

**APPRENTICESHIP REPORT**  
**PT. RIAU ANDALAN PULP AND PAPER**

**ENDANG NIRASTUTI**  
**5404181167**



**INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**  
**INTERNATIONAL BUSINEES ADMINISTRATION**  
**STATE POLITECHNIC BENGKALIS**  
**BENGKALIS – RIAU**  
**2022**

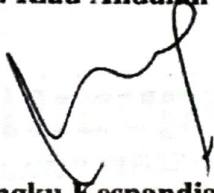
**APPRENTICESHIP REPORT  
PT. RIAU ANDALAN PULP AND PAPER**

**Written as one of the conditions for completing Apprenticeship**

**Endang Nirastuti  
5404181167**

**Pelalawan, June 30<sup>th</sup>, 2022**

**Campus Relation Manager  
PT. Riau Andalan Pulp and Paper**



**Tengku Kespandiar, S.T., M.M  
SAP ID. 10018883**

**Advisor**



**Hutomo Atman Maulana, S.Pd., M.Si  
NIP. 19891117209031012**

**Approved by,  
Head of International Business Administration  
Study Program  
State Polytechnic of Bengkalis**



**Hutomo Atman Maulana, S.Pd., M.Si  
NIP. 198908312018031001**

## ACKNOWLEDGEMENT

Assalamualaikum wr. Wb. Peace be upon you, and Allah mercy and blessings

Alhamdulillah, praise and gratitude the authors say to ALLAH SWT who has given strength and fluency so that the author can complete the Job Training (KP) activities at PT Riau Andalan Pulp and Paper (RAPP) well. Job Training is one of the activities that must be taken in the Communication Science study program which aims to apply the knowledge gained in lectures to the work environment.

The author realizes that the implementation of KP activities and the writing of this KP report can be completed thanks to the support and assistance of various parties. On this occasion the author would like to express his gratitude to the honorable:

1. Mr. Johnny Custer., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada., MT, as Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati,S.ST.,MS.i as Head of Business Administration Department
4. Ms. Wan Junita Raflah B,Sc.,M,Ec.Dev the Head of International Business Administration Study Program.
5. Mr. Hutomo Atman Maulana M.Si as a Former Head of International Business Administration Study Program.
6. Mr. M. Alkadri Perdana, B.SC.,M.Sc as the appetichensip coordiantor.
7. Mr. Hutomo Atman Maulana M.Si as a appretcichensip advisor in the International Business Administration Study Program.
8. Mr. Tengku Kespandiar as Campus Relations Head, as Internship Supervisor at the Public Relations Office of PT. RAPP Pangkalan Kerinci.
9. Mrs. Yusva Linda as Human Resources Development, (Employee Cooperative) PT. RAPP Pangkalan Kerinci
10. Mrs. Nada Cindy Sagita S, T as an apprentice mentor at Kopkar PT. RAPP Pangkalan Kerinci.
11. To all employees at PT RAPP Pangkalan Kerinci, especially in the Employee Cooperative (KOPKAR) who cannot be mentioned one by one who always gives confidence to the author to do the work during the KP time.
12. Beloved family who have given advice and prayers and support to the author.

13. Friends in arms of State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation when completing this Apprenticeship report.

The author realizes this Job Training Report is far from perfect. Therefore, the author expects criticism and suggestions to improve the shortcomings of the report made by the author. The author hopes that this report can be useful for anyone who reads it.

Wassalamu'alaikum Wr. Wb

Bengkalis, 2022



Endang Nirastuti

NIM 5404181167



## TABLE OF CONTENT

<b>COVER TITLE.....</b>	<b>i</b>
<b>VALIDATION FORM.....</b>	<b>ii</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>iii</b>
<b>TABLE OF CONTENTS .....</b>	<b>v</b>
<b>LIST OF TABLES.....</b>	<b>vii</b>
<b>LIST OF FIGURES.....</b>	<b>viii</b>
<b>LIST OF APPENDICES .....</b>	<b>ix</b>
<b>CHAPTER I.....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
1.1 Background of the Apprenticeship.....	1
1.2. Purpose of the Apprenticeship .....	3
1.3. Significances of the Apprenticeship.....	3
<b>CHAPTER II.....</b>	<b>4</b>
<b>GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>4</b>
2.1 Company Profile .....	4
2.1.1. PT.Riau Andalan Pulp and Paper Profile .....	4
2.1.2. KOPKAR Profile .....	5
2.2. Vision and Mission .....	7
2.3. Kind of Business .....	8
2.4. Organization Structure .....	8
2.5. The Working Process .....	11
2.6. Document Used for Activity .....	13
<b>CHAPTER III.....</b>	<b>20</b>
<b>SCOPE OF THE APPRENTICESHIP.....</b>	<b>20</b>
3.1. Job Description .....	20

3.2. Description Activities of the Apprenticeship .....	20
3.3. Systems and Procedures .....	30
3.4. Obstacle and Solution .....	44
<b>CHAPTER IV .....</b>	<b>46</b>
<b>CONCLUSION AND SUGGESTION .....</b>	<b>46</b>
4.1. Conclusion .....	46
4.2. Suggestion .....	47
<b>REFERENCE.....</b>	<b>49</b>
<b>APPENDICES.....</b>	<b>50</b>



## LIST OF TABLE

Table 3.1 Daily Activities of March 9 th, to March 12 th, 2022 .....	21
Table 3. 2 Daily Activities of March 14 th, to March 19 th, .....	21
Table 3. 3 Daily Activities of March 21th, to March 26th, 2022 .....	22
Table 3. 4 Daily Activities of March 28 th, to April 2th, 2022 .....	22
Table 3. 5 Daily Activities of April 4th , to April 9th, .....	23
Table 3. 6 Daily Activities of April 11 th, to April 17 th, 2022 .....	23
Table 3. 7Daily Activities of April 18th , to April 23 th, 2022 .....	24
Table 3. 8 Daily Activities of April 25th , to April 30 th, 2022 .....	24
Table 3. 9 Daily Activities of May 2 th, to May 7 th, 2022.....	25
Table 3. 10 Daily Activities of May 9 th, to May 14 th, 2022.....	25
Table 3. 11 Daily Activities of May 16 th, to May 22 th, 2022.....	26
Table 3. 12 Daily Activities of May 23 th, to May 28 th, 2022.....	26
Table 3. 13Daily Activities of May 30 th, to June 4 th, 2022.....	27
Table 3. 14 Daily Activities of June 6 th, to June 11 th, 2022.....	27
Table 3. 15 Daily Activities of June 13 th, to June 18 th, 2022.....	28
Table 3. 16 Daily Activities of June 20 th, to June 25 th, 2022.....	28
Table 3. 17 Daily Activities of June 27 th, to June 30 th, 2022.....	29

## LIST OF FIGURE

Figure 2.1 PT. Riau Andalan Pulp & Paper .....	4
Figure 2.2 Logo KOPKAR PT.RAPP .....	6
Figure 2.3 Organizational Structure of KOPKAR PT. RAPP.....	9
Figure 2.4 Loan form for the KOPKAR PT. RAPP .....	14
Figure 2.5 Motor Vehicle Loan Terms And Conditions Form .....	15
Figure 2.6 Consumption Spending Requirement Form .....	15
Figure 2.7 laptop, cellphone, bicycle credit terms form .....	16
Figure 2. 8 Report Of The Pelalawan Sector Employee Cooperative Sub Unit.....	16
Figure 2. 9 Clearance Exit Letter .....	17
Figure 2. 10 Purchase Receipt at KOPMART PT. RAPP .....	18
Figure 2. 11 Proof Of Loan Repayment.....	18
Figure 3.1 Entry Data Process .....	30
Figure 3.2 Entry Data.....	31
Figure 3.3 Photocopying Documents Process .....	31
Figure 3.4 Photocopying Documents.....	32
Figure 3.5 The Process of Sorting Resign Data.....	33
Figure 3.6 Sorting Resign Data.....	34
Figure 3.7 Organize the Document Process.....	34
Figure 3.8 Organize the Document .....	35
Figure 3.9 Serving Customers Process .....	36
Figure 3.10 Serving Customers .....	37
Figure 3.10 Cashier at KOPMART Process .....	37
Figure 3.11 Cashier at KOPMART .....	38
Figure 3.12 Input Data at KOPMART.....	39
Figure 3.13 Visiting Campus (UIR, & UNRI) .....	39
Figure 3.14 Visiting Campus UIR .....	40
Figure 3.15 MoU(Memorandum of Understanding) Signing at UNRI .....	41
Figure 3.16 Process of RAT KOPKAR PT.RAPP .....	42



Figure 3.17 Process of Welcoming Guests ..... 43  
Figure 3.18 Photo with the Whole Committee ..... 44



## LIST OF ATTACHMENT

Appendix 1 : Figure of Job Description.....	50
Appendix 2 : Appreticeship Acceptance Letter .....	55
Appendix 3 : Appreticeship Statement Letter.....	56
Appendix 4 : Appraisal Form.. .....	57
Appendix 5 : Certificate .....	58
Appendix 6 : List Attendance .....	59

