

APPRENTICESHIP REPORT

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

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

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

Written as one of the conditions for completing Apprenticeship

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Bengkalis, May 31th,2024

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CHAPTER I

INTRODUCTION

1.1 Background the Apprenticeship

Currently, competition in finding a job is very tight due to the large number of applicants who are graduates from various campuses and the few job vacancies available. As campus graduates, of course students have a diploma that can be used as an assessment in knowledge ability. However in reality, a diploma is not only a reference in getting a job because nowadays many companies or institutions job because currently many companies or government agencies are asking for experience and skills in work. If graduates without experience and skills in working apply for a job, they will experience many obstacles such as for a job, then they will experience many obstacles such as the knowledge. Knowledge obtained on campus is only a theory that is conveyed so that it lacks knowledge of how to practice the knowledge, the theory obtained is not necessarily the same as the practice in the field and the limitations of time and space that result in the knowledge gained is still the same and limited.

Therefore, the campus requires students to take part in the practical work program. Practical work is a learning process by directly recognizing the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, that way each student is expected to be able to students are expected to be able to directly apply the knowledge that has been studied before into the world of work. In addition, with practical work students can increase knowledge, skills, and experience in working which can later be applied in the real world of work. applied in the real world of work. State Polytechnic of Bengkalis is one of the campuses that requires students to follow practical work to complete their studies.

The Bengkalis Regency Government, through the Gema Bahari Foundation established a university under the name of Bengkalis Shipping Polytechnic, which

has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In its journey, Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic and was under the Bangun Insani Foundation (YBI) Bengkalis, with 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001 Bengkalis Polytechnic accepted the first batch of new students. In 2006 Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Information Engineering.

December 26, 2011 Bengkalis Polytechnic officially became a State University under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedures of the State Polytechnic of Bengkalis (OTK Polbeng), which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, State Polytechnic of Bengkalis has 8 (eight) majors including the Department of Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Commercial Administration, English, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis carries out a Apprenticeship program that must be followed by all final semester students. Apprenticeship is a means for students to develop 2 themselves when they will later enter the world of work. This Apprenticeship activity can make a meaningful contribution to the development of students to prepare themselves as well as possible before entering the world of work and for the development of competencies at the State Polytechnic of Bengkalis. This Apprenticeship is carried out after State Polytechnic of Bengkalis students complete at least 4 (four) semesters and fully graduate. Apprenticeship is carried out for 4 (Four) months.

Based on the above, the author as a student of the Business Administration Study Program is required to carry out Apprenticeship for 4 (Four) months. The author has chosen PT. Kilang Pertamina RU II Production Sungai Pakning as a place to carry out Apprenticeship activities because the author wants to get the

opportunity to apply theoretical knowledge or concept obtained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge or concepts in accordance with their field of expertise. Then the author has the opportunity to analyze problems related to science applied in work according to his study program.

During the implementation of Apprenticeship the author gets a place in the Corporate Responsibility Social (CSR). The implementation of this Apprenticeship starts from February 01, 2023 to May 31, 2024. The implementation of this Apprenticeship is expected to increase the author's insight into various good and correct task implementations and be able to face the real world of work with the experience gains. Apprenticeship is one of the activities for State Polytechnic of Bengkalis students in completing their assignments. In order to achieve the expected results, it is necessary to know the purpose and benefits of holding the Apprenticeship.

1.2 Purpose and Benefits of Apprenticeship

1.2.1 Purpose of Apprenticeship

Based on the description of the background presented above, the Purpose of Apprenticeship is:

1. To find out job descriptions and activities in PT Kilang Pertamina International Refinery Unit (RU) II Sungai Pakning Production
2. To find out the systems and procedure at PT Kilang Pertamina International RU II Production Sungai Pakning .
3. To find out the place and time of the internship at PT Kilang Pertamina International Refinery Unit (RU) II Sungai Pakning Production
4. Be able to understand the kind and description of the activities job training at PT Kilang Pertamina International Refinery Unit (RU) II Sungai Pakning Production.

1.2.2 Benefits of Apprenticeship

Based on the Purpose of Apprenticeship, the Benefits of Apprenticeship is:

1. Getting the opportunity to apply the knowledge or theoretical concepts obtained during lectures to the real world of work.
2. As a comparison between the knowledge obtained by students in the world of work and the world of education.
3. Students can practice a sense of responsibility and discipline in the world of work.
4. Gaining work experience to improve their quality before being recruited into the world of work.
5. Obtain opportunities to recognize and operate various equipment used by companies, agencies, and offices in the world of work that carry out actual activities.

1.3 Significance of Study

The apprenticeship carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis. Based on the Purpose and Benefits of Apprenticeship, this is expected to provide significant information for several parties:

1. For Student.

There are several benefits from the implementation of apprenticeship programs obtained by students, namely as follows:

- 1) Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures real world of work.
- 2) Students can develop work relationships and add experience to their resumes.
- 3) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 4) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For the company.

The benefits of implementing the apprenticeship program are also obtained by companies or institutions that receive apprentices, among others:

- 1) There is cooperation between the world of education and the world of industry or companies so that it is recognized by the academic world and companies to get alternative prospective employees who are known for their quality, dedication, and credibility.
- 2) Companies will get labor assistance from students who do internships so that work becomes a little lighter and more efficient.
- 3) The company will be better known by academics and academia and the world of education.

3. For State Polytechnic of Bengkalis.

There are several benefits from the implementation of the internship program obtained by the Bengkalis State Polytechnic, namely as follows:

- 1) Establishment of good cooperation / relationship between the campus and the company where students carry out internships.
- 2) Bengkalis State Polytechnic can improve the quality of its graduates through the internship program.
- 3) Bengkalis State Polytechnic will be better known in the the industrial or corporate world.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Pertamina is one of the state-owned enterprises (SOEs) engaged in oil and gas. The company was established on December 10, 1957 under the name PT The National Oil Company abbreviated as PT PERMINA. This PT changed its status to State Company (PN) Pertamina in 1960. 8 years later, on August 20, 1968, PN Permina merged with PN Pertamina to become PN State Oil and Gas Mining (Pertamina). To strengthen the company, the Government issued Law No. 8 of 1971 which established Pertamina as a State-owned oil and gas company. Based on this law, all oil companies wishing to do business in Indonesia must cooperate with Pertamina.

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 symbol to an arrow forming the letter 'P' with green, blue, and red base colors that reflect dynamic elements and environmental concerns.

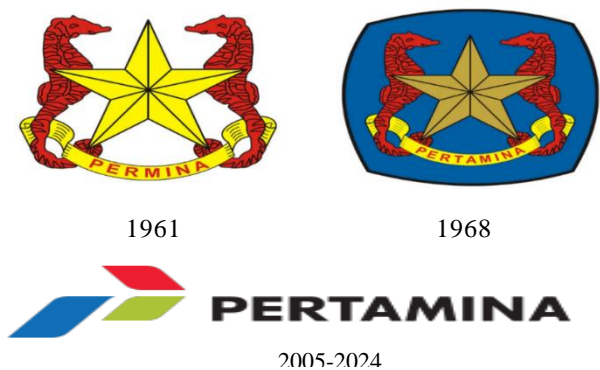


Figure 2.1 Company Logo of Pertamina
Source Data: Pertamina Website



Figure 2.2 Office of PT Kilang Pertamina Internasional RU II Production Sungai Pakning
Source: PT Pertamina Refinery Unit II Production Sungai Pakning

PT Pertamina (Persero) Refinery Unit II Production Sungai Pakning is one of Pertamina subsidiaries established in Bukit Batu District, Bengkalis Regency with an area of 40 hectares. It 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 PT Pertamina RU II Sungai Pakning has experienced gradual development, and from 2002 to 2018 its production capacity has reached 50,000 Barrels per day. The operating section of the Sungai Pakning refinery consists of: CDU, ITP (Tank and Shipping Installation), Utilities and Laboratory.

ITP at Sungai Pakning Refinery handles the operation of crude and product tanks, also for the loading and unloading process of crude oil or products. In addition, it manages the separator (temporary containment of waste oil). The utilities facility at Sungai Pakning Refinery manages the Pakning Asal water treatment plant (WTP) and the Dayang River water intake. In addition, boiler operation (steam generation), WDcP (Water Decoloring Plant), and RO (Reverse Osmosis) operation, also Power Plant operations (power generation) and compression air operations.

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 parts of the country and abroad.

2.2 Vision and Mission

2.2.1 Vision of Pertamina RU II Production Sungai Pakning

Vision is the future goal of an agency, organization or company. Vision is also the thought that is in the minds of the founders. This thought is a picture of the future you want to achieve. The vision of PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning is, "To become a competitive and environmentally friendly national oil and petrochemical refinery in Asia Pacific in 2025".

2.2.2 Mission of Pertamina RU II Production Sungai Pakning

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning "To run a business in the oil and petrochemical processing sector that is managed professionally and with an environmental perspective based on Pertamina's values to provide added value to stakeholders".

2.3 Kind of Business

PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning is a subsidiary of PT. Pertamina RU II Dumai. Sungai Pakning Refinery focuses on the crude oil processing business. PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning Fuel Oil production refinery has the main task of processing crude oil into several types of Fuel Oil which is one of the suppliers of Fuel Oil to the Depot Siak for the needs of Riau Province, as well as Napta and LSWR products are exported and sent to RU II Dumai. In carrying out these basic tasks, PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning has a commitment to grow and develop with the community. This commitment is reflected in the activities carried out by the company and agencies within the company.

2.4 Organization Structure

The company organizational structure can be interpreted as a multilevel line (hierarchy) containing the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is so that each component in the company can function optimally and the wheels of the company can always move effectively and efficiently. In addition, it also clearly illustrates the separation of work activities between one another 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 belong to the core ranks of the company structure, or what is commonly referred to as company officials. Which consists of the board of directors, managers, and heads of divisions or departments, and in the arrangement below there are staff and workers. The organizational structure of PT Pertamina RU II Production Sungai Pakning is as follows:

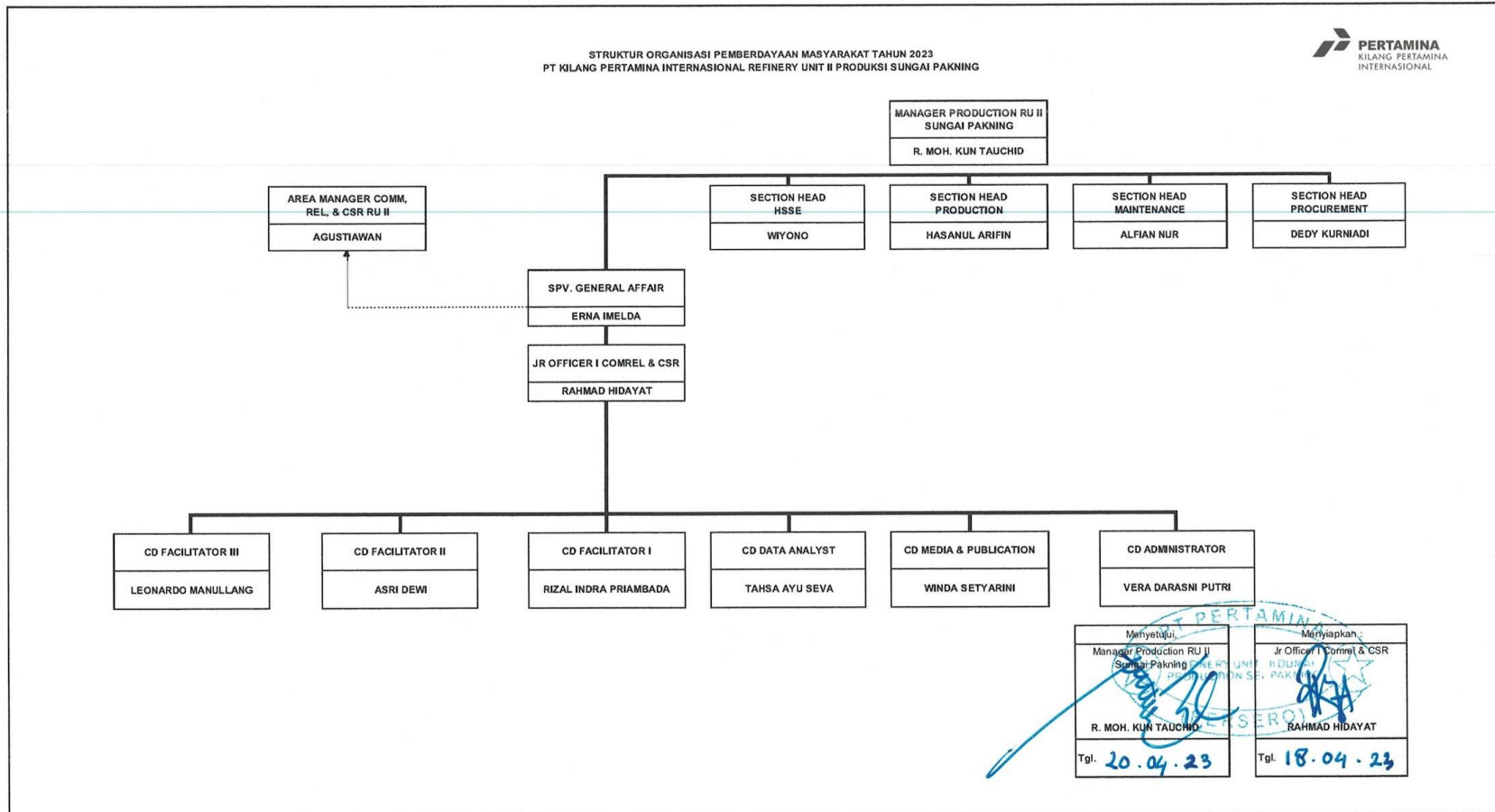


Figure 2.3 Organizational Structure of PT. KPI RU II Sungai Pakning
Source: PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning

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

1. Section HSE (Health, Safety, Environment)

The HSE manager is responsible for creating safe working conditions and trying to avoid work accidents which include humans, equipment, the environment and as an advisor on environmental protection efforts. In carrying out its duties, HSE is divided into four sections, namely:

a. Fire Insurance Section Fire Insurance Section has the duty and responsibility to create a reliable fire suppression system for refinery operations, through the procurement of hardware, software and human resource development, coordinate the implementation of HSE aspects and carry out the implementation of general administrative order.

b. Safety Section Safety Section has the duty and responsibility to create and review work procedures, identify and control hazards and carry out OHS audits, supervise the use of safety equipment and provide explanations on accident prevention and mitigation to all workers.

c. Environmental Section

The Environmental Section has the duty and responsibility to create a clean environment by striving for the reduction and monitoring of air, liquid and solid waste emissions that have a negative impact on the environment, implementing the ISO:14001 SML Environmental Management System, ensuring that environmental protection equipment is properly maintained and operated and creating an environmentally sound corporate reputation.

d. Occupational Health Section

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

2. Section Maintenance

The maintenance manager is in charge and responsible for executing or repairing the company's operational equipment.

3. Section Procurement

Procurement within the company is in charge and responsible for the provision of activities, complaints of spare parts materials needed 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. Section Production

The production unit has the duty and responsibility to ensure that the products produced are in accordance with the established SOPs. This unit is divided into four sections, 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) The CDU has the duty and responsibility to distill crude oil into several products through a physical separation process based on differences in boiling points with a process known as distillation.
- c. IT&Y This field functions to organize internal and external refinery communications so that the information needed is immediately obtained. This field is responsible for smooth communication to obtain information for workers within PT. Pertamina 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 advice on maintenance techniques and quality inspection of materials and spare parts.

5. Reliability Manager

The Reliability Manager is in charge and responsible for all matters relating to refinery reliability in terms of maintenance (specialist). This field oversees two sections, namely Plant Reliability and Equipment Reliability.

6. Supervisor General Affairs (GA)

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

a. Legal Section

Legal Section is responsible for preparing, drafting and checking the validity of all company legal documents as requested by other relevant managers who require them, taking care of licensing issues for each unit of the company and ensuring administrative order related to the management of business operations in a complete, accurate, current and complete manner.

b. Public Relation Section PR

The task of public relations is to grow and develop good relations between institutions (companies) and the community, internal and external in order to instill understanding, grow motivation and community participation in an effort to create a favorable public opinion of the company. PT Pertamina current public relations in carrying out community development of fostered groups is assisted by several Community Development Officers (CDO).

c. Security Section

The Security Section is responsible for licensing guest visits to PT. Kilang Pertamina RU II Production Sungai Pakning. In the company there are 5 security posts that are guarded according to a predetermined schedule.

2.5 The Working Process

The author at the time of apprenticeship was placed in the Corporate Social Responsibility (CSR) department of PT. Pertamina RU II Production Sungai Pakning. Corporate Social Responsibility (CSR) is an art of communicating with the public to build mutual understanding, avoid misunderstanding and misperceptions, as well as build a positive image of the institution. The duties and functions of the Public Relations Division of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning are as follows:

1. Main Duties of the CSR.

There are several main objectives of CSR, including the following:

- a. Increase support, assistance, and participation from the public in the form of facilities, infrastructure, personnel, and funds, to facilitate the achievement of company goals.
- b. Involving the public in solving various problems faced by the company.
- c. Creating and developing a good image for the company and also for the company and also for the leaders with the aim of establishing good relations between the internal public and the external public.
- d. Expanding the reach of connected customers to participate in the organizations quality improvement efforts.

2. Main Purpose of CSR.

In general, the main task of CSR is to promote understanding and knowledge of all the facts about the sequence of situations so that the company gains sympathy from these situations and events. The main tasks of public relations in a company organization are:

- a. Creating an impression or image. The impression a person gets of a person, product, or situation, according to that person's level of knowledge.
- b. Knowledge and understanding. CSR plays a very important role in providing information to the internal public and external public by providing accurate information and in an easy-to-understand format.
- c. Creating Interest. CSR must also be able to create public interest in certain situations that have a major impact on the company or organization.

- d. Admission. CSR is responsible for providing an explanation to the public for situations or events so that the attitude of opposition, indifference that surround them can turn into understanding and acceptance.
- e. Sympathy. CSR must be able to convey information clearly to the public to gain sympathy.

2.6 Document Used for Activity

The documents used for an activity at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning are as follows:

1. Attendance Form

The attendance form is usually used when there is an event, activity, or meeting filled in by the participants present at that time. At the top of the form there is the day, date, time, speaker and attendance form consisting of name, department or section, and signature.

PT KILANG PERTAMINA INTERNASIONAL REFINERY UNIT II		No	/KPI45123/2022-SB	
DAFTAR HADIR / LIST OF ATTENDEES		Ref		
		Page	of 2	
PERTAMINA KILANG PERTAMINA INTERNASIONAL				
JUDUL/TITLE		: Seminar Games KSI		
TANGGAL/DATE		: 23 Februari 2022		
JAM/TIME		: 08.00 s/d		
TEMPAT/VENUE		: Kilang Pertamina		
PEMBICARA/PRESENTER :				
NO	NAMA/NAME	FUNGSI - BAGIAN/DEPT - SECTION	TANDA TANGAN/ SIGNATURE	
01.	Sabri Adnan	SMAN (Ruang Baru)		01. Sabri
02.	Fauziah	— 11 —	02. Fauziah	
03.	M. Rifan Ruzka	— 11 —		03. Rifan
04.	Lisa Qusti A		04. Lisa	
05.	Yohana T.M.S			05. Yohana
06.	Abdi Maulik Al		06. Abdi	
07.	Firdiyani		07. Firdiyani	
08.	Ferdiansyah		08. Ferdiansyah	
09.	Muhammad Amund			09. Amund
10.	Aditya Rizki		10. Aditya	
11.	Asap Harindi		11. Asap	
12.	Raja Mahwah		12. Raja	
13.	Fery Atmansyah		13. Fery	
14.				

Figure 2.4 Attendance Form

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

2. Minutes Form

Minutes Form The minutes form is a brief record of the course of proceedings, meetings and presentations, along with what was discussed and decided therein. The minutes form is used to write down the results of the meeting/activities carried out which contains the title of the meeting, day or date, place and

participants of the meeting as well as a description of the discussion and actions taken and signed by the person in charge of the meeting.



Figure 2.5 Minutes Form
Source: Saung Edukasi Kelompok Tirta Muda

3. Term of References (TOR)

Term of Reference (TOR) is a complete explanation in the form of a file or document regarding the basis, objectives and structure of the activities to be carried out soon. The Term of Reference (TOR) also contains agreements, meeting schedules, and negotiations that have been or will be carried out by the parties concerned. with these activities.

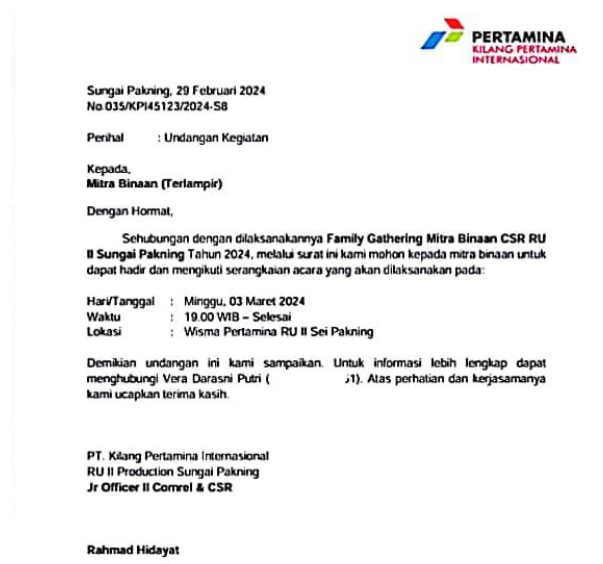


Figure 2.6 The Term of Reference (TOR) Invitation Letters
Source: PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This on the job training was held at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning for 4 months starting on 01 February 2023 – 31 May 2023. During job training the writer was placed in Public Relation (PR) which was monitored by the Community Development Officers (CDOs):

1. Print Documents.
2. Scan Documents.
3. Minutes of Meeting.
4. Planning and Organizing Blood Donation Activities.
5. Documentation and videography of activities carried out by the CSR team.
6. Creating Profile Videos, Product Videos and Product Photos of 10 CSR (Corporate Social Responsibility) Assisted Partner programs.
7. Designing tree name signs for *Sekolah Cinta Gambut* of the CSR (Corporate Social Responsibility) fostered group.
8. Create an invitation letter for Event Family Gathering fostered group.
9. Creating a script in the form of a storyline for making a video for *Proklam (Program Kampung Iklim)* competition.
10. Designing banner and stickers.
11. Admin of Instagram social media for Tunas Makmur Fostered Partners.
12. Collecting data and filling out the Community Satisfaction Index questionnaire to CSR Assisted Partners.

3.2 System and Procedure

3.2.1 The Working System

The work system or activities carried out during the internship at the CSR (Corporate Social Responsibility) section of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning, namely an online system using an application and using a manual system. Work is carried out online such as sending email and applications that are often used are Canva to design brochures or banners, Zoom and Google Meetings to conduct online meetings. For the manual system, it takes the form of recording through a form using the existing format used for carrying out activities, meetings and presentations.

3.2.2 Working Procedures

There are several work procedures and proof of work carried out as assignments during job training which can be explained as follows:

1. Print Documents

Printing is an activity of converting softcopy into hardcopy which requires a tool in the form of a printer. The method of printing documents is as follows:

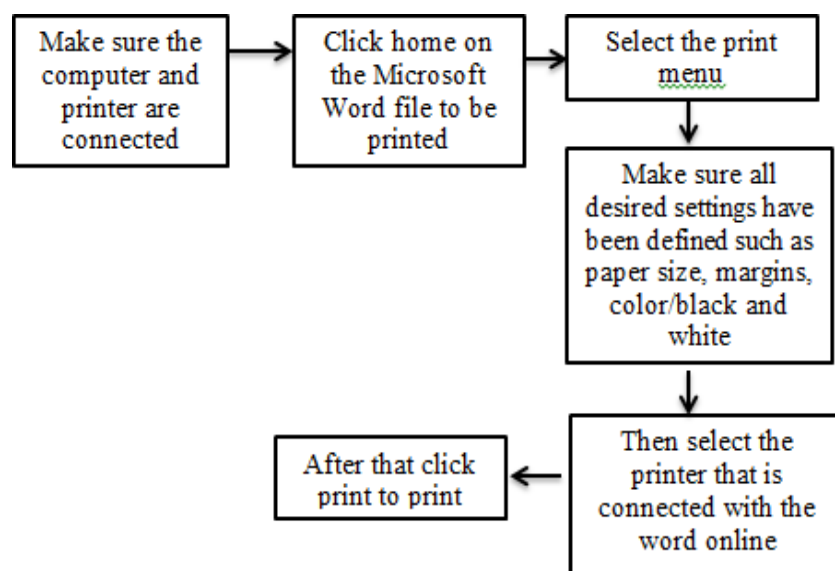


Figure 3.1 Printing Documents

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

2. Scan Documents

Scan Documents Scanning is scanning documents or photos. The scanned document is in the form of a hard copy which can later be scanned to convert it into a soft copy. While the procedure for scanning documents is as follows:

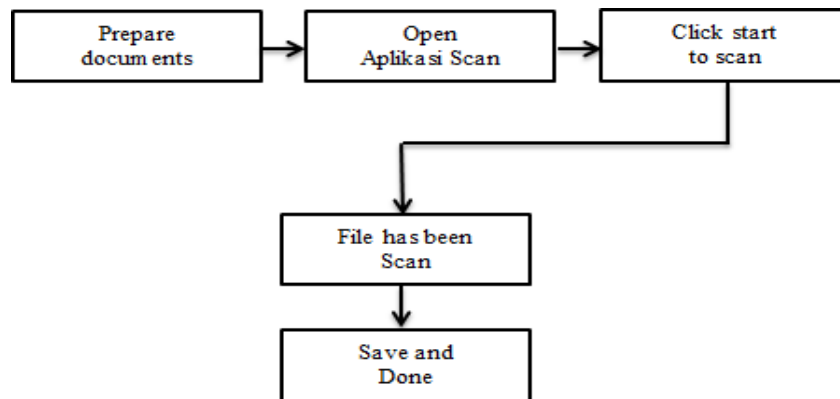


Figure 3.2 Scanning Documents

Source : PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

3. Minutes of Meeting

The author is responsible for writing the minutes of the FGD meeting with the Horticultura Development Group of Batang Duku Village.



Figure 3.3 Writing Minutes

Source : Batang Duku village office

Following the figure above, the author was given the responsibility to write a minutes form in a focus group discussion activity with the Horticultura group, at the Batang Duku village office.

4. Planning and Organizing Blood Donation

The activities held were blood donation and socialization activities carried out by the Community Development Officer (CDO) team in the Corporate Social Responsibility (CSR) program in the Corporate Social Responsibility (CSR) program. This activity is in collaboration with the Fostered Partner, SIMPENDA. In addition to Simpeda, PMI and UPT Pukesmas Bandar Laksamana District also participated in this activity. This activity aims to provide knowledge to the community about the importance of blood donation on an ongoing basis for the health of the community's body and the participants of the blood donor activity seminar in Bandar Laksamana sub-district.

a. Terms of Reference (TOR)

In carrying out this activity, the author was given the responsibility to making Term of Reference (TOR) for the event activities, Creating Rundown of Events, PPT material for socialization activities, making attendance and in charge of checking the attendance of participants at the time of the event.

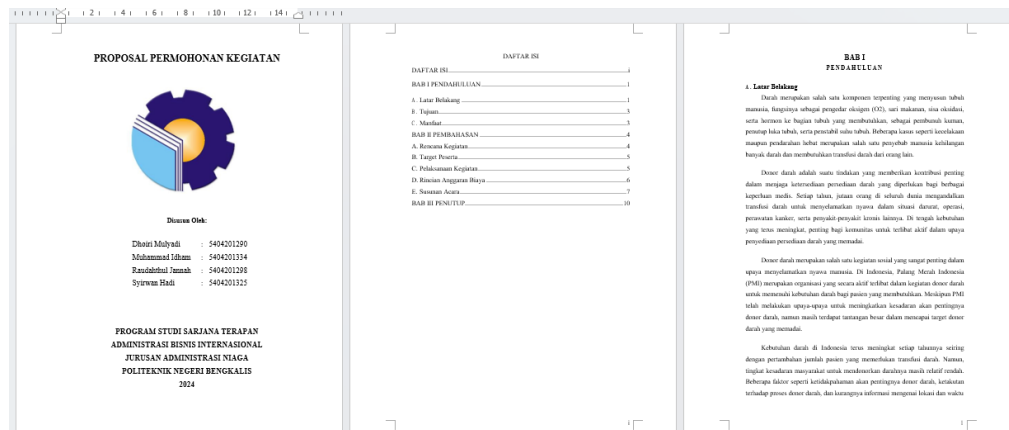


Figure 3.4 Term of Reference (TOR) “Blood Donation and Seminar”
Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

The capture figure above is an activity request proposal made by the author for a blood donor event and blood donor socialization that will be held in Bandar Laksamana District.

b. Rundown Event

This event rundown is really needed in an activity so that the event is more structured and can run smoothly

SUSUNAN ACARA

Kegiatan	Waktu	PIC
Pembukaan	09.00 - 09.10	MC
Laporan Ketua Panitia	09.10 - 09.20	Pak Rahmad Hidayat
Laporan Ketua SIMPEDA	09.20 - 09.30	Pak Yulizar
Sambutan Ketua PMI Bandar Laksamana	09.30 - 09.45	PMI
Sambutan Camat Bandar Laksamana	09.45 - 10.00	Pak Camat
Materi Sosialisasi dan Tanya Jawab	10.00 - 12.00	Pak Jasmani Hashim
Penutupan	12.00	MC

Figure 3.5 Event Rundown “Blood Donation and Seminar”

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

Following the capture image above, the author was given the responsibility to create an event schedule for a blood donation and socialization event in Bandar Laksamana sub-district.

c. PPT (Power Point)

PPT that contains material about the importance of blood donation, benefits, processes and everything related to blood donation. The PPT was made for socialization participants, namely high school students in Bandar Laksamana District.

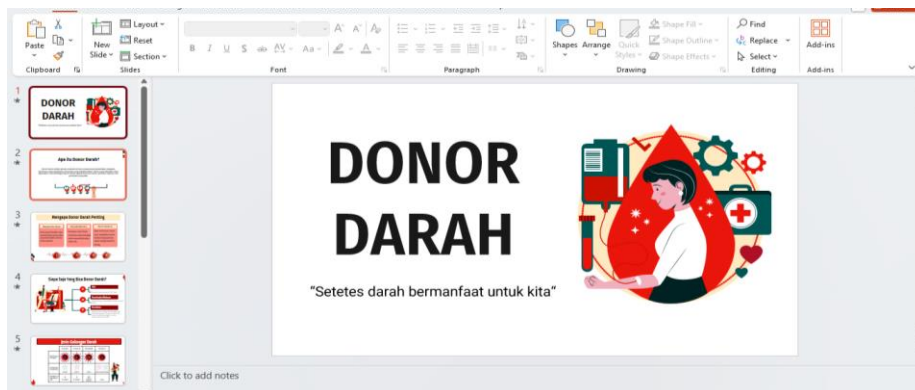


Figure 3.6 PPT Seminar Material

Source: PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning

Based on the capture figure above, the author is responsible for making a PPT on blood donor socialization, which contains what blood donation is, the benefits and so on related to blood donation for event at Bandar Laksamana District.

d. Audience Attendance

Audience attendance list of participants in the "Blood Donation and Seminar" activity is useful as documentary evidence and proof that the participants were present at the activity.

NO	NAMA/ NAME	FUNGSI - BAGIAN/ DEPT - SECTION	TANDA TANGAN/ SIGNATURE
01.			01.
02.			02.
03.			03.
04.			04.
05.			05.
06.			

Figure 3.7 List of Participant attendance “Blood Donation and Seminar”
Source: PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning

The figure above is the author activity as the person in charge of keeping the attendance of seminar participants and blood donor participants.

5. Documentation and videography of activities carried out by the CSR (Corporate Social Responsibility) team.

The author was given the responsibility of documentation and videography during the field survey visit from UNRI Master Students at Mangrove Pangkalan Jambi Village, Bukit Batu District.



Figure 3.8 Documentation of Visitation
Source: Mangrove Pangkalan Jambi

The figure above is the author activity as the person in charge of documenting the visit of lecturers and master students from UNRI at Mangrove Pangkalan Jambi.

6. Creating Profile Videos, Product Videos and Product Photos of 10 CSR (Corporate Social Responsibility) Assisted Partner programs.

This is the author final project during internship at PT. Kilang Pertamina International Production RU II Sungai Pakning.

a. Madu Biene Group



Figure 3.9 Product Photo Madu Biene
Source: Photo 2024

The picture above is the result of photos taken by the author as a fulfillment of the final assignment given from the company during the internship. The figure above is a figure of the Madu Biene product of CSR Assisted Partner PT. Pertamina International Sungai Pakning Refinery, namely from the Madu Biene group located in Tanjung Leban Village, Bandar Laksamana District.

b. Maju Jaya Bersama Group



Figure 3.10 Product Photo Maju Jaya Bersama
Source: Photo 2024

The figure above is the result of photos taken by the author as a fulfillment of the final project given from the company during the internship. The figure above is a figure of the Stik kangkung product of CSR Assisted Partners of PT. Pertamina International Sungai Pakning Refinery, namely from Maju Jaya Bersama, which is located in Batang Duku Village, Bukit Batu District.

c. Tani Tunas Makmur Group



Figure 3.11 Product Photo Manisan Nanas
Source: Photo 2024



Figure 3.12 Product Photo Keripik Tepung Nanas
Source: Photo 2024

The figure above is the result of photos taken by the author as a fulfillment of the final project given from the company during the internship. The figure above is a figure of the Manisan Nanas and Keripik Tepung Nanas product of CSR Assisted Partners of PT Pertamina International Sungai Pakning Refinery, namely from Tani Tunas Makmur, which is located in Kampung Jawa, Bukit Batu District.

d. Berkah Jaya Bersama Group



Figure 3.13 Product Photo Dodol Kedabu
Source: Photo 2024



Figure 3.14 Product Photo Amplang Lomek
Source: Photo 2024

The figure above is the result of photos taken by the author as a fulfillment of the final project given from the company during the internship. The figure above is a figure of the Dodol Kedabu and Keripik Tepung Nanas product of CSR Assisted Partners of PT Pertamina International Sungai Pakning Refinery, namely from Berkah Jaya Bersama, which is located in Pangkalan Jambi, Bukit Batu District.

e. Poskarya Group



Figure 3.15 Product Photo Herjamu
Source: Photo 2024

The figure above is the result of photos taken by the author as a fulfillment of the final project given from the company during the internship. The figure above is a figure of the Herjamu product of CSR Assisted Partners of PT Pertamina International Sungai Pakning Refinery, namely from Poskarya, which is located in Bukit Batu District.

f. Jaringan Sekolah Cinta Gambut Group



Figure 3.16 Photo Documentation Sekolah Cinta Gambut Activity
Source: Photo 2024

The picture above is the result of photos taken by the author as a fulfillment of the final assignment given from the company during the internship. The picture above is one of the activities of the *sekolah cinta gambut* program of CSR Assisted Partners of PT Pertamina International Sungai Pakning Refinery, which is from *Jaringan Sekolah Cinta Gambut* located at SDN 08 Siak Kecil, Siak Kecil District.

g. Tirta Muda Beringin Group



Figure 3.17 Photo Product Tirta Muda Beringin
Source: Photo 2024



Figure 3.18 Photo Product Keriwi
Source: Photo 2024



Figure 3.19 Photo Product Peyek Daun Kelor
Source: Photo 2024

The figure above is the result of photos taken by the author as a fulfillment of the final project given from the company during the internship. The figure above is a figure of the Mineral Tirta Muda Berigin, Keriwi, and Peyek Daun Kelor product of CSR Assisted Partners of PT Pertamina International Sungai Pakning Refinery, namely from Tirta Muda Group, which is located in Lubuk Muda, Siak Kecil District.

h. SIMPEDA



Figure 3.20 Photo of Simpeda Activity
Source: Video 2024

The figure above is one of the activities of the SIMPEDA program of CSR Assisted Partners of PT Pertamina International Sungai Pakning Refinery, which is from SIMPEDA located at Bukit Batu District.

i. Forum Komunikasi Masyarakat Peduli Api (FORKOMPA) Group



Figure 3.21 Photo documentation with members of MPA
Source: Photo 2024

The figure above photo with MPA (*Masyarakat Peduli Api*) members after conducting a simulation activity of making hydrant wells. Assisted Partners of PT Pertamina International Sungai Pakning Refinery, namely from MPA, which is located in Kampung Jawa, Bukit Batu District.

j. Bumdes Mekar Jaya Group



Figure 3.22 Photo Product Handsanitizer and Cairan Pembersih Lantai
Source: Photo 2024



Figure 3.23 Photo Product Sabun Cuci Piring
Source: Photo 2024

The figure above is the result of photos taken by the author as a fulfillment of the final project given from the company during the internship. The figure above is a figure of Handsatitizer, Cairan Pembersih Lantai, and Sabun Cuci Piring product of CSR Assisted Partners of PT Pertamina International Sungai Pakning Refinery, namely from Bumdes Mekar Jaya, which is located in Pakning Asal, Bukit Batu District.

7. Designing tree name signs for the *Sekolah Cinta Gambut* of the CSR (Corporate Social Responsibility) fostered group.

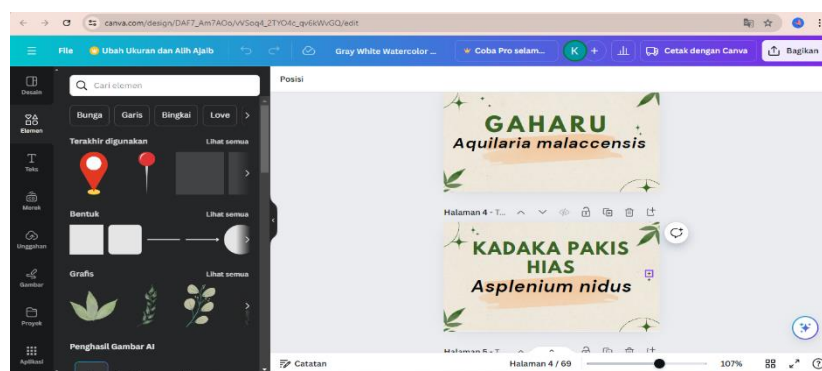


Figure 3.24 Desain Tree Name for Adiwiyata School Event
Source: Photo 2024

Following the capture figure above, the author was given the responsibility to design and create nametags for Adiwiyata School Event, Sekolah Cinta Gambut SDN 08 Siak Kecil a partner of the CSR (Corporate Social Responsibility) program at Tanjung Belit Village, Siak Kecil.

8. Create an invitation letter for event Family Gathering Mitra Binaan CSR RU II Sungai Pakning.

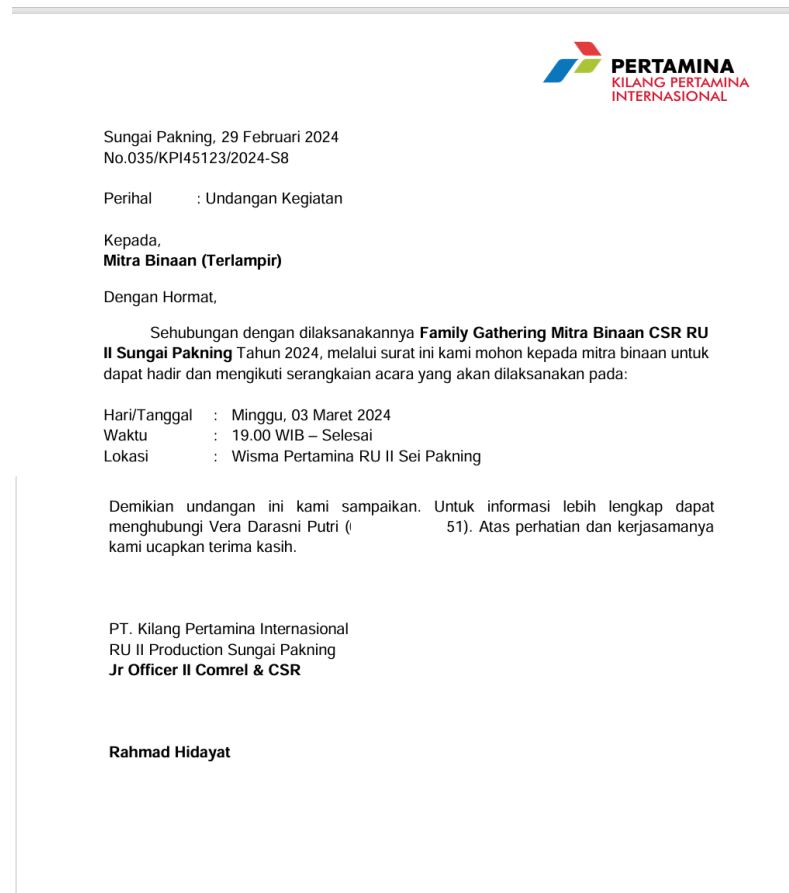


Figure 3.25 Figure Invitation Letter for Family Gathering Mitra Binaan Event
Source: PT. Kilang Pertamina Internasional Production RU II Sungai Pakning

Base on capture the figure above, the author is given the responsibility to create an invitation letter for the Family Gathering event of CSR (Corporate Social Responsibility) Assisted Partners. This letter was made for several parties involved such as the village head, Sub-district head, Danramil, Police chief, and Manager

9. Creating a script in the form of a storyline for making a video for *Proklim* (*Program Kmapung Iklim*) competition.

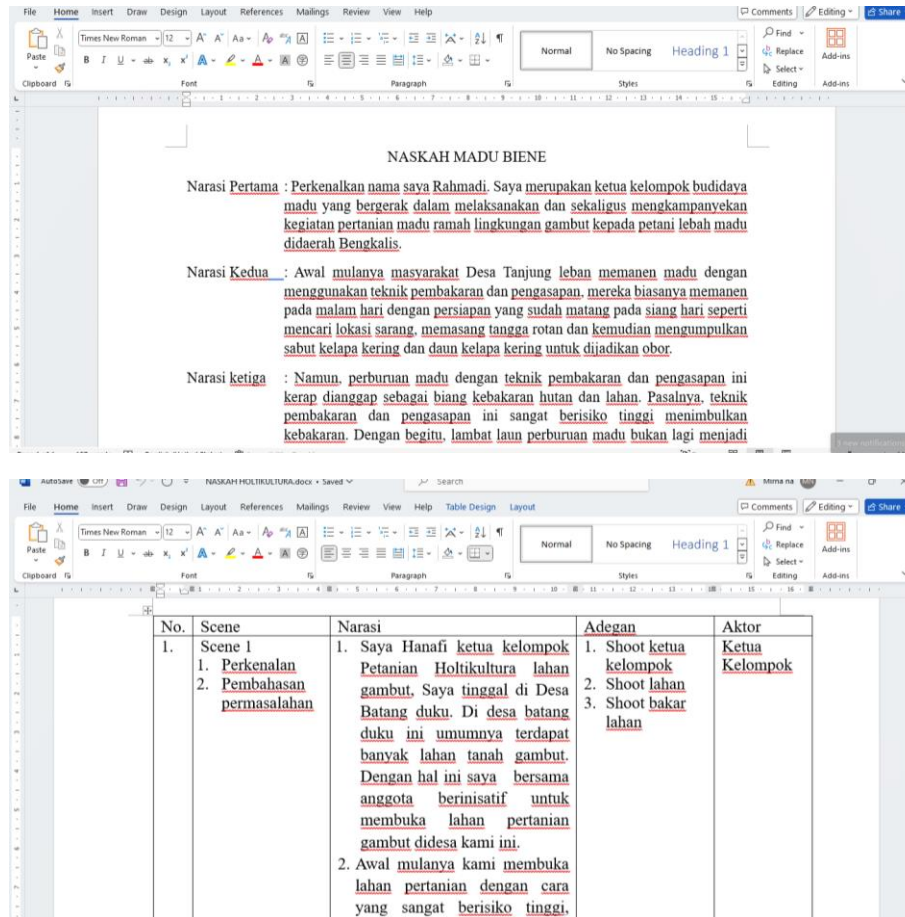


Figure 3.26 Script in the form of a Storyline for making a video for the KLHK (*Kementrian Lingkungan Hidup dan Kehutanan*) Competition.

Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

Following capture the figure above, the author was given the responsibility to create a script for making videos for two fostered partner programs, namely the Madu Biene group and the Hortikultura group.

10. Designing Banner and Stickers.



Figure 3.27 Family Gathering Event Banner for CSR Fostered Partners
Source: PT. Kilang Pertamina International Production RU II Sungai Pakning



Figure 3.28 Sticker for Mie Daun Kelor Product
Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

Based on capture the figure above, the author was given responsibility to design several stickers and banner used for products and events organized by CSR.

11. Social Media Admin of Assisted Partner Tani Tunas Makmur



Figure 3.29 Capture of Tani Tunas Makmur Instagram Account
Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

Based on the capture of the figure above, the author is given the responsibility to manage the account of Tani Tunas Makmur, by posting photos on the Instagram feed, creating captions and editing photos before uploading.

12. Collecting data and filling out the Community Satisfaction Index questionnaire to CSR Assisted Partners.



Figure 3.30 Documentation of IKM Research Questionnaire Form
Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

The figure above, the author was given the responsibility of distributing questionnaires about the community satisfaction index at Horticulture and Tani Tunas Makmur. This is done to measure the members' satisfaction with the program that has been provided by Pertamina CSR to the Fostered Partners.

3.2.3 Working Tools

Work tools are objects used to carry out activities as one of the needs. The following work tools used during vocational training are as follows:

1. Laptop

laptop is used to do the tasks given and this laptop is very useful in the field of Corporate Social Responsibility (CSR) to do the job.



Figure 3.31 Laptop

Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

2. Printer

The printer is used to print documents needed for Public Relations and the CDO Team.



Figure 3.32 Printer

Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

3. Camera

Cameras are very useful for activities carried out by Corporate Social Responsibility (CSR) as proof that activities are running and Public Relations always posts activities that have been carried out



Figure 3.33 Camera

Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

4. Office Telephone

Used to contact employees for urgent business and every room has an office telephone.



Figure 3.34 Office Telephone

Source: PT. Kilang Pertamina International Production RU II Sungai Pakning

3.3 Place and Time of the Apprenticeship

3.3.1 Place of the Apprenticeship

Job Training activities carried out at PT. Pertamina RU II Production Sungai Pakning which is located ondi which is located at Jalan Cendana No. 1 Pakning River, Bukit Batu District, Bengkalis Regency. During the internship the author was placed in the Corporate Social Responsibility (CSR) section which was monitored by the Community Development Officers (CDO).

3.3.2 Time Of the Apprenticeship

The regulations and provisions of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning regarding the timing of job training are as follows:

Table 3.1 Schedule Working Hours at PT Pertamina RU II Production Sungai Pakning

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

Source: Processed Data 2024

3.4 Kind and Description of the Activity

The following is an explanation of the activities carried out during this job training at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning:

Table 3.2 Daily Activities of February 01th, 2024 to February 02th, 2024

Day/Date	Activity	Place
Thursday 01 February 2024	1. Departure to PT. Pertamina 2. Internship Document Submission 3. Safety Induction 4. Security Talk 5. Id Card Creation	Security Administration
Friday 02 February 2024	1. Introduction to the CSR Field 2. Mentor Briefing 3. Identity Card Retrieval	Internship Room

Source: Processed Data 2024

Following table 3.2 In the first week of January for job training activities, the author registers to enter the company and the author conducts safety induction

training at PT. Pertamina Kilang Internasional Refinery Unit (RU) II Sungai Pakning in the first week the author was still placed in public relations to be precise in the public relations unit.

Table 3.3 Daily Activities of February 05th, 2024 to February 07th, 2024

Day/Date	Activity	Place
Monday 05 February 2024	1. Joint meeting and discussion in filagam (CSR) Program with community leaders in Beringin hamlet, Lubuk Muda village	Saung Diskusi Tirta Muda Beringin Hamlet
Tuesday 06 February 2024	1. Editing photos for MSMEs Pineapple Tani Tunas Makmur, and posting on Instagram Tani Tunas Makmur account.	Internship Room
Wednesday 07 February 2024	1. Purchase items to prepare for posyandu events in two villages	CDO Room

Source: Processed Data 2024

Following table 3.3 in the second week of February for job training activities the author was introduced to what CSR (Corporate Social Responsibility). In addition, the author was assigned to participate in focus group discussions, photo editing for the Tani Tunas Makmur Instagram feed and shopping for equipment for the Pertamina CSR fostered partner posyandu event.

Table 3.4 Daily Activities of February 12th, 2024 to February 18th, 2024

Day/Date	Activity	Place
Monday 12 February 2024	Field observation in pineapple plantation, assisted by Pertamina Tani Tunas Makmur	Tani Tunas Makmur Farmer's Garden
Tuesday 13 February 2024	Conduct daily medical check-ups before carrying out activities in the office	Pertamina Head Office
Wednesday 14 February 2024	Libur Pemilu	-
Thursday 15 February 2024	Editing photo for feed Instagram Tani Tunas Makmur	Internship Room
Friday 16 February 2024	Make a caption and post photo on feed Instagram Tani Tunas Makmur	Internship Room
Saturday 17 February 2024	Off	-
Sunday 18 February 2024	Worked with residents to clean up mangrove forests in Pangkalan Jambi	Mangrove Pangkalan Jambi

Source: Processed Data 2024

Following table 3.4 in the third week of February the author has been given responsibility for completing several assignments.

Table 3.5 Daily Activities of February 19th, 2024 to February 23th, 2024

Day/Date	Activity	Place
Monday 19 February 2024	<ol style="list-style-type: none"> 1. Editing photos for MSMEs Pineapple Tani Tunas Makmur, and posting on Instagram Tani Tunas Makmur account. 2. Field observation at Pangkalan Jambi Mangrove in preparation for the visit of the Minister of Environment and Forestry. 3. Field observation at the Arboretum in Kampung Jawa to prepare for the visit of the Minister of Environment and Forestry. 4. Meeting to discuss the event rundown and route to prepare for the arrival of the field survey team before the Minister of Environment and Forestry arrives. 5. Meeting to form a committee, make a rundown of events for the K3 Seminar. 	<ol style="list-style-type: none"> 1. Intenship Room 2. Mangrove Pangkalan Jambi 3. Kampung Jawa 4. CDO Room 5. Pertamina Guesthouse
Tuesday 20 February 2024	<ol style="list-style-type: none"> 1. Conduct daily medical check-ups before carrying out activities in the office. 2. Observing the production of pineapple flour chips, and making a product video 	<ol style="list-style-type: none"> 1. Pertamina Head Office 2. Arboretum Tani Tunas Makmur
Wednesday 21 February 2024	<ol style="list-style-type: none"> 1. Preparation of souvenir packing for K3 Seminar 	<ol style="list-style-type: none"> 1. CDO Room
Thursday 22 February 2024	<ol style="list-style-type: none"> 1. Received the field survey team from the Secretary General at Arboretum and Mangrove Pangkalan Jambi. 	<ol style="list-style-type: none"> 1. Mangrove Pangkalan Jambi and Arboretum Tani Tunas Makmur
Friday 23 February 2024	<ol style="list-style-type: none"> 1. Implementation of OSH Seminar for high school and vocational school students in Bukit Batu sub-district 	<ol style="list-style-type: none"> 1. Pertamina Guesthouse

Source: *Processed Data 2024*

Following table 3.5, by the fourth week of February the author already had a mentor and had been assigned a final project. In this fourth week, the author has started working on the tasks given by the mentor, namely photo editing for the Tani Tunas Makmur Instagram feed post, field observations to CSR Pertamina fostered partners, discussion of K3 Seminar preparation and implementation of K3 seminars for high school students in Bukit Batu sub-district at Pertamina guesthouse.

Table 3.6 Daily Activities of February 26th, 2024 to March 03th, 2024

Day/Date	Activity	Signature
Monday 26 February 2024	1.Packing Souvenirs for a Family Gathering event with Pertamina fostered groups	1. CDO Room
Tuesday 27 February 2024	1.Visit to SD 8 to prepare for Adiwiyata School.	1. SDN 08 Siak Kecil
Wednesday 28 February 2024	1. Buying items for souvenirs 2. Check all receipts for events that have been held	1. Store 2. CDO Room
Thursday 29 February 2024	1. Create letters and print invitations for the GERNAS event	1. CDO Room
Friday 01 March 2024	1. Create invitation letter for CSR fostered partners for family gathering event	1. CDO Room
Saturday 02 March 2024	1. Field observation of mangrove Pangkalan Jambi in preparation for the ministerial visit of the Ministry of Environment and Forestry of the Republic of Indonesia.	1. Mangrove Pangkalan Jambi
Sunday 03 March 2024	1. Observation to Mangrove Pangkalan Jambi to see the improvement program before the Minister of Environment and Forestry came. 2. Family Gathering event preparation with Pertamina CSR Assisted partner groups	1. Mangrove Pangkalan Jambi 2. Pertamina Guesthouse

Source: Processed Data 2024

Based on Table 3.6, this fifth week the author was assigned to go to the field to prepare for the arrival of the Minister of Environment and Forestry and to make invitation letters for the GERNAS and Family Gathering events with Pertamina CSR Fostered Partners.

Table 3.7 Daily Activities of March 04th, 2024 to March 08th, 2024

Day/Date	Activity	Place
Monday 04 March 2024	1. Create a product video of Amplang Lomek crackers from CSR-assisted groups	1. Saung Produksi Kelompok Berkah Jaya Bersama
Tuesday 05 March 2024	1. Observation of the preparation for the arrival of the Minister of Environment and Forestry at Sungai Pakning arboretum. 2. Create a video product from the Tani Tunas Makmur group assisted by CSR Pertamina Sungai Pakning	1. Arboretum Sungai Pakning 2. Pertamina Head Office
Wednesday 06 March 2024	1. Preparatory rehearsal for the arrival of the Minister of Environment and Forestry at the Jambi Arboretum and Mangrove Pangkalan before the D-day	1. Arboretum Sungai Pakning 2. Mangrove Pangkalan Jambi
Thursday 07 March 2024	1. The Minister of Environment and Forestry visited on the occasion of Foresters' Day and Packing souvenirs for the guests who attended the event.	1. CDO Room
Friday 08 March 2024	1. Post photos of the minister's visit on Tani Tunas Makmur instagram feeds	1. CDO Room

Source: Processed Data 2024

Following is table 3.7, in the first week of March the author started carrying out the final project, namely making videos of products from the Berkah Jaya Bersama group and products from the Tani Tunas Makmur group. Besides that, this week the author carried out field observations, monitoring preparatory activities in the Pangakalan Jambi mangroves for the arrival of the Minister of Environment and Forestry. and this week is also the day of the Forester's Day commemoration activities which were attended by the Minister of Environment and Forestry, Mrs. Siti Nurbaya Bakar, and Bezos Earth Foundation UK Senior Fellow Lord Zac Goldsmith, visiting the Pangkalan Jambi Mangrove and Sungai Pakning Peat Arboretum.

Table 3.8 Daily Activities of March 13th, 2024 to March 15th, 2024

Day/Date	Activity	Place
Monday 11 March 2024	Hari Raya Nyepi Tahun Baru Saka	-
Tuesday 12 March 2024	Cuti Bersama	-
Wednesday 13 March 2024	1. Went to the field to conduct interviews with CSR fostered partners, namely MPA, Tani Tunas Makmur and Hortikultura.	1. Lahan Gambut Kampung Jawa 2. Tani Tunas Makmur, Kampung Jawa 3. Hortikultura, Batang Duku
Thursday 14 March 2024	1. Participated in the provision of PMT (<i>Pemberian Makanan Tambahan</i>) assistance for infants and toddlers at Posyandu Sekar Melati Sukaharjo Hamlet, Pakning Asal Village.	1. Posyandu Sekar Melati Sukaharjo Pakning Asal
Friday 15 March 2024	1. Video editing of products from CSR fostered partners	1. CDO Room

Source: Processed Data 2024

The following is table 3.8, in the second week of March the author was given the task of going out into the field to conduct interviews with members of the MPA group, Tani Tunas Makmur and Horticulture members. In addition, this week the author also took part in the distribution of PMT to children who took part in posyandu activities at Posyandu Sekar Melati Sukaharjo Pakning Asal.

Table 3.9 Daily Activities of March 18th, 2024 to March 22th, 2024

Day/Date	Activity	Signature
Monday 18 March 2024	1. Participated in the separation of one of the Internship partners	1. CDO Room
Tuesday 19 March 2024	1. Went into the field to make videos at and Sungai Pakning Arboretum.	1. Arboretum Sungai Pakning
Wednesday 20 March 2024	1. Went into the field to make videos at Pangakalan Jambi Mangrove	1. Mangrove Pangkalan Jambi
Thursday 21 March 2024	1. Went to the field to make a profile video at SDN 8 Siak Kecil.	1. SDN 8 Siak Kecil
Friday 22 March 2024	1. Video editing of products from Bumdes Pakning Asal from CSR fostered partners	1. Internship Room

Source: Processed Data 2024

Following table 3.9, in the third week of March the author started to go out into the field to take videos for the final project during internship, at SDN 08 Siak

Kecil, Mangrove Pangkalan Jambi, and Arboretum. Besides that, the author also started editing the video that had been taken from Bumdes Pakning Asal.

Table 3.10 Daily Activities of March 25th, 2024 to March 29th, 2024

Day/Date	Activity	Signature
Monday 25 March 2024	1. Take video Product Stik Kangkung	1. Pertamina Head Office
Tuesday 26 March 2024	1. Editing Video product Keripik Tepung Nanas	1. Internship Room
Wednesday 27 March 2024	1. Sorting products from CSR fostered partners	1. CDO Room
Thursday 28 March 2024	1. Editing video product Herjamu	1. Internship Room
Friday 29 March 2024	Wafat Isa Al masih (Jumat Agung)	-

Source: Processed Data 2024

Following table 3.10, in the fourth week of March the author was given the task of completing several video edits from several foster partners.

Table 3.11 Daily Activities of April 01th, 2024 to April 05th, 2024

Day/Date	Activity	Place
Monday 01 April 2024	1. Editing Video product Amplang Lomek	1. Internship Room
Tuesday 02 April 2024	1. Creating a script to make a profile video on the partners in the Madu Biene group	1. Internship Room
Wednesday 03 April 2024	1. Take a profile video on the partners in the Madu Biene group at Tanjung Leban	1. Ekowisata Madu Biene Tanjung Leban
Thursday 04 April 2024	1. Creating a script to make a profile video on the partners in the Filagam group	1. Internship Room
Friday 05 April 2024	1. Take a profile video on the partners in the Filagam group at Lubuk Muda	1. Filagam, Dusun Beringin Desa Lubuk Muda

Source: Processed Data 2024

Following table 3.11, the first week of March the author was given the task of creating a script for videos on Madu biene and filagam, besides that the author also went directly to the field with the CDO team to take videos for the KLHK (*Kementrian Lingkungan Hidup dan Kehutanan*) competition.

Table 3.12 Daily Activities of April 16th, 2024 to April 19th, 2024

Day/Date	Activity	Place
Tuesday 16 April 2024	1. Pick up products at FILAGAM and pack products to be delivered to JNT.	1. CDO Room
Wednesday 17 April 2024	1. Make an interim PPT report on activities during the internship	1. Internship Room
Thursday 18 April 2024	1. Packing souvenirs for the visit of UNRI master students	1. CDO Room
Friday 19 April 2024	1. Received guests from UNRI master students to discuss with the CDO team, and made a visit to Mangrove Pangkalan Jambi.	1. CDO Room

Source: Processed Data 2024

Following Table 3.12, this week the author was assigned to prepare PPT, Packing Tirta Muda Beringin water products to be sent to Jakarta via JNT. Besides that, this week the author also prepared items for the visit of Masters students from UNRI.

Table 3.13 Daily Activities of April 22th, 2024 to April 26th, 2024

Day/Date	Activity	Place
Monday 22 April 2024	1. Make a proposal for blood donation and socialization activities	1. Internship Room
Tuesday 23 April 2024	1. Revised proposal for blood donation and socialization activities 2. Discussion meeting with SIMPEDA to prepare for blood donation and socialization event in Bandar Laksmana	1. Internship Room 2. Kongkow Cafe
Wednesday 24 April 2024	1. Field observations at horticultura farms and solar panel installation.	1. Hortikultura, Batang Duku
Thursday 25 April 2024	1. Field observations at Filagam and solar panel installation. 2. Take Video for the final project at filagam	1. Filagam, Lubuk Muda
Friday 26 April 2024	1. Field observation and Take video of Nila harvesting in mangrove pangkalan jambi 2. Participated in the Halal bihalal event of the big family of PT Pertamina International Refinery Unit II Sungai Pakning.	1. Mangrove Pangkalan Jambi 2. BULOPA (<i>Budaya Loka Patra</i>)

Source: Processed Data 2024

Following Table 3.13, in the fourth week of April, the author did a lot of activities in the field, from monitoring activities to preparing for a blood donation event with SIMPENDA Pertamina CSR fostered partners.

Table 3.14 Daily Activities of April 29th, 2024 to May 03th, 2024

Day/Date	Activity	Place
Monday 29 April 2024	1. Received a visit from a member of BUMN for an event that will be held at Pertamina CSR fostered partners, namely a visit to Mangrove Pangkalan Jambi, arboretum and pineapple fields.	1. Mangrove Pangkalan Jambi, arboretum and pineapple fields.
Tuesday 30 April 2024	1. Received a visit from a member of BUMN for an event that will be held at Pertamina CSR fostered partners, namely a visit to Hortikultura Batang Duku, Bumdes, SDN 08 siak kecil dan Filagam Dusun Beringin Desa Lubuk Muda.	1. Hortikultura Batang Duku, Bumdes, SDN 08 siak kecil dan Filagam Dusun Beringin Desa Lubuk Muda.
Wednesday 01 May 2024	International Labor Day	-
Thursday 02 May 2024	1. Making PPT for requesting blood donor activities in Bandar Laksmana sub-district	1. Intership Room
Friday 03 May 2024	1. Create videos and photos of Tirta Muda Water and Madu Biene products	1. Pertamina Head Office

Source: Processed Data 2024

Following Table 3.14, this week the author participated in a field survey before the BUMN Bakti visit was carried out, the survey was carried out with the event organizer team and the CSR Team. The survey was conducted at Arboretum, Mangrove, SDN 08 Siak Kecil, and Tirta Muda Beringin. In addition, the author also worked on other tasks such as making PPT materials for blood donor seminars and editing product videos that the author had taken previously.

Table 3.15 Daily Activities of May 06th, 2024 to May 10th, 2024

Day/Date	Activity	Place
Monday 06 May 2024	1. Scan of activity proposal 2. Clearing and cleaning up the toga plantation with the Tirta Muda group in Beringin hamlet, Lubuk Muda village.	1. CDO Room 2. Tirta Muda group in Beringin hamlet, Lubuk Muda village
Tuesday 07 May 2024	1. Field observation to Bandar laksmana sub-district office to check the venue and other facilities for the blood donor event.	1. Bandar laksmana sub-district office
Wednesday 08 May 2024	1. Editing Video and photo produk Madu Biene	1. Intership Room
Thursday 09 May 2024	Ascension Day of Jesus Christ	-
Friday 10 May 2024	Joint Holiday After Ascension Day	-

Source: Processed Data 2024

Following Table 3.15, this week was given the task of scanning proposals, field observations for monitoring the toga cleaning of the Tirta Muda Beringin group. In addition, this week the author also surveyed the location of the blood donor event at the hall of the Bandar Laksmana sub-district office.

Table 3.16 Daily Activities of May 13th, 2024 to May 17th, 2024

Day/Date	Activity	Place
Monday 13 May 2024	1. Packing Souvenir and field observation at Hortikultura	1. CDO Room
Tuesday 14 May 2024	1. Blood donation event at the Bandar Laksamana sub-district office	1. Bandar Laksamana sub-district office
Wednesday 15 May 2024	1. Create the final Project report	1. Internship Room
Thursday 16 May 2024	1. Making explanations about compost for learning at SDN 08 Siak kecil	1. Internship Room
Friday 17 May 2024	1. Focus group discussion with Horticulture group at Batang duku village office	1. Batang duku village office

Source: Processed Data 2024

Following Table 3.14, the second week of May the author and the rest of the team organized a blood donation activity and seminar at the Bandar Laksamana sub-district office hall. In addition, this week the author also participated in a focus group discussion with Horticulture members at the Batang Duku village office.

Table 3.17 Daily Activities of May 20th, 2024 to May 24th, 2024

Day/Date	Activity	Place
Monday 20 May 2024	1. Bakti BUMN event at the fostered partner group at the arboretum and Mangrove Pangkalan Jambi	1. Arboretum and Mangrove Pangkalan Jambi
Tuesday 21 May 2024	1. Bakti BUMN event at the fostered partner group at the Filagam and Telaga Suri Perdana	1. Filagam and Telaga Suri Perdana
Wednesday 22 May 2024	1. Bakti BUMN event at the fostered partner group at the Bumdes Mekar Jaya and Sekolah Cinta Gambut 2. Closing of the Bakti BUMN event in the courtyard of the bukit batu sub-district office	1. Bumdes Mekar Jaya and Sekolah Cinta Gambut 2. Bukit Batu Sub-District Office
Thursday 23 May 2024	Waisak Day (Buddha's Anniversary)	-
Friday 24 May 2024	Joint Holiday for Waisak Day	-

Source: Processed Data 2024

Following Table 3.17 This week the author participated in the Bakti BUMN event which was attended by approximately 30 people from 10 different companies. Visits were made at SDN 08 Siak Kecil, Arboretum, Pineapple Plantation, Horticulture, Tirata Muda Beringin, and Bumdes Mekar Jaya. This activity lasted for 3 days.

Table 3.18 Daily Activities of May 27th, 2024 to May 31th, 2024

Day/Date	Activity	Place
Monday 27 May 2024	1. Scan of administrative documents	1. CDO Room
Tuesday 28 May 2024	1. Documentation of the blood donation event at BULOPA	1. BULOPA (<i>Budaya Loka Patra</i>)
Wednesday 29 May 2024	1. Printing the Community Satisfaction Index questionnaire to be distributed to the Horticulture group. 2. Made a recapitulation of the Memorandum in Excel.	1. CDO Room 2. Intership Room
Thursday 30 May 2024	1. Monitoring the installation of solar panels at FILAGAM 2. Preparing samples of Tirta Muda from raw materials to finished products to be sent to Jakarta. 3. Interviews of Horticulture group members about the community satisfaction index	1. Filagam, Lubuk Muda 2. Filagam, Lubuk Muda 3. Hortikultura Batang Duku
Friday 31 May 2024	1. Printing the Community Satisfaction Index questionnaire to be distributed to the Tani Tunas Makmur group. 2. Interviews of Tani Tunas Makmur group members about the community satisfaction index	1. CDO Room 2. Tani Tunas Makmur, Kampung Jawa

Source: Processed Data 2024

Following Table 3.18 In the last week of the internship the author was given the task of going down to the field to monitor the installation of solar panels, interviews about SMEs to several groups of fostered partners and prepare Tirta Muda products from raw materials to finished products to be sent to Jakarta.

3.5 Obstacle and Solution of Apprenticeship

3.5.1 Obstacle of Apprenticeship

The obstacles faced by the author during the internship process at PT Kilang Pertamina Refinery Unit (RU) II Sungai Pakning Production:

1. Difficulty in collecting all members to obtain data on the Community Satisfaction Index questionnaire on CSR (Corporate Social Responsibility) Assisted Programs carried out on several programs. this happens because of the busyness of each member this makes members have to wait for the right time to conduct interviews.
2. The internet connection in the internship workspace is unfavorable, causing the author to experience difficulties in completing several tasks that are required to be connected to the internet.

3.5.2 Solution of Apprenticeship

Solutions to the obstacles faced by the author during the practical work process at PT Kilang Pertamina Refinery Unit (RU) II Production Sungai Pakning is as follows:

1. Requesting approval from the leader and members of the group to go directly to each other's homes so that the data obtained can be complete and in accordance with what is desired.
2. Using personal internet in order to complete the task on time.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing work practice at PT Kilang Pertamina International Refinery (RU) II Production Unit Sungai Pakning, the following conclusions can be drawn:

1. There are several types of work during the internship, namely: Printing Documents, Scanning Documents, Writing Minutes, Responsible for designing an activity, Responsible for documentation and videography of activities carried out by the CSR team, Creating Profile Videos, Product Videos and Product Photos of 10 CSR (Corporate Social Responsibility) Assisted Partner programs, Designing tree name signs for CSR (Corporate Social Responsibility) assisted group *Sekolah Cinta Gambut*, Making invitation letters for the fostered group's Family Gathering event, Making a script in the form of a storyline for making videos for the KLHK competition (Ministry of Environment and Forestry), Designing brochures and stickers, Admin of Instagram Social Media for Tunas Makmur Farmer Fostered Partners, and Collecting data and filling out Community Satisfaction Index questionnaires to CSR (Corporate Social Responsibility) Fostered Partners.
2. This apprenticeship program is carried out at PT Pertamina Refinery Unit (RU) II Production Sungai Pakning for 4 months starting from 01 February 2024 - 31 May 2024. During Job Training, the author was placed in the CSR (Corporate Social Responsibility) section which was mentored by the Community Development Team Officer (CDO).
3. The work system or activities carried out when conducting apprenticeship in the Corporate Social Responsibility (CSR) section of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning is an online system using applications and manual systems. Work is carried out online such as sending email and applications that are often used are Canva to design

brochures or banners, Zoom and Google Meetings to conduct online meetings. For the manual system, it takes the form of recording through a form using the existing format used for carrying out activities, meetings and presentations.

4. The obstacles faced by the author, Difficulty in collecting all members to obtain data on the Community Satisfaction Index questionnaire on CSR (Corporate Social Responsibility) Assisted Programs carried out on several programs. this happens because of the busyness of each member this makes members have to wait for the right time to conduct interviews. The solution is to ask for approval from the leader and group members to go directly to their respective homes so that the data obtained can be complete and in accordance with what is desired. Barriers Furthermore, the internet connection in the internship workspace is not good, causing the author to have difficulty in completing several tasks that are required to be connected to the internet. The solution is to use personal internet in order to complete the task on time.

4.2 Suggestions

After doing Apprenticeship at PT Pertamina International Refinery RU II Sungai Pakning, there are several suggestions, namely:

1. The author

Suggestions for writers to be more thorough, careful and concentrated in writing. Get used to reading first before acting, and think realistically and rationally, and carry out tasks in accordance with the directions or orders given by the employee concerned.

2. Company

After carrying out internship work activities at PT. Pertamina International Refinery RU II Sungai Pakning. There are several suggestions that the author would like to convey to the company, namely when the company gives tasks that have a big responsibility and high risk to internship students, they should supervise, be guided and taught so that unwanted events do not occur.

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APPENDICES

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 : 4259/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

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

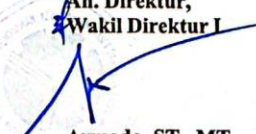
Dengan hormat,

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 bulan 01 Februari s/d 31 Mei 2024, adapun nama mahasiswa sebagai berikut:

No.	Nama	Nim	Prodi
1.	Muhammad Idham	5404201334	D4 Administrasi Bisnis Internasional
2.	Fifi Anissa Jannah	5404201337	D4 Administrasi Bisnis Internasional
3.	Raudhathul Jannah	5404201298	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 Reply Letter



Sungai Pakning, 29 Januari 2024
Nomor : 0057/KPI45123/2024-SB
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. : 097 / KPI45123 / 2024 - 58

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

Nama : RAUDAHTHUL JANNAH
Jurusan : ADMINISTRASI NIAGA
Institusi : POLITEKNIK BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK BENGKALIS Jurusan ADMINISTRASI NIAGA di CSR PT. Kilang Pertamina Internasional RU II Sungai Pakning, mulai tanggal 1 Februari sampai dengan 31 Mei 2024.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 31 Mei 2024.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk



APPENDIX 4: Apprenticeship Certificate



SERTIFIKAT

Nomor : 100 / KPI45123 / 2024 - S8

Dengan ini menerangkan bahwa :

N a m a : RAUDAHTHUL JANNAH
NIM : 5404201298
Tempat & Tanggal lahir : Teluk Pambang, 23 Februari 2002
Jurusan : Administrasi Niaga
Institusi : Politeknik Negeri Bengkalis
Telah melaksanakan : Kerja Praktek / Magang di CSR
PT. Kilang Pertamina Internasional RU II Sungai Pakning
Yang diselenggarakan dari tanggal : 1 Februari s/d 31 Mei 2024

Sungai Pakning, 31 Mei 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 : RAUDAHTHUL JANNAH
N I M : 5404201298
INSTITUSI : Politeknik Negeri Bengkalis
JURUSAN : Administrasi Niaga

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1.	KEDISIPLINAN	98	Sembilan Puluh Delapan
2.	KEJUJURAN	90	Sembilan Puluh
3.	KERAJINAN	95	Sembilan Puluh Lima
4.	PENGUASAAN MATERI / TUGAS POKOK	95	Sembilan Puluh Lima
5.	HUBUNGAN DENGAN PEKERJA	95	Sembilan Puluh Lima
6.	HUBUNGAN DENGAN SESAMA MAHASISWA/SISWA	98	Sembilan Puluh Delapan
RATA - RATA		95.2	Sembilan Puluh Lima Koma Dua

Sungai Pakning, 31 Mei 2024
 Pembimbing,



RAHMAD HIDAYAT

APPENDIX 6: ID Card During Apprenticeship



APPENDIX 7: List of Apprenticeship Attendance Sheet

ABSENSI KP FEBRUARI-MEI																															
NO.	NAMA	FEBRUARI 2024																												KETERANGAN	
		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
1.	Raudahthul Jannah	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	A : Alpa H : Hadir I : Izin S : sakit

ABSENSI KP FEBRUARI-MEI																																
NO.	NAMA	MARET 2024																														KETERANGAN
		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	30	
1.	Raudahthul Jannah	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	A : Alpa H : Hadir I : Izin S : sakit

ABSENSI KP FEBRUARI-MEI																															
NO.	NAMA	Apr-24																												KETERANGAN	
		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
1.	Raudahthul Jannah																														A : Alpa H : Hadir I : Izin S : sakit

ABSENSI KP FEBRUARI-MEI																															
NO.	NAMA	APRIL																												KETERANGAN	
		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
1.	Raudahthul Jannah	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	A : Alpa H : Hadir I : Izin S : sakit

Spv. General Affair

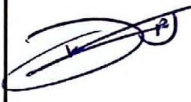
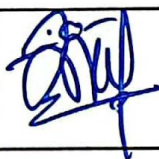
 Erma Milda

APPENDIX 8: Daily Activity

Day : Thursday-Friday
 Date : 01-04 February2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 01 - 04 February 2024




Day/Date	Activity	Task Assignor	Signature
Thursday 01 February 2024	1. Departure to PT. Pertamina 2. Internship Document Submission 3. Safety Induction 4. Security Talk 5. Id Card Creation	Amril Norman	
Friday 02 February 2024	1. Introduction to the CSR Field 2. Mentor Briefing 3. Identity Card Retrieval	Vera Darasni Putri	
Saturday 03 February 2024	Off	-	-
Sunday 04 February 2024	Off	-	-
Note by Industrial Coach			

No.	Activities	Description
1.		Provision of Safety Induction Material

Day : Monday-Friday
Date : 05 - 11 February 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
Campus : Politeknik Negeri Bengkalis
Date : 05 - 11 February 2024




Day/Date	Activity	Task Assignor	Signature
Monday 05 February 2024	1. Joint meeting and discussion in filagam (CSR) Program with community leaders in Beringin hamlet, Lubuk Muda village	Vera Darasni Putri	
Tuesday 06 February 2024	1. Editing photos for MSMEs Pineapple Tani Tunas Makmur, and posting on Instagram Tani Tunas Makmur account.	Rizal Indra Priambada	
Wednesday 07 February 2024	1. Purchase items to prepare for posyandu events in two villages	Vera Darasni Putri	
Thursday 08 February 2024	Off	-	-
Friday 09 February 2024	Off	-	-
Saturday 10 February 2024	Off	-	-


No.	Activities	Description
1.		Join meeting and discussion in filagam (CSR) Program with community leaders in Beringin hamlet, Lubuk Muda village

Day : Monday-Sunday
Date : 12 - 18 February 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
Campus : Politeknik Negeri Bengkalis
Date : 12 - 18 February 2024






Day/Date	Activity	Task Assignor	Signature
Monday 12 February 2024	Field observation in pineapple plantation, assisted by Pertamina Tani Tunas Makmur	Rizal Indra Priambada	
Tuesday 13 February 2024	Conduct daily medical check-ups before carrying out activities in the office	Rizal Indra Priambada	
Wednesday 14 February 2024	Off	-	-
Thursday 15 February 2024	Off	-	-
Friday 16 February 2024	Off	-	-
Saturday 17 February 2024	Off	-	-
Sunday 18 February 2024	Worked with residents to clean up mangrove forests in Pangkalan Jambi.	Vera Darasni Putri	

No.	Activities	Description
1.		Worked with residents to clean up mangrove forest in Pangkalan Jambi

Day : Monday-Friday
Date : 19 - 25 February 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
Campus : Politeknik Negeri Bengkalis
Date : 19 - 25 February 2024


Day/Date	Activity	Task Assignor	Signature
Monday 19 February 2024	<ol style="list-style-type: none"> 1. Editing photos for MSMEs Pineapple Tani Tunas Makmur, and posting on Instagram Tani Tunas Makmur account. 2. Field observation at Pangkalan Jambi Mangrove in preparation for the visit of the Minister of Environment and Forestry. 3. Field observation at the Arboretum in Kampung Java to prepare for the visit of the Minister of Environment and Forestry. 4. Meeting to discuss the event rundown and route to prepare for the arrival of the field survey team before the Minister of Environment and Forestry arrives. 5. Meeting to form a committee, make a rundown of events for the K3 Seminar. 	Rizal Indra Priambada	
Tuesday 20 February 2024	<ol style="list-style-type: none"> 1. Conduct daily medical check-ups before carrying out activities in the office. 2. Observing the production of pineapple flour chips, and making a product video 	Vera Darasni Putri	
Wednesday 21 February 2024	<ol style="list-style-type: none"> 1. Preparation of souvenir packing for K3 Seminar 	Vera Darasni Putri	
Thursday 22 February 2024	<ol style="list-style-type: none"> 1. Received the field survey team from the Secretary General at Arboretum and Mangrove Pangkalan Jambi. 	Vera Darasni Putri	
Friday 23 February 2024	<ol style="list-style-type: none"> 1. Implementation of OSH Seminar for high school and vocational school students in Bukit Batu sub-district 	Vera Darasni Putri	


No.	Activities	Description
1.		<p>Editing photos for MSMEs Pineapple Tani Tunas Makmur, and posting on Instagram Tani Tunas Makmur account.</p>
2.		<p>Meeting to form a committee, make a rundown of events for the K3 Seminar.</p>
3.		<p>Field observation at Pangkalan Jambi Mangrove in preparation for the visit of the Minister of Environment and Forestry.</p>

Day : Monday- Sunday
Date : 26 February – 03 March 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudhathul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 26 February - 03 March 2024






Day/Date	Activity	Task Assignor	Signature
Monday 26 February 2024	Packing Souvenirs for a Family Gathering event with Pertamina fostered groups	Vera Darasni Putri	
Tuesday 27 February 2024	Visit to SD 8 to prepare for Adiwiyata School.		
Wednesday 28 February 2024	1. Buying items for souvenirs 2. Check all receipts for events that have been held		
Thursday 29 February 2024	1. Create letters and print invitations for the GERNAS event		
Friday 01 March 2024	1. Create invitation letter for CSR fostered partners for family gathering event		
Saturday 02 March 2024	1. Field observation of mangrove Pangkalan Jambi in preparation for the ministerial visit of the Ministry of Environment and Forestry of the Republic of Indonesia.		
Sunday 03 March 2024	1. Obeservation to Mangrove Pangkalan Jambi to see the improvement program before the Minister of Environment and Forestry came. 2. Family Gahering event preparation with Pertamina CSR Assisted partner groups		


No.	Activities	Description
1.		Monitoring activities in preparation for the arrival of the Minister of Environment and Forestry at Mangrove Pangkalan Jambi

Day : Monday-Friday
Date : 04 – 08 March 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 04 - 08 March 2024




Day/Date	Activity	Task Assignor	Signature
Monday 04 March 2024	1. Create a product video of Amplang Lomek crackers from CSR-assisted groups	Vera Darasni Putri	
Tuesday 05 March 2024	1. Observation of the preparation for the arrival of the Minister of Environment and Forestry at Sungai Pakning arboretum. 2. Create a video product from the Tani Tunas Makmur group assisted by CSR Pertamina Sungai Pakning	Vera Darasni Putri	
Wednesday 06 March 2024	1. Preparatory rehearsal for the arrival of the Minister of Environment and Forestry at the Jambi Arboretum and Mangrove Pangkalan before the D-day	Vera Darasni Putri	
Thursday 07 March 2024	1. The Minister of Environment and Forestry visited on the occasion of Foresters' Day and Packing souvenirs for the guests who attended the event.	Vera Darasni Putri	
Friday 08 March 2024	1. Post photos of the minister's visit on Tani Tunas Makmur instagram feeds	Rizal Indra Priambada	


No.	Activities	Description
1.		Visit of Minister of Environment and Forestry Siti Nurbaya Bakar and Lord Zac Goldsmith at Pakning River Arboretum for Foresters' Day

Day : Monday-Friday
 Date : 11– 15 March 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 11 - 15 March 2024


Day/Date	Activity	Task Assignor	Signature
Monday 11 March 2024	Off	-	-
Tuesday 12 March 2024	Off	-	-
Wednesday 13 March 2024	1. Went to the field to conduct interviews with CSR fostered partners, namely MPA, Tani Tunas Makmur and Hortikultura.	Asri Dewi	
Thursday 14 March 2024	1. Participated in the provision of PMT assistance for infants and toddlers at Posyandu Sekar Melati Sukaharjo Hamlet, Pakning Asal Village.	Vera Darasni Putri	
Friday 15 March 2024	1. Video editing of products from CSR fostered partners	Vera Darasni Putri	


No.	Activities	Description
1.		Went to the field to conduct interviews with CSR fostered partners at MPA.

Day : Monday-Friday
 Date : 18– 22 March 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 18 - 22 March 2024


Day/Date	Activity	Task Assignor	Signature
Monday 18 March 2024	1. Participated in the separation of one of the Internship partners	Vera Darasni Putri	
Tuesday 19 March 2024	1. Went into the field to make videos at and Sungai Pakning Arboretum.		
Wednesday 20 March 2024	1. Went into the field to make videos at Pangakalan Jambi Mangrove		
Thursday 21 March 2024	1. Went to the field to make a profile video at SDN 8 Siak Kecil.		
Friday 22 March 2024	1. Video editing of products from Bumdes Pakning Asal from CSR fostered partners		

No.	Activities	Description
1.		Field observation and video shooting at Sungai Pakning arboretum

Day : Monday-Friday
 Date : 25– 29 March 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 25 – 29 March 2024


Day/Date	Activity	Task Assignor	Signature
Monday 25 March 2024	1. Take video Product Stik Kangkung	Vera Darasni Putri	
Tuesday 26 March 2024	1. Editing Video product Keripik Tepung Nanas		
Wednesday 27 March 2024	1. Sorting products from CSR fostered partners		
Thursday 28 March 2024	1. Editing video product Herjamu		
Friday 29 March 2024	Off		

No.	Activities	Description
1.		Video Editing for final project

Day : Monday-Friday
 Date : 01– 05 April 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 01 – 05 April 2024


Day/Date	Activity	Task Assignor	Signature
Monday 01 April 2024	1. Editing Video product Amplang Lomek	Vera Darasni Putri	
Tuesday 02 April 2024	1. Creating a script to make a profile video on the partners in the Madu Biene group		
Wednesday 03 April 2024	1. Take a profile video on the partners in the Madu Biene group at Tanjung Leban		
Thursday 04 April 2024	1. Creating a script to make a profile video on the partners in the Filagam group		
Friday 05 April 2024	1. Take a profile video on the partners in the Filagam group at Lubuk Muda		

No.	Activities	Description
1.		Profile video creation on Filagam, Lubuk Muda

Day : Monday-Monday
Date : 08– 15 April 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**





Name : Raudahthul Jannah
Campus : Politeknik Negeri Bengkalis
Date : 08 – 15 April 2024


Day/Date	Activity	Task Assignor	Signature
Monday 08 April 2024	Holidays Ahead of Eid Al-Fitr 1445 H	Vera Darasni Putri	
Tuesday 09 April 2024			
Wednesday 10 April 2024			
Thursday 11 April 2024			
Friday 12 April 2024			
Saturday 13 April 2024			
Sunday 14 April 2024			
Monday 15 April 2024			

Day : Monday-Friday
 Date : 16 – 19 April 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 16 – 19 April 2024






Day/Date	Activity	Task Assignor	Signature
Tuesday 16 April 2024	1. Pick up products at FILAGAM and pack products to be delivered to JNT.	Leonardo Manullang	
Wednesday 17 April 2024	1. Make an interim PPT report on activities during the internship	Vera Darasni Putri	
Thursday 18 April 2024	1. Packing souvenirs for the visit of UNRI master students	Vera Darasni Putri	
Friday 19 April 2024	1. Received guests from UNRI master students to discuss with the CDO team, and made a visit to Mangrove Pangkalan Jambi.	Vera Darasni Putri	


No.	Activities	Description
1.		Visit of UNRI lecturers and master students to the CDO team work program

Day : Monday- Friday
 Date : 22 – 26 April 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 22 – 26 April 2024


Day/Date	Activity	Task Assignor	Signature
Monday 22 April 2024	1. Make a proposal for blood donation and socialization activities	Asri Dewi	
Tuesday 23 April 2024	1. Revised proposal for blood donation and socialization activities 2. Discussion meeting with SIMPEDA to prepare for blood donation and socialization event in Bandar Laksmana	Asri Dewi	
Wednesday 24 April 2024	1. Field observations at horticulture farms and solar panel installation.	Vera Darasni Putri	
Thursday 25 April 2024	1. Field observations at Filagam and solar panel installation. 2. Take Video for the final project at filagam	Vera Darasni Putri	
Friday 26 April 2024	1. Field observation and Take video of Nila harvesting in mangrove pangkalan jambi 2. Participated in the Halal bihalal event of the big family of PT Pertamina International Refinery Unit II Sungai Pakning.	Vera Darasni Putri	


No.	Activities	Description
1.		Discussion meeting with SIMPEDA to prepare blood donation and socialization event at Bandar Laksamana

Day : Monday- Friday
 Date : 29 April – 03 May 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 29 April – 03 Mei 2024


Day/Date	Activity	Task Assignor	Signature
Monday 29 April 2024	1. Received a visit from a member of BUMN for an event that will be held at Pertamina CSR fostered partners, namely a visit to Mangrove Pangkalan Jambi, arboretum and pineapple fields.	Vera Darasni Putri	
Tuesday 30 April 2024	1. Received a visit from a member of BUMN for an event that will be held at Pertamina CSR fostered partners, namely a visit to Hortikultura Batang Duku, Bumdes, SDN 08 siak kecil dan Filagam Dusun Beringin Desa Lubuk Muda.		
Wednesday 01 May 2024	Off		
Thursday 02 May 2024	1. Making PPT for requesting blood donor activities in Bandar Laksmana sub-district		
Friday 03 April 2024	1. Create videos and photos of Tirta Muda Water and Madu Biene products		

No.	Activities	Description
1.		Field survey for Bakti BUMN event

Day : Monday- Friday
Date : 06 – 10 May 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
Campus : Politeknik Negeri Bengkalis
Date : 06 – 10 May 2024


Day/Date	Activity	Task Assignor	Signature
Monday 06 May 2024	1. Scan of activity proposal 2. Clearing and cleaning up the toga plantation with the Tirta Muda group in Beringin hamlet, Lubuk Muda village.	Vera Darasni Putri	
Tuesday 07 May 2024	1. Field observation to Bandar laksmana sub-district office to check the venue and other facilities for the blood donor event.		
Wednesday 08 May 2024	1. Editing Video and photo produk Madu Biene		
Thursday 09 May 2024	Off	-	-
Friday 10 May 2024	Off	-	-

No.	Activities	Description
1.		Working together to clean up the Tirta Muda group's toga garden

Day : Monday- Friday
 Date : 13 – 17 May 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 13 – 17 May 2024


Day/Date	Activity	Task Assignor	Signature
Monday 13 May 2024	1. Packing Souvenir and field observation at Hortikultura	Vera Darasni Putri	
Tuesday 14 May 2024	1. Blood donation event at the Bandar Laksamana sub-district office		
Wednesday 15 May 2024	1. Create the final Project report		
Thursday 16 May 2024	1. Making explanations about compost for learning at SDN 08 Siak kecil		
Friday 17 April 2024	1. Focus group discussion with Horticulture group at Batang duku village office		


No.	Activities	Description
1.		Harvesting water spinach with Horticulture members

Day : Monday- Friday
 Date : 20 – 24 May 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
 INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
 MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
 Campus : Politeknik Negeri Bengkalis
 Date : 20 – 24 May 2024


Day/Date	Activity	Task Assignor	Signature
Monday 20 May 2024	1. Bakti BUMN event at the fostered partner group at the arboretum and Mangrove Pangkalan Jambi	Vera Darasni Putri	
Tuesday 21 May 2024	1. Bakti BUMN event at the fostered partner group at the Filagam and Telaga Suri Perdana		
Wednesday 22 May 2024	1. Bakti BUMN event at the fostered partner group at the Bumdes Mekar Jaya and Sekolah Cinta Gambut 2. Closing of the Bakti BUMN event in the courtyard of the bukit batu sub-district office		
Thursday 23 May 2024	Off		
Friday 24 April 2024	Off		


No.	Activities	Description
1.		Peatland education in Bakti BUMN event with elementary school children at Arboretum Sungai Pakning

Day : Monday- Friday
Date : 27 – 31 May 2024

**INDUSTRIAL INTERNSHIP PT. KILANG PERTAMINA
INTERNASIONAL RU II PRODUKSI SUNGAI PAKNING
MONITORING THE IMPLEMENTATION OF PRACTICAL WORK**

Name : Raudahthul Jannah
Campus : Politeknik Negeri Bengkalis
Date : 27 – 31 May 2024

Day/Date	Activity	Task Assignor	Signature
Monday 27 May 2024	1. Scan of administrative documents	Vera Darasni Putri	
Tuesday 28 May 2024	1. Documentation of the blood donation event at BULOPA		
Wednesday 29 May 2024	1. Printing the Community Satisfaction Index questionnaire to be distributed to the Horticulture group. 2. Made a recapitulation of the Memorandum in Excel.		
Thursday 30 May 2024	1. Monitoring the installation of solar panels at FILAGAM 2. Preparing samples of Tirta Muda from raw materials to finished products to be sent to Jakarta. 3. Interviews of Horticulture group members about the community satisfaction index		
Friday 31 April 2024	1. Printing the Community Satisfaction Index questionnaire to be distributed to the Tani Tunas Makmur group. 2. Interviews of Horticulture group members about the community satisfaction index		

No.	Activities	Description
1.		Monitoring the installation of solar panels at FILAGAM

APPENDIX 9: Photo documentation of apprenticeship

1. Photo with Junior officer and CSR team on the last day of internship



2. Photo with members of the tunas makmur farmer group who are producing pineapple flour crackers products.



3. Photo of blood donation activity held at BULOPA (*Budaya Loka Patra*)



4. Photo of the HSE Seminar activities held at the Pertamina Guesthouse



5. Photo documentation of safety induction with HSSE team

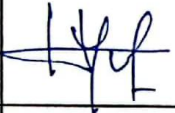


6. Photo documentation of the visit *Bakti BUMN*




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

Name : Raudahthul Jannah
 Student Identity No : 5404201298
 Apprenticeship Place : PT. Kilang Pertamina International RU II
 Production Sungai Pakning
 Advisor : Yunelly Asra, S.E., M.M

No.	Date and Time	Revision	Advisor Initials
1	sklasi 16/7-24	Ace !	

Bengkalis, 16-7, 2024
 Advisor


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