

**APPRENTICESHIP REPORT**

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

**MUHAMMAD IDHAM  
5404201334**



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

**2024**

# APPROVAL SHEET

## APPRENTICESHIP REPORT PT. KILANG PERTAMINA INTERNATIONAL REFINERY UNIT (RU) II PRODUCTION SUNGAI PAKNING

Written as one of the requirements for completing the apprenticeship

**MUHAMMAD IDHAM**  
5404201334

Sungai Pakning, July 13<sup>th</sup>, 2024

**Supervisor General Affair  
PT. Kilang Pertamina Internasional  
RU II Production Sungai Pakning**

**Advisor**



**Erna Imelda**  
NP: 719397



**Wan Junifa Raflah, B.Sc., M.Ec.Dev**  
NIP. 198908312018031001

**Approved by:**

**Head of International Business Administration  
Study Program  
State Polytechnic of Bengkalis**



**Wan Junifa Raflah, B.Sc., M.Ec.Dev**  
NIP. 1984061420180320

## **PREFACE**

All praise is due to Allah SWT who always provides physical and spiritual health and the opportunity for the author to complete this Job Training report. Blessings and greetings are extended to our great prophet, Prophet Muhammad SAW, for all his struggles and the trust he has given, which will always be remembered.

The Job Training is one of the programs of the State Polytechnic of Bengkalis, especially for the Business Administration major, which all students must undertake to apply new knowledge and experiences in supporting the knowledge gained during lectures. This report is expected to enhance creativity and knowledge for both the writer and the readers. The author is grateful to all parties who have assisted in the implementation of the Job Training, making this report well-structured.

With the completion of this Job Training report, the author expresses profound gratitude to various parties who have provided assistance and guidance, enabling the author to complete the Job Training and this report successfully. So the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Jhony Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as Coordinator of this apprenticeship.
6. Mrs. Erna Imelda and Mr. Rahmad Hidayat as the Supervisor General Affairs and Junior Officer Comrel of PT. Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning.

7. Ms. Vera Darasni Putri as the Supervisor of Job Training of PT. Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning.
8. All employee of Corporate Sosial Responsibility (CSR) Division and General Affairs of PT. Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning that already give the writer guidance and a lot of experience while did the job training.
9. Especially to my parents, Mr. Ramzi and my beloved mother Mrs Late. Nurbaiti, thank you for allowing me to do an internship at my dream company, for believing in me and for providing material and financial support.
10. Especially myself, thank you for trying to give the best for the campus and family, for completing the internship well and on time.
11. To my fellow interns, thank you for being friends and providing lessons for me during my internship
12. Friends in arms of State Polytechnic of bengkalis, especially the international business administration study program, thank you for your support and cooperation in completing this job training report.

Bengkalis, 13 July 2024



**Muhammad Idham**  
NIM.5404201334

## TABLE OF CONTENTS

<b>APROVAL SHEET .....</b>	<b>i</b>
<b>PREFACE .....</b>	<b>iv</b>
<b>TABLE OF CONTENTS .....</b>	<b>v</b>
<b>LIST OF TABLE.....</b>	<b>vi</b>
<b>LIST OF FIGURE.....</b>	<b>vii</b>
<b>LIST OF APPENDICES .....</b>	<b>viii</b>
 <b>CHAPTER I INTRODUCTION</b>	
1.1 Background of the Apprenticeship.....	1
1.2 Purposes of the Apprenticeship.....	2
1.3 Significances of the Apprenticeship.....	3
1.3.1 Significances For the Writer .....	3
1.3.2 Significances For the Academic.....	3
1.3.3 Significances For the Company .....	4
 <b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY</b>	
2.1 Company History .....	5
2.2 Vision and Mission .....	9
2.3 Kind of Business .....	9
2.4 Organization Structure .....	10
2.5 The Working Process .....	14
2.6 Document Used for Activity .....	15
 <b>CHAPTER III SCOPE OF THE APPRENTICESHIP</b>	
3.1 Job Description .....	18
3.2 System and Procedure.....	19
3.2.1 System.....	19
3.2.2 Procedure.....	21
3.3 Place and Time of Apprenticeship .....	29
3.4 Kind and Description of the Activity.....	29

3.5	Obstacles and Solutions of Apprenticeship.....	44
3.5.1	Obstacles Encountered During the Internship.....	44
3.5.2	Solutions During the Internship .....	45

**CHAPTER IV CONCLUSION AND SUGGESTION**

4.1	Conclusion .....	46
4.2	Suggestion.....	47

<b>REFERENCES</b> .....	49
-------------------------	----

## LIST OF TABLES

Tabel 3.1	The Working Schedule of PT. KPI RU II Produksi Sungai Pakning .....	29
Tabel 3.2	Report on Job Training Activities Week 1 (One).....	30
Tabel 3.3	Report on Job Training Activities Week 2 (Two) .....	30
Tabel 3.4	Report on Job Training Activities Week 3 (Three) .....	31
Tabel 3.5	Report on Job Training Activities Week 4 (Four) .....	32
Tabel 3.6	Report on Job Training Activities Week 5 (Five) .....	32
Tabel 3.7	Report on Job Training Activities Week 6 (Six) .....	33
Tabel 3.8	Report on Job Training Activities Week 7 (Seven).....	34
Tabel 3.9	Report on Job Training Activities Week 8 (Eight).....	35
Tabel 3.10	Report on Job Training Activities Week 9 (Nine).....	35
Tabel 3.11	Report on Job Training Activities Week 10 (Ten) .....	36
Tabel 3.12	Report on Job Training Activities Week 11 (Eleven).....	36
Tabel 3.13	Report on Job Training Activities Week 12 (Twelve).....	37
Tabel 3.14	Report on Job Training Activities Week 13 (Thirteen) .....	38
Tabel 3.15	Report on Job Training Activities Week 14 (Fourteen).....	38
Tabel 3.16	Report on Job Training Activities Week 15 (Fifteen) .....	39
Tabel 3.17	Report on Job Training Activities Week 16 (Sixteenth).....	40
Tabel 3.18	Report on Job Training Activities Week 17 (Seventeenth) .....	40
Tabel 3.19	Report on Job Training Activities Week 18 (Eighteenth) .....	41
Tabel 3.20	Report on Job Training Activities Week 19 (Nineteenth) .....	42
Tabel 3.21	Report on Job Training Activities Week 20 (Twenty) .....	42
Tabel 3.22	Report on Job Training Activities Week 21 (Twenty one).....	43
Tabel 3.23	Report on Job Training Activities Week 22 (Twenty Two).....	44

## LIST OF FIGURES

Figure 2.1	Logo of PT Kilang Pertamina International.....	5
Figure 2.2	PT Kilang Pertamina International RU II Production Sungai Pakning .....	8
Figure 2.3	Company Organizational Structure .....	11
Figure 2.4	Calculating a Receipt.....	16
Figure 2.5	Creating a cooperation agreement .....	17
Figure 2.6	Minutes Form.....	17
Figure 3.1	Printing Documents .....	21
Figure 3.2	Scanning Documents .....	22
Figure 3.3	Host on Family Gathering Event .....	22
Figure 3.4	Blood Donation Event .....	23
Figure 3.5	K3L seminar and socialization.....	23
Figure 3.6	Blood Donation and VCT Screening Event.....	23
Figure 3.7	Halal Bihalal event .....	24
Figure 3.8	Composting activity .....	25
Figure 3.9	Activity Of Making Ecobricks.....	25
Figure 3.10	Education on Peatlands.....	26
Figure 3.11	Monitoring in a bioflok aquaponics.....	26
Figure 3.12	Monitoring and collaborating .....	27
Figure 3.13	Evaluating harvest results .....	27
Figure 3.14	Discussion on the Catering .....	28
Figure 3.15	Discussion on the Catering .....	28
Figure 3.16	Monitoring the Installation of Solar Panels .....	29



## **LIST OF APPENDICES**

Appendix 1 :	Job Training Application Letter .....	50
Appendix 2 :	Reply Letter for Application for Job Training .....	51
Appendix 3 :	Job Attendance Schedul .....	52
Appendix 4 :	Certificate job training.....	53
Appendix 5 :	Job Training Assessment Sheet.....	54
Appendix 6 :	Job Training Statement Letter .....	55
Appendix 7 :	Job Training Activities .....	56