

APPRENTICESHIP REPORT

**PT KILANG PERTAMINA INTERNASIONAL
REFINERY UNIT (RU) II PRODUCTION SUNGAI
PAKNING**

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

**APPRENTICESHIP REPORT
PT KILANG PERTAMINA INTERNASIONAL REFINERY UNIT
(RU) II PRODUCTION SUNGAI PAKNING**

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 28th, 2024

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PREFACE

Praise for the blessings and grace of Almighty God Allah SWT, who has provided health and opportunities to the author so that can complete apprenticeship activities and have completed apprenticeship reports that the authors do at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning on time, namely from February 01th 2024 until June 28th 2024.

The authors also express their gratitude to all employees of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning. In compiling this apprenticeship report, the author realizes that without the guidance from various parties this job training report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Jhony Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as Coordinator of this apprenticeship.
6. Mrs. Yunelly Asra, S.E, M.M as the Advisor of this apprenticeship report.
7. All Lecturers and staff, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecturer.
8. Mrs. Erna Imelda as Supervisor General Affair PT. Kilang Pertamina RU II Produktion Sungai Pakning.
9. Mr. Rahmad Hidayat as Jr Officer II Comrel & CSR PT. Kilang Pertamina RU II Production Sungai Pakning.

10. For all the CSR team, Vera Darasni Putri, Rizal Indra Priambada, Leonardo Manullang, Asri Dewi. Winda Setriyani, and Nurfajrian Ahmad Fikri thank you for all the knowledge and guidance during the apprenticeship at CSR PT. Kilang Pertamina Internasional RU II Production Sungai Pakning.
11. Especially for my parents, my father Samsuar, and my mother Suryana who have given a lot of sacrifice, support, prayers, time, energy and materials to help and provide convenience during lectures to realize the ideals for them.
12. Friends in State Polytechnic of Bengkalis, especially the International Business Adimnistration Study Program, thank you for your support and cooperation when completing this thesis.

Hopefully the kindness and sincerity given will get a commensurate reward from Allah SWT, apologies to the company, employees and related parties for mistakes made during the Job Training at PT. Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning, whether intentional or unintentional intentional. Hopefully this report can be useful for all parties who need it in the future.

Bengkalis, June 28th, 2024



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Currently, the competition in finding a job is very tight due to the large number of applicants who are graduates from various campuses and the lack of available job vacancies. As campus graduates, of course, students have a diploma that can be used as an assessor in their scientific abilities. But in reality, diplomas are not only a reference in getting a job because currently many companies or government agencies ask for experience and skills in work.

If graduates without experience and skills in working apply for jobs, they will experience many obstacles such as the knowledge obtained on campus is only theory conveyed so that there is a lack of knowledge on how to practice the science, the theory obtained is not necessarily the same as work practice in the field, and the limitations of time and space that result in the knowledge obtained are still limited.

Therefore, the campus requires students to take part in a practical work program. Practical work is a learning process by getting to know the real scope of the world of work. Every student is required to go directly to the world of work which is their respective field, so that every student is expected to be able to directly apply the knowledge that has been learned previously into the world of work. In addition, with practical work, students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work. Bengkalis State Polytechnic is one of the campuses that requires students to take part in practical work to complete their studies. Bengkalis State Polytechnic is a Diploma III and Applied Bachelor educational institution established by the Bengkalis Regency government.

The Department of Commercial Administration is one of the departments at the Bengkalis State Polytechnic. In 2016, this department opened a new study program, namely International Business Administration. The International Business Administration Study Program is engaged in Economics and Business, where students learn to get to know the business world, along with its scope, be it in terms of handling letters, administration, management, finance, human resources, to the corporate world. To prepare students who are ready to 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 Institutions for 4 months. To do practical work, students must complete their lectures for up to 6 (six) semesters and graduate in that semester.

The International Business Administration Study Program hopes that with practical work, students can get to know firsthand how the real business world is, and can increase the insight of each student to be more skilled, responsive, and able to compete and be of good use in the future. As a consequence after completing the practical work, each student is required to make a work report during the practical work so that the student can be responsible for the results obtained from the practical work activities and can continue the lecture in the next semester.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning. During the implementation of Apprenticeship, the author was placed in the CSR section. The implementation of Apprenticeship starts from February 1 to June 28, 2024.

1.2 Purposes of the Apprenticeship

The purpose of the implementation of Practical Work is as follows:

1. To find out the type of work at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning

2. To find out the place and position of work at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning
3. To find out the work system and CSR work procedures at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning
4. To find out the obstacles and solutions during the implementation of the practical work program at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning

1.2.1 Significances for the Apprenticeship

The benefits of practical work for students are as follows:

1. Students get the opportunity to apply theoretical science/concepts in the world of work in real life.
2. Students gain practical experience in applying theoretical science/concepts in accordance with their study program.
3. Students get the opportunity to be able to analyze problems related to science applied in work according to their study program.
4. Students have the opportunity to work in a team consisting of several people so that they are able to provide ideas.

1.2.2 Significances for State Polytechnic of Bengkalis

The benefits of practical work for the Bengkalis State Polytechnic are as follows:

1. Practical work can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and PT. Kilang Pertamina Internasional RU II Production Sungai Pakning.
2. Practical work can improve the competence of State Polytechnic of Bengkalis graduates.

1.2.3 Significances for The Company

The benefits of practical work for companies are as follows:

1. Practical work is one of the links for cooperation between the company and the campus.
2. The company received manpower assistance with students who did practical work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Pertamina is one of the BUMN engaged in the oil and gas sector. This company was established on December 10, 1957 under the name PT Perusahaan Minyak Nasional abbreviated as PT. PERMINA. This PT changed its status to Perusahaan Negara (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). To strengthen this company, the Government issued Law No. 8 of 1971 which established Pertamina as a state-owned oil and gas company.

On June 18, 2003, based on Government Regulation No. 31 of 2003, the State Oil and Gas Mining Company changed its name to PT Pertamina (Persero) which conducts oil and gas business activities in the Upstream to Downstream Sectors. Initially, Pertamina had a symbol in the form of a pair of seahorses flanking a yellow star. On December 10, 2005, Pertamina changed the emblem to an arrow that forms the letter 'P' with a base color of green, blue, and red that reflects dynamic elements and environmental concerns.



Previous



Now

Figure 2.1 Company Logo of Pertamina
Source : Pertamina Website

PT. Kilang Pertamina International RU II Production Sungai Pakning is one of Pertamina's subsidiaries which stands in Bukit Batu District, Bengkalis Regency with an area of 40 hectares. The PT was built in November 1968 by Refinery Associates Canada Ltd or Refican, and began operations in December 1969 with an initial capacity of 25,000 Barrels per day. In 1975, there was a transfer from Refican to Pertamina. Since then, PT. Kilang Pertamina International RU II Production Sungai Pakning has undergone gradual development, and from 2002 to 2018 its production capacity has reached 50,000 Barrels per day. The operation section of the Sungai Pakning refinery consists of: CDU, ITP (Tank Installation and Shipping), Utilities and Laboratory.

The ITP at the Sungai Pakning Refinery is to handle the operation of crude tanks and products. Also for the loading and unloading process of crude oil or products. In addition, the management of separators (temporary containers for oil discharge). The utilities facility at the Sungai Pakning Refinery manages the Pakning Asal water treatment plant (WTP) and the Sungai Dayang water intake. In addition, the operation of boilers (steam generators), the operation of WDcP (Water Decoloring Plant), and RO (Reverse Osmosis). Also the operation of the Power Plant (power plant) and the operation of felt air (compressed air). Various Fuel Oil (BBM) and Non-Fuel Oil (NBBM) products have been produced from the Putri Tujuh Dumai - Sungai Pakning refinery and have been distributed to various corners of the country and abroad.

2.2 Vision and Mission

2.2.1 Vision of PT. KPI RU II Production Sungai Pakning

Vision is the ideal, dream or goal of an organization in the future and what needs to be done to realize that vision. The vision of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is "Becoming a competitive and environmentally friendly national oil and petrochemical refinery in the Asia Pacific in 2025".

2.2.2 Mission of PT KPI RU II Production Sungai Pakning

Mission is a strategy, action, or various stages that an organization must carry out to realize the vision that has been made. The mission of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is "Doing business in the field of oil and petrochemical processing that is managed professionally and environmentally based on Pertamina's value system to provide added value for stakeholders".

2.3 Kind Of Business

PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is a subsidiary of PT. Pertamina RU II Dumai. The Sungai Pakning Refinery focuses on the business of processing petroleum raw materials that come from several regions into various Fuel Oil (BBM) and Non-Fuel Oil (NBBM) products that will be distributed to various corners of the country. In addition to producing direct products, the Sungai Pakning refinery also produces semi-finished products that will be reprocessed by other companies in Dumai and Siak.

2.4 Organization Structure

The organizational structure of a company can be interpreted as a multi-level line that contains the components that make up the company. The structure clearly describes the positions, functions, rights and obligations of each position within the scope of the company. Of course, this is so that every component in the company can function optimally and the company's wheels can always move effectively and efficiently. In addition, it also clearly illustrates the separation of work activities between one and the other and how the relationship between activities and functions is limited.

In a good organizational structure, it must explain the relationship of authority of who reports to whom, so there is one responsibility for what will be done. In this company structure, there are several personnel or sections that are classified as the core ranks of the company structure, or commonly referred to as company officials

consisting of a board of directors, managers, and heads of divisions or departments. And in the order below it are the staff and workers.

The organizational structure of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is as follows:

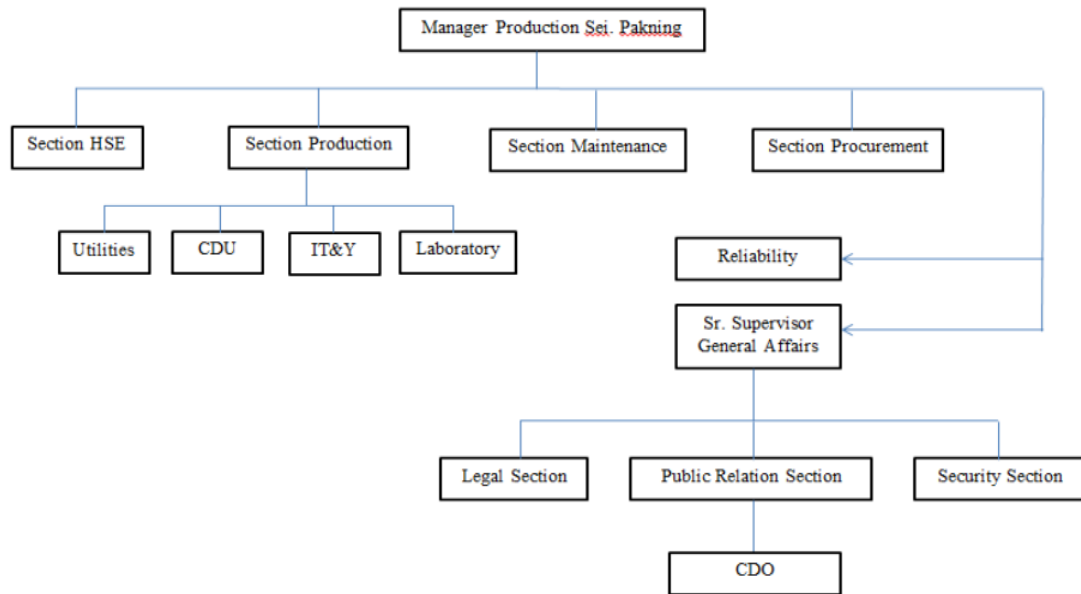


Figure 2.3 Organizational Structure of PT KPI RU II Production Sungai Pakning
 Source: PT Pertamina (Persero) RU II Production Spk

Every work position in the organizational structure of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning has the duties and responsibilities to achieve the company's goals. The following is a job description of each organizational structure, namely:

1. HSSE (Health, Safety, Security, Environment) Section

HSSE managers are tasked and responsible for creating safe working conditions and trying to avoid work accidents that include people, equipment, the environment and as an advisor to environmental protection efforts.

In carrying out its duties, HSSE is divided into four sections, namely:

a. Fire Insurance Section

The Fire Insurance Section has the duty and responsibility to create a reliable fire management system for refinery operations, through the procurement of hardware, software and human resource development, coordinating the implementation of HSE aspects and carrying out the orderly implementation of general administration.

b. Safety Section

The Safety Section has the duties and responsibilities to create and review work procedures, identify and control hazards and carry out K3 audits, supervise the use of work safety equipment and provide explanations on accident prevention and management to all workers.

c. Environmental Section

The Environmental Section has the duty and responsibility to create a clean environment by seeking to reduce and monitor air, liquid and solid waste emissions that have a negative impact on the environment, implement the SML ISO:14001 Environmental Management System, ensure that environmental protection equipment is properly maintained and operated and create an environmentally sound corporate image.

d. Occupational Health Section

The Occupational Health Section has the duty and responsibility to address health-related issues related to diseases arising from occupational risks.

2. Maintenance Section

The maintenance manager is in charge and responsible as an executor or who performs or repairs the company's operational equipment.

3. Procurement Section

Procurement in the company is in charge and responsible for the existence of supply activities, complaints about spare parts materials required in the company's operations. This field oversees four sections, namely:

- a. Inventory Control Section
 - b. Purchasing Section
 - c. Service Warehousing Section
 - d. Contract Office Section
4. Production Section

The production unit has the duty and responsibility to ensure that the products produced are in accordance with the SOPs that have been set. The unit is divided into four parts, namely:

- a. Utilities

This unit has the duty and responsibility to provide several refinery utilities such as water, electricity, steam, compressed air and nitrogen.

- b. CDU (Crude Distillation Unit)

CDU has the duty and responsibility to separate crude oil into multiple products through a physical separation process based on the difference in boiling point with a process known as distillation.

- c. IT&Y

This field functions to organize internal and external communication of the refinery so that the information needed is obtained immediately. This field is responsible for smooth communication to obtain information for workers in the environment at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning.

- d. Laboratory

The main tasks of the Laboratory unit are Quality Control, Quality Insurance, Feed Intermediate Product, Feed Finished Product, production equipment and technical suggestions for maintenance and quality inspection of materials and spare parts.

5. Reliability Manager

Reliability is in charge and responsible for all matters related to the reliability of the refinery in terms of maintenance (specialists). This field oversees two sections, namely Plant Reliability and Equipment Reliability.

6. Sr. Supervisor General Affairs (GA)

The duties of a GA are quite complex and in their activities they must interact and coordinate with each other both internally and externally with other departments or parties outside the company. There are many tasks carried out by GA, including taking care of various permits required by the company, maintaining good relations with the environment around the company, being responsible for the existence and condition of the company's assets. General Affairs oversees three sections, namely:

a. Legal Section Legal

The Section has the responsibility to prepare the completeness, make a design and check the validity of all legal documents of the company according to the request of other relevant managers who need it, take care of licensing issues for each unit of the company and ensure administrative order related to the management of business operations in a complete, accurate, current and intact manner.

b. Public Relation

The PR or Public Relations section in the company is very important for its existence. The task of public relations is to grow and develop good relationships between institutions (companies) and the community, internal and external in order to instill understanding, foster community motivation and participation in efforts to create public opinion that benefits the company. Public Relations of PT. Pertamina is currently developing the fostered community assisted by several Community Development Officers (CDOs).

c. Security Section

The Security Section is tasked with granting permission for guest visits to PT. Pertamina RU II Production Sungai Pakning. In the company, there are 5 security posts that are guarded according to the schedule that has been set.

2.5 The Working Process

The working process at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in processing crude oil is as follows:

1. Receipt of raw materials as a refinery that processes petroleum raw materials into various processed products, the Sungai Pakning refinery will receive shipments of raw materials from various regions.

There are 4 types of oil sent to the Sungai Pakning refinery, namely:

- a. Sumatran Light Crude (SLC)
- b. Lirik Crude Oil (LCO)
- c. Banyu Urip Crude Oil (BUCO)
- d. Pandalian Crude Oil (PDN)

The four types of oil sent to the Pakning River refinery come from different regions. LCO from Lirik, BUCO from Banyu Urip (Cepu), and SLC from Rokan. All of these raw materials will be distributed to the refinery to be processed into various final products and semi-finished products.

2. Raw material processing

The process that takes place in the Sungai Pakning refinery can be classified into 5 parts, namely:

a. The distillation process, which is the distillation process based on the difference in boiling point; This process takes place in both atmospheric distillation columns and vacuum distillation columns. In these two process units, crude oil is distilled into fractions, namely gas, light distillate, medium distillate, fuel oil and residue. Separation is based on its boiling point. The

distillation column is in the form of a cylindrical pressure vessel that is located (about 40 m) and inside there are trays that function to separate and collect hot fluids that evaporate upwards. The heavy hydrocarbon fraction collects at the bottom of the column, while the lighter fractions will accumulate in the upper column. The hydrocarbon fractions obtained from this distillation column will be further processed in other process units such as the Fluid Catalytic Cracker.

- b. The conversion process, which is the process of changing the size and structure of hydrocarbon compounds. The result of the chemical compound from the distillation stage will be processed again in the following 5 ways:
 - 1) Alkalization, this is a process of combining 2 types of hydrocarbons that can produce gasoline and AVGAS.
 - 2) Cracking, it is referred to as the process of breaking hydrocarbons with small molecules from high temperature pressure. From this process, it is said to produce LPG, avtu and diesel.
 - 3) Polymerization, this is the process of combining 2 molecules into one. This process will later form a molecule called a polymer.
 - 4) Reformation, this process processes naphtha that has a light thermal weight into volatile octane.
 - 5) Isomerism, in the latter stage will make changes to the atom. At this stage, the atom that was originally N butane will turn into Iso butane.
- c. The extraction process, which is the separation process. The separation is usually carried out depending on the solubility. In dissolving, substances such as solvet or furfural are used.
- d. Crystallization process, which also includes a separation process that is carried out at the liquid point through the cooling process.
- e. The treating process, which is a cleaning process that aims to dispose of substances that can harm humans.

3. Distribution of product results

There are several products produced from the Sungai Pakning refinery and will be redistributed to various regions, including:

- a. Naptha: the results will be taken to the Dumai factory to be processed into gasoline
- b. Kerosene: the results will be taken to the Dumai refinery to be processed into avtur
- c. Diesel: the proceeds will be distributed to the Siak depot to be blended into B20, and also distributed to PLN Bengkulu for fuel
- d. LSWR: the results will be brought to Dumai for secondary process

2.6 Document Used for Activity

Documents used in daily activities at CSR PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is as follows:

1. Minutes Form

The minutes form is used to write the results of meetings or activities carried out. Contains the title of the meeting, day/date, place and participants of the meeting, in addition to that it also contains a description of the discussion and actions carried out and signed by the person in charge of the meeting.

Seminar Lingkungan, Kesehatan, dan Keselamatan Bertalu Lintas Gerakan Nasional (GERNAS) Bulan K3 Kilang Pertamina Internasional RU II Production Sungai Pakning

Detail Kegiatan:
Hari/Tanggal : 15 Februari 2023
Waktu : 07.30 - 12.00 WIB
Tempat : Gedung Bulevar Lina Patra
Peserta : Siswa-Siswi SMA se-Kacamatan Bukit Batu

Uraian Kegiatan: Seminar Lingkungan, Kesehatan, dan Keselamatan Bertalu Lintas merupakan rangkaian kegiatan dalam Gerakan Nasional (GERNAS) Bulan K3 Kilang Pertamina Internasional RU II Production Sungai Pakning. Kegiatan ini dilaksanakan di Gedung Bulevar Lina Patra Pertamina Sungai Pakning dan dilaksanakan oleh siswa-siswi SMA se-Kacamatan Bukit Batu, SMAN 1 Bukit Batu, SMAN 2 Bukit Batu, dan MAN 2 Bengkulu.

Agenda: Kegiatan ini terdiri atas pembukaan, dan sesi materi yang diisi oleh 3 orang pembicara yaitu:
1. Agus Sobani, Kabid Piyataan & Peningkatan Kapasitas Lingkungan Hidup, Dinas Lingkungan Hidup dan Kesehatan Kabupaten Bengkulu
Materi: isu Strategi Pengelolaan Lingkungan Hidup.
2. dr. Aminda Iramuliah, Dokter Umum, UPT Puskesmas Bukit Batu.
Materi: Kesehatan Reproduksi dan Bahaya Seks Bebas.
3. IPDA Jurnaidinayah, Panti 1 Unit Layanan Petaka Bukit Batu.
Materi: Alunan Bertalu Lintas.

Sungai Pakning, 15 Februari 2023
Niatun: [Signature]
Mergithi: [Signature]

Figure 2.1 Minutes Form

Source : CSR RU II Production Sungai Pakning

2. Implementation Form

The implementation form is a description of the activities or programs that have been carried out. This form contains the purpose of the activity, the planning stage, the implementation stage, the obstacles faced when carrying out the activity, the achievements obtained from the activity and the key figures who play an important role in the activity.



Figure 2.2 Implementation Form

Source : CSR RU II Production Sungai Pakning

3. Social Mapping

The Social Mapping Book is an important document for public relations. Social mapping is one of the ways that companies do to see what problems are faced by the community or group and what potential they have so that the company can create or provide a new program so that it can be accepted by the community or group according to the existing problems and potential.

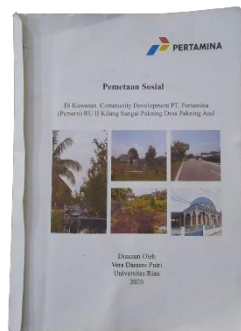


Figure 2.3 Social Mapping

Source : CSR RU II Production Sungai Pakning

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship is carried out at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning for five months, starting from February 1, 2024 to June 28, 2024. During the apprenticeship period, interns are placed in the CSR Section. There are several tasks during the apprenticeship in the CSR Section at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is as follows:

1. Field monitoring
2. Write minutes
3. Printing documents
4. Scan documents
5. Make proposals
6. Create an invitation letter
7. Create product packaging designs
8. Take documentation of activities
9. Back up activity documentation into Google Drive
10. Prepare for guest visits
11. Conduct research interviews
12. Become Master of Ceremonies
13. Served as a committee member for class meeting activities at SDN 8 Siak Kecil
14. Be the person in charge of blood donation activities and seminars on the importance of blood donation
15. Organizing community capacity building training with the theme "Pengelolaan Administrasi Terpadu"

3.2 System and Procedure

3.2.1 The Working System

To make it easier for employees to carry out their duties, the company uses an internet-based system to facilitate online work, using applications and using a manual system. The online system is such as publishing press releases from the activities that have been carried out, sending all documentation requirements via e-mail for the Hero competition of all Pertamina in Indonesia. Meanwhile, applications that are often used in work are Canva to create chart designs, Coreldraw to create banner or brochure designs. While the manual system is used to record minutes, the implementation of activities.

3.2.2 Working Procedures

There are several work procedures that are carried out as tasks and are explained as follows:

1. Field Monitoring

Field monitoring is a process of supervision, monitoring, and evaluation that is carried out directly in a specific location to collect data or information relevant to a specific purpose. Field monitoring can also involve direct interaction with staff or personnel working on site to gain more in-depth information.



Figure 3.1 Monitoring the Construction of Compost Sites at SDN 08 Siak Kecil
Source : CSR RU II Production Sungai Pakning

2. Write Minutes

Writing minutes is the process of taking down the key points of a meeting, meeting, or discussion without including all the details of the conversation. The goal is to summarize the main things discussed so that they are easy to remember and revisit.



PELATIHAN PENINGKATAN KAPASITAS MASYARAKAT DENGAN TEMA PENGELOLAAN ADMINISTRASI TERPADU

Hari/ Tanggal : 25 JUNI 2024
Waktu : 13.30 – Selesai WIB
Tempat : Wisma Pertamina
Peserta : Kelompok Tani Sumber Rezeki

Uraian Kegiatan : Pelatihan peningkatan kapasitas masyarakat dengan tema Pengelolaan Administrasi Terpadu oleh PT Kilang Pertamina Internasional RU II Production Sungai Pakning di Wisma Pertamina Sungai Pakning kepada kelompok Tani Sumber Rezeki. Acara ini diikuti oleh 11 (sebelas) orang dan bertujuan meningkatkan pemahaman dan keterampilan peserta dalam mengelola Administrasi secara efektif.

Figure 3.2 Write Minutes

Source : CSR RU II Production Sungai Pakning

3. Printing Documents

Printing is an activity that converts softcopy into hardcopy that requires a tool in the form of a printer. The way to print the document is as follows:

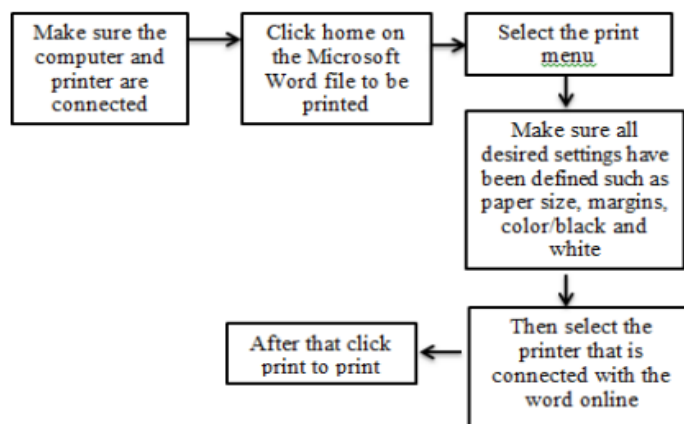


Figure 3.3 Steps of Printing Documents

Source : CSR RU II Production Sungai Pakning

4. Scan Documents

Scan documents is the process of converting physical documents, such as paper or books, into digital formats through the use of scanners. This process involves scanning physical documents to produce digital images or text that can be stored, processed, and accessed through a computer or other electronic device. The way to print the document is as follows:

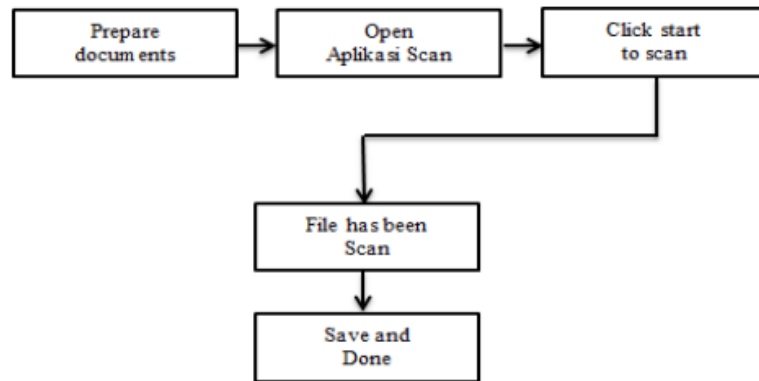


Figure 3.4 Steps of Scan Documents

Source : CSR RU II Production Sungai Pakning

5. Make Proposal

Making a proposal is the process of writing a document that aims to convey a specific idea, plan, or request in a structured and convincing manner to the authorities or related parties.

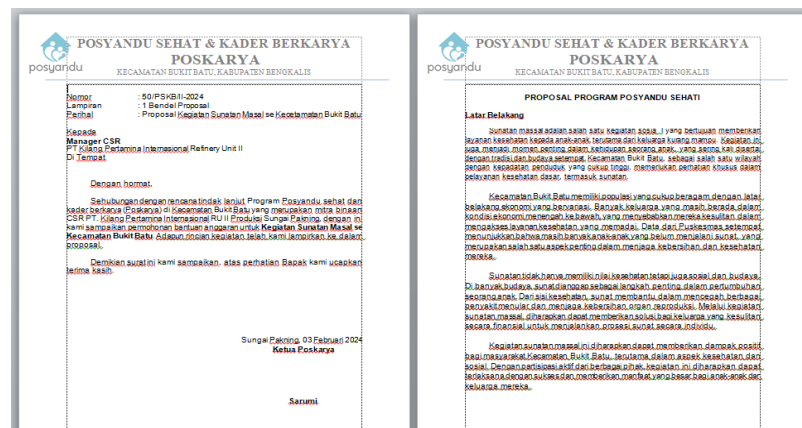


Figure 3.5 Make Proposal for Mass Circumcision

Source : CSR RU II Production Sungai Pakning

6. Create an Invitation Letter

An invitation letter is a type of letter that is used to invite a person or group of people to attend a specific event or activity. This letter can be used in a variety of contexts, both formal and informal, and usually includes important information such as the name of the activity, the time and date and the place of the activity.



Figure 3.6 Invitation Letter for Training
Source : CSR RU II Production Sungai Pakning

7. Create product packaging design

Creating product packaging design is the process of designing a visual appearance that will be attached to a packaged product. This label design is important because it serves to provide information about the product, attract consumers' attention, and strengthen the brand identity.



Figure 3.7 Packaging Design for Peyek Daun Kelor Product
Source : CSR RU II Production Sungai Pakning

8. Take Documentation of Activities

Taking documentation of activities is the process of collecting, recording, and storing various forms of information and data about an activity or event. This documentation can include photos, videos, written notes, audio recordings, reports, and other relevant types of data.



Figure 3.8 Take Documentation at K3 Seminar Events
Source : CSR RU II Production Sungai Pakning

9. Backing Up Activity Documentation Into Google Drive

Backing up activity documentation to Google Drive means saving a copy of a file or document related to an activity or project to the Google Drive cloud storage service. This is done to ensure that the data is safe and can be accessed at any time from any device connected to the internet.

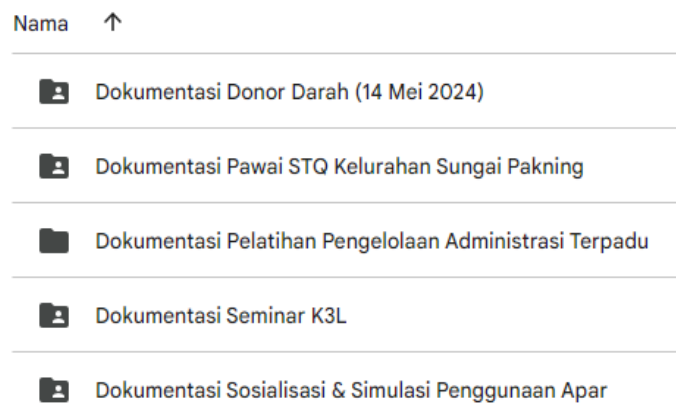


Figure 3.9 Backing Up Documentation Activity to Google Drive
Source : CSR RU II Production Sungai Pakning

10. Prepare for Guest Visit

CSR engaged in community affairs has a very strong relationship with the community around the company. Especially now PT. Kilang Pertamina Internasional RU II Production Sungai Pakning has several fostered groups that are quite advanced and well-known. Therefore, there are many visits made by universities, governments, and the private sector who want to see firsthand how Pertamina's CSR fostered group is.



Figure 3.10 Visit of the Minister of Environment and Forestry at Arboretum
Source : CSR RU II Production Sungai Pakning

11. Conduct Research Interviews

An interview is an information-gathering method in which an interviewer asks questions to a resource person to get relevant and in-depth answers regarding a certain topic.



Figure 3.11 Interview at Masyarakat Peduli Api Group
Source : CSR RU II Production Sungai Pakning

12. Become an Master of Ceremonies

A Master of Ceremony (MC) is someone who is responsible for guiding the course of an event or ceremony, ensuring that the event runs smoothly, in an orderly manner, and according to plan.



Figure 3.12 Become an MC at Family Gathering Event
Source : CSR RU II Production Sungai Pakning

13. Served as a Committee Member for Class Meeting Activities at SDN 8 Siak Kecil

Being a committee in a class meeting means taking an active role in planning, organizing, and carrying out class meeting activities at school. A class meeting is usually an event held after a final semester exam, which involves a variety of activities, such as competitions, games, and other social activities.



Figure 3.13 Class Meeting at SDN 8 Siak Kecil
Source : CSR RU II Production Sungai Pakning

14. Be the Person in Charge of Blood Donation Activities and Seminars on the Importance of Blood Donation

Blood donation is an activity that is often carried out every year by CSR of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning, blood donation activities are usually carried out in three sub-districts, namely Bukit Batu, Siak Kecil and Bandar Laksamana. This year, the location of the blood donation activity is in Bandar Laksamana District where this activity also holds socialization of the importance of blood donation to students in Bandar Laksamana District. On this occasion, the author was trusted to be the person in charge of the activity.



Figure 3.14 Joint Discussion with Subdistrict Head of Bandar Laksamana
Source : CSR RU II Production Sungai Pakning



Figure 3.15 Implementation of Blood Donation Activities
Source : CSR RU II Production Sungai Pakning

15. Organizing Community Capacity Building Training with the Theme "Pengelolaan Administrasi Terpadu"

In addition to helping to do the work in the CSR team's office, the author was also given a final project to become the chief executive of community capacity building training with the theme "Pengelolaan Administrasi Terpadu". Being the chief executive of an activity means being responsible for the planning, implementation, and evaluation of an event or activity. The material presented in this training was the procedure for making application proposals and reporting after the program was running. This training was attended by members of the Tani Sumber Rejeki group which is also a CSR fostered group of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning.



Figure 3.16 Present Training Materials
Source : CSR RU II Production Sungai Pakning



Figure 3.17 Take Picture After Training
Source : CSR RU II Production Sungai Pakning

3.3 Place of Apprenticeship

This Apprenticeship activity is carried out at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning from February 01 until June 28, 2024. During Apprenticeship the author is placed in the Corporate Social Responsibility Section. The company's provisions regarding the schedule or time of implementation of Apprenticeship are as follows:

Table 3.1 Work Schedule of PT. Kilang Pertamina Internasional RU II Production Sungai Pakning

No	Day	Office Hour	Break
1	Monday - Friday	07.30 WIB – 16.00 WIB	12.00 WIB – 13.30 WIB
2	Saturday and Sunday	Holiday	Holiday

Source : PT Kilang Pertamina Internasional RU II Production Sungai Pakning

3.4 Kind and Description of the Activity

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from February 01, to February 07, 2024, can be seen in the table below as follows :

Table 3.2 Daily Activities of February 01st until 07th, 2024

Day/Date	Activities	Section
Thursday, February 01 st 2024	1. Submission of internship documents 2. Safety Induction 3. Security Talk	Security
Friday, February 02 nd 2024	1. Handing over ID card by the head of Security 2. Introduction to CSR section	Security
Monday, February 05 th 2024	1. FGD with Community Leaders Regarding CSR Programs (Filagam) at Beringin's Village	CSR
Tuesday, February 06 th 2024	1. Create post design for Instagram content 2. Joint discussion regarding planning to Integrated Healthcare Center	CSR
Wednesday, February 07 th 2024	1. Preparation for a visit to the Integrated Healthcare Center	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from February 08, to February 14, 2024, can be seen in the table below as follows :

Table 3.3 Daily Activitis of February 08th until 14th, 2024

Day/Date	Activities	Section
Thursday, February 08 th 2024	Holiday - Isra Mi'raj	CSR
Friday, February 09 th 2024	Holiday - Isra Mi'raj	CSR
Monday, February 12 th 2024	1. Field observations in the pineapple plantation of the Tani Tunas Makmur group	CSR
Tuesday, February 13 th 2024	1. Scanning documents	CSR
Wednesday, February 14 th 2024	Holiday - Election Day	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from February 15, to February 21, 2024, can be seen in the table below as follows :

Table 3.4 Daily Activities of February 15th until 21st, 2024

Day/Date	Activities	Section
Thursday, February 15 th 2024	Holiday - Election Day	CSR
Friday, February 16 th 2024	1. Scanning documents	CSR
Monday, February 19 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove 2. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa 3. Committee formation meeting for the K3 seminar	CSR
Tuesday, February 20 th 2024	1. Monitoring production activities for making pineapple crackers at Arboretum Gambut Marsawa	CSR
Wednesday, February 21 th 2024	1. Packing souvenirs for the K3 seminar event	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from February 22, to February 28, 2024, can be seen in the table below as follows :

Table 3.5 Daily Activities of February 22nd until 28th, 2024

Day/Date	Activities	Section
Thursday, February 22 nd 2024	1. Monitoring the visit of the Secretary General of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa	CSR
Friday, February 23 rd 2024	1. Monitoring and taking documentation at the K3 Seminar for high school and vocational high school students in Bukit Batu District	CSR
Monday, February 26 th 2024	1. Packing souvenirs for Family Gathering event	CSR
Tuesday, February 27 th 2024	1. Buying items to prepare for the Family Gathering event 2. Monitoring the construction of a compost bin at SDN 08 Siak Kecil	CSR
Wednesday, February 28 th 2024	1. Create Master of Ceremony dialogues and event arrangements for Family Gathering events	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from February 29, to March 06, 2024, can be seen in the table below as follows :

Table 3.6 Daily Activities of February 29th until March 06th, 2024

Day/Date	Activities	Section
Thursday, February 29 th 2024	1. Scanning documents 2. Copying documents	CSR
Friday, March 01 st 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa 2. Preparation for the Family Gathering event for the assisted group and being the Master of Ceremony	CSR
Monday, March 04 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa	CSR
Tuesday, March 05 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa	CSR
Wednesday, March 06 th 2024	1. Rehearsal in preparation for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove and Arboretum Gambut Marsawa 2. Scanning documents	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU

II Production Sungai Pakning in the section of Corporate Social Responsibility from March 07, to March 13, 2024, can be seen in the table below as follows :

Table 3.7 Daily Activities of March 07th until 13th, 2024

Day/Date	Activities	Section
Thursday, March 07 th 2024	1. Monitoring the visit of the Minister of Environment and Forestry in the context of “Hari Penanaman Pohon Serentak Diseluruh Indonesia” 2. Packing souvenirs for guests attending the event	CSR
Friday, March 08 st 2024	Off	CSR
Monday, March 11 th 2024	Holiday - Nyepi (Saka New Year)	CSR
Tuesday, March 12 th 2024	Holiday - Ramadan Start	CSR
Wednesday, March 13 th 2024	1. Do interviews with MPA, Tani Tunas Makmur and Hortikultura groups	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from March 14, to March 20, 2024, can be seen in the table below as follows :

Table 3.8 Daily Activities of March 14th until 20th, 2024

Day/Date	Activities	Section
Thursday, March 14 th 2024	1. Visit and provision of PMT assistance at Posyandu Sekar Melati, Pakning Asal Village	CSR
Friday, March 15 st 2024	1. Scan documents	CSR
Monday, March 18 th 2024	1. Scan documents	CSR
Tuesday, March 19 th 2024	1. Helping friends to create video profiles at Arboretum Gambut Marsawa	CSR
Wednesday, March 20 th 2024	1. Helping friends to create video profiles at Eduwisata Mangrove	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from March 21, to March 27, 2024, can be seen in the table below as follows :

Table 3.9 Daily Activities of March 21st until 27th, 2024

Day/Date	Activities	Section
Thursday, March 21 st 2024	1. Helping friends to create video profiles at SDN 08 Siak Kecil 2. Scan documents	CSR
Friday, March 22 nd 2024	1. Helping friends to create video profiles at BumDes Mekar Jaya	CSR
Monday, March 25 th 2024	1. Helping friends become an actors for making product videos	CSR
Tuesday, March 26 th 2024	Off	CSR
Wednesday, March 27 th 2024	1. Sorting products from CSR fostered partners	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from March 28, to April 03, 2024, can be seen in the table below as follows :

Table 3.10 Daily Activities of March 28th until April 03rd, 2024

Day/Date	Activities	Section
Thursday, March 28 th 2024	1. Helping friends become an actors for making product videos 2. Scan documents	CSR
Friday, March 29 th 2024	Holiday - Good Friday	CSR
Monday, April 01 st 2024	1. Scan documents	CSR
Tuesday, April 02 nd 2024	1. Create a script for the Madu Biene group video profile	CSR
Wednesday, April 03 rd 2024	1. Create a script for the Filagam group video profile	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from April 04, to April 10, 2024, can be seen in the table below as follows :

Table 3.11 Daily Activities of April 04th until 10th, 2024

Day/Date	Activities	Section
Thursday, April 04 th 2024	1. Scan documents 2. Take part in making a video profile of the Madu Biene group in Tanjung Leban	CSR
Friday, April 05 th 2024	1. Take part in making a video profile of the Filagam group in Lubuk Muda	CSR
Monday, April 08 th 2024	Holiday – Eid Al-Fitr	CSR
Tuesday, April 09 th 2024	Holiday – Eid Al-Fitr	CSR
Wednesday, April 10 th 2024	Holiday – Eid Al-Fitr	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from April 11, to April 17, 2024, can be seen in the table below as follows :

Table 3.12 Daily Activities of April 11th until 17th, 2024

Day/Date	Activities	Section
Thursday, April 11 th 2024	Holiday – Eid Al-Fitr	CSR
Friday, April 12 th 2024	Holiday – Eid Al-Fitr	CSR
Monday, April 15 th 2024	Holiday – Eid Al-Fitr	CSR
Tuesday, April 16 th 2024	1. Pick up the product at Filagam and package it for delivery	CSR
Wednesday, April 17 th 2024	1. Make interim reports during the internship 2. Scan documents	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from April 18, to April 24, 2024, can be seen in the table below as follows :

Table 3.13 Daily Activities of April 18th until 24th, 2024

Day/Date	Activities	Section
Thursday, April 18 th 2024	1. Packing souvenirs in preparation for a visit from UNRI	CSR
Friday, April 19 th 2024	1. Monitoring visits from UNRI University students and lectutres at Eduwisata Mangrove	CSR
Monday, April 22 nd 2024	1. Discussion with the CSR Team regarding Blood Donation activities 2. Monitoring the construction of nursery houses at Hortikultura	CSR
Tuesday, April 23 rd 2024	1. Discussion with SIMPENDA members regarding Blood Donation activities	CSR
Wednesday, April 24 th 2024	1. Monitoring the installation of solar panels at Hortikultura 2. Harvesting vegetables with group at Hortikultura 3. Make a proposal for Ms. Office Workshop	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from April 25, to May 01, 2024, can be seen in the table below as follows :

Table 3.14 Daily Activities of April 25th until May 01st, 2024

Day/Date	Activities	Section
Thursday, April 25 th 2024	1. Monitoring the installation of solar panels at Filagam	CSR
Friday, April 26 th 2024	1. Make a packaging label for Peyek Daun Kelor products 2. Participate and become a photographer in fish harvesting activities at Eduwisata Mangrove	CSR
Monday, April 29 th 2024	1. Field survey (Mangrove & Arboretum) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN 2. Looking for resource persons to become training instructors for integrated agricultural land management	CSR
Tuesday, April 30 th 2024	1. Field survey (Hortikultura, Bengkalis Mahir & Filagam) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN	CSR
Wednesday, May 01 st 2024	Holiday - International Workers Day	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from May 02, to May 08, 2024, can be seen in the table below as follows :

Table 3.15 Daily Activities of May 02nd until 08th, 2024

Day/Date	Activities	Section
Thursday, May 02 nd 2024	<ol style="list-style-type: none"> 1. Visit to SDN 08 Siak Kecil in the context of National Education Day as well as handing over books and joint discussions regarding Hari Bakti BUMN 2. Discussion with Simpenda as well as helping in making the cover letter 	CSR
Friday, May 03 rd 2024	<ol style="list-style-type: none"> 1. Make video reels of fish harvesting activities in Eduwisata Mangrove for Instagram content 2. Create certificates for Ms. Office Workshop 	CSR
Monday, May 06 th 2024	<ol style="list-style-type: none"> 1. Create a sample official letter in preparation for Ms. Office Workshop 2. Create PPT Material for Ms. Office Workshop 3. Checklist of equipment for Blood Donation activities 4. Scan a proposal 	CSR
Tuesday, May 07 th 2024	<ol style="list-style-type: none"> 1. Survey Blood Donation locations at the Bandar Laksamana sub-district office 2. Make posters and broadcasts for blood donation activities 	CSR
Wednesday, May 08 th 2024	<ol style="list-style-type: none"> 1. Create a caption to broadcast the Blood Donation activity and share it on social media 2. Scan the record of transfer 	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from May 09, to May 15, 2024, can be seen in the table below as follows :

Table 3.16 Daily Activities of May 09th until 15th, 2024

Day/Date	Activities	Section
Thursday, May 09 th 2024	Holiday - Ascension Day of Jesus	CSR
Friday, May 10 th 2024	Holiday - Ascension Day of Jesus	CSR
Monday, May 13 th 2024	<ol style="list-style-type: none"> 1. Follow up on consumption preparations for Blood Donation activities 2. Harvesting vegetables with a group at Hortikultura 	CSR
Tuesday, May 14 th 2024	<ol style="list-style-type: none"> 1. Monitoring consumption at Blood Donation activities 2. Monitoring the socialization 	CSR

Wednesday, May 15 th 2024	<ol style="list-style-type: none"> 1. Become a photographer in socialization activities and simulations on the use of fire extinguishers 2. Collect documentation of socialization activities and simulations of fire extinguisher use to Google Drive 	CSR
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Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from May 16, to May 22, 2024, can be seen in the table below as follows :

Table 3.17 Daily Activities of May 16th until 22nd, 2024

Day/Date	Activities	Section
Thursday, May 16 th 2024	<ol style="list-style-type: none"> 1. Harvest and pack vegetables to test residue 2. Scan the document 	CSR
Friday, May 17 th 2024	<ol style="list-style-type: none"> 1. Compile a consumption list for the BUMN service event 	CSR
Monday, May 20 th 2024	<ol style="list-style-type: none"> 1. Participate in BUMN service events in the Mangrove group and Arboretum while also taking documentation 2. Send vegetables from the Hortikultura group to Pekanbaru for residue testing 	CSR
Tuesday, May 21 st 2024	<ol style="list-style-type: none"> 1. Participate in BUMN service events in the Hortikultura and Filagam groups while taking documentation 2. Take products from the group for souvenirs 3. Help packing products for souvenirs 	CSR
Wednesday, May 22 nd 2024	<ol style="list-style-type: none"> 1. Participate in BUMN service events at the Bengkalis Mahir, Sekolah Cinta Gambut Group and take documentation 2. Take products from the group for souvenirs 3. Participate in the BUMN service peak evening event at the Bukit Batu sub-district office and monitor consumption and take documentation 	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from May 23, to May 29, 2024, can be seen in the table below as follows :

Table 3.18 Daily Activities of May 23rd until 29th, 2024

Day/Date	Activities	Section
Thursday, May 23 rd 2024	Holiday - Vesak Day	CSR
Friday, May 24 th 2024	Holiday - Vesak Day	CSR
Monday, May 27 th 2024	1. Interview at Tani Sumber Rejeki Pakning Asal village 2. Make a report on the results of the interview 3. Give the voucher to a local hero	CSR
Tuesday, May 28 th 2024	1. Take part in the blood donation event in Bulopa and take documentation 2. Look for data on the number of RK5 residents at the subdistrict office	CSR
Wednesday, May 29 th 2024	1. Monitoring the installation of solar panels at Filagam	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from May 30, to June 05, 2024, can be seen in the table below as follows :

Table 3.19 Daily Activities of May 30th until June 05th, 2024

Day/Date	Activities	Section
Thursday, May 30 rd 2024	1. Taking water samples at Filagam & monitoring the installation of solar panels 2. Do IKM interviews with the Hortikultura Group	CSR
Friday, May 31 st 2024	1. Do IKM interviews with the Tani Tunas Makmur Group	CSR
Monday, June 03 rd 2024	1. Fulfill the invitation for the farewell event at SDN 8 Siak Kecil with Jr. Officers & CDO 2. Scanning document 3. Collect blood donation documentation to Google Drive	CSR
Tuesday, June 04 th 2024	1. Make a letter of approval to receive and carry out group assistance 2. Photocopy of files 3. Revise the program assistance confirmation letter	CSR
Wednesday, June 05 th 2024	1. Make a proposal for mass circumcision activities in Bukit Batu sub-district	CSR

Source : Processed Data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from

June 06, to June 12, 2024, can be seen in the table below as follows :

Table 3.20 Daily Activities of June 06th until 12th, 2024

Day/Date	Activities	Section
Thursday, June 06 th 2024	1. Print out the IKM's questionnaire 2. Scan documents	CSR
Friday, June 07 th 2024	4. Do IKM interviews with Tani Sumber Rejeki Group 5. Upload photos of PWP activities to Google Drive 6. Scan documents	CSR
Monday, June 10 th 2024	1. Make a detailed budget for training activities "Pengelolaan Administrasi Terpadu" 2. Create an invitation letter for "Pengelolaan Administrasi Terpadu" training	CSR
Tuesday, June 11 th 2024	1. Prepare gifts and snacks for the class meeting at SDN 8 Siak Kecil 2. Visit to SDN 8 Siak Kecil school as part of a class meeting	CSR
Wednesday, June 12 th 2024	1. Monitoring interviews of group members with the Ministry of Environment and Forestry 2. Packing gifts for the SDN 8 Siak Kecil class meeting	CSR

Source : *Processed Data 2024*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from June 13, to June 19, 2024, can be seen in the table below as follows :

Table 3.21 Daily Activities of June 13th until 19th, 2024

Day/Date	Activities	Section
Thursday, June 13 th 2024	1. Become the class meeting committee at SDN 8 Siak Kecil 2. Packing snacks for class meetings	CSR
Friday, June 14 th 2024	1. Become the class meeting committee at SDN 8 Siak Kecil 2. Revise the TJSL survey form	CSR
Monday, June 17 th 2024	Holiday - Eid Al-Adha	CSR
Tuesday, June 18 th 2024	Holiday - Eid Al-Adha	CSR
Wednesday, June 19 th 2024	1. Print out an invitation letter for integrated administration training	CSR

Source : *Processed Data 2024*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning in the section of Corporate Social Responsibility from June 20, to June 27, 2024, can be seen in the table below as follows :

Table 3.22 Daily Activities of June 20th until 27th, 2024

Day/Date	Activities	Section
Thursday, June 20 th 2024	1. Print out integrated administration training materials	CSR
Friday, June 21 st 2024	1. Conducting interviews in MPA and Poskarya groups	CSR
Monday, June 24 th 2024	1. Print out certificates for “Pengelolaan Administrasi Terpadu” training 2. Completed PPT for “Pengelolaan Administrasi Terpadu” training 3. Make attendance for integrated administration training	CSR
Tuesday, June 25 th 2024	1. Implementation of “Pengelolaan Administrasi Terpadu” training 2. Moved “Pengelolaan Administrasi Terpadu” training documentation to Google Drive	CSR
Wednesday, June 26 th 2024	1. Take documentation of the STQ parade	CSR
Thursday, June 27 th 2024	1. Preparing souvenirs for the visit from the vice president of PT Pertamina	CSR

Source : Processed Data 2024

3.5 Obstacles and Solutions of Apprenticeship

3.5.1 Obstacles

The obstacles faced during the practical work process are as follows:

1. Lack of internet facilities in the office
2. Lack of understanding in using the Canva app
3. Lack of confidence when conducting interviews for data collection with the public
4. Lack of experience in carrying out training

3.5.2 Solutions

Solutions that can be done to face obstacles during the practical work process include:

1. When printing documents, interns go to the CSR department room to print documents

2. Include lessons about Canva in the Visual Communication Design course as a provision to carry out practical work
3. When doing searching, students use mobile phones to connect laptops to the internet network
4. Increase courage and confidence to conduct interviews by inviting friends during interviews

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing Apprenticeship at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning, the following conclusions can be obtained:

1. There are several types of work during the Apprenticeship program, namely:
 - a. Field monitoring
 - b. Write minutes
 - c. Printing documents
 - d. Scan documents
 - e. Make proposals
 - f. Create an invitation letter
 - g. Create product packaging designs
 - h. Take documentation of activities
 - i. Back up activity documentation into Google Drive
 - j. Prepare for guest visits
 - k. Conduct research interviews
 - l. Become an Master of Ceremonies
 - m. Served as a committee member for class meeting activities at SDN 8 Siak Kecil
 - n. Be the person in charge of blood donation activities and seminars on the importance of blood donation
 - o. Organizing community capacity building training with the theme "Pengelolaan Administrasi Terpadu"
2. The Apprenticeship program is carried out at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is precisely in the Corporate

Social Responsibility (CSR) section. The program will be carried out for 5 (months) from February 1, 2024 to June 28, 2024.

3. The system and work procedures in the CSR department use an online system, application system and manual system. All of these systems make it easier to do the work of the CSR department.
4. During the implementation of Apprenticeship, there are several obstacles, namely the lack of internet network facilities that are important to support in carrying out assignments.

4.2 Suggestion

After doing practical work at PT. Kilang Pertamina Internasional RU II Production Sungai Pakning, there are several suggestions, namely:

1. In order for the work to run smoothly and quickly, complete equipment and equipment such as paper, printer machines, and ATK are needed.
2. Internet access must be provided because every job is online-based.

REFERENCES

- Huda, N.(2020). *Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning*
- Norman, A.(2024) *PT Kilang Pertamina International RU II Sungai Pakning General Affairs Kru and Accepting Incoming Proposals*
- Muazinah, C.(2023) *Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning*

Appendix 1 : Apprenticeship Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 6098/PL31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

29 Januari 2024

**Yth. Pimpinan PT. Pertamina (PERSERO) RU II Sungai Pakning
di
Sungai Pakning**

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Pertamina (PERSERO) RU II Sungai Pakning yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada tanggal 05 Februari s/d 05 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Syirwan Hadi	5404201325	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

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

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP. 197906172014041001

Contact Person:
M. Alkadri Perdana, B.IT., M.Sc (0812 7648 4321)

Appendix 2 : Apprenticeship Acceptance Letter



Sungai Pakning, 29 Januari 2024
Nomor : 005/KPI45123/2024-S8
Perihal : Balasan Surat Permohonan Kerja Praktek

Yang Terhormat,
Armada, ST., MT.
POLITEKNIK NEGERI BENGKALIS
Di -
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 4259/PL31/TU/2023 tanggal 9 November 2024 perihal Permohonan Permohonan Kerja Praktek, dengan ini diberitahukan bahwa kami *dapat menerima* mahasiswa saudara untuk melakukan kerja praktik, adapun siswa yang diterima atas nama :

NO.	N A M A	J U R U S A N
1.	Muhammad Idham	D4 Administrasi Bisnis Internasional
2.	Fifi Annisa Jannah	Sda
3.	Raudahthul Jannah	Sda
4.	Syirwan Hadi	Sda

Untuk melakukan kerja praktek di PT. Pertamina (Persero) Sei Pakning mulai 1 Februari /d 31 Mei 2024, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan berkelakuan baik dari institusi / lembaga pendidikan.
2. Surat kesehatan dari dokter / pemerintah yang menyatakan sehat fisik.
3. Pas foto berwarna ukuran 3 x 4 (2 lembar) berpakaian rapi.
4. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm (untuk KP dalam kilang)
5. Memakai masker
6. Map 1 bh

Dan perlu kami informasikan semua biaya selama bersangkutan melaksanakan Kerja Praktek di PT. Pertamina (Persero) Sei Pakning menjadi beban yang bersangkutan dan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spv. General Affair Spk

Erna Imelda

Contact Person :
Erna Imelda : 085271072354
Rahmad Hidayat : 085265933386
Amril Norman : 08127611794

PRODUCTION SEI PAKNING
Jalan Cendana No. 1 Komplek Pertamina RU II Sei Pakning
Telp. (0766) 912220-91221-91222 Ext. 4200
Fax. (0766) 91227

Appendix 3 : Apprenticeship Statement Letter



SURAT KETERANGAN
No. : 118 / KPI45123 / 2024 - 58

Yang bertanda tangan dibawah ini Spv. General Affair PT. Kilang Pertamina Internasional RU II Sungai Pakning menerangkan bahwa :

Nama : SYIRWAN HADI
Jurusan : ADMINISTRASI BISNIS INTERNASIONAL
Institusi : POLITEKNIK NEGERI BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK NEGERI BENGKALIS Jurusan ADMINISTRASI BISNIS INTERNASIONAL di CSR PT. Kilang Pertamina Internasional RU II Sungai Pakning, mulai tanggal 1 Februari sampai dengan 28 Juni 2024.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 28 Juni 2024.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk

ERNA IMELDA

Appendix 4 : Apprenticeship Certificate



SERTIFIKAT

Nomor : 117 / KPI45123 / 2024 - S8

Dengan ini menerangkan bahwa :

N a m a : SYIRWAN HADI
NIM : 5404201325
Tempat & Tanggal lahir : 8 Januari 2002
Jurusan : Administrasi Bisnis Internasional
Institusi : Politeknik Negeri Bengkalis
Telaha melaksanakan : Kerja Praktek / Magang di CSR
PT. Kilang Pertamina Internasional Sungai Pakning
Yang diselenggarakan dari tanggal : 1 Februari s/d 28 Juni 2024

Sungai Pakning, 28 Juni 2024
Spv. General Affair Spk



Appendix 5 : Apprenticeship Assessment Sheet

FORM PENILAIAN
KERJA PRAKTEK / MAGANG
PT KILANG PERTAMINA INTERNASIONAL - SUNGAI PAKNING

N A M A : SYIRWAN HADI
 N I M : 5404201325
 INSTITUSI : Politeknik Negeri Bengkalis
 JURUSAN : Administrasi Bisnis Internasional

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1.	KEDISIPLINAN	86	Delapan Puluh Enam
2.	KEJUJURAN	90	Sembilan Puluh
3.	KERAJINAN	95	Sembilan Puluh Lima
4.	PENGUASAAN MATERI / TUGAS POKOK	94	Sembilan Puluh Empat
5.	HUBUNGAN DENGAN PEKERJA	96	Sembilan Puluh Enam
6.	HUBUNGAN DENGAN SESAMA MAHASISWA/SISWA	92	Sembilan Puluh Dua
RATA - RATA		92.2	Sembilan Puluh Dua Koma Dua

Sungai Pakning, 28 Juni 2024
Pembimbing,



Appendix 6 : Apprenticeship Attendance Sheet



ABSENSI KP FEBRUARI - JUNI																														
NO.	NAMA	FEBRUARI 2024																												
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
I.	Sylvean Hadi	KETERANGAN																												
		A. Alpha	H. Hadir																											
NO.	NAMA	MARET 2024																												
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
I.	Sylvean Hadi	KETERANGAN																												
		A. Alpha	H. Hadir																											
NO.	NAMA	MEI 2024																												
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
I.	Sylvean Hadi	KETERANGAN																												
		A. Alpha	H. Hadir																											
NO.	NAMA	JUNI 2024																												
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
I.	Sylvean Hadi	KETERANGAN																												
		A. Alpha	H. Hadir																											



Appendix 7 : Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday – Wednesday
DATE : February 01st until 07th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, February 01 st 2024	1. Submission of internship documents 2. Safety Induction 3. Security Talk	Amril Norman	
Friday, February 02 nd 2024	1. Handing over ID card by the head of Security 2. Introduction to CSR section		
Monday, February 05 th 2024	1. FGD with Community Leaders Regarding CSR Programs (Filagam) at Beringin's Village	Vera Darasni Putri	
Tuesday, February 06 th 2024	1. Create post design for Instagram content 2. Joint discussion regarding planning to Integrated Healthcare Center		
Wednesday, February 07 th 2024	1. Preparation for a visit to the Integrated Healthcare Center		
Note by Industrial Coach			

No	Activities	Description
1.		Participating in the Safety Induction which was held in the demo room and presented by HSSE
2.		Also present at the Focus Group Discussion activity in Beringin village related to the fostered group "Filagam"

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday
DATE : February 08th until 14th, 2024


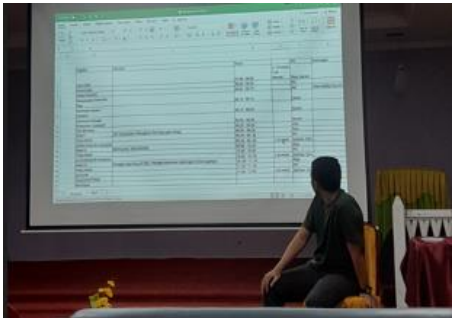
Day/Date	Activities	Task Assignor	Signature
Thursday, February 08 th 2024	Holiday - Isra Mi'raj	-	-
Friday, February 09 th 2024			
Monday, February 12 th 2024	1. Field observations in the pineapple plantation of the Tani Tunas Makmur group	Rizal Indra Priambada	
Tuesday, February 13 th 2024	1. Scanning documents		
Wednesday, February 14 th 2024	Holiday - Election Day	-	-
Note by Industrial Coach			

No	Activities	Description
1.		Field observation of the development of pineapple orchards of the Tunas Tunas Makmur group assisted by CSR
2.		Scan document of minute form

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday
DATE : February 15th until 21st, 2024

Day/Date	Activities	Task Assignor	Signature
Thursday, February 15 th 2024	Holiday - Election Day	-	-
Friday, February 16 th 2024	1. Scanning documents	Rizal Indra Priambada	
Monday, February 19 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove 2. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa 3. Committee formation meeting for the K3 seminar		
Tuesday, February 20 th 2024	1. Monitoring production activities for making pineapple crackers at Arboretum Gambut Marsawa		
Wednesday, February 21 th 2024	1. Packing souvenirs for the K3 seminar event	Vera Darasni Putri	
Note by Industrial Coach			

No	Activities	Description
1.		Monitoring preparations for the visit of the Minister of Environment and Forestry at Eduwisata Mangrove
2.		Participate in joint meetings related to the formation of committees for K3 seminar activities

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Thursday – Wednesday
DATE : February 22nd until 28th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, February 22 nd 2024	1. Monitoring the visit of the Secretary General of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa	Rizal Indra Priambada	
Friday, February 23 rd 2024	1. Monitoring and taking documentation at the K3 Seminar for high school and vocational high school students in Bukit Batu District		
Monday, February 26 th 2024	1. Packing souvenirs for Family Gathering event	Vera Darasni Putri	
Tuesday, February 27 th 2024	1. Buying items to prepare for the Family Gathering event 2. Monitoring the construction of a compost bin at SDN 08 Siak Kecil		
Wednesday, February 28 th 2024	1. Create Master of Ceremony dialogues and event arrangements for Family Gathering events		
Note by Industrial Coach			

No	Activities	Description
1.		Become a monitor in K3 seminar activities
2.		Monitoring the construction of compost bins at SDN 08 Siak Kecil

**DAILY ACTIVITIES
OF THE JOB TRAINING**



DAY : Thursday – Wednesday
DATE : February 29th until March 06th, 2024

Day/Date	Activities	Task Assignor	Signature
Thursday, February 29 th 2024	1. Scanning documents 2. Copying documents	Leonardo Manulang	
Friday, March 01 st 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa 2. Preparation for the Family Gathering event for the assisted group and being the Master of Ceremony	Rizal Indra Priambada	
Monday, March 04 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa		
Tuesday, March 05 th 2024	1. Monitoring preparations for the arrival of the Minister of Environment and Forestry at Arboretum Gambut Marsawa		
Wednesday, March 06 th 2024	1. Rehearsal in preparation for the arrival of the Minister of Environment and Forestry at Eduwisata Mangrove and Arboretum Gambut Marsawa 2. Scanning documents		
Note by Industrial Coach			

No	Activities	Description
1.		Monitoring preparations for the arrival of the Ministry of Environment and Forestry at Arboretum Gambut Marsawa
2.		Become an MC at Family Gathering Event

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Thursday – Wednesday
DATE : March 07th until 13th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, March 07 th 2024	1. Monitoring the visit of the Minister of Environment and Forestry in the context of “Hari Penanaman Pohon Serentak Diseluruh Indonesia” 2. Packing souvenirs for guests attending the event	Vera Darasni Putri	
Friday, March 08 th 2024	Off	-	-
Monday, March 11 th 2024	Holiday - Nyepi (Saka New Year)	-	-
Tuesday, March 12 th 2024	Holiday - Ramadan Start	-	-
Wednesday, March 13 th 2024	1. Do interviews with MPA, Tani Tunas Makmur and Hortikultura groups	Rizal Indra Priambada	
Note by Industrial Coach			

No	Activities	Description
1.		Monitoring and become an photographer for the visit of the Minister of Environment and Forestry at Arboretum and Mangrove
2.		Conducting interviews with MPA group members related to forest and land fires

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Thursday – Wednesday
DATE : March 14th until 20th, 2024

Day/Date	Activities	Task Assignor	Signature
Thursday, March 14 th 2024	1. Visit and provision of PMT assistance at Posyandu Sekar Melati, Pakning Asal Village	Vera Darasni Putri	
Friday, March 15 th 2024	1. Scan documents		
Monday, March 18 th 2024	1. Scan documents		
Tuesday, March 19 th 2024	1. Helping friends to create video profiles at Arboretum Gambut Marsawa		
Wednesday, March 20 th 2024	1. Helping friends to create video profiles at Eduwisata Mangrove		
Note by Industrial Coach			

No	Activities	Description
1.		Visit and provision of PMT assistance at Posyandu Sekar Melati, Pakning Asal village
2.		Scan of the proposal document for the fostered group

**DAILY ACTIVITIES
OF THE JOB TRAINING**



DAY : Thursday – Wednesday
DATE : March 21st until 27th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, March 21 st 2024	1. Helping friends to create video profiles at SDN 08 Siak Kecil 2. Scan documents	Vera Darasni Putri	
Friday, March 22 nd 2024	1. Helping friends to create video profiles at BumDes Mekar Jaya		
Monday, March 25 th 2024	1. Helping friends become an actors for making product videos		
Tuesday, March 26 th 2024	Off		
Wednesday, March 27 th 2024	1. Sorting products from CSR fostered partners		
Note by Industrial Coach			

No	Activities	Description
1.		Sorting and pack product from CSR fostered partners

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Thursday – Wednesday
DATE : March 28th until April 03rd, 2024


Day/Date	Activities	Task Assignor	Signature
Thursday, March 28 th 2024	1. Helping friends become an actors for making product videos 2. Scan documents	Vera Darasni Putri	
Friday, March 29 th 2024	Holiday - Good Friday	-	-
Monday, April 01 st 2024	1. Scan documents	Rizal Indra Priambada	
Tuesday, April 02 nd 2024	1. Create a script for the Madu Biene group video profile		
Wednesday, April 03 rd 2024	1. Create a script for the Filagam group video profile		
Note by Industrial Coach			

No	Activities	Description
1.		Scan documents for planning, monitoring and evaluating activities
2.		Joint discussion related to the creation of text scripts for the making of Madu Bien and Filagam profile videos

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Thursday – Wednesday
DATE : April 04th until 10th, 2024


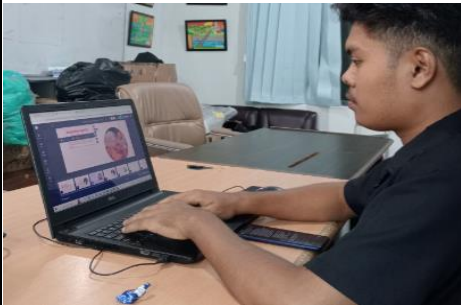
Day/Date	Activities	Task Assignor	Signature
Thursday, April 04 th 2024	1. Scan documents 2. Take part in making a video profile of the Madu Biene group in Tanjung Leban	Rizal Indra Priambada	
Friday, April 05 th 2024	1. Take part in making a video profile of the Filagam group in Lubuk Muda		
Monday, April 08 th 2024	Holiday – Eid Al-Fitr		-
Tuesday, April 09 th 2024			
Wednesday, April 10 th 2024			
Note by Industrial Coach			

No	Activities	Description
1.		Scan of the minutes document
2.		Take part in making a video profile of the Filagam group in Lubuk Muda village

**DAILY ACTIVITIES
OF THE JOB TRAINING**



DAY : Thursday – Wednesday
DATE : April 11th until 17th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, April 11 th 2024	Holiday – Eid Al-Fitr	-	-
Friday, April 12 th 2024			
Monday, April 15 th 2024			
Tuesday, April 16 th 2024	1. Pick up the product at Filagam and package it for delivery	Vera Darasni Putri	
Wednesday, April 17 th 2024	1. Make interim reports during the internship 2. Scan documents		
Note by Industrial Coach			

No	Activities	Description
1.		Pick up the water at Filagam and delivery it to Pekanbaru for test
2.		Make interim reports during the internship

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Thursday – Wednesday
DATE : April 18th until 24th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, April 18 th 2024	1. Packing souvenirs in preparation for a visit from UNRI	Vera Darasni Putri	
Friday, April 19 th 2024	1. Monitoring visits from UNRI University students and lectutres at Eduwisata Mangrove		
Monday, April 22 nd 2024	1. Discussion with the CSR Team regarding Blood Donation activities 2. Monitoring the construction of nursery houses at Hortikultura	Rizal Indra Priambada	
Tuesday, April 23 rd 2024	1. Discussion with SIMPENDA members regarding Blood Donation activities		
Wednesday, April 24 th 2024	1. Monitoring the installation of solar panels at Hortikultura 2. Harvesting vegetables with group at Hortikultura 3. Make a proposal for Ms. Office Workshop		
Note by Industrial Coach			

No	Activities	Description
1		Discussion with SIMPENDA members regarding Blood Donation Activities
2.		Monitoring the installation of solar panels at Hortikultura

**DAILY ACTIVITIES
OF THE JOB TRAINING**



DAY : Thursday – Wednesday
DATE : April 25th until May 01st, 2024


Day/Date	Activities	Task Assignor	Signature
Thursday, April 25 th 2024	1. Monitoring the installation of solar panels at Filagam	Rizal Indra Priambada	
Friday, April 26 th 2024	1. Make a packaging label for Peyek Daun Kelor products 2. Participate and become a photographer in fish harvesting activities at Eduwisata Mangrove		
Monday, April 29 th 2024	1. Field survey (Mangrove & Arboretum) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN 2. Looking for resource persons to become training instructors for integrated agricultural land management		
Tuesday, April 30 th 2024	1. Field survey (Hortikultura, Bengkalis Mahir & Filagam) with the CSR team and the Ministry of BUMN regarding Hari Bakti BUMN		
Wednesday, May 01 st 2024	Holiday - International Workers Day		
Note by Industrial Coach			

No	Activities	Description
1.		Monitoring the installation of solar panels at Filagam
2.		Participate and become a photographer in fish harvesting activities at Eduwisata Mangrove

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday
DATE : May 02nd until 08th, 2024


Day/Date	Activities	Task Assignor	Signature
Thursday, May 02 nd 2024	<ol style="list-style-type: none"> 1. Visit to SDN 08 Siak Kecil in the context of National Education Day as well as handing over books and joint discussions regarding Hari Bakti BUMN 2. Discussion with SImpenda as well as helping in making the cover letter 	Vera Darasni Putri	
Friday, May 03 rd 2024	<ol style="list-style-type: none"> 1. Make video reels of fish harvesting activities in Eduwisata Mangrove for Instagram content 2. Create certificates for Ms. Office Workshop 	Rizal Indra Priambada	
Monday, May 06 th 2024	<ol style="list-style-type: none"> 1. Create a sample official letter in preparation for Ms. Office Workshop 2. Create PPT Material for Ms. Office Workshop 3. Checklist of equipment for Blood Donation activities 4. Scan a proposal 		
Tuesday, May 07 th 2024	<ol style="list-style-type: none"> 1. Survey Blood Donation locations at the Bandar Laksamana sub-district office 2. Make posters and broadcasts for blood donation activities 		
Wednesday, May 08 th 2024	<ol style="list-style-type: none"> 1. Create a caption to broadcast the Blood Donation activity and share it on social media 2. Scan the record of transfer 		
Note by Industrial Coach			

No	Activities	Description
1.		Visit to SDN 08 Siak Kecil in the context of National Education Day as well as handing over books and joint discussion regarding Hari Bakti BUMN

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday

DATE : May 09th until 15th, 2024




Day/Date	Activities	Task Assignor	Signature
Thursday, May 09 th 2024	Holiday - Ascension Day of Jesus	Rizal Indra Priambada	
Friday, May 10 th 2024	Holiday - Ascension Day of Jesus		
Monday, May 13 th 2024	1. Follow up on consumption preparations for Blood Donation activities 2. Harvesting vegetables with a group at Hortikultura		
Tuesday, May 14 th 2024	1. Monitoring consumption at Blood Donation activities 2. Monitoring the socialization of the importance of Blood Donation		
Wednesday, May 15 th 2024	1. Become a photographer in socialization activities and simulations on the use of fire extinguishers 2. Collect documentation of socialization activities and simulations of fire extinguisher use to Google Drive		
Note by Industrial Coach			


No	Activities	Description
1.		Implementation of blood donation activities at Bandar Laksamana sub-district
2.		Participate and become a photographer in socialization activities and simulation on the use of fire extinguishers

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday

DATE : May 16th until 22nd, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, May 16 th 2024	<ol style="list-style-type: none"> 1. Harvest and pack vegetables to test residue 2. Scan the document 	Leonardo Manulang	
Friday, May 17 th 2024	<ol style="list-style-type: none"> 1. Compile a consumption list for the BUMN service event 	Vera Darasni Putri	
Monday, May 20 th 2024	<ol style="list-style-type: none"> 1. Participate in BUMN service events in the Mangrove group and Arboretum while also taking documentation 2. Send vegetables from the Hortikultura group to Pekanbaru for residue testing 	Rizal Indra Priambada	
Tuesday, May 21 st 2024	<ol style="list-style-type: none"> 1. Participate in BUMN service events in the Hortikultura and Filagam groups while taking documentation 2. Take products from the group for souvenirs 3. Help packing products for souvenirs 		
Wednesday, May 22 nd 2024	<ol style="list-style-type: none"> 1. Participate in BUMN service events at the Bengkalis Mahir, Sekolah Cinta Gambut Group and take documentation 2. Take products from the group for souvenirs 3. Participate in the BUMN service peak evening event at the Bukit Batu sub-district office and monitor consumption and take documentation 		
Note by Industrial Coach			

No	Activities	Description
1.		Participate in Hari Bakti BUMN

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday



DATE : May 23rd until 29th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, May 23 rd 2024	Holiday - Vesak Day	-	-
Friday, May 24 th 2024			
Monday, May 27 th 2024	<ol style="list-style-type: none"> 1. Interview at Tani Sumber Rejeki Pakning Asal village 2. Make a report on the results of the interview 3. Give the voucher to a local hero 	Leonardo Manulang	
Tuesday, May 28 th 2024	<ol style="list-style-type: none"> 1. Take part in the blood donation event in Bulopa and take documentation 2. Look for data on the number of RK5 residents at the subdistrict office 		
Wednesday, May 29 th 2024	<ol style="list-style-type: none"> 1. Monitoring the installation of solar panels at Filagam 	Rizal Indra Priambada	
Note by Industrial Coach			

No	Activities	Description
1.		Interview at Tani Sumber Rejeki group, Pakning Asal village
2.		Participate and take documentation in the blood donation event in Bulopa

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday
DATE : May 30th until June 05th, 2024



Day/Date	Activities	Task Assignor	Signature
Thursday, May 30 th 2024	1. Taking water samples at Filagam & monitoring the installation of solar panels 2. Do IKM interviews with the Hortikultura Group	Rizal Indra Priambada	
Friday, May 31 st 2024	1. Do IKM interviews with the Tani Tunas Makmur Group		
Monday, June 03 rd 2024	1. Fulfill the invitation for the farewell event at SDN 8 Siak Kecil with Jr. Officers & CDO 2. Scanning document 3. Collect blood donation documentation to Google Drive	Vera Darasni Putri	
Tuesday, June 04 th 2024	1. Make a letter of approval to receive and carry out group assistance 2. Photocopy of files 3. Revise the program assistance confirmation letter		
Wednesday, June 05 th 2024	1. Make a proposal for mass circumcision activities in Bukit Batu sub-district		
Note by Industrial Coach			


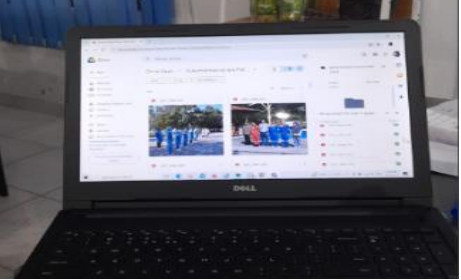
No	Activities	Description
1.		Make a letter of approval to receive and carry out group assistance
2.		Make a proposal for mass circumcision activities in Bukit Batu sub-district

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday

DATE : June 06th until 12th, 2024

Day/Date	Activities	Task Assignor	Signature
Thursday, June 06 th 2024	1. Print out the IKM's questionnaire	Leonardo Manulang	
Friday, June 07 th 2024	1. Do IKM interviews with Tani Sumber Rejeki Group 2. Upload photos of PWP activities to Google Drive		
Monday, June 10 th 2024	1. Make a detailed budget for training activities "Pengelolaan Administrasi Terpadu" 2. Create an invitation letter for "Pengelolaan Administrasi Terpadu" training	Vera Darasni Putri	
Tuesday, June 11 th 2024	1. Prepare gifts and snacks for the class meeting at SDN 8 Siak Kecil 2. Visit to SDN 8 Siak Kecil school as part of a class meeting		
Wednesday, June 12 th 2024	1. Monitoring interviews of group members with the Ministry of Environment and Forestry 2. Packing gifts for the SDN 8 Siak Kecil class meeting		
Note by Industrial Coach			



No	Activities	Description
1.		Do IKM interviews with Tani Sumber Rejeki group
2.		Backing up documentation of PWP activities to Google Drive

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Wednesday



DATE : June 13th until 19th, 2024

Day/Date	Activities	Task Assignor	Signature
Thursday, June 13 th 2024	1. Become the class meeting committee at SDN 8 Siak Kecil 2. Packing snacks for class meetings	Vera Darasni Putri	
Friday, June 14 th 2024	1. Become the class meeting committee at SDN 8 Siak Kecil 2. Revise the TJSL survey form		
Monday, June 17 th 2024	Holiday - Eid Al-Adha Mubarak		
Tuesday, June 18 th 2024			
Wednesday, June 19 th 2024	1. Print out an invitation letter for integrated administration training	Vera Darasni Putri	
Note by Industrial Coach			

No	Activities	Description
1.		Become the class meeting committee at SDN 08 Siak Kecil
2.		Revise the TJSL survey form

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday – Friday
DATE : June 20th until 28th, 2024

Day/Date	Activities	Task Assignor	Signature
Thursday, June 20 th 2024	1. Print out integrated administration training materials	Vera Darasni Putri	
Friday, June 21 st 2024	1. Conducting interviews in MPA and Poskarya groups		
Monday, June 24 th 2024	1. Print out certificates for “Pengelolaan Administrasi Terpadu” training 2. Completed PPT for “Pengelolaan Administrasi Terpadu” training 3. Make attendance for integrated administration training		
Tuesday, June 25 th 2024	1. Implementation of “Pengelolaan Administrasi Terpadu” training 2. Moved “Pengelolaan Administrasi Terpadu” training documentation to Google Drive		
Wednesday, June 26 th 2024	1. Take documentation of the STQ parade	Rizal Indra Priambada	
Thursday, June 27 th 2024	1. Preparing souvenirs for the visit from the vice president of PT Pertamina		
Friday, June 28 th 2024	1. Complete the report to be presented next week		
Note by Industrial Coach			

No	Activities	Description
1.		Print out certificates for “Pengelolaan Administrasi Terpadu” training
2.		Implementation of “Pengelolaan Administrasi Terpadu” training