

APPRENTICESHIP REPORT

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

RAUDAHTHUL JANNAH
NIM. 5404201298



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

APPRENTICESHIP REPORT

**PT. KILANG PERTAMINA INTERNATIONAL
RENIFERY UNIT (RU) II PRODUCTION SUNGAI PAKNING**

Written as one of the conditions for completing Apprenticeship

RAUDAHTHUL JANNAH
5404201298

Bengkalis, May 31th,2024

**Supervisor General Affair
PT. Kilang Pertamina International
Renifery Unit (RU) II Production
Sungai Pakning**



(Erna Imelda)
NP. 719397

**Advisor
International Business Administration
Study Program**

A handwritten signature in blue ink, appearing to read "Yunelly Asra".

(Yunelly Asra, S.E., M.M)
NIP. 197507012012122001

**Approved by
Head of Study Program
International Business Administration**



(Wan Junita Rallah, B.Sc., M.Ec. Dev)
NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise be to the presence of Allah SWT who always provides health, both physical health and spiritual health and provides the opportunity for the author to be able to complete the apprenticeship report. Blessings and greetings are also given to our great prophet, Prophet Muhammad SAW, for all the struggles and the trust that he has given and will never be lost, which we will always remember.

The apprenticeship is one of The State Polytechnic of Bengkalis programs, especially the Business Administration major which must be attended by all State Polytechnic of Bengkalis students in applying new knowledge and experiences in supporting the knowledge gained in lectures. The completion of the preparation of the Job Training report, the participation of various parties has helped and provided guidance so that the author can complete this Job Training and Job Training report as well as possible. In carrying out Job Training and writing this report, the author would like to thank profusely to:

1. Mr. Johny Custer, ST., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada S.T., M.T as Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as the Head of Business Administration the Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of the International Business Administration Study Program.
5. Mrs. Yunelly Asra, S.E., M.M as advisor in the International Business Administration Study Program of State Polytechnic of Bengkalis.
6. Mr. Adrian Irnanda Pratama, S. Sos., M.BA as Guardian Lecturer of International Business Administration VII B.
7. Mr. Muhammad Alkadri Perdana, B.Sc., M.Si as the Coordinator of Apprenticeship
8. All Lecturers and staff, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecturer.

9. Mrs. Erna Imelda as Supervisor General Affair PT. Kilang Pertamina RU II Produksi Sungai Pakning.
10. Mr. Rahmad Hidayat as Jr Officer II Comrel & CSR PT. Kilang Pertamina RU II Production Sungai Pakning.
11. Both parents and their beloved extended family who provide all the love, prayers, sacrifices, patience and material and moral support that have been given so far.
12. Vera Darasni Putri as the supervisor of apprenticeship at PT. Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning
13. For all the CSR team Rizal Indra Priambada, Leonardo Manullang, Asri Dewi. Winda Setriyani, and Nurfajrian Ahmad Fikri thank you for all the knowledge and guidance during the internship at PT. Kilang Pertamina International RU II Production Sungai Pakning.
14. For internship buddy, thank you for the four months we spent together, may we all have a bright future.
15. And for my classmates and majors, I would like to thank you for helping, contributing, providing important information, and supporting the author when completing the job training report.

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, August th, 2024



Raudahthul Jannah
5404201298

TABLE OF CONTENT

VALIDATION SHEET	i
ACKNOWLEDGEMENT.....	ii
TABLE OF CONTENT	iv
LIST OF FIGURES.....	vi
LIST OF TABLES.....	viii
LIST OF APPENDICIES.....	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background	1
1.2 Purpose and Benefit of Apprenticeship	3
1.2.1 Purpose of Apprenticeship	3
1.2.2 Benefit of Apprenticeship	4
1.3 Significance of Study	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY...6	
2.1 Company Profile	6
2.2 Vision and Mission	8
2.2.1 Vision of Pertamina RU II Sungai Pakning	8
2.2.2 Mission of Pertamina RU II Sungai Pakning	8
2.3 Kind of Business	8
2.4 Organization Structure	9
2.5 The Working Process.....	14
2.6 Document Used for Activity	15
CHAPTER III SCOPE OF THE APPRENTICESHIP	17
3.1 Job Description.....	17
3.2 System and Procedure	18
3.2.1 The Working System.....	18
3.2.2 The Working Procedure	18

3.3 Place and Time of the Apprenticeship	38
3.3.1 Place of the Apprenticeship	38
3.3.2 Time of the Apprenticeship	38
3.4 Kind and Description of the Activity	38
3.5 Obstacle of and Solution of the Apprenticeship	49
3.5.1 Obstacle of Apprenticeship	49
3.5.2 Solution of Apprenticeship	49
CHAPTER IV CONCLUSION AND SUGGESTION	50
4.1 Conclusion	50
4.2 Suggestion	51
REFERENCES	52
APPENDICES	53

LIST OF FIGURES

Figure 2.1 Company Logo of Pertamina	6
Figure 2.2 Office of PT. Pertamina Sungai Pakning	7
Figure 2.3. Organizational Structure of PT. KPI RU II Sungai Pakning	10
Figure 2.4 Attendance Form.....	15
Figure 2.5 Minutes Form.....	16
Figure 2.6 The Term of Reference (TOR) Invitation Letters	16
Figure 3.1 Printing Documents	18
Figure 3.2 Scanning Documents	19
Figure 3.3 Writing Minutes	19
Figure 3.4 Term of Reference (TOR).....	20
Figure 3.5 Event Rundown.....	21
Figure 3.6 PPT Seminar Material.....	21
Figure 3.7 List of Participant attendance “Blood Donation and Seminar”	22
Figure 3.8 Documentation of Visitation	22
Figure 3.9 Product Photo Madu Biene	23
Figure 3.10 Product Photo Maju Jaya Bersama	24
Figure 3.11 Product Photo Manisan Nanas	24
Figure 3.12 Product Photo Keripik Tepung Nanas.....	25
Figure 3.13 Product Photo Dodol Kedabu	25
Figure 3.14 Product Photo Amplang Lomek.....	26
Figure 3.15 Product Photo Herjamu.....	26
Figure 3.16 Photo Documentation of Sekolah Cinta Gambut Activity.....	27
Figure 3.17 Photo Product Tirta Muda Beringin.....	28
Figure 3.18 Photo Product Keriwi.....	28
Figure 3.19 Photo Product Peyek Daun Kelor	29
Figure 3.20 Photo of Simpeda Activity	29
Figure 3.21 Photo Documentation with members of MPA	30
Figure 3.22 Photo Product Handsanitizer and Cairan Pembersih Lantai	30

Figure 3.23 Photo Product Sabun Cuci Piring	31
Figure 3.24 Desain Tree Name for Adiwiyata School Event	31
Figure 3.25 Figure Invitation Letter for Family Gathering Mitra Binaan Event ...	32
Figure 3.26 Script in the form of a Storyline for video KLHK Competition	33
Figure 3.27 Family Gathering Event Banner for CSR Fostered Partners	34
Figure 3.28 Sticker for Mie Daun Kelor Product	34
Figure 3.29 Capture of Tani Tunas Makmur Instagram Account.....	35
Figure 3.30 Documentation of IKM Research Questionnaire Form	35
Figure 3.31 Laptop	36
Figure 3.32 Printer.....	36
Figure 3.33 Camera	37
Figure 3.34 Telephone	37

LIST OF TABLES

Table 3.1 Schedule Working Hours at PT. Pertamina Sungai Pakning	38
Table 3.2 Daily Activities of February 01 th , 2024 to February 02 th , 2024	38
Table 3.3 Daily Activities of February 05 th , 2024 to February 07 th , 2024	39
Table 3.4 Daily Activities of February 12 th , 2024 to February 18 th , 2024	39
Table 3.5 Daily Activities of February 19 th , 2024 to February 23 th , 2024	40
Table 3.6 Daily Activities of February 26 th , 2024 to March 03 th , 2024	41
Table 3.7 Daily Activities of March 04 th , 2024 to March 08 th , 2024	42
Table 3.8 Daily Activities of March 13 th , 2024 to March 15 th , 2024	43
Table 3.9 Daily Activities of March 18 th , 2024 to March 22 th , 2024	43
Table 3.10 Daily Activities of March 25 th , 2024 to March 29 th , 2024	44
Table 3.11 Daily Activities of April 01 th , 2024 to April 05 th , 2024.....	44
Table 3.12 Daily Activities of April 16 th , 2024 to April 19 th , 2024.....	45
Table 3.13 Daily Activities of April 22 th , 2024 to April 26 th , 2024.....	45
Table 3.14 Daily Activities of April 29 th , 2024 to May 03 th , 2024.....	46
Table 3.15 Daily Activities of May 06 th , 2024 to May 10 th , 2024.....	46
Table 3.16 Daily Activities of May 13 th , 2024 to May 17 th , 2024.....	47
Table 3.17 Daily Activities of May 20 th , 2024 to May 24 th , 2024.....	47
Table 3.18 Daily Activities of May 27 th , 2024 to May 31 th , 2024.....	48

LIST OF APPENDICES

APPENDIX 1 Apprenticeship Later	53
APPENDIX 2 Apprenticeship Reply Letter.....	54
APPENDIX 3 Apprenticeship Statement Letter	55
APPENDIX 4 Apprenticeship Certificate	56
APPENDIX 5 Apprenticeship Assessment Sheet	57
APPENDIX 6 ID Card During Apprenticeship	58
APPENDIX 7 List of Apprenticeship Attendance Sheet	58
APPENDIX 8 Daily Activity	59
APPENDIX 9 Photo documentation of apprenticeship	78