		<p>Accurately calculate the number of workers' overtime hours to ensure proper overtime payment in accordance with company policies and labor regulations.</p>
3.		<ol style="list-style-type: none"> <li>1. Checking the clock out and clock in of TAD (outsourced) workers.</li> <li>2. Calculate the number of overtime hours then recap in excel</li> </ol>

4.		Typing a letter using a manual typewriter, starting with the preparation of the typewriter which includes paper mounting and proper spacing.
5.		Farewell to the Human Capital team

**REVISION SHEET**  
**STUDENT PRACTICE GUIDANCE**  
**INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY**  
**PROGRAM STATE POLYTECHNIC BENGKALIS**

Name : Putri Nursyafrika  
 Student Number : 5404201300  
 Apprenticeship Place : PT. Kilang Pertamina Internasional RU II Dumai  
 Advisor : Hutomo Atman Maulana, S.Pd., M.Si

NO	DAY/DATE	REVISION	SIGNATURE
1.	July 12, 2024	Complete the company history	
2.	July 19, 2024	Correct the writing table	
3.	July 22, 2024	Complete the apprenticeship work procedure system in as much detail as possible	
4.	July 25, 2024	fix numbering that complies with the rules	
5.	July 29, 2024	Add Solutions	
6.	August 1, 2024	Acc dan tran Seminar kpe	

Bengkalis, June ,2024  
 Advisor

  
Hutomo Atman Maulana, S.Pd., M.Si  
 NIP. 198908312018031001