

**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**



**Erna Imelda**  
NP: 719397

**Advisor**



**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
 <b>CHAPTER IV CONCLUSION AND SUGGESTION</b>		
4.1	Conclusion .....	46
4.2	Suggestion.....	47
<b>REFERENCES .....</b>		<b>49</b>

## 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

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Facing the ongoing era of globalization, many people are compelled to think and work hard to meet their needs. The competition for jobs is now very intense due to the large number of applicants and the limited number of available positions, especially for students who graduate in the thousands every year. In light of this phenomenon, every student needs to prepare themselves both before and after graduation to secure better job opportunities. Hard skills are the main key to obtaining those jobs. However, having hard skills alone is not sufficient; soft skills must also be developed to tackle various challenges in the workplace. Developing both hard and soft skills while studying at State Polytechnic of Bengkalis is the best way to achieve success and compete in the job market.

State Polytechnic of Bengkalis is one of the vocational higher education institutions established in 2001 by the Bengkalis Regency Government under the auspices of Yayasan Bangun Insani (YBI). On July 29, 2011, State Polytechnic of Bengkalis' status was upgraded to a State Polytechnic (PTN) through the Minister of National Education Regulation No. 28 of 2011 concerning the Establishment, Organization, and Governance of State Polytechnic of Bengkalis. Currently, State Polytechnic of Bengkalis has eight departments, namely Naval Architecture, Mechanical Engineering, Information Technology, Electronics Engineering, Civil Engineering, English, Business Administration, and Maritime. The Business Administration Department offers three programs: D-IV Public Financial Accounting, D-IV International Business Administration, and D-IV Digital Business, which was recently upgraded in 2022 from the previous D-III Business Administration. The International Business Administration Study Program focuses on various aspects of business and management from a global perspective. Key areas of

focus in this study program include International Management, International Marketing, International Finance, International Trade, International Business Law and Ethics, and Global Human Resources. This program is designed to prepare students to face business challenges in an ever-changing and competitive global environment.

According to the curriculum of the International Business Administration Study Program at State Polytechnic of Bengkalis, every student who is about to complete their studies must undertake a practical work placement as stipulated in the specific regulations issued by the Director of State Polytechnic of Bengkalis. This practical work is carried out after students have completed a minimum of six semesters and graduated fully. The practical work is a supporting activity conducted when students have reached the specified minimum semester and is mandatory for every student at State Polytechnic of Bengkalis.

This activity aims to implement the theories learned in the classroom into the workplace and experience the work environment. During this practical work activity, the author was placed in the Corporate Social Responsibility (CSR) department, a concept where organizations, especially companies, have responsibilities towards consumers, employees, shareholders, communities, and the environment in all operational aspects, including environmental issues like pollution, waste, product safety, and labor conditions. PT Kilang Pertamina International RU II Sungai Pakning served as the location for the practical work for five months, from February 01, 2024, to June 28, 2024.

## **1.2 Purpose of The Apprenticeship**

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. To apply the theories and concepts learned in college to real-world practice in a work environment.

2. To develop hard and soft skills relevant to industry needs, including communication, time management, and teamwork.
3. To gain a deep understanding of the concepts and implementation of Corporate Social Responsibility (CSR) and how large companies fulfill their social and environmental responsibilities.
4. To gain direct experience in the oil and gas industry, particularly in the CSR department, to understand operational dynamics and challenges.
5. To enhance students' readiness and competitiveness in the job market by gaining relevant and industry-recognized practical experience.

### **1.3 Significances of the Apprenticeship**

From the implementation of fieldwork practices, several benefits are obtained for the parties involved in this regard. The benefits are:

#### **1.3.1 Significance for the Writer**

There are several benefits from the implementation of the job training programs obtained by the writer, namely as follows:

1. Applying theories and concepts learned in college to real-world situations, enhancing practical understanding and skills.
2. Developing relevant hard and soft skills needed in the industry, including communication, time management, and teamwork skills.
3. Gaining direct experience in the oil and gas industry, especially in the CSR department, enriching the CV and increasing competitiveness in the job market.
4. Building connections with professionals in the industry, which can open future career opportunities.
5. Gaining deep insights into how large companies implement their social and environmental responsibilities.

#### **1.3.2 Significance for the Academic**

There are several benefits from implementing the job training obtained the academic, which are as follows:

1. Providing feedback that can be used to improve and enrich the educational curriculum, ensuring its relevance to industry needs.
2. Opening opportunities for further research and collaboration with the industry, particularly in the areas of CSR and sustainability.
3. Strengthening the relationship between educational institutions and the industry, supporting other academic programs.
4. Supporting student career development through relevant and quality internship programs.
5. Enhancing the reputation and accreditation of the educational institution through successful internship programs and graduates' success in the industry.

#### 1.3.3 Significance for the Company

The benefits of implementing job training programs are also obtained by companies/institutions that accept job training students, such as:

1. Accessing well-trained and high-potential prospective employees who can be recruited for permanent positions in the future.
2. Gaining fresh perspectives and new ideas from students who may have innovative approaches to existing challenges.
3. Receiving support in CSR projects and other operations from motivated and trained students.
4. Strengthening the company's commitment to education and human resource development through internship programs.
5. Enhancing the company's image as a supporter of education and professional development, and its commitment to social and environmental responsibility.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

On November 13, 2017, PT Kilang Pertamina International (PT KPI) was established as a strategic holding company of PT Pertamina (Persero) to manage, control, and oversee investments and business activities related to major refinery and petrochemical projects. Subsequently, on November 28, 2017, PT Pertamina Rosneft Processing and Petrochemicals (PT PRPP) was founded as a subsidiary of PT KPI to oversee the development of the Tuban New Grass Root Refinery (NGRR) project, a joint venture between PT Pertamina (Persero) and Rosneft Oil Company. The logo of PT Pertamina is shown in Figure 2.1 below:



**Figure 2.1 Logo of PT Kilang Pertamina Internasional**  
*Source: PT Pertamina RU II Sungai Pakning*

On May 7, 2019, PT Kilang Pertamina International established another subsidiary, PT Kilang Pertamina Balikpapan (PT KPB), with the objective of managing the development of the Refinery Unit V Balikpapan Refinery Development Master Plan (RDMP) Project and preparing it for a joint venture with partners. In June 2020, PT Kilang Pertamina International expanded its role beyond managing infrastructure projects and business development in refining and petrochemicals. It also took over the management of refineries and petrochemical plants previously managed by PT Pertamina (Persero), including Refinery Unit II Dumai, Refinery

Unit III Plaju, Refinery Unit IV Cilacap, Refinery Unit V Balikpapan, Refinery Unit VI Balongan, and Refinery Unit VII Sorong. This change in role was marked by the inauguration of PT Kilang Pertamina International as the Subholding Refining & Petrochemical as part of the establishment of the Oil and Gas Holding Company. This transition was followed by the appointment of a new Board of Commissioners and Directors for PT Kilang Pertamina International.

The Pertamina Refinery Unit II Dumai comprises two refineries, Kilang Putri Tujuh in Dumai and Kilang Sei Pakning. Kilang Putri Tujuh of Pertamina Refinery Unit II Dumai was constructed in April 1969 under a turnkey project contract between Pertamina and Far East Sumitomo, Japan. The construction of Refinery Unit II Dumai was formalized by the Decree of the Director General of PERTAMINA No. 33345/Kpts/DM/1967. The construction was carried out by the foreign contractor Ishikawajima Harima Heavy Industries (IHHI). The contractor handled the finishing work of the refinery and utilities for the Crude Oil Distillation Unit (CDU), while TAESEI was responsible for civil works, including other operational support facilities such as production tanks, a dedicated pier, and pipeline networks. Refinery Unit II is the largest Pertamina refinery on the island of Sumatra, supplying 23% of the national oil demand (Sukardi, 2013). The current operational area of Refinery Unit II Dumai includes:

1. Dumai Oil Refinery

The Dumai Oil Refinery, built in 1969, has a capacity of 100,000 barrels per day to process Minas crude oil. It began operations on September 8, 1971, inaugurated by President R.L. Suharto, with two processing units: the Topping Unit/Crude Distilling Unit (CDU) and the Gasoline Plant. The Dumai refinery processes crude oil into gas, gasoline/premium, kerosene, automotive diesel oil, and low-sulfur wax residue. With the increasing demand for petroleum and to maximize the refining of oil into more economically valuable products, the Dumai Oil Refinery Expansion Project was undertaken. This project added 11 processing units, known as the Hydrocracker Complex, to utilize the refinery's

capacity. The expanded Dumai refinery has a capacity of 120,000 barrels per day. The expansion project began in 1981 and was completed and inaugurated by President Soeharto on February 7, 1984. It processes low-sulfur wax residue produced by the CDU at both the Dumai and Sei Pakning refineries. Before the addition of the new refinery units, the old refinery could only process 37.73% of crude oil into fuel. The new processing units have a raw feed rate that yields 93.84% fuel, with the remaining residue from the new refinery used as refinery fuel and green coke, a flagship product of the Dumai II refinery. The construction of the Dumai Unit II refinery was based on several considerations:

1. The location of Dumai on the edge of the sea (Rupat Strait), with deep and calm sea conditions, facilitates sea transportation.
2. Availability of the required land.
3. Increasing demand for fuel oil.
4. Availability of crude oil from PT. CHEVRON

The raw materials processed are crude oil produced by PT. CHEVRON Indonesia from the Duri (DCO) and Minas (SLC) oil fields, with a ratio of 85% Minas crude oil and 15% Duri crude oil. Currently, the Pertamina RU-II Dumai refinery operates with a capacity of 130,000 barrels per day. The Pertamina Refinery Unit II Sei Pakning, integrated with the Refinery Unit II Dumai, processes oil from Handil and Lirik, with a production capacity of 50,000 barrels per day, producing 8 products similar to the CDU in Dumai. The residue produced by the Sei Pakning refinery is sent to Dumai for processing in the High Vacuum Unit (HVU).

## 2. Sei Pakning Oil Refinery

The Refinery Unit II Sei Pakning fuel production refinery is part of the Pertamina Refinery Unit II Dumai, owned by Pertamina's processing business group. The refinery's operations are supported by 207 Pertamina workers and 61 workers from PT EPT.



PT Pertamina, a state-owned enterprise (BUMN) in the oil and gas sector, was established on December 10, 1957, under the name PT Perusahaan Minyak Nasional (PT PERTAMINA). It became a State Company (PN) Pertamina in 1960. Eight years later, on August 20, 1968, PN Pertamina merged with PN Pertamina to form PN Pertambangan Minyak dan Gas Bumi Negara (Pertamina).



**Figure 2.2 PT Kilang Pertamina International RU II Production Sungai Pakning**  
*Source: PT Pertamina RU II Sungai Pakning*

The Sei Pakning Oil Refinery was constructed in November 1968 by Refining Associates (Canada) Ltd, or Refican, and was completed and began production in December 1969 with an initial capacity of 25,000 barrels per day. In September 1975, the entire refinery was transferred from Refican to Pertamina. The refinery underwent gradual improvements, increasing its capacity from 25,000 barrels per day to 35,000 barrels per day in 1977. In 1980, the capacity was further increased to 40,000 barrels per day. By 1982, the capacity of the Sei Pakning Oil Refinery was boosted to 50,000 barrels per day, matching the current design specifications. The configuration of the Sei Pakning Oil Refinesry is the same as the Crude Distillate Unit (CDU) configuration at the Dumai Oil Refinery (Sukardi, 2013).

## **2.2 Vision and Mission**

Every company must have a vision and mission to realize its goals and serve as a driving force to implement its respective programs. The same applies to PT Kilang Pertamina International Refinery Unit II Sungai Pakning. The following are the vision and mission of PT Kilang Pertamina International Refinery Unit II Sungai Pakning:

### **1. Vision**

A vision is the future goal of an institution, organization, or company. It represents the thoughts and aspirations of its founders, reflecting the future they aim to achieve. The vision of PT Kilang Pertamina International RU II Production Sungai Pakning is: “To become a competitive and environmentally friendly national oil and petrochemical refinery in the Asia-Pacific region by 2025.”

### **2. Mission**

A mission outlines the steps necessary to achieve the vision. It also explains the purpose or objectives of why the company, organization, or institution exists within society. The mission of PT Kilang Pertamina International RU II Production Sungai Pakning is: “To conduct business in the field of oil and petrochemical processing managed professionally and with environmental awareness based on Pertamina’s values, providing added value to stakeholders.

## **2.3 Kind of Business**

PT Kilang Pertamina Internasional RU II Produksi Sungai Pakning is a vital unit of PT Kilang Pertamina Internasional, which operates under the umbrella of PT Pertamina (Persero). This unit specializes in refining and processing crude oil to produce a variety of petroleum products, including gasoline, diesel, jet fuel, and other petrochemicals. The operations at RU II Produksi Sungai Pakning are essential for meeting regional energy demands and ensuring a stable supply of fuel and other petroleum-based products. Key aspects of their business include efficient crude oil

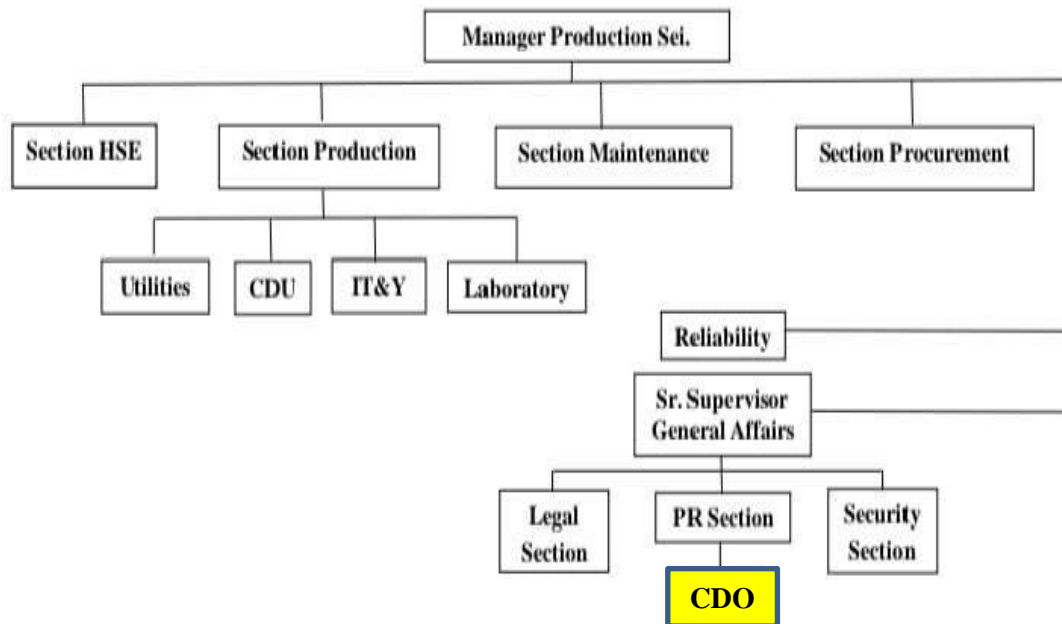
refining, meticulous supply chain management, and stringent quality control to maintain high standards and adhere to safety and environmental regulations.

Beyond their core operations, PT Kilang Pertamina Internasional RU II Produksi Sungai Pakning is committed to sustainability and community development. The company actively engages in Corporate Social Responsibility (CSR) activities, such as the Sekolah Cinta Gambut program, which promotes environmental conservation and supports local education initiatives. Their efforts in sustainability are aimed at reducing the carbon footprint of their operations and contributing positively to the local community. Through these initiatives, they provide employment opportunities, support community projects, and work towards creating a more sustainable future.

## **2.4 Organization Structure**

The organizational structure of a company is a visual diagram that includes the components that make up the company, illustrating what employees do, to whom they report, and how decisions are made within the company. The organizational structure determines how information flows between levels within the company, ensuring that company goals can be achieved. It helps new employees understand and learn about the management and departments within your company. A poor organizational structure can result in ambiguous job roles, lack of trust in teams and supervisors, a rigid work environment, and slow decision-making.

In this company structure, several personnel or sections are part of the core of the company's structure, commonly referred to as company officials. This includes the board of directors, managers, and heads of divisions or departments. Below them are the staff and workers. The organizational structure of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is as follows:



**Figure 2.3 Company Organizational Structure**  
*Source: Processed Data 2024*

Within the organizational structure of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, each section has its own roles and responsibilities. Below is an explanation of the duties and functions of each section:

1. Health, Safety, and Environment (HSE) Section

The HSE Manager is responsible for creating a safe working environment and preventing workplace accidents, including those related to people, equipment, and the environment. The HSE section is divided into four parts:

a. Fire Insurance Section

This section is responsible for maintaining a reliable fire suppression system for refinery operations by procuring hardware, software, and developing human resources. It also coordinates the implementation of HSE aspects and general administrative tasks.

b. Safety Section

This section is tasked with creating and reviewing work procedures, identifying and controlling hazards, conducting safety audits, supervising the

use of safety equipment, and providing accident prevention and control briefings to all employees.

c. Environmental Section

This section aims to create a clean environment by reducing and monitoring emissions of air, liquid, and solid waste that negatively impact the environment. It implements the ISO:14001 EMS Environmental Management System, ensures that environmental protection equipment is well-maintained and operated, and promotes the company's environmentally friendly image.

d. Occupational Health Section

This section addresses health issues related to occupational risks.

2. Production Section

The production unit is responsible for ensuring that the products meet established SOPs. This unit is divided into four parts:

a. Utilities

This unit provides refinery utilities such as water, electricity, steam, compressed air, and nitrogen.

b. Crude Distillation Unit (CDU)

The CDU is responsible for separating crude oil into various products through a physical separation process based on different boiling points, known as distillation.

c. ITU & Y

This section manages internal and external communication to ensure that needed information is promptly available, supporting smooth communication within PT Kilang Pertamina International RU II Production Sungai Pakning.

d. Laboratory

The laboratory unit is responsible for Quality Control, Quality Assurance, Feed Intermediates, Finished Product Feed, production equipment, and providing technical advice on the maintenance and inspection of material and spare parts quality.

3. Maintenance Section

The maintenance section is responsible for the implementation or repair of the company's operational equipment.

4. Procurement Section

The procurement section handles the provision and procurement of materials and spare parts needed for company operations. It comprises four parts:

- a. Inventory Control Section
- b. Purchasing Section
- c. Warehouse Services Section
- d. Contract Office Section

5. Reliability Section

The Reliability Manager is responsible for all matters related to refinery reliability in terms of maintenance (specialists). This section includes two parts: Plant Reliability and Equipment Reliability.

6. General Affairs (GA) Senior Supervisor

The GA supervisor's duties are complex, requiring interaction and coordination both internally and externally with other departments or outside entities. Tasks include handling various permits needed by the company, maintaining good relations with the surrounding community, and managing the company's assets. The General Affairs section comprises three parts:

a. Legal Section

This section is responsible for preparing and reviewing the validity of all company legal documents as requested by relevant managers, handling licensing issues for each company unit, and ensuring orderly administration related to business operations.

b. Public Relations (PR) Section

The PR section fosters and develops good relations between the company and the public, both internally and externally, to create a favorable public opinion. Currently, PT Kilang Pertamina International is engaged in community development for assisted groups supported by several Community Development Officers (CDOs). And it is in this relations section, especially the CSR departement under the auspices of the CDO, that the author carries out practical work activities for approximately five months.

c. Security Section

This section is responsible for granting visitor permits to PT Kilang Pertamina International RU II Production Sungai Pakning.

## **2.5 The Working Process**

The working process in the field of Corporate Social Responsibility (CSR) generally includes several crucial stages to ensure that the programs implemented provide positive and sustainable impacts for the community and the environment. The first step is identifying the needs and priorities of the surrounding community and relevant environmental issues. This can be done through surveys, community discussions, and data analysis. Accurate identification helps in designing targeted and effective programs.

Once the needs and priorities are identified, the CSR team will design appropriate programs. This planning process involves setting goals, targets, implementation strategies, and success indicators. These programs must align with the company's vision and mission to ensure that the CSR initiatives support the

company's strategic objectives. Moreover, thorough planning also includes budgeting and the provision of necessary resources, both financial and human.

The next step is the implementation of the programs, where the planned initiatives are executed according to the set schedule and strategy. This stage involves coordinating with various stakeholders, including local governments, NGOs, and the community. It is essential to ensure that all stakeholders are involved and supportive of these initiatives. Additionally, regular monitoring is conducted to ensure the programs are on track and achieving the set objectives.

Monitoring and evaluation are critical stages in the CSR working process. Evaluation is carried out to assess the effectiveness of the programs and identify areas needing improvement. Based on the evaluation results, the company can develop and enhance CSR programs to be more effective and sustainable. Subsequently, the company must prepare reports on CSR activities and outcomes to be presented to stakeholders. These reports should be transparent and accurate to demonstrate the company's commitment to CSR.

Finally, communication and publication of CSR initiatives and achievements to the public through various channels, such as mass media, social media, and annual reports, aim to build a positive reputation for the company and raise awareness of the importance of CSR. Thus, through these stages, CSR programs can be designed and implemented effectively to provide long-term benefits for the community and the environment while supporting the company's strategic goals.

## **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. Calculating a Receipt**

Calculating a receipt means computing or summing up the total cost or price listed on the receipt or invoice. A receipt is a document that records the details



of a transaction, typically including the items purchased, quantity, price per unit, and the total cost.



**Figure 2.4 Calculating a Receipt**  
*Source: Processed Data 2024*

## 2. Creating a cooperation agreement

Creating a cooperation agreement involves drafting an official document that outlines the terms of a partnership between two or more parties for a specific project or activity. This document should include a clear title, details about the parties involved, the purpose of the agreement, the scope of cooperation, duration, and the rights and responsibilities of each party.

Additionally, it should outline any specific terms and conditions, methods for resolving disputes, and be concluded with the signatures of all parties involved, along with any necessary attachments. Careful preparation ensures that all parties understand and agree to the terms, thereby reducing the likelihood of future conflicts.



**Figure 2.5 Creating a cooperation agreement**  
*Source: Processed Data 2024*

### 3. Minutes Form

Minutes Form is a brief record of the proceedings of meetings, events, and presentations, detailing what was discussed and decided. This form is used to document the outcomes of meetings or activities, including the title of the meeting, day/date, location, participants, as well as a summary of the discussion and actions taken, and it should be signed by the person responsible for the meeting.



**Figure 2.6 Minutes Form**  
*Source: Processed Data 2024*

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Descriptions**

The internship program will be conducted at PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning for approximately five months, starting from February 1, 2024, to June 28, 2024. During the internship process, we will be placed in the Corporate Social Responsibility (CSR) department, which is a concept where the company integrates environmental and social welfare concerns into its business operations and interactions with stakeholders.

At the beginning of the internship program, we will attend an orientation session aimed at introducing us to the company culture, organizational structure, company values, and the rules and procedures in effect at PT. Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

In the CSR department, you will be involved in various activities aimed at making a positive contribution to society and the environment. Within the development of CSR programs, there are tasks such as designing and implementing programs that aim to improve the quality of life of the surrounding community, such as education, health, and economic development. Additionally, environmental conservation activities are also promoted, such as organizing activities focused on environmental preservation, like tree planting, waste management, and initiatives to reduce carbon emissions. And, as social relationships inherently involve cooperation, CSR also works with local communities to understand their needs and find sustainable solutions to the problems they face.

The internship program is conducted at PT Kilang Pertamina International RU II Production Sungai Pakning for five months, starting from February 1, 2024, until June 28, 2024. During the internship period, participants are placed in the CSR

department. The following are several tasks during the Internship Program at the CSR Department of PT Kilang Pertamina International RU II Production Sungai Pakning:

1. Serving on the committee for the visit of the Minister of Environment and Forestry, participating in the activities, and being part of the committee for the BUMN service activities organized by the CSR department of PT Kilang Pertamina International RU II Production Sungai Pakning.
2. Act as the PIC in the Community Satisfaction Index (CSI) interview activities, gathering assessments from partner members regarding their satisfaction with the services provided by the company.
3. Going into the field, assisting mentors in completing various activities with partner members, and accompanying partner members in their activities such as making local souvenirs, community service, and others.
4. Act as the PIC to support and monitor the "Sekolah Cinta Gambut" in the Adiwiyata companion project at SD 08 Tanjung Belit.
5. Serving as the Master of Ceremony for events organized by the company, such as family gatherings, halal bihalal, and blood donation activities.

## **3.2 Systems and Procedures**

### **3.2.1 Systems**

Companies require systems to support their operations. In other words, a system consists of interconnected procedures that collectively form a function aimed at achieving the company's goals. In the context of operational systems in the CSR department, this encompasses the overall structure governing how a company or department conducts its activities. It involves the use of technology, workflow, and integration of various parts or units to achieve corporate objectives. To understand the infrastructure, data, and technology needed in Corporate Social Responsibility (CSR) systems, the following are some commonly required components:

1. Infrastructure covers aspects such as communication, accessibility, and equipment. Communication infrastructure supports internal and external

communications among the company, partners, and communities. Accessibility involves physical facilities and access to locations where CSR activities are conducted. Equipment includes tools for field activities like measurement devices, educational aids, and other necessary tools.

2. Data components support operational systems in CSR, including Data Collection and Data Management. Data collection is the process of gathering information about community needs, CSR program outcomes, and the impacts of CSR activities. Data Management involves systems for handling collected data, including storage, processing, and data analysis for reporting and evaluation purposes.
3. Technological components in CSR operational systems can be divided into four parts: Information Systems, Monitoring and Evaluation, Social Media Monitoring, and Reporting. Information Systems involve using systems to manage and analyze CSR data, including databases and platforms for accessing information. Monitoring and Evaluation use technology to monitor CSR program implementation and evaluate its impacts, often employing mapping applications or online tracking systems. Social Media Monitoring utilizes tools to monitor responses and interactions on social media related to company CSR programs. Reporting involves systems for generating periodic reports on the progress and impacts of CSR programs for stakeholders.

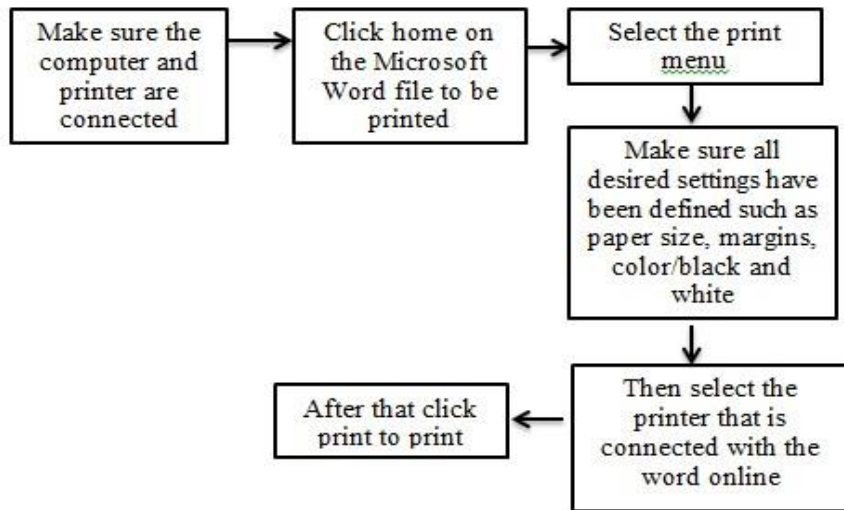
With effective infrastructure, data management, and appropriate technology use, companies can enhance transparency, efficiency, and the positive impacts of their CSR programs. This also ensures that all activities are conducted to standards and fulfill the company's objectives in building sustainable relationships with communities and the environment.

### 3.2.2 Procedures

Operational procedures focus on specific steps or routines to execute particular tasks or activities. This includes how tasks are performed, who is responsible, and the steps required to complete those tasks. There are several work procedures and proof of work carried out as assignments during job training which can be explained as follows:

#### 1. Printing

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:

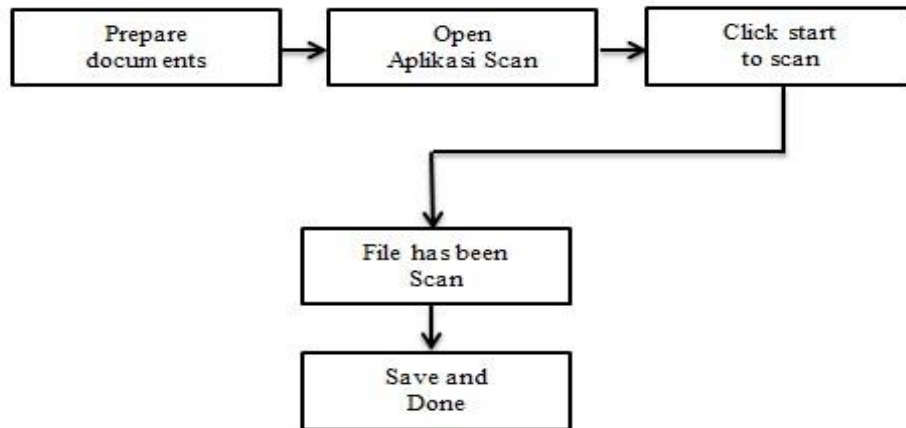


**Figure 3.1 Printing Documents**

*Source; Processed Data 2024*

#### 2. Scanning 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; Processed Data 2024*

3. Being a host for an event

Being a host for an event involves leading and managing the flow of the event

Here are some events and activities where the writer served as the host:

- a. Becoming the host for a family gathering event at the Wisma Pertamina Hall organized by CSR



**Figure 3.3 Host on Family Gathering Event**

*Source; Processed Data 2024*

- b. Becoming the host for a blood donation event and socialization for high school students, held at the Bandar Laksamana District Office Hall and organized by CSR.



**Figure 3.4 Blood Donation Event**  
*Source; Processed Data 2024*

- c. Becoming the host for a K3L seminar and socialization for high school students on the prevention of stunting in early childhood and forest fire prevention, held at the Wisma Pertamina Hall and organized by CSR.



**Figure 3.5 K3L seminar and socialization**  
*Source; Processed Data 2024*



- d. Becoming the host for a blood donation and VCT screening event for the general public in Sungai Pakning, held at the BULOPA Hall and organized by General Affairs.



**Figure 3.6 Blood Donation and VCT Screening Event**

*Source; Processed Data 2024*

- e. Becoming the host for the Halal Bihalal event for all employees and associates of Pertamina Sungai Pakning, held at the BULOPA Hall and organized by General Affairs.



**Figure 3.7 Halal Bihalal event**

*Source; Processed Data 2024*

4. Being the (Person in Charge) for the Sekolah Cinta Gambut program with Adiwiyata assistance

Involves steps to support schools in implementing the Adiwiyata program, which aims to create an environmentally friendly school environment. Below are some of the Adiwiyata assistance activities within the Sekolah Cinta Gambut programs:

- a. Composting activity with the students of SD 8 Tanjung Belit as part of the Sekolah Cinta Gambut program, This compost-making activity aims to teach students about the importance of organic waste management and how to turn it into compost that is beneficial for the environment and agriculture.



**Figure 3.8 Composting activity**

*Source; Processed Data 2024*

- b. The activity of making ecobricks with students aims to teach them about the importance of managing plastic waste and how to turn it into environmentally friendly building materials.



**Figure 3.9 Activity Of Making Ecobricks**

*Source; Processed Data 2024*

- c. Education on peatlands for students aims to provide an understanding of the importance of peatland ecosystems, ways to preserve them, and their benefits for the environment.



**Figure 3.10 Education on Peatlands**

*Source; Processed Data 2024*

## 5. Monitoring of Assistance for Partner Members

Monitoring of assistance for partner members involves overseeing and evaluating the progress and performance of organizations or individuals to ensure they meet the objectives and standards set in the partnership or support program. The activities include:

- a. Monitoring in a bioflok aquaponics system involves tracking several key aspects to ensure balance and health. This includes checking water quality parameters such as pH, ammonia levels, nitrite, and dissolved oxygen, as well as ensuring that the water temperature is suitable for the species of fish and plants.



**Figure 3.11 Monitoring in a bioflok aquaponics**

*Source; Processed Data 2024*

- b. Monitoring and collaborating with partner groups to welcome the Minister of Environment and Forestry at the mangrove area in Pangkalan Jambi. This mangrove area is used for planting mangroves by the Minister to commemorate the 41st Arbor Day.



**Figure 3.12 Monitoring and collaborating**  
*Source; Processed Data 2024*

- c. Evaluating harvest results and analyzing the efficiency and effectiveness of the agricultural practices used. The purpose of this monitoring is to provide constructive feedback, help identify issues or challenges, and ensure that the agricultural practices applied meet the established standards to achieve optimal results.



**Figure 3.13 Evaluating harvest results**

*Source; Processed Data 2024*

6. **Becoming a Committee Member for Catering**

This role includes planning and organizing the menu, coordinating with food suppliers or caterers, managing the setup and serving of food, and ensuring that all dietary needs and preferences of the participants are met. It also involves overseeing the quality and presentation of the food, managing the catering budget, and ensuring compliance with health and safety regulations. The goal is to ensure a smooth and enjoyable dining experience for all attendees.

- a. Discussion on the catering for the Minister of Environment and Forestry at the PWP office, prepared one week before the event day. With the election of Ms. Tasya to be on the consumption committee for the visit of the Minister of Environment, the author was also appointed to accompany her and help with consumption matters for the smooth running of the event on that day.



**Figure 3.14 Discussion on the Catering**  
*Source; Processed Data 2024*

- b. Discussion on catering for the BUMN Volunteer Service at the PWP office, prepared one week before the event day.



**Figure 3.15 Discussion on the Catering**  
*Source; Processed Data 2024*

## 7. Monitoring the Installation of Solar Panels

Monitoring the installation of solar panels involves overseeing the process to ensure that the panels are installed correctly and efficiently. This includes verifying that the installation meets safety standards and technical specifications, coordinating with installation teams, and checking the alignment and placement of the panels.



**Figure 3.16 Monitoring the Installation of Solar Panels**

*Source; Processed Data 2024*

### 3.3 Place and Time of Apprenticeship

Internship is conducted at PT Kilang Pertamina International RU II Production Sungai Pakning, located at Jl. Cendana No. 1, Pertamina RU II Sungai Pakning Complex. During practical work, the author was placed in the CSR Section. The following are company provisions regarding the schedule or time for carrying out practical work as follows:



**Table 3.1. The Working schedule of PT. KPI RU II Production Sungai Pakning**

No	Day	Working Hours	Break
1	Monday – Thursday	07.30 – 16.00 WIB	12.00 – 13.30 WIB
2	Friday	07.30 – 16.00 WIB	11.30 – 13.30 WIB
3	Saturday – Sunday	OFF	OFF

Source: PT. KPI RU II Production Sungai Pakning

### 3.4 Kind and Description of The Activity

This Apprenticeship activity is carried out at PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning from February 01<sup>th</sup> to June 28<sup>th</sup>, 2024. During Apprenticeship the author is placed in the CSR section. The company's provisions regarding the schedule or time of implementation of Apprenticeship are as follows:

The table below contains the activities from February 01<sup>th</sup> to February 02<sup>th</sup>, 2024, for the internship at PT Kilang Pertamina Internasional Refinery Unit II Production Sungai Pakning. The activities began with a safety induction, which included an introduction to the company, a discussion with the head of security, and the issuance of identification cards. Additionally, there was a site visit, introduction and mentoring by the internship mentor, followed by placement and an introduction and explanation of the CSR department.

The activities carried out during the practical work can be seen in the following table:

**Table 3.2 Daily activities of January 9<sup>th</sup>, 2023 to January 13<sup>th</sup>, 2023**

No	Date/Time	Activities	Place
1	Thursday, 01 February 2024	<ul style="list-style-type: none"><li>• Safety Induction</li><li>• Security Talk</li><li>• Creation of ID Card</li></ul>	<ul style="list-style-type: none"><li>• HSE Office</li><li>• Security Head Office</li></ul>
2	Friday, 02 February 2024	<ul style="list-style-type: none"><li>• Mentoring</li><li>• Introduce about CSR</li></ul>	<ul style="list-style-type: none"><li>• CSR Office</li></ul>

Source; Processed Data 2024

The agenda of activities for the second week, including the work carried out by the author during the job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the CSR Division from February 05<sup>th</sup>, 2024, to

February 09<sup>th</sup>, 2024, includes attending meetings and discussions at Filagam which is located in Lubuk Muda with the CSR group, in this meeting we discussed performance and what the local community wants regarding the program that will be implemented. And then, we have guidance for the next tasks, and purchasing items for souvenirs for the posyandu activity, as shown in the table below:

**Table 3.3 Daily activities of February 05<sup>th</sup>, 2024 to February 09<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday, 05 February 2024	<ul style="list-style-type: none"> <li>Joined Meet And Discussion at Filagam With CSR Group</li> </ul>	<ul style="list-style-type: none"> <li>Lubuk Muda</li> </ul>
2	Tuesday, 06 February 2024	<ul style="list-style-type: none"> <li>On Guidance for the next job</li> </ul>	<ul style="list-style-type: none"> <li>Intern Squad Room</li> </ul>
3	Wednesday, 07 February 2024	<ul style="list-style-type: none"> <li>Purchase Item for Souvnrir (Posyandu Event)</li> </ul>	<ul style="list-style-type: none"> <li>CSR Room</li> </ul>
4	Thursday, 08 February 2024	OFF	OFF
5	Friday, 09 February 2024	OFF	OFF

*Source; Processed Data 2024*

As outlined in the table below, the agenda of activities or work carried out by the author during the job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the CSR Division from February 12<sup>th</sup>, 2024, to February 16<sup>th</sup>, 2024, includes guidance for the next activities, observation at the mangrove, and observation at Filagam, in this observation we see and monitor members of the forestered partner group who are working as shown in the table below:

**Table 3.4 Daily activities of February 12<sup>th</sup>, 2024 to February 16<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday, 12 February 2024	<ul style="list-style-type: none"> <li>On Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Intern Squad Room</li> </ul>
2	Tuesday, 13 February 2024	<ul style="list-style-type: none"> <li>Observation in Mangrove</li> </ul>	<ul style="list-style-type: none"> <li>Mangrove Pangkalan Jambi</li> </ul>
3	Wednesday,	<ul style="list-style-type: none"> <li>On Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Intern Squad Room</li> </ul>

	14 February 2024		
4	Thursday, 15 February 2024	<ul style="list-style-type: none"> <li>• Observation in Filagam</li> </ul>	<ul style="list-style-type: none"> <li>• Lubuk Muda</li> </ul>
5	Friday, 16 February 2024	<ul style="list-style-type: none"> <li>• Evaluate Mangrove</li> </ul>	<ul style="list-style-type: none"> <li>• Mangrove Pangkalan Jambi</li> </ul>

Source; Processed Data 2024

The agenda of activities or work for the fourth week, carried out by the author during the job training at PT Kilang Pertamina Internasional RU II Production Sungai Pakning in the CSR Division from February 19<sup>th</sup>, 2024, to February 23<sup>th</sup>, 2024, includes purchasing items for the K3 activities, meetings and discussions regarding the visit of the Minister of Environment, mangrove observation, meeting and preparation for the K3 seminar, searching for and packing souvenirs, observation at the arboretum, and preparation for and the day of the K3 seminar. In this seminar, author is also used as host for K3 Seminar, this seminar was also held at Pertamina guest hall. As shown in the table below:

**Table 3.5 Daily activities of February 19<sup>th</sup>, 2024 to February 23<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 19 February 2024	<ul style="list-style-type: none"> <li>• Purchase souvenir item K3 event</li> <li>• Meeting and Discussion Arrival Minister Environment</li> <li>• observation in Mangrove and Arboretum</li> </ul>	<ul style="list-style-type: none"> <li>• Shops and Retail Outlet</li> <li>• Mangrove Pangkalan Jambi</li> <li>• Arboretum Sungai Pakning</li> </ul>
2	Tuesday 20 February 2024	<ul style="list-style-type: none"> <li>• Meeting and prepare K3 Seminar event</li> </ul>	<ul style="list-style-type: none"> <li>• Pertamina Guest House Hall</li> </ul>
3	Wednesday 21 February 2024	<ul style="list-style-type: none"> <li>• Find the souvenir item</li> <li>• Packing Souvenir</li> </ul>	<ul style="list-style-type: none"> <li>• Shops and Retail Outlet</li> <li>• Intern Squad Room</li> </ul>
4	Thursday 22 February 2024	<ul style="list-style-type: none"> <li>• Observation at Arboretum</li> <li>• Observation at Mangrove</li> <li>• Prepare for the event</li> </ul>	<ul style="list-style-type: none"> <li>• Arboretum Sungai Pakning</li> <li>• Mangrove Pangkalan Jambi</li> <li>• Pertamina Guest House Hall</li> </ul>

5	Friday 23 February 2024	<ul style="list-style-type: none"> <li>• Event Day of Seminar K3</li> </ul>	<ul style="list-style-type: none"> <li>• Pertamina Guest House Hall</li> </ul>
---	----------------------------	---	--

Source; Processed Data 2024

Then, agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from February 26<sup>th</sup>, 2024, to March 01<sup>th</sup>, 2024, which is like Packing souvenir, Visit to adiwiyata school, check all receipts for event, Create Invitation Letter for Mitra binaan and Stakeholder, and Consumsion prepare for workers in the repair sector. Can be seen in the table below as follows:

**Table 3.6 Daily activities of February 26<sup>th</sup>, 2024 to March 01<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 26 February 2024	<ul style="list-style-type: none"> <li>• Packing Souvenir for Family Gathering</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
2	Tuesday 27 February 2024	<ul style="list-style-type: none"> <li>• Visit to Adiwiyata School</li> </ul>	<ul style="list-style-type: none"> <li>• Tanjung Belit</li> </ul>
3	Wednesday 28 February 2024	<ul style="list-style-type: none"> <li>• Check all receipts for event</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
4	Thursday 29 February 2024	<ul style="list-style-type: none"> <li>• Create Invitation Letter for Mitra binaan and Stakeholder</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
5	Friday 01 March 2024	<ul style="list-style-type: none"> <li>• Consumsion prepare for workers in the repair sector</li> </ul>	<ul style="list-style-type: none"> <li>• Pertamina Sungai Pakning</li> </ul>

Source; Processed Data 2024

During the sixth week The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from March 04<sup>th</sup>, 2024, to March 08<sup>th</sup>, 2024, includes MC on Family Gathering Event, Observation at Arboretum (Arrival Minister Foresters and Environment), Discussion About Consumsion with PWP group Prepare Before D-day Minister

Foresters Arrival, PIC Consumsion on D-day For Minister, Evaluate the items and tools After Event, can be seen in the table below as follows:

**Table 3.7 Daily activities of March 04<sup>th</sup>, 2024 to March 08<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 04 March 2024	<ul style="list-style-type: none"> <li>• MC on Family Gathering Event</li> </ul>	<ul style="list-style-type: none"> <li>• Pertamina Guest House Hall</li> </ul>
2	Tuesday 05 March 2024	<ul style="list-style-type: none"> <li>• Observation at Arboretum (Arrival Minister Foresters and Environment)</li> </ul>	<ul style="list-style-type: none"> <li>• Arboretum Sungai Pakning</li> </ul>
3	Wednesday 06 march 2024	<ul style="list-style-type: none"> <li>• Discussion About Consumsion with PWP group</li> <li>• Prepare Before D-day Minister Foresters Arrival</li> </ul>	<ul style="list-style-type: none"> <li>• PWP Office</li> <li>• CSR Office</li> </ul>
4	Thursday 07 March 2024	<ul style="list-style-type: none"> <li>• PIC Consumsion on D-day For Minister, Guests at:</li> <li>• Mangrove</li> <li>• Arboretum</li> </ul>	<ul style="list-style-type: none"> <li>• Mangrove Pangkaalan Jambi</li> <li>• Arboretum Sungai Pakning</li> </ul>
5	Friday 08 March 2024	<ul style="list-style-type: none"> <li>• Evaluate the items and tools After Event</li> </ul>	<ul style="list-style-type: none"> <li>• CSR Office</li> </ul>

*Source; Processed Data 2024*

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from March 11<sup>th</sup>, 2024, to March 15<sup>th</sup>, 2024, include Visited Hortikultura at Batang Duku, Visited Posyandu at Pakning Asal, and Pack and Deliver Souvenir to clinic company can be seen in the table below as follows:

**Table 3.8 Daily activities of March 11<sup>th</sup>, 2024 to March 15<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 11 March 2024	OFF	OFF
2	Tuesday 12 March 2024	OFF	OFF

3	Wednesday 13 March 2024	<ul style="list-style-type: none"> <li>• Visited Hortikultura</li> </ul>	<ul style="list-style-type: none"> <li>• Hortikultura Batang Duku</li> </ul>
4	Thursday 14 March 2024	<ul style="list-style-type: none"> <li>• Visited Posyandu at Pakning Asal</li> </ul>	<ul style="list-style-type: none"> <li>• Posyandu Pakning Asal</li> </ul>
5	Friday 15 March 2024	<ul style="list-style-type: none"> <li>• Pack and Deliver Souvenir to clinic company</li> </ul>	<ul style="list-style-type: none"> <li>• CSR Office</li> </ul>

Source; Processed Data 2024

During the eighth week the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from March 18<sup>th</sup>, 2024, to March 22<sup>th</sup>, 2024, included Guidance for the next job, Make Tagging Tree from Canva, Print the tagging tree, Make a Profile Video At SD 08 Tanjung Belit, Repair MOU for Arboretum Gambut can be seen in the table below as follows:

**Table 3.9 Daily activities of March 18<sup>th</sup>, 2024 to March 22<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 18 March 2024	<ul style="list-style-type: none"> <li>• Guidance for the next job</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
2	Tuesday 19 March 2024	<ul style="list-style-type: none"> <li>• Make Tagging Tree from Canva</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
3	Wednesday 20 March 2024	<ul style="list-style-type: none"> <li>• Print the tagging tree</li> </ul>	<ul style="list-style-type: none"> <li>• CSR Office</li> </ul>
4	Thursday 21 March 2024	<ul style="list-style-type: none"> <li>• Make a Profile Video At SD 08 Tanjung Belit</li> </ul>	<ul style="list-style-type: none"> <li>• Tanjung Belit</li> </ul>
5	Friday 22 March 2024	<ul style="list-style-type: none"> <li>• Repair MOU for Arboretum Gambut</li> </ul>	<ul style="list-style-type: none"> <li>• CSR Office</li> </ul>

Source; Processed Data 2024

In the ninth week, the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from March 15<sup>th</sup>, 2024, to March 29<sup>th</sup>, 2024, included Make a Company Agreement Letter and give

the number of letter, Sorting Product, Guidance For The Next Job can be seen in the table below as follows:

**Table 3.10 Daily activities of March 25<sup>th</sup>, 2024 to March 29<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 25 March 2024	<ul style="list-style-type: none"> <li>• Make a Company Aggrement Letter and give the number of letter</li> </ul>	<ul style="list-style-type: none"> <li>• CSR Office</li> </ul>
2	Tuesday 26 March 2024	OFF	OFF
3	Wednesday 27 march 2024	<ul style="list-style-type: none"> <li>• Sorting Product</li> </ul>	<ul style="list-style-type: none"> <li>• CSR Office</li> </ul>
4	Thursday 28 March 2024	<ul style="list-style-type: none"> <li>• Guidance For The Next Job</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
5	Friday 29 March 2024	OFF	OFF

*Source; Processed Data 2024*

Then, during the tenth week the agenda of activities or work that has been carried out by the author during the implementation of the Job training from April 01<sup>th</sup>, 2024, to April 05<sup>th</sup>, 2024, included Visit to Filagam to provide fish food at Lubuk Muda, Visit to Hortikultura at Batang duku, Visit to Arboretum at Pakning Asal, Creating Script to Make Profile Video for Filagam, Take and Shoot Profile Video at Filagam, can be seen in the table below as follows:

**Table 3.11 Daily activities of April 01<sup>th</sup>, 2024 to April 05<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 01 April 2024	<ul style="list-style-type: none"> <li>• Visit to Filagam to provide fish food</li> </ul>	<ul style="list-style-type: none"> <li>• Lubuk Muda</li> </ul>
2	Tuesday 02 April 2024	<ul style="list-style-type: none"> <li>• Visit to Hortikultura</li> </ul>	<ul style="list-style-type: none"> <li>• Hortikultura Batang Duku</li> </ul>
3	Wednesday 03 April 2024	<ul style="list-style-type: none"> <li>• Visit to Arboretum</li> </ul>	<ul style="list-style-type: none"> <li>• Arboretum Sungai Pakning</li> </ul>
4	Thursday 04 April 2024	<ul style="list-style-type: none"> <li>• Creating Script to Make Profile Video for Filagam</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
5	Friday	<ul style="list-style-type: none"> <li>• Take and Shoot Profile</li> </ul>	<ul style="list-style-type: none"> <li>• Lubuk Muda</li> </ul>

	05 April 2024	Video at Filagam	
--	---------------	------------------	--

Source; Processed Data 2024

During the eleventh week, the internship practice was suspended due to the observance of a major holiday, specifically the collective leave for Eid al-Fitr, which is also known as a national holiday from April 08<sup>th</sup>, 2024, to April 12<sup>th</sup>, 2024, can be seen in the table below as follows:

**Table 3.12 Daily activities of April 08<sup>th</sup>, 2024 to April 12<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 08 April 2024	Eid Al-Fitr Holiday Permit	Holiday
2	Tuesday 09 April 2024		
3	Wednesday 10 April 2024		
4	Thursday 11 April 2024		
5	Friday 12 April 2024		

Source; Processed Data 2024

In the twelfth week, the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from April 15<sup>th</sup>, 2024, to April 19<sup>th</sup>, 2024, included Pick up and Pack product and delivered to JNT, Packing Souvenir for the Visit of UNRI Students, can be seen in the table below as follows:

**Table 3.13 Daily activities of April 15<sup>th</sup>, 2024 to April 19<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 15 April 2024	OFF	OFF
2	Tuesday 16 April 2024	<ul style="list-style-type: none"> <li>Pick up and Pack product and delivered to JNT</li> </ul>	<ul style="list-style-type: none"> <li>CSR Office</li> </ul>
3	Wednesday		



	17 April 2024	OFF	OFF
4	Thursday 18 April 2024	<ul style="list-style-type: none"> <li>• Packing Souvenir for the Visit of UNRI Students</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
5	Friday 19 April 2024	OFF	OFF

Source; Processed Data 2024

The table below shows the thirteenth week, the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from April 22<sup>th</sup>, 2024, to April 26<sup>th</sup>, 2024, included Prepare the Document for Blood Donation, Discussion and meet with Simpenda for blood donation, Monitoring at Hortikultura for Solar Panel Installation, Monitoring at Filagam for Solar Panel Installation, MC on the Halal Bihalal Event can be seen in the table below as follows:

**Table 3.14 Daily activities of April 22<sup>th</sup>, 2024 to April 26<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 22 April 2024	<ul style="list-style-type: none"> <li>• Prepare the Document for Blood Donation</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
2	Tuesday 23 April 2024	<ul style="list-style-type: none"> <li>• Discussion and meet with Simpenda for blood donation</li> </ul>	<ul style="list-style-type: none"> <li>• Kongow Cafe</li> </ul>
3	Wednesday 24 April 2024	<ul style="list-style-type: none"> <li>• Monitoring at Hortikultura for Solar Panel Installation</li> </ul>	<ul style="list-style-type: none"> <li>• Hortikultura Batang Duku</li> </ul>
4	Thursday 25 April 2024	<ul style="list-style-type: none"> <li>• Monitoring at Filagam for Solar Panel Installation</li> </ul>	<ul style="list-style-type: none"> <li>• Lubuk Muda</li> </ul>
5	Friday 26 April 2024	<ul style="list-style-type: none"> <li>• MC on the Halal Bihalal Event</li> </ul>	<ul style="list-style-type: none"> <li>• BULOPA Hall</li> </ul>

Source; Processed Data 2024

The agenda of activities on the fourteenth week or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from April 29<sup>th</sup>, 2024, to May 03<sup>th</sup>, 2024, included Evaluate Member of BUMN for

Event in Mangrove, Evaluate Member of BUMN for Event in Filagam, Guidance of the Next Job, Distribution of Books To Sekolah Cinta Gambut on National Education Day, Prepare for Blood Donor Activities, can be seen in the table below as follows:

**Table 3.15 Daily activities of April 29<sup>th</sup>, 2024 to May 03<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 29 April 2024	<ul style="list-style-type: none"> <li>Evaluate Member of BUMN for Event in Mangrove</li> </ul>	<ul style="list-style-type: none"> <li>Mangrove Pangkalan Jambi</li> </ul>
2	Tuesday 30 April 2024	<ul style="list-style-type: none"> <li>Evaluate Member of BUMN for Event in Filagam</li> </ul>	<ul style="list-style-type: none"> <li>Lubuk Muda</li> </ul>
3	Wednesday 01 May 2024	<ul style="list-style-type: none"> <li>Guidance of the Next Job</li> </ul>	<ul style="list-style-type: none"> <li>Intern Squad Room</li> </ul>
4	Thursday 02 May 2024	<ul style="list-style-type: none"> <li>Distribution of Books To Sekolah Cinta Gambut on National Education Day</li> </ul>	<ul style="list-style-type: none"> <li>Tanjung Belit</li> </ul>
5	Friday 03 May 2024	<ul style="list-style-type: none"> <li>Prepare for Blood Donor Activities</li> </ul>	<ul style="list-style-type: none"> <li>Intern Squad Room</li> </ul>

Source; Processed Data 2024

During the fifteenth week, the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from May 06<sup>th</sup>, 2024, to May 10<sup>th</sup>, 2024, included Repair Toga Plantation at Filagam, Find School that Interesting with BUMN event, Scan the Event News, Packing The Souvenir can be seen in the table below as follows:

**Table 3.16 Daily activities of May 06<sup>th</sup>, 2024 to May 10<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 06 May 2024	<ul style="list-style-type: none"> <li>Repair Toga Plantation at Filagam</li> </ul>	<ul style="list-style-type: none"> <li>Lubuk Muda</li> </ul>
2	Tuesday 07 May 2024	<ul style="list-style-type: none"> <li>Find School that Interesting with BUMN event</li> </ul>	<ul style="list-style-type: none"> <li>CSR Office</li> </ul>
3	Wednesday 08 May 2024	<ul style="list-style-type: none"> <li>Scan the Event News</li> <li>Packing The Souvenir</li> </ul>	<ul style="list-style-type: none"> <li>CSR Office</li> <li>Intern Squad Room</li> </ul>
4	Thursday		

	09 May 2024	OFF	OFF
5	Friday 10 May 2024	OFF	OFF

Source; Processed Data 2024

On the sixteenth week, the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from May 13<sup>th</sup>, 2024, to May 17<sup>th</sup>, 2024, included Prepare for Donor Activity, Observation at Hortikultura, MC and Consumsion Commite at Blood Donation on D-day, Guidance for the next Job , Making Explanations Compost for Learning at Sekolah Cinta Gambut, Discuss about consumsion for BUMN event, can be seen in the table below as follows:

**Table 3.17 Daily activities of May 13<sup>th</sup> , 2024 to May 17<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 13 May 2024	<ul style="list-style-type: none"> <li>• Prepare for Donor Activity</li> <li>• Observation at Hortikultura</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> <li>• Hortikultura Batang Duku</li> </ul>
2	Tuesday 14 May 2024	<ul style="list-style-type: none"> <li>• MC and Consumsion Commite at Blood Donation on D-day</li> </ul>	<ul style="list-style-type: none"> <li>• Bandar Laksmana</li> </ul>
3	Wednesday 15 May 2024	<ul style="list-style-type: none"> <li>• Guidance for the next Job</li> </ul>	<ul style="list-style-type: none"> <li>• CSR Office</li> </ul>
4	Thursday 16 May 2024	<ul style="list-style-type: none"> <li>• Making Explanations Compost for Learning at Sekolah Cinta Gambut</li> </ul>	<ul style="list-style-type: none"> <li>• Tanjung Belit</li> </ul>
5	Friday 17 May 2024	<ul style="list-style-type: none"> <li>• Discuss about consumsion for BUMN event</li> </ul>	<ul style="list-style-type: none"> <li>• PWP Office</li> </ul>

Source; Processed Data 2024

The agenda of activities on the seventeenth week, or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from May 20<sup>th</sup>, 2024, to May 24<sup>th</sup>, 2024, included Consumption Comitte BUMN

Event In several places or events, state-owned enterprises (BUMN) are held among others, Mangrove Pangkalan Jambi, Arboretum Sungai Pakning, Telaga Suri Perdana, Hortikultura Batang Duku, Filagam Lubuk Muda, BEMA Pakning Asal, SCG Tanjung Belit, and Sub-District Office hall, can be seen in the table below as follows:

**Table 3.18 Daily activities of January 20<sup>th</sup>, 2024 to May 24<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 20 May 2024	<ul style="list-style-type: none"> <li>Consumption Committee</li> <li>BUMN Event</li> </ul>	<ul style="list-style-type: none"> <li>Mangrove Pangkalan Jambi</li> <li>Arboretum Sungai Pakning</li> <li>Telaga Suri Perdana</li> </ul>
2	Tuesday 21 May 2024	<ul style="list-style-type: none"> <li>Consumption Committee</li> <li>BUMN Event</li> </ul>	<ul style="list-style-type: none"> <li>Hortikultura Batang Duku</li> <li>Filagam Lubuk Muda</li> <li>Telaga Suri Perdana</li> </ul>
3	Wednesday 22 May 2024	<ul style="list-style-type: none"> <li>Consumption Committee</li> <li>BUMN Event</li> </ul>	<ul style="list-style-type: none"> <li>BEMA Pakning Asal</li> <li>SCG Tanjung Belit</li> <li>Sub-District Office hall</li> </ul>
4	Thursday 23 May 2024	OFF	OFF
5	Friday 24 May 2024	OFF	OFF

*Source; Processed Data 2024*

Agenda of activities on the eighteenth week or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from May 27<sup>th</sup>, 2024, to May 31<sup>th</sup>, 2024, included MC event at Bulopa (Blood Donation), Compiling Shopping Note File, Monitoring the Installation of Sollar Panel at Filagam, Monitoring the Installation of Sollar Panel at Filagam, Interview of hortikultura member about satisfaction index, can be seen in the table below as follows:

**Table 3.19 Daily activities of January 27<sup>th</sup>, 2024 to May 31<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday		

	27 May 2024	OFF	OFF
2	Tuesday 28 May 2024	<ul style="list-style-type: none"> <li>MC event at Bulopa (Blood Donation)</li> </ul>	<ul style="list-style-type: none"> <li>BULOPA Hall</li> </ul>
3	Wednesday 29 May 2024	<ul style="list-style-type: none"> <li>Compiling Shopping Note File</li> </ul>	<ul style="list-style-type: none"> <li>CSR Office</li> </ul>
4	Thursday 30 May 2024	<ul style="list-style-type: none"> <li>Monitoring the Installation of Sollar Panel at Filagam</li> </ul>	<ul style="list-style-type: none"> <li>Lubuk Muda</li> </ul>
5	Friday 31 May 2024	<ul style="list-style-type: none"> <li>Interview of hortikultura member about satisfaction index</li> </ul>	<ul style="list-style-type: none"> <li>Hortikultura Sungai Pakning</li> </ul>

Source; Processed Data 2024

During the nineteenth week the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from June 03<sup>th</sup>, 2024, to June 07<sup>th</sup>, 2024, included Guidance for the Next Job, Agreements, and Disbursement of Funds Letter, can be seen in the table below as follows:

**Table 3.20 Daily activities of January 03<sup>th</sup>, 2024 to June 07<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 03 June 2024	<ul style="list-style-type: none"> <li>Guidance for the Next Job</li> </ul>	<ul style="list-style-type: none"> <li>Intern Squad Room</li> </ul>
2	Tuesday 04 June 2024	Agreements, and Disbursement of Funds Letter	CSR Office
3	Wednesday 05 June 2024		
4	Thursday 06 June 2024		
5	Friday 07 June 2024		

Source; Processed Data 2024

On the twentieth week, The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang

Pertamina International RU II Production Sungai Pakning in the Division of CSR from June 10<sup>th</sup>, 2024, to June 14<sup>th</sup>, 2024, included Participate in discussions with fostered partners, attend lunch invitations as well as discussions with fostered partners sekolah cinta gambut, peatland educational activities, and coloring competitions at sekolah cinta gambut, organizing class meeting competitions at sekolah cinta gambut, closing of the event as well as a meal together, as well as distribution of prizes at sekolah cinta gambut, can be seen in the table below as follows:

**Table 3.21 Daily activities of June 10<sup>th</sup>, 2024 to June 14<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 10 June 2024	<ul style="list-style-type: none"> <li>Participate in discussions with fostered partners</li> </ul>	<ul style="list-style-type: none"> <li>SCG Tanjung Belit</li> </ul>
2	Tuesday 11 June 2024	<ul style="list-style-type: none"> <li>attend lunch invitations as well as discussions with fostered partners sekolah cinta gambut</li> </ul>	<ul style="list-style-type: none"> <li>SCG Tanjung Belit</li> </ul>
3	Wednesday 12 June 2024	<ul style="list-style-type: none"> <li>peatland educational activities, and coloring competitions at sekolah cinta gambut</li> </ul>	<ul style="list-style-type: none"> <li>SCG Tanjung Belit</li> </ul>
4	Thursday 13 June 2024	<ul style="list-style-type: none"> <li>organizing class meeting competitions at sekolah cinta gambut</li> </ul>	<ul style="list-style-type: none"> <li>SCG Tanjung Belit</li> </ul>
5	Friday 14 June 2024	<ul style="list-style-type: none"> <li>closing of the event as well as a meal together, as well as distribution of prizes at sekolah cinta gambut</li> </ul>	<ul style="list-style-type: none"> <li>SCG Tanjung Belit</li> </ul>

*Source; Processed Data 2024*

During the twenty-first week, the agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from June 17<sup>th</sup>, 2024, to June 21<sup>th</sup>, 2024, included Community Satisfaction Index

Interviews, by 10 Partners Under CSR Guidance can be seen in the table below as follows:

**Table 3.22 Daily activities of June 17<sup>th</sup>, 2024 to June 21<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 17 June 2024	Community Satisfaction Index Interviews, by 10 Partners Under CSR Guidance	<ul style="list-style-type: none"> <li>• Hortikultura Batang Duku</li> <li>• BEMA Pakning Asal</li> </ul>
2	Tuesday 18 June 2024		<ul style="list-style-type: none"> <li>• SCG Tanjung Belit</li> <li>• Filagam Lubuk Muda</li> </ul>
3	Wednesday 19 June 2024		<ul style="list-style-type: none"> <li>• MPA Sungai Pakning</li> <li>• Arboretum Sungai Pakning</li> </ul>
4	Thursday 20 June 2024		<ul style="list-style-type: none"> <li>• Mangrove Pangkalan Jambi</li> <li>• Posyandu Pakning Asal</li> </ul>
5	Friday 21 June 2024		<ul style="list-style-type: none"> <li>• Madu Biene Tanjung Leban</li> <li>• Herajamu Pangkalan Jambi</li> </ul>

Source; Processed Data 2024

Last, agenda During the twenty-second week of activities or work that has been carried out by the author during the implementation of the Job training at PT Kilang Pertamina International RU II Production Sungai Pakning in the Division of CSR from June 24<sup>th</sup>, 2024, to June 28<sup>th</sup>, 2024, included Pack Productss for orders from HSSE, proposal training for fostered partners, Packing Product, Visit to Hortikultura, make reports for internship activities can be seen in the table below as follows:

**Table 3.23 Daily activities of June 24<sup>th</sup>, 2024 to June 28<sup>th</sup>, 2024**

No	Date/Time	Activities	Place
1	Monday 24 June 2024	<ul style="list-style-type: none"> <li>• Pack Productss for orders from HSSE</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
2	Tuesday 25 June 2024	<ul style="list-style-type: none"> <li>• proposal training for fostered partners</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
3	Wednesday 26 June 2024	<ul style="list-style-type: none"> <li>• Packing Product</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>
4	Thursday 27 June 2024	<ul style="list-style-type: none"> <li>• Visit to Hortikultura</li> </ul>	<ul style="list-style-type: none"> <li>• Hortikultura Sungai Pakning</li> </ul>
5	Friday	<ul style="list-style-type: none"> <li>• make reports for internship</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Squad Room</li> </ul>

	28 June 2024	activities	
--	--------------	------------	--

*Source; Processed Data 2024*

### **3.5 Obstacles and Solutions of Apprenticeship**

#### **3.5.1 Obstacles Encountered During the Internship**

The obstacles faced during the completion of tasks carried out during the internship at PT Kilang Pertamina Internasional RU II Produksi Sungai Pakning are as follows:

1. Lack of Community Engagement

One of the main challenges in CSR programs is the lack of community engagement and participation. This can be due to mistrust, lack of awareness, or differing priorities between the company and the community.

2. Limited Data Access

Limited access to obtain specific data, as the data provided is unclear and incomplete, making it difficult to create reports or address job-related matters.

3. Manual Correspondence System

In the field of CSR, a manual correspondence system is still in use, and there are deficiencies in administrative processes that are irregular and have not been applied to usable applications.

#### **3.5.2 Solutions During the Internship**

The solutions for the obstacles encountered during the internship, which are hoped to be implemented in the future periods, are:

1. Enhancing Community Engagement

To address this, the company should invest time in building trust and strengthening relationships with the community. Organizing community meetings, workshops, and surveys can help understand their needs and concerns.



2. **Implementing Information Systems**

Implement information systems that allow for easy, complete, and structured data access. Such systems can help organize data and simplify the process of finding necessary information.

3. **Adopting a Digital Correspondence System**

Replace the manual mailing system with a digital one. This change will improve efficiency and ease of data access. Create an integrated administrative system covering all processes in CSR. This will simplify data management and enhance information accuracy.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

During the Field Work Practice at PT Kilang Pertamina Internasional RU II Produksi Sungai Pakning, specifically in the CSR Department, the author has gained valuable experiences that enhance the understanding and application of the knowledge acquired during lectures. This experience has allowed the author to apply knowledge in an optimal and effective manner throughout the internship. Field Work Practice serves as an opportunity for students to grasp the realities of the working world, as well as to familiarize themselves with the environment and working conditions they will encounter after completing their studies on campus.

Based on the description in the Job Training report, it can be concluded that several theories and practices taught during lectures can be applied during Practical Work. The following is a summary of the tasks performed during the Practical Work:

1. Job Specifications

The tasks performed during the Practical Work at PT Kilang Pertamina Internasional RU II Produksi Sungai Pakning include: Organizing Meetings or Gatherings, Acting as Master of Ceremony for events, Assisting with event organization as committee member, Serving as the Contact Person for Adiwiyata program at Sekolah Cinta Gambut, Completing Partnership Agreement Forms, Organizing events, and Volunteering for BUMN Social Service activities.

2. Practical Work Program

The Practical Work program was carried out at PT Kilang Pertamina Internasional RU II Produksi Sungai Pakning in the CSR Department. The program lasted for 5 months, from February 1, 2024, to June 28, 2024.

3. Work Systems and Procedures

The work systems and procedures in the CSR department utilize online systems, application systems, and manual systems. All these systems facilitate the execution of tasks in the CSR department.

4. Obstacles During Practical Work

During the Practical Work, several obstacles were encountered, including: Limited access to obtain specific data due to unclear and incomplete data provided, reliance on a manual correspondence system in CSR, and deficiencies in administrative processes that are irregular and not yet implemented in usable applications.

5. Solutions for Obstacles

Solutions for the obstacles faced during the internship include: Adopting a Digital Correspondence System, replacing the manual mailing system with a digital system. This will enhance efficiency and ease data accessibility. Implementing an integrated administrative system that covers all processes in CSR will simplify data management and improve information accuracy.

## 4.2 Suggestions

After completing the Practical Work at PT Kilang Pertamina Internasional RU II Produksi Sungai Pakning, the author offers the following suggestions:

1. To support the smooth and efficient execution of work, it is recommended that computer facilities be provided for students undergoing practical work. Additionally, providing internet access is important given the current reliance on online activities. The availability of these facilities will help students perform their tasks more effectively and productively, and ensure they can adapt to an increasingly digital work environment.
2. Internet access must be provided as modern jobs increasingly depend on online connectivity for various critical activities, such as communicating with colleagues and supervisors, accessing information sources, collaborating on team projects, and monitoring the latest industry developments. Reliable and

stable internet access will ensure that students undergoing practical work can complete their assignments efficiently and stay updated with technological advancements in today's work environment.

## **REFERENCES**

- Huda, N.(2020). Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning
- Norman, A.(2024) PT Kilang Pertamina International RU II Sungai Pakning General Affairs Kru and Accepting Incoming Proposals
- Nurafika. (2023). Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning
- Muazinah, C.(2023) Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning
- Putri,VD. (2024). PT Kilang Pertamina International RU II Sungai Pakning CSR Group Working and Employee Cooperative

# LIST OF 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](mailto: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.	Raudahthul 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 : 005/KPI45123/2024-S8  
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 *daapat 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.	Raudhathul Jannah	Sda
4.	Syrwan 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 Attendance

ABSENSI KP FEBRUARI-JUNI																																	
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.	Muhammad Iddham	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			
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	31	
1.	Muhammad Idham	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
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	30		
1.	Muhammad Idham																																
																																A: Alpa H: Hadir I: Izin S: sakit	
NO.	NAMA	May-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	30	31	
1.	Muhammad Idham	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
NO.	NAMA	Jun-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	30		
1.	Muhammad Idham			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	

GUIDANCE BY  
  
 Vera Dariusi Putri



## Appendix 4: Certificate



### SERTIFIKAT

Nomor : 131 / KP145123 / 2024 - S8

*Dengan ini menyetujui bahwa :*

Nama : MUHAMMAD IDHAMI  
NIM : 5404201314  
Tempat & Tanggal lahir : Sungai Pakning, 24 Agustus 2002  
Jurusan : Administrasi Niaga  
Institusi : Politeknik Negeri Bengkalis  
Telah melaksanakan : Kerja Praktek / Magang di CSR  
PT. Kilang Pertamina Internasional RU II Sungai Pakning

Yang ditandatangani dari tanggal : 1 Februari s/d 28 Juni 2024

Sungai Pakning, 28 Juni 2024

Spv. General Affair Spk



www.pertamina.com

## Appendix 5: Apprenticeship Assessment Sheet I

**FORM PENILAIAN**  
**KERJA PRAKTEK / MAGANG**  
**PT KILANG PERTAMINA INTERNASIONAL - SUNGAI PAKNING**

N A M A : **MUHAMMAD IDHAM**  
 N I M : **5404201334**  
 INSTTUSI : **Politeknik Negeri Bengkalis**  
 JURUSAN : **Administrasi Niaga**

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1.	KEDISIPLINAN	79	Tujuh Puluh Sembilan
2.	KEJUJURAN	87	Delapan Puluh Tujuh
3.	KERAJINAN	80	Delapan Puluh
4.	PENGUASAAN MATERI / TUGAS POKOK	85	Delapan Puluh Lima
5.	HUBUNGAN DENGAN PEKERJA	90	Sembilan Puluh
6.	HUBUNGAN DENGAN SESAMA MAHASISWA/SISWA	90	Sembilan Puluh
RATA - RATA		85,2	Delapan Puluh Lima Koma Dua

Sungai Pakning, 28 Juni 2024  
 Pembimbing,

  
**RAHMAD HIDAYAT**

## Appendix 6: Apprenticeship Assessment Sheet II

### EVALUATION RESULTS FROM JOB TRAINING

#### COMPANY APPRAISAL

#### PT. KILANG PERTAMINA INTERNASIONAL REFINERY UNIT (RU) II PRODUKSI SUNGAI PAKNING

Name : Muhammad Idham  
Student's Identity No : 5404201334  
Study Program : D-IV International Business Administration  
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	10%	79
2.	Responsibility	25%	85
3.	Adjustment/Adaptation	30%	90
4.	Work Result	15%	85
5.	Behavior In General	20%	90
	Total (1+2+3+4+5)	100%	85,2

Explanation:

Score : Criteria  
81-100 : Excellence  
71-80 : Very Good  
66-70 : Good  
61-65 : Good Enough  
56-60 : Enough

Notes:

Urutkan lebih disiplin, teuti / Cermat, dan kuantitas hasil

Sungai Pakning, 28 Juni 2024



Vera Darasni Putri

## Appendix 7: Apprenticeship Statement Letter



**SURAT KETERANGAN**  
No. : 132 / KPI45123 / 2024 - 58

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

Nama : MUHAMMAD IDHAM  
Jurusan : ADMINISTRASI NIAGA  
Institusi : POLITEKNIK NEGERI BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK NEGERI BENGKALIS Jurusan ADMINISTRASI NIAGA di CSR PT. KILANG PERTAMINA INTERNASIONAL RU II Sungai Pakning, mulai tanggal 1 Februari sampai dengan 28 Juni 2024.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 28 Juni 2024.

PT. Kilang Pertamina Internasional  
Spv. General Affair Spk



**Appendix 8: Daily Activity**



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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 01 – 02 February 2024

Day/Date	Activity	Task Assignor	Signature
Thursday 01 February 2024	Safety Induction Security Talk ID card	Vera Darasni Putri	
Friday 02 February 2024	Mentoring Introduce about CSR	Vera Darasni Putri	


No	Working	Explanation
1		Safety Induction
2		ID card Achieve

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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 05 – 09 February 2024

Day/Date	Activity	Task Assignor	Signature
Monday 05 February 2024	Joined Meet And Discusion at Filagam With CSR Group	Vera Darasni Putri	
Tuesday 06 February 2024	On Guidance for the next job		
Wednesday 07 February 2024	Purchase Item (Posyanddu Event)		
Thursday 08 February 2024	OFF	-	-
Friday 09 February 2024	OFF	-	-


No	Working	Explanation
1		Achive Squad Room Intern
2		Sorting Items for Souvenir



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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 12 – 16 February 2024

Day/Date	Activity	Task Assignor	Signature
Monday 12 February 2024	On Guidance	Vera Darasni Putri	
Tuesday 13 February 2024	Observation in Mangrove		
Wednesday 14 February 2024	On Guidance		
Thursday 15 February 2024	Observation in Filagam		
Friday 16 February 2024	Evaluate Mangrove		


No	Working	Explanation
1		Observation at Mangrove
2		Meet with mitra binaan head of Mangrove at mangrove Pangkalan Jambi



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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 19 – 23 February 2024

Day/Date	Activity	Task Assignor	Signature
Monday 19 February 2024	-Purchase souvenir item K3 event -Meeting and Discussion Arrival Minister Environment -observation in Mangrove	Vera Darasni Putri	
Tuesday 20 February 2024	-Meeting and prepare K3 Seminar event		
Wednesday 21 February 2024	-Find the souvenir item -Packing Souvenir		
Thursday 22 February 2024	-Observation at Arboretum -Observation at Mangrove -Prepare for the event		
Friday 23 February 2024	-Event Day of Seminar K3		

No	Working	Explanation
1		Event Day of Seminar K3
2		Sorting Item for souvenir





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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 26 February – 01 March

Day/Date	Activity	Task Assignor	Signature
Monday 26 February 2024	-Packing Souvenir for Family Gathering	Vera Darasni Putri	
Tuesday 27 February 2024	Visit to Adiwiyata School		
Wednesday 28 February 2024	Check all receipts for event		
Thursday 29 February 2024	Create Invitation Letter for Mitra binaan and Stakeholder		
Friday 01 March 2024	Consumsion prepare for workers in the repair sector		


No	Working	Explanation
1		Meet up with studeng “sekolah cinta gambut”
2		Makes “Notulen”



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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 04 – 08 March 2024

Day/Date	Activity	Task Assignor	Signature
Monday 04 March 2024	-MC on Family Gathering Event	Vera Darasni Putri	
Tuesday 05 March 2024	-Observation at Arboretum (Arrival Minister Foresters and)		
Wednesday 06 March 2024	-Discussion About Consumption with PWP group -Prepare Before D-day Minister Foresters Arrival		
Thursday 07 March 2024	PIC Consumption on D-day For Minister, Guests at: -Mangrove -Arboretum		
Friday 08 March 2024	-Evaluate the items and tools After Event		


No	Working	Explanation
1		Collaboration with mitra binaan group, for arrival of minister LHK
2		Evaluate at Hortikultura



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

Name : Muhammad Idham

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	Visited Hortikultura	Vera Darasni Putri	
Thursday 14 March 2024	Visited Posyandu at Pakning Asal		
Friday 15 March 2024	Pack and Deliver Souvenir to clinic company		


No	Working	Explanation
1		Evaluate and meet up at arboretum with Mrs. Wati
2		Collaborating and interview with Mrs. Wati Husband



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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 18 – 22 March 2024

Day/Date	Activity	Task Assignor	Signature
Monday 18 March 2024	Guidance for the next job	Vera Darasni Putri	
Tuesday 19 March 2024	Make Tagging Tree from Canva		
Wednesday 20 March 2024	Print the tagging tree		
Thursday 21 March 2024	Make a Profile Video At SD 08 Tanjung Belit		
Friday 22 March 2024	Repair MOU for Arboretum Gambut		



No	Working	Explanation
1		Makes Event at Sekolah Cinta Gambut
2		Visit from students of UNRI


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 25 – 29 March 2024

Day/Date	Activity	Task Assignor	Signature
Monday 25 March 2024	Make a Company Aggrement Letter and give the number of letter	Vera Darasni Putri	
Tuesday 26 March 2024	OFF	-	-
Wednesday 27 march 2024	Sorting Product	Vera Darasni Putri	
Thursday 28 March 2024	Guidance For The Next Job		
Friday 29 March 2024	OFF	-	-


No	Working	Explanation
1		Makes Drafting a contract with mitra binaan group

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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 01 – 05 April 2024

Day/Date	Activity	Task Assignor	Signature
Monday 01 April 2024	Visit to Filagam to provide fish food	Vera Darasni Putri	
Tuesday 02 April 2024	Visit to Hortikultura		
Wednesday 03 April 2024	Visit to Arboretum		
Thursday 04 April 2024	Creating Script to Make Profile Video for Filagam		
Friday 05 April 2024	Take and Shoot Profile Video at Filagam		


No	Working	Explanation
1		Mangrove evaluation for the preparation of the Minister of Environment and Forestry's visit

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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 08 – 12 April 2024



Day/Date	Activity	Task Assignor	Signature
Monday 08 April 2024	Eid Al-Fitr 1445 H (Holiday)	Vera Darasni Putri	
Tuesday 09 April 2024			
Wednesday 10 April 2024			
Thursday 11 April 2024			
Friday 12 April 2024			


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 15 – 19 April 2024

Day/Date	Activity	Task Assignor	Signature
Monday 15 April 2024	OFF	-	-
Tuesday 16 April 2024	Pick up and Pack product and delivered to JNT	Vera Darasni Putri	
Wednesday 17 April 2024	OFF	-	-
Thursday 18 April 2024	Packing Souvenir for the Visit of UNRI Students	Vera Darasni Putri	
Friday 19 April 2024	OFF	-	-

No	Working	Explanation
1		Serving as the committee for catering at the state-owned enterprises (BUMN) event





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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 22 – 26 April 2024

Day/Date	Activity	Task Assignor	Signature
Monday 22 April 2024	Prepare the Document for Blood Donation	Vera Darasni Putri	
Tuesday 23 April 2024	Discussion and meet with Simpenda for blood donation		
Wednesday 24 April 2024	Monitoring at Hortikultura for Solar Panel Installation		
Thursday 25 April 2024	Monitoring at Filagam for Solar Panel Installation		
Friday 26 April 2024	MC on the Halal Bihalal Event		


No	Working	Explanation
1		Transporting solar panels to horticulture


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 29 April – 03 May 2024

Day/Date	Activity	Task Assignor	Signature
Monday 29 April 2024	Evaluate Member of BUMN for Event in Mangrove	Vera Darasni Putri	
Tuesday 30 April 2024	Evaluate Member of BUMN for Event in Filagam		
Wednesday 01 May 2024	Guidance of the Next Job		
Thursday 02 May 2024	Distribution of Books To Sekolah Cinta Gambut on National Education Day		
Friday 03 May 2024	Prepare for Blood Donor Activities		


No	Working	Explanation
1		Distributing food and souvenir to students attending the K3 (Occupational Health and Safety) event


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 06 – 10 May 2024

Day/Date	Activity	Task Assignor	Signature
Monday 06 May 2024	Repair Toga Plantation at Filagam	Vera Darasni Putri	
Tuesday 07 May 2024	-Find School that Interesting with BUMN event		
Wednesday 08 May 2024	-Scan the Event News -Packing The Souvenir		
Thursday 09 May 2024	OFF	-	-
Friday 10 May 2024	OFF	-	-


No	Working	Explanation
1		Receiving gifts from the halal bihalal event


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 13 – 17 May 2024

Day/Date	Activity	Task Assignor	Signature
Monday 13 May 2024	-Prepare for Donor Activity -Observation at Hortikultura	Vera Darasni Putri	
Tuesday 14 May 2024	MC and Consumsion at Blood Donation on D-day		
Wednesday 15 May 2024	Guidance for the next Job		
Thursday 16 May 2024	Making Explanations Compost for Learning at Sekolah Cinta Gambut		
Friday 17 May 2024	Discuss about consumsion for BUMN event		


No	Working	Explanation
1		Providing and serving catering at the state-owned enterprises (BUMN) event


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 20 – 24 May 2024

Day/Date	Activity	Task Assignor	Signature
Monday 20 May 2024	Consumption Comitte BUMN Event	Vera Darasni Putri	
Tuesday 21 May 2024	Consumption Comitte BUMN Event		
Wednesday 22 May 2024	Consumption Comitte BUMN Event		
Thursday 23 May 2024	OFF	-	-
Friday 24 May 2024	OFF	-	-


No	Working	Explanation
1		Arrival of the Minister of Environment and Forestry


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 27 – 31 May 20224

Day/Date	Activity	Task Assignor	Signature
Monday 27 May 2024	OFF	-	-
Tuesday 28 May 2024	MC event at Bulopa (Blood Donation)	Vera Darasni Putri	
Wednesday 29 May 2024	Compiling Shopping Note File		
Thursday 30 May 2024	Monitoring the Installation of Sollar Panel at Filagam		
Friday 31 May 2024	Interview of hortikultura member about satisfaction index		


No	Working	Explanation
1		Monitoring the dam and assisting with the installation of solar panels at Filagam

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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 03 – 07 June 2024

Day/Date	Activity	Task Assignor	Signature
Monday 03 June 2024	Guidance For the Next Job	Vera Darasni Putri	
Tuesday 04 June 2024	agreements, and disbursement of funds letter		
Wednesday 05 June 2024			
Thursday 06 June 2024			
Friday 07 June 2024			


No	Working	Explanation
1		Assisting the HSSE department with documentation by taking photos for records

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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 10 – 14 June 2024

Day/Date	Activity	Task Assignor	Signature
Monday 10 June 2024	Participate in discussions with fostered partners	Vera Darasni Putri	
Tuesday 11 June 2024	attend lunch invitations as well as discussions with fostered partners sekolah cinta gambut		
Wednesday 12 June 2024	peatland educational activities, and coloring competitions at sekolah cinta gambut		
Thursday 13 June 2024	organizing class meeting competitions at sekolah cinta gambut		
Friday 14 June 2024	closing of the event as well as a meal together, as well as distribution of prizes at sekolah cinta gambut		

No	Working	Explanation
1		Work with arboretum partner members after the evaluation visit from the Assistant Minister





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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 17 – 21 June 2024

Day/Date	Activity	Task Assignor	Signature
Monday 17 June 2024	community satisfaction index interviews, by 10 partners under CSR guidance	Vera Darasni Putri	
Tuesday 18 June 2024			
Wednesday 19 June 2024			
Thursday 20 June 2024			
Friday 21 June 2024			


No	Working	Explanation
1		community satisfaction index interviews, by 10 partners under CSR guidance


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

Name : Muhammad Idham

Campus : Politeknik Negeri Bengkalis

Date : 24 – 28 June 2024

Day/Date	Activity	Task Assignor	Signature
Monday 24 June 2024	Pack Productss for orders from HSSE	Vera Darasni Putri	
Tuesday 25 June 2024	proposal training for fostered partners		
Wednesday 26 June 2024	Packing Product		
Thursday 27 June 2024	Visit to Hortikultura		
Friday 28 June 2024	make reports for internship activities		

No	Working	Explanation
1		Going to the field to prepare the assigned tasks