APPRENTICESHIP REPORT PT INDAH KIAT PULP AND PAPER Tbk. PERAWANG-MILL (PUBLIC RELATION)

PUTRI RATNA SARI 5404201308



APPLIED BACHELOR OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINITRATION DEPARTMENT STATE POLYTHECNIC OF BENGKALIS 2024

VALIDITY SHEET

APPRENTICESHIP REPORT PT. INDAH KIAT PULP & PAPER TBK - PERAWANG MILL PUBLIC RELATION

Written as one of the conditions for completing Apprenticeship

PUTRI RATNA SARI 5404201308

Perawang - Riau, June 28th, 2024

Head of Public Relation PT. Indah Kiat Pulp & Paper Tbk Perawang Mill Advisor

Armadi SE., M, E

SAP: 1013966

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

NIP. 198908312018031001

Approved by:

Head of International Business Administration

Study Program

State Polytechnic of Bengkalis

Wan Junita Raffah/B.Sc., M.Ec. Dev

NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise the presence of Allah SWT for His grace, love and gifts the author can complete a Apprenticeship report can be resolved well. As a requirement to complete the Bachelor of Degree Program in Bengkalis State Polytechnic International Business Administration Study Program. During the preparation of this Apprenticeship Report, The Author received much prayer, support and guidance from various parties, both directly and indirectly. So on this occasion the author would like to thank:

- 1. Mr. Johny Custer, ST., MT as the Director of Bengkalis State of Polytechnic.
- Mr. Armada, ST., MT as the Deputy Director I of Bengkalis State Polytechnic.
- 3. Mr. Akmal Indra S.Pd, MT as the Deputy Director III of Bengkalis State Polytechnic.
- 4. Ms. Supriati S.St., M.Si as chair of the Bengkalis State Polytechnic Business Administration Department.Mr.
- 5. Ms. Wan Junita Raflah.,B.Sc., M.Ev.,Dev as Head of the International Business Administration Study Program.
- 6. Mr. Hutomo Atman Maulana, S.Pd., M.Si as a Apprenticeship Coordinator.
- Armadi, SE., ME as the Head of Public Affair PT Indah Kiat Pulp And Paper Perawang Mill.
- 8. Ms. Irmai Sastri Arsih, S.H, Mr. Hardi,S.Pd, Mr. Purnayudha Tarigan, S.I.KOM, and all staff of PT. Indah Kiat Pulp And Paper Perawang Mill who has guided and taught me during the Apprenticeship.
- 9. Especially to my beloved mother and brother. Thank you for helping me every time, and for your support.
- 10. Especially for my beloved father. Thank you for teaching me to be the tough person I am today.

- 11. To my best friends who always provide support to me in completing this Apprenticeship Report. For unlimited support and motivation, and always providing assistance.
- 12. To my classmates, thank you for four very meaningful years and help from friends during the lecture period. To my dear alma mater friends, I also thank you for the best stories and introductions during the lecture period and thank you to friends who always provide support for me.
- 13. Finally, to myself, thank you for making it through the long process of study until you have made it to the stage of completing this thesis. Thank you for being patient, staying calm, staying afloat, and always sighing in every process you go through and welcome to the next process of self-maturation.

Bengkalis, 28 June 2024

Putri Ratna Sari

TABLE OF CONTENTS

APPROVAL SHEET	i
ACKNOWLEDGEMENT	ii
TABLE OF CONTENTS	iv
LIST OF FIGURES	vi
LIST OF TABLES	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION	1
1.1 Background of Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significance of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company Profile	5
2.2 Vission and Mission	10
2.3 Kind of Business	11
2.4 Organization Structure	12
2.5 The Working Process	15
2.6 Document Used for Activity	17
CHAPTER III SCOPE OF THE APPRENTICESHIP	19
3.1 Job Description	19
3.2 System and Procedures	19
3.2.1 Systems	19
3.2.2 Procedurs	20
3.3 Place of Apprenticeship	28
3.4 Kind and Description of the Activity	28
3.5 Obstacles Encountered during of the Apprenticeship	40
3.5.1 Obstacles Encountered during of the Apprenticeship	40
3.5.2 Solutions Encountered during of the Apprenticeship	40
	iv

CHAPTER IV CONCLUSION AND SUGGESTION	41
4.1 Conclusion	41
4.2 Suggestion	42
REFERENCES	43
APPENDICES	44

LIST OF FIGURES

Figure 2.1 PT Indah Kiat Pulp and Paper Tbk Perawang Mill	5
Figure 2.2 Logo of PT Indah Kiat Pulp and Paper	6
Figure 2.3 Organization Structure	13
Figure 2.4 Orgnization Structure Of Public Affair	14
Figure 2.5 Flowchart Working Process	15
Figure 2.6 Input incoming Letters and Proposals	17
Figure 2.7 Disposition sheet for incoming proposals and social assistance	18
Figure 3.1 Flowchart of Accepting Incoming Proposals	20
Figure 3.2 Flowchart of conducting gathering or meetings	21
Figure 3.3 Documentation of meetings	22
Figure 3.4 Flowchart of Event Organizer	23
Figure 3.5 Flowchart of Planning Activities	23
Figure 3.6 Documentation of Proposal Event Dai Audition	24
Figure 3.7 Flowchart of Organizing Activities	24
Figure 3.8 Flowchart of Implementation Process	25
Figure 3.9 Documentation of Event Organizer	26
Figure 3.10 Documentation of Voluntering tzu chi	27
Figure 3.11 Documentation of Voluntering tzu chi	27

LIST OF TABLES

Table 3.1 Schedule Working	28
Table 3.2 Daily Activities of January 22, 2024 to January 26, 2024	28
Table 3.3 Daily Activities of January 29, 2024 to February 02, 2024	29
Table 3.4 Daily Activities of February 05, 2024 to February 09, 2024	29
Table 3.5 Daily Activities of February 12, 2024 to February 16, 2024	30
Table 3.6 Daily Activities of February 19, 2024 to February 23, 2024	30
Table 3.7 Daily Activities of February 26, 2024 to March 01, 2024	31
Table 3.8 Daily Activities of Maret 04, 2024 to March 08, 2024	31
Table 3.9 Daily Activities of Maret 11, 2024 to March 15, 2024	32
Table 3.10 Daily Activities of Maret 18, 2024 to March 22, 2024	32
Table 3.11 Daily Activities of Maret 25, 2024 to March 29, 2024	33
Table 3.12 Daily Activities of April 01, 2024 to April 05, 2024	33
Table 3.13 Daily Activities of April 08, 2024 to April 12, 2024	34
Table 3.14 Daily Activities of April 15, 2024 to April 19, 2024	34
Table 3.15 Daily Activities of April 22, 2024 to April 26, 2024	35
Table 3.16 Daily Activities of April 29, 2024 to May 3, 2024	35
Table 3.17 Daily Activities of May 6, 2024 to May 10, 2024	36
Table 3.18 Daily Activities of May 13, 2024 to May 17, 2024	36
Table 3.19 Daily Activities of May 20, 2024 to May 24, 2024	37
Table 3.20 Daily Activities of May 27, 2024 to May 31, 2024	37
Table 3.21 Daily Activities of June 3, 2024 to June 7, 2024	38
Table 3.22 Daily Activities of June 10, 2024 to June 14, 2024	38
Table 3.23 Daily Activities of June 17, 2024 to June 21, 2024	39
Table 3.24 Daily Activities of June 24. 2024 to June 28. 2024	39

LIST OF APPENDICES

APPENDIX 1 : Apprenticeship Latter	44
APPENDIX 2 : Apprenticeship Replay Latter	45
APPENDIX 3: Apprenticeship Statement Latter	46
APPENDIX 4 : Apprenticeship Assesment Sheet	47
APPENDIX 5 : Certificate	48
APPENDIX 6 : Daily Activity	49
APPENDIX 7 : Revision Sheet	73