

**APPRENTICESHIP REPORT**  
**PT. APICAL KAO CHEMICALS**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**

**ANGGITA ESTININGTIAS**  
**5404201281**



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

**VALIDITY SHEET  
APPRENTICESHIP REPORT**

**PT. APICAL KAO CHEMICALS  
(Checking the Product Weighing Report)**

Written as one of the requirements for completing apprenticeship

**ANGGITA ESTININGTAS**  
**5404201281**

Bengkalis, May 31<sup>th</sup>, 2024

Manager of  
Supply Chain Management  
PT. Apical Kao Chemicals

Advisor  
International Business Administration

**PT Apical Kao Chemicals**  
Riau Province Indonesia

Toni Siallagan  
SAP. 20004402

Teguh Widodo, S.Sos., M.SM., M.Rech., CIIQA  
NIP. 197303182021211001

Approved by,  
Head of Study Program  
International Business Administration

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

# TABLE OF CONTENT

<b>VALIDITY SHEET .....</b>	<b>i</b>
<b>TABLE OF CONTENT.....</b>	<b>ii</b>
<b>LIST OF TABLE .....</b>	<b>iv</b>
<b>LIST OF FIGURE .....</b>	<b>v</b>
<b>ACKNOWLEDGEMENT.....</b>	<b>vi</b>
<b>BAB I INTRODUCTION.....</b>	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purpose and Benefits Apprenticeship .....	3
1.2.1 Purpose of the Apprenticeship .....	3
1.2.2 Benefits of Apprenticeship .....	3
1.3 Significance of Apprenticeship .....	4
<b>BAB II COMPANY PROFILE.....</b>	<b>6</b>
2.1 Brief History of the Apical Group Company.....	6
2.2 History of PT Apical Kao Chemicals .....	7
2.3 Apical Group Vision and Mission .....	8
2.4 Kind of Business .....	9
2.5 Organizational structure .....	9
2.5.1 Apical Group Organizational Structure.....	9
2.5.2 Organizational Structure SCM PT. Apical Kao Chemicals .....	10
2.6 The Work Process .....	11
2.7 Document Used for Activity .....	12
<b>BAB III DESCRIPTION OF APPRENTICESHIP .....</b>	<b>13</b>
3.1 Job Specifications.....	13
3.2 Systematic and Procedure.....	13
3.2.1 Systematic .....	13
3.2.2 Procedure .....	15
3.3 Apprenticeship Location .....	18

3.3.1	Schedule and Time for apprenticeship .....	18
3.3.2	Apprenticeship Agenda Report .....	19
3.4	Obstacles and Solutions Faced During Apprenticeship.....	28
3.4.1	Obstacles faced during apprenticeship .....	28
3.4.2	Solution.....	28
<b>BAB IV CONCLUSIONS AND SUGGESTION.....</b>		<b>29</b>
4.1	Conclusions.....	29
4.2	Suggestion.....	31
<b>REFERENCE .....</b>		<b>32</b>
<b>APPENDICES .....</b>		<b>33</b>