

**APPRENTICESHIP REPORT**  
**PT KILANG PERTAMINA INTERNATIONAL REFINERY**  
**UNIT II PRODUCTION SUNGAI PAKNING**

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**APPLIED BACHELOR OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2023**

**JOB TRAINING REPORT**  
**PT KILANG PERTAMINA INTERNATIONAL REFINERY**  
**UNIT II PRODUCTION SUNGAI PAKNING**

Written as one of the conditions for completing Job Training

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## TABLE OF CONTENTS

<b>APPROVAL SHEET .....</b>	<b>i</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>ii</b>
<b>TABLE OF CONTENTS.....</b>	<b>iv</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 1 INTRODUCTION .....</b>	<b>1</b>
1.1 Bacground of the Apprenticeship .....	1
1.2 Purpose of the Aprenticeship.....	2
1.3 Significances of the Apprenticeship .....	3
1.3.1 Significantes for the Polytechnic Student .....	3
1.3.2 Significantes for State Polytechnic of Bengkalis .....	3
<b>CHAPTER 2 GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>4</b>
2.1 Company Profile .....	4
2.2 Vision and Mission .....	5
2.2.1 Vission .....	5
2.2.1 Mission.....	5
2.3 Kind of Business.....	6
2.4 Structure of Organization.....	7
2.5 The Working Process.....	11
2.6 Document Used for Activity.....	12
<b>CHAPTER 3 SCOPE OF THE APPRENTICESHIP.....</b>	<b>13</b>
3.1 Job Description.....	13
3.2 System and Procedure .....	13
3.2.1 The Working System.....	13

3.2.2	Working Procedures .....	14
3.3	Place of Apprenticeship .....	25
3.4	Time and Place of Apprenticeship .....	25
3.4	Obstacle and Solution of Apprenticeship .....	37
3.5,1	Obstacle of Apprenticeship .....	37
3.5.2	Solution of Apprenticeship .....	37
<b>CHAPTER 4 CONCLUSION AND SUGGESTION .....</b>		<b>39</b>
4.1	Conclusion .....	39
4.2	Suggestion.....	40
<b>REFERENCES .....</b>		<b>41</b>
<b>APPENDIXES .....</b>		<b>42</b>

## LIST OF TABLES

Table 3.1	Schedule Working Hours at PT Pertamina RU II Production Sungai Pakning .....	23
Table 3.2	Daily Activities of February 01 <sup>st</sup> , 2023 to February 03 <sup>th</sup> , 2023.....	24
Table 3.3	Daily Activities of February 06 <sup>st</sup> , 2023 to February 10 <sup>th</sup> , 2023.....	24
Table 3.4	Daily Activities of February 13 <sup>st</sup> , 2023 to February 17 <sup>th</sup> , 2023.....	25
Table 3.5	Daily Activities of February 20 <sup>st</sup> , 2023 to February 25 <sup>th</sup> , 2023.....	26
Table 3.6	Daily Activities of February 27 <sup>st</sup> , 2023 to March 03 <sup>th</sup> , 2023.....	27
Table 3.7	Daily Activities of March 06 <sup>st</sup> , 2023 to March 10 <sup>th</sup> , 2023.....	28
Table 3.8	Daily Activities of March 13 <sup>st</sup> , 2023 to March 17 <sup>th</sup> , 2023.....	28
Table 3.9	Daily Activities of March 20 <sup>st</sup> , 2023 to March 23 <sup>th</sup> , 2023.....	29
Table 3.10	Daily Activities of March 27 <sup>st</sup> , 2023 to March 31 <sup>th</sup> , 2023.....	29
Table 3.11	Daily Activities of April 03 <sup>st</sup> , 2023 to April 07 <sup>th</sup> , 2023.....	30
Table 3.12	Daily Activities of April 10 <sup>st</sup> , 2023 to April 14 <sup>th</sup> , 2023.....	31
Table 3.13	Daily Activities of May 02 <sup>st</sup> , 2023 to May 05 <sup>th</sup> , 2023.....	31
Table 3.14	Daily Activities of May 08 <sup>st</sup> , 2023 to May 12 <sup>th</sup> , 2023.....	32
Table 3.15	Daily Activities of May 15 <sup>st</sup> , 2023 to May 19 <sup>th</sup> , 2023.....	33
Table 3.16	Daily Activities of May 22 <sup>st</sup> , 2023 to May 26 <sup>th</sup> , 2023.....	33

## LIST OF FIGURE

Figure 2.1	PT KPI RU II Production Sungai Pakning .....	4
Figure 2.2	Company Logo of Pertamina .....	5
Figure 2.3	Organizational Structure of PT KPI RU II Production Sungai Pakning .....	7
Figure 3.2	Making an Agenda for Event .....	14
Figure 3.3	Attendance Archiving .....	15
Figure 3.4	Step of Scan Documents .....	16
Figure 3.5	Scanning Document of Cooperation Agreement .....	16
Figure 3.6	Printing Document .....	17
Figure 3.7	Designing Produk Sticker .....	17
Figure 3.8	Designing the Layout of the Book .....	18
Figure 3.9	Designing Cover the Layout of the Book .....	18
Figure 3.10	Sending Invitation .....	19
Figure 3.11	List of Needs for the Climate Village Program .....	19
Figure 3.12	Communication from Whatsapp .....	20
Figure 3.13	Creating a Detailed Budget .....	20
Figure 3.14	Face-to-Face Questionnaire Data Collection .....	22
Figure 3.15	Online Data Collection .....	22
Figure 3.16	PT KPI RU II Production Sungai Pakning .....	23



## LIST OF APPENDIXES

Appendixes 1:	Apprenticeship Reply Letter .....	39
Appendixes 2:	Apprenticeship Statement Letter .....	40
Appendixes 3:	Apprenticeship Certificate .....	41
Appendixes 4:	Apprenticeship Assesment Sheet .....	42
Appendixes 5:	ID Card During Apprenticeship .....	43
Appendixes 6:	List of Apprenticeship Attendance Sheet .....	44
Appendixes 7:	Daily Activities .....	46

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Higher education is an educational institution that prepares students to become members of society who have abilities both academically and skillfully. Higher education has a very important role in character building and is expected to be able to produce quality graduates so as to be able to bring the Indonesian nation to a more advanced direction. Where students from various majors implement all the knowledge that has been obtained in academic activities during lectures where the knowledge gained can be used for community empowerment.

Currently, the competition in finding a job is very tight because many graduates from various campuses want to find work, while the available job opportunities are very limited. All means will be taken to achieve what you dream of without seeing fatigue and often sacrificing sleep. The great hopes of the family, especially the parents, who never stop providing support from various things, make it very impossible if you have to stop here. Times are getting more sophisticated, and many individuals are getting university degrees, making world competition so tight. The rise of technology and even almost all large companies use advanced technological equipment, making humans inseparable from technological developments.

Therefore the campus requires students to take part in practical work programs. Practical work is a learning process by knowing directly how the scope of the actual world of work is. Every student is required to go directly into the world of work which is their respective field, so it is hoped that each student can directly apply the knowledge they have learned before to the world of work. In addition, with practical work students can add knowledge, skills and experience in the world of work which can later be applied in the real world of work. Bengkalis State Polytechnic is one of the campuses that require all students to take part in

practical work to complete their studies.

Bengkalis State Polytechnic is a Diploma III and Applied Bachelor Education Institution established by the Bengkalis Regency government. The Department of Business Administration is one of the departments at the Bengkalis State Polytechnic. In 2016, this department opened a new study program namely D4-International Business Administration, D4-Public Finance Accounting, D4-Digital Business. This D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of learning to handle correspondence, administration, management, finance, human resources, to the business world. To prepare students to be ready to use in this field, the International Business Administration study program requires students to take part in practical work both in government agencies and in private institutions for a minimum of 4 (four) months to a maximum of 6 (six) months.

The international business administration study program hopes that with 4 (four) months of practical work, students can get to know first hand how the world of work is, and can add insight and experience. Consequently, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be held accountable for the results obtained from these practical work activities.

Based on the foregoing, the author as a student of the International Business Administration Study Program chose to do practical work at PT Kilang Pertamina International Refinery Unit II Sungai Pakning Production. During the implementation of the author's practical work placed in the Public Relations section. The practical work starts from 01 February 2023 – 30 May 2023.

## **1.2 Purpose of the Apprenticeship**

To achieve the expected results, it is necessary to know the objectives of practical work, which are as follows:

1. To find out the job description of work PT Kilang Pertamina International Refinery Unit II Sungai Pakning

2. To find out the work system of the Public Relations section of PT Kilang Pertamina International Refinery Unit II Sungai Pakning River Production
3. To find out the time and place of practical work at PT Kilang Pertamina International Refinery Unit II Sungai Pakning
4. To find out the kind description of the activity in the of practical work at PT Kilang Pertamina International Refinery Unit II Sungai Pakning River Production
5. To find out the obstacles in the implementation of practical work and determine solutions to overcome obstacles in the implementation of practical work at PT Kilang Pertamina International Refinery Unit II Sungai Pakning River Production.

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

#### **1.3.1 Significances for the Apprenticeship**

The benefits of practical work for students are as follows:

1. Students have the opportunity to apply knowledge/theoretical concepts in the real world of work.
2. Students gain practical experience in applying theoretical knowledge/concepts according to their study program.
3. Students have the opportunity to be able to analyze problems related to applied science in the world of work according to their study program.
4. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

#### **1.3.2 Significances for State Polytechnic of Bengkalis**

The benefits of practical work for the Bengkalis State Polytechnic are as:

1. Practical work can strengthen cooperation and socialization between Bengkalis State Polytechnic and government agencies or companies where practical work is carried out.
2. Practical work can improve the competence of Bengkalis State Polytechnic graduates.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History



**Figure 2.1 PT Kilang Pertamina International Refinery Unit II Sungai Pakning**  
*Source: Processed Data 2023*

The RU II Sungai Pakning BBM production refinery is part of the Pertamina RU II Dumai which is an oil refinery of the business group (BG) processing Pertamina. Workers who support RU refinery activities II Sungai Pakning are 207 Pertamina employees and 61 PT EPT employees.

PT. Pertamina is one of the BUMN (State Owned Enterprises) which is engaged in oil and gas. The company was founded on December 10, 1957 under the name PT Perusahaan Minyak Nasional which was abbreviated as PT. PERTAMINA. This PT changed its status to State Company (PN) Permina in 1960. 8 years later, on August 20, 1968, PN Pertamina merged with PN Pertamina to become the State Oil and Gas Mining PN (Pertamina). To strengthen this company, the Government issued Law no. 8 of 1971 which established Pertamina as a state-owned oil and gas company. Based on this law,

all oil companies wishing to do business in Indonesia are required to cooperate with Pertamina.

At the beginning of the refinery operation, its processing capacity only reached 25,000 barrels per day, in September 1975 all refinery operations switched from referral to Pertamina. Since then the refinery has started improvement gradually, so that the product and its capacity can be improved again. By the end of 1977, refinery capacity had increased to 35,000 barrels per day, reaching 40,000 barrels in April 1980. Since then PT Pertamina RU II Sungai Pakning is developing in stages, and from 2002 to 2018 its production capacity has reached 50,000 Barrels per day.



**Figure 2.2 Company Logo of Pertamina**  
*Source: Processed Data 2023*

## **2.2 Vision and Mission**

### **2.2.1 Vision of PT Kilang Pertamina International RU II Production Sungai Pakning**

Vision is the future goal of an agency, organization, or company. Visions are also the thoughts that were in the minds of the founders. These thoughts are a picture of the future to be achieved. The vision of PT Pertamina RU II Production Sungai Pakning is, "To become a competitive and environmentally friendly national oil and petrochemical refinery in Asia Pacific by 2025".

### **2.2.2 Mission of PT Kilang Pertamina International RU II Production Sungai Pakning**

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company,

organization or agency is in the midst of society. The mission of Pertamina RU II Production Sungai Pakning, namely "To do business in the field of oil and petrochemical processing that is managed professionally and with an environmental perspective based on Pertamina's values to provide added value for stakeholders".

### **2.3 Kind of Business**

Pertamina fuel production refinery RU II Sungai Pakning has the main task of processing crude oil into several types of fuel which is one of the suppliers of fuel to the Siak Depot for the needs of Riau Province, as well as Napta and LSWR products are exported and sent to RU II Dumai.

In carrying out these main tasks, Pertamina's production plant BBM RU II Sungai Pakning has a commitment to grow and develop with the community. This commitment is reflected in the form of activities carried out by companies and agencies in the company.

### **2.4 Organization Structure**

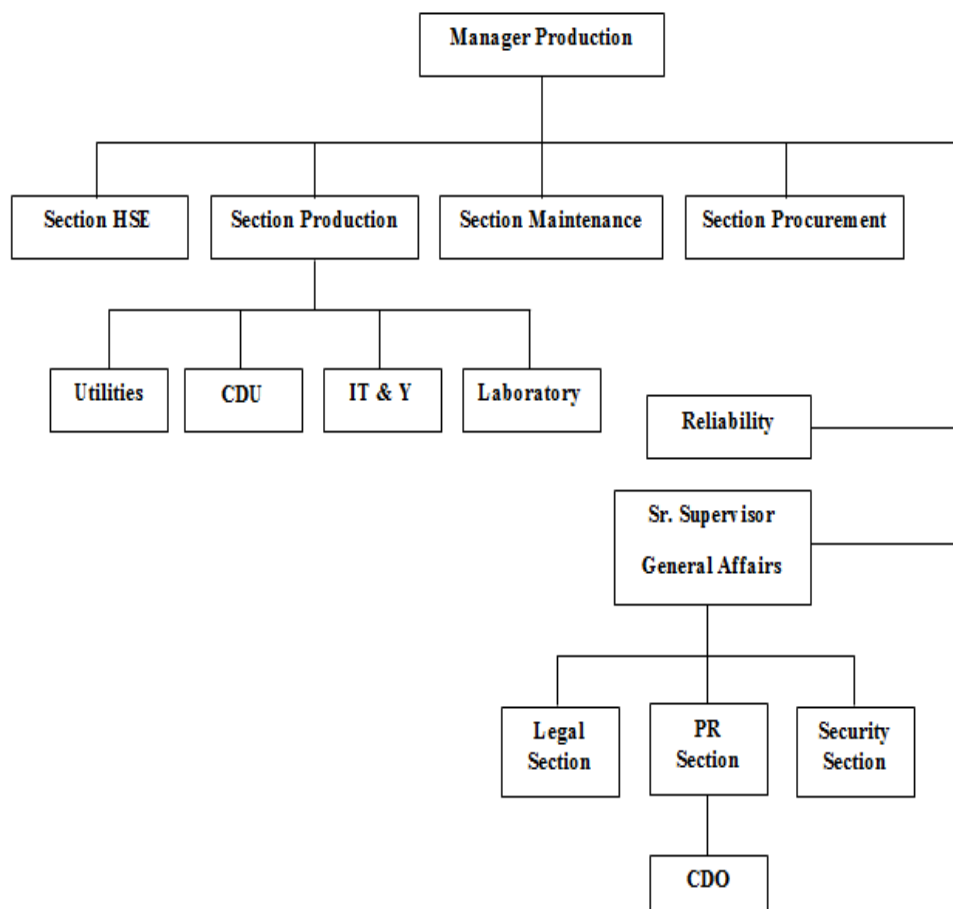
The organizational structure of the company is a visual diagram containing the components that make up the company that describes what employees, to whom employees are responsible and how decisions are made within the company. The organizational structure determines how information flows between levels within the company so that company goals can be achieved. The organizational structure helps new employees get to know and learn about the management and departments in your company.

A poor organizational structure can result in ambiguous work roles, lack of trust in the team and superiors, a rigid work environment and slow decision making.

In this company structure there are several personnel or sections that belonging to the core ranks of the company structure, or what is commonly referred to as company officials. Consist of the board of directors, managers, and division heads or department. And in the composition below there are staff and workers.

The organizational structure of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is as follows:

**ORGANIZATIONAL STRUCTURE  
PT KILANG PERTAMINA INTERNATIONAL REFINERY UNIT II  
PRODUCTION SUNGAI PAKNING**



**Figure 2.3 Organizational Structure of PT Kilang Pertamina International RU II Production Sungai Pakning**  
*Source: Processed Data 2023*

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



1. Section HSE (Health, Safety, Environment)

The HSE Manager is tasked with and is responsible for creating safe working conditions and trying to avoid work accidents involving people, equipment, the environment as well as an advisor on environmental protection efforts.

a. Fire Insurance Section

The Fire Insurance Section has the duty and responsibility to create a reliable fire prevention system for refinery operations, through the procurement of hardware, software and Human Resources development, coordinating the implementation of HSE aspects and carrying out orderly general administration.

b. Safety Section

The Safety Section has the duties and responsibilities to create and review work procedures, identify and control hazards and carry out K3 audits, supervise the use of work safety equipment and provide explanations on prevention and prevention of accidents to all workers.

c. Environmental Section

The Environmental Section has the duty and responsibility to create a clean environment by seeking to reduce and monitor air, liquid and solid waste emissions that have a negative impact on the environment, implement the ISO:14001 EMS Environmental Management System, ensure that environmental protection equipment is maintained and operated properly. and create an environmentally sound corporate image.

d. Occupational Health Section

The Occupational Health Section has the duties and responsibilities to address health-related issues regarding diseases caused by occupational risks.

2. Section Maintenance

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

3. Section Procurement

Procurement within the company is in charge of and responsible for the supply activities, complaints of spare parts materials needed in the company's operations. This field is in charge of four sections, namely:

- a. Inventory Control Section
- b. Purchasing Section
- c. Service Warehousing Section
- d. Contract Office Section

4. Section Production

The production unit has the duties and responsibilities to ensure that the products produced are in accordance with the SOPs that have been set. This unit is divided into 4 (four) parts, namely:

a. Utilities

This unit has duties and responsibilities to provide some of the needs of refinery utilities such as water, electricity, steam, compressed air and nitrogen.

b. CDU (Crude Distillation Unit)

CDU has the duty and responsibility to separate crude oil into several products through a physical separation process based on differences in boiling points by a process known as distillation.

c. IT&Y

This field functions to organize internal and external communications for the refinery so that the information needed is immediately obtained. This field is responsible for smooth communication to obtain information for workers within PT. Pertamina RU II Production Sungai Pakning.

d. Laboratory

The main tasks of the Laboratory unit are quality control, quality insurance, feed intermediate products, feed finished products, production equipment and technical advice on maintenance and quality inspection of materials and spare parts.

5. Reliability

The Reliability Manager is in charge and responsible for all matters relating to the reliability of the refinery in terms of maintenance (socialist). This field is in charge of two sections, namely plant reliability and equipment reliability.

6. Sr. Supervisor General Affairs (GA)

The duties of a General Affairs are quite complex and in their activities they must interact and coordinate both internally and externally with other departments or parties outside the company.

There are many tasks carried out by General Affairs including managing various permits required by the company, maintaining good relations with the environment around the company, being responsible for the existence and condition of company assets. General Affairs oversees three sections, namely:

a. Legal Section

The Legal Section has the responsibility for preparing completeness, drafting and checking the validity of all company legal documents according to the request of other relevant managers who require it, taking care of licensing issues for each company unit and ensure orderly administration related to the management of business operations in a complete, accurate, current and complete manner.

b. Public Relation Section

Public relations within the company is very important. The task of public relations is to grow and develop good relations between institutions (companies) and the community, internally and externally in order to instill understanding, grow motivation and community participation in an effort to create public opinion that benefits the company.

Public Relations of PT. Pertamina is currently carrying out community development for the assisted groups assisted by several Community Development Officers (CDO).

c. Security Section

The Security Section is in charge of providing permits for guest visits to PT Kilang Pertamina International Refinery Unit II Sungai Pakning. In the company there are 5 (five) security posts that are guarded according to a predetermined schedule.

## **2.5 The Working Process**

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

1. Main Duties of the Public Relations Division

There are several main objectives of public relations, including the following:

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

2. Main Purpose of Public Relations

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

- a. **Creating an impression/image**  
The impression a person gets of a person, product, or situation, according to that persons level of knowledge.
- b. **Knowledge and understanding**  
Public Relations plays a very important role in providing information to the internal public and external public by providing accurate information and in an easy-to-understand format.
- c. **Creating Interest**  
Public relations must also be able to create public interest in certain situations that have a major impact on the company/organization.
- d. **Admission**  
Public Relations is responsible for providing an explanation to the public for situations or events so that the attitude of opposition, indifference that surround them can turn into understanding and acceptance.
- e. **Sympathy**  
Public Relations must be able to convey information clearly to the public to gain sympathy.

## **2.6 Document Used for Activity**

Some of the documents commonly used for activities are as follows:

1. **Minutes Form**  
Minutes forms are a record of the journey of an activity, whether it is a meeting, seminar or discussion that starts from the beginning to the end of the event. The minutes form contains the tittle, day/date, place, participants, description of the discussion and action.
2. **Attendance Form**  
The attendance form is usually used when there is an event or activity for the participants who are present at the event or activity that day. Attendance form consists of name, dept or section, and signature. At the top of the form there is the day, date, time and speaker.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This practical work program was carried out at PT Kilang Pertamina International Refinery Unit II Sungai Pakning. for 4 (four) months from 01 February 2021 to 31 May 2023. During the practical work period, the apprentice is placed in the public relations department. There are several assignments during practical work in the public relations department at PT Kilang Pertamina International Refinery Unit II Sungai Pakning as follows:

1. Writing an agenda for the event
2. Archiving Attendance
3. Scanning Documents
4. Printing Documents
5. Designing Product Stickers
6. Designing the Layout of the Book
7. Sending invitations
8. Performing PROKLIM Data Collection
9. Creating a Detailed Budget
10. Retrieving Community Satisfaction Index (IKM) survey questionnaire data for programs from public relations directly to the field.

This practical work activity is carried out in accordance with the provisions of the code of conduct for the implementation of practical work activities a period of 4 (four) months starting from February 1, 2023 to May 31, 2023. During the implementation of practical work activities, placed in the Public Relations section.

#### **3.2 System and Procedure**

##### **3.2.1 The Working System**

To make it easier for employees to carry out their duties, the company uses an internet-based system to facilitate work online and also uses a manual system. Online systems such as sending reporters and confirmation via email while the

manual system is used for recording the Minutes of Meeting Forms and Activity Implementation Forms.

### 3.2.2 Working Procedures

Work procedures or activities carried out when doing practical work at the Public Relations section at PT. Kilang Pertamina International RU II Production Sungai Pakning is explained as follows:

#### 3.2.2.1 Writing an Agenda for Event

Event rundown is a list of activities held during an event. The rundown helps event organizers and participants to find out in detail what will happen during the event so that the event can run smoothly.

More specifically, the event rundown is a list of activities that will be carried out during the event. The event rundown is usually made by the event committee and used as a guide for all the teams involved in the event.

By making an event rundown, you can determine the order in which activities will be carried out, when they will be carried out, and who will do them. Apart from that, you can also add additional notes such as things that need to be considered during the Stunting Prevention Screening event in an effort to Gernas K3 PT Kilang Pertamina Internasional RU II Sungai Pakning Production with the Manager and attended by the Bukit Batu sub-district head and pediatricians and obstetricians.



**RUNDOWN ACARA  
SENIN, 20 FEBRUARI 2023**

Waktu	Acara	Pelaksanaan
07.30-08.00	Registrasi Peserta dan Pembagian Nomor	Desfi Irma Putri
08.00-08.10	Artisan	Yuliana
08.10-08.30	Pembukaan MC	Yuliana
08.10-08.30	Kata Sambutan Camat Bukit Batu	Acil Eayno, SSTP., MSI
08.10-08.15	Kata Sambutan Ketua TP PKK Kecamatan Bukit Batu	Diana Rita H, M.Pd
08.15-08.20	Kata Sambutan Manager Production	R. Moh. Kun Tauchid
08.20-08.25	Pembagian Plakat dan Foto Bersama	Yuliana
08.25-08.30	Pembukaan Moderator Seminar	Tahsa Ayu Seva
08.30-09.00	Seminar Dari Spesialis Kebidanan dan Kandungan	dr. Tengku Larry A. Sp. OG
08.00-09.30	Seminar Dari Spesialis Anak	dr. Andini Rizayanan, Sp. A
09.30-10.00	Seminar dari Mengenal Gizi	Vivi Herawati, AMG
10.00-10.10	Penutupan MC	Yuliana
10.10-12.00	Cek Up Kesehatan Ibu Hamil, Bayi & Balita	Dokter Spesialis

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**Figure 3.2 Making an Agenda for Event**

Source: Public Relations Department PT. Pertamina RU II Production Spk

Event rundown is arranged based on the sequence of activities, starting from the main event to the closing event. In addition, the event rundown also includes the time and place where each activity will be carried out:

1. Have an overview of the event. To get this picture, make an outline or framework of the event that will be made. Create it to include all the important elements of the event, such as the time and place of the event, who will be attending the event, and so on.
2. Determine the place and time where the event will be held. to hold a seminar, then choose a room that is suitable for the seminar, as well as a start time for example at 8 am.
3. After that, set the clock sequence regarding what is done in that segment. For example, mc for 5 minutes after delivering material, or isoma (rest, prayer, and eating) when it's time to pray for Muslims, until what time the event ends.
4. A list of the organizers who are responsible for each segment, for example for the opening there is an MC, if the event presents guest stars, note who is in charge of notifying the guest stars to get ready before appearing.
5. Finally, check the rundown that has been made, and re-discuss with the other committee regarding the rundown that has been made so that there will be no misunderstandings.

#### 3.2.2.2 Absence Archiving

Absence is a data collection activity to find out the number of participants in an event. After the activity attendance was completed, both were stapled and handed over to the supervisor from PT KPI RU II Production Sungai Pakning and then stored in the filing cabinet according to the mentoring program.

Creating an attendance list for project daily work absences in Microsoft Word:

1. Open Microsoft Word
2. Type the title first



3. Then, select the Insert > Table > menu and create a table according to the company's needs
4. Fill in the fields as needed, for example Name, Hours of Entry, Hours of Office Exit, and so on. Don't forget to set the column width. If so, it will appear like this
5. Save if you have, then you can print this attendance list for employees to fill in when they attend and leave the office.

**PERTAMINA**  
ILANG PERTAMINA  
INTERNASIONAL

<b>PT KILANG PERTAMINA INTERNASIONAL REFINERY UNIT II</b>		No	KP145123/2022-S8
		Ref	
<b>DAFTAR HADIR / LIST OF ATTENDEES</b>		Page	of 2

JUDUL/ TITLE :  
TANGGAL/ DATE :  
JAM/ TIME :  
TEMPAT/ VENUE :

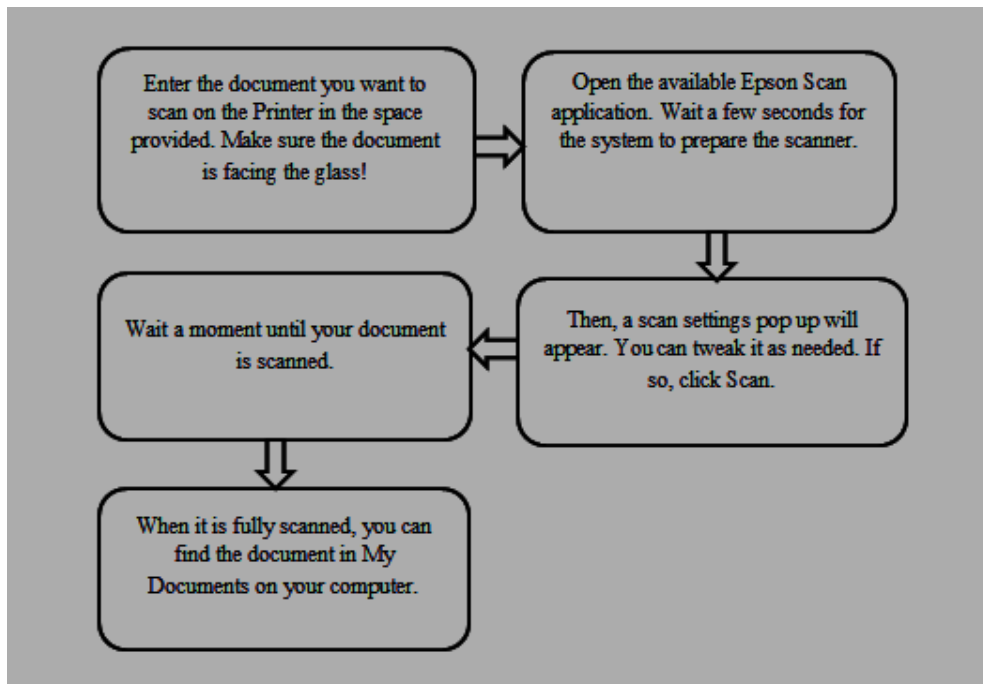
PEMBICARA/ PRESENTER :

NO	NAMA/ NAME	FUNGSI - BAGIAN/ DEPT - SECTION	TANDA TANGAN/ SIGNATURE
01.	HELI SANDO	MPT Sukajadi	01. [Signature]
02.	AQUSTIARDI	" "	02. [Signature]
03.	REMI SAPUTRA	" "	03. [Signature]
04.	M. SYAFIK.	" "	04. [Signature]
05.	JUNADI	" "	05. [Signature]
06.	BASIR	" "	06. [Signature]
07.	SAMSUCI RAHAW	" "	07.
08.	SULAIMAN	MPT Sukajadi	08. [Signature]
09.	JALMAR	" "	09. [Signature]
10.	RIKI PRATI	" "	10. [Signature]
11.	LEONARDO	COO	11. [Signature]
12.	YUHANIA	MANAG	12. [Signature]
13.	DEA PERANTI	" "	13. [Signature]
14.	Tania	CSR Pertamina	14. [Signature]
15.			15.
16.			16.
17.			17.
18.			18.
19.			19.
20.			20.

**Figure 3.3 Attendance Archiving**  
Source: Public Relations Department PT. Pertamina RU II  
Production Spk

### 3.2.2.3 Scanning Documents

Scanning is an activity to scan an object which will then be converted into digital data in the form of a file. Meanwhile, the tool used to carry out this process is called a scanner. Here are the steps to scan a document.



**Figure 3.4 Step of Scan Documents**

*Source: Public Relations Department PT. Pertamina RU II Production Spk*



**Figure 3.5 Scanning Document of Cooperation Agreement**

*Source: Public Relations Department PT. Pertamina RU II Production Spk*

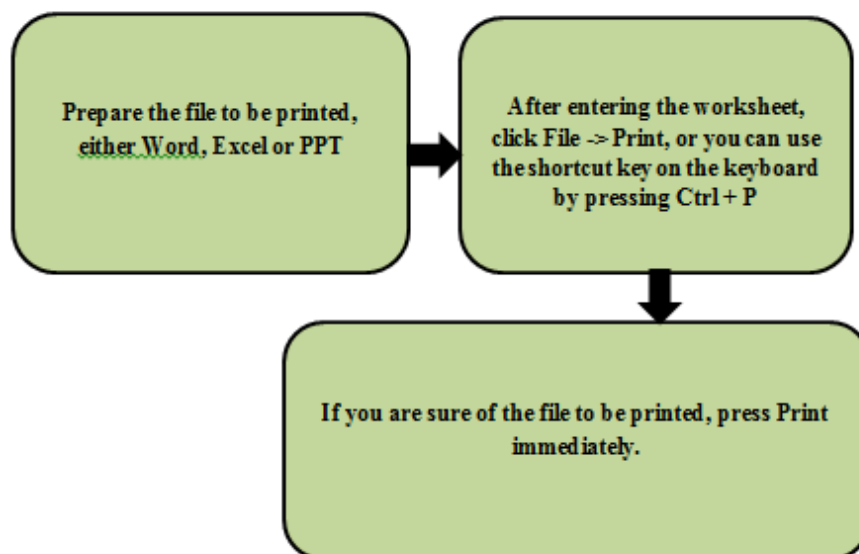
### 3.2.2.4 Printing Documents

Printing is an activity to convert softcopy into hardcopy which requires a tool in the form of a printer. To print files, the first step is to make sure that the computer and printer are connected. Click home on the Microsoft Word file to be printed, select the print menu. Make sure all the desired settings have been defined such as paper size, margins, color/black and white. Then select the printer that is connected to the word online.



**Figure 3.6 Printing Document**

*Source: Public Relations Department PT. Pertamina RU II Production Spk*



**Figure 3.7 Flowchart Printing Document**

*Source: Public Relations Department PT. Pertamina RU II Production Spk*

### 3.2.2.5 Designing Product Stickers

Design is a plan or design that is carried out before the manufacture of an object, system, component or structure. The purpose of this design is to introduce Pertamina CSR-assisted products using product brand stickers made by the Poskarya Group at the Pangkalan Jambi Village.



**Figure 3.7 Designing Produk Sticker**

*Source: Public Relations Department PT. KPI RU II Production Spk*

One important component in marketing a company's business is building a brand choose a unique logo that can represent a business identity:

1. Choose a color that represents the character of the business. The brand is firm and bright, and soft
2. Choose a font that is easy to read as well as brand-specific. Customize fonts with brand style, elegant, modern and more select an icon that reflects the service or item being sold. See examples of competitors' logos for consideration, but don't copy them 100%
3. Pay attention to the composition of the product logo elements so that they are balanced and easy to understand. Not too crowded, the logo will be visible at a small size

4. Prepare several versions of the brand logo, of course with the same color theme, font and icon. can change colors, play with layouts and more
5. Insert text in logo design. For example, telephone numbers, Instagram accounts, and short taglines.

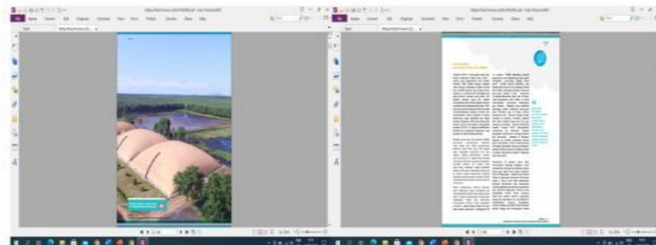
### 3.2.2.6 Designing the Layout of the Book

Book layout is arranging or arranging the layout of the contents of the book in an attractive and neat way. The Permata Hijau Pesisir Gambut book is one of Pertamina's CSR programs which is located in Pangkalan Jambi Village.

#### Layout



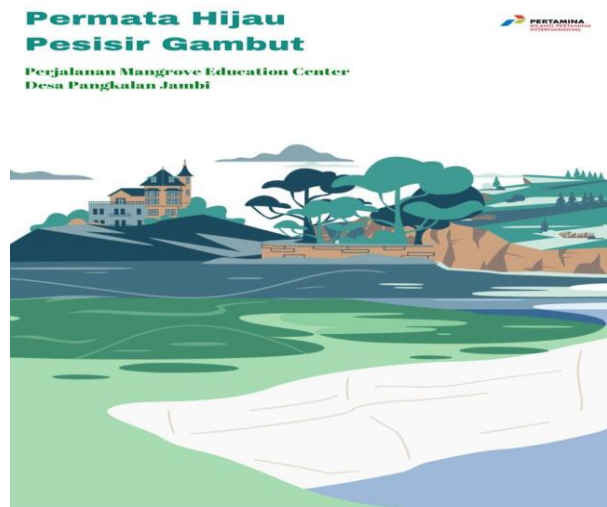
(Cover Karikatur program CSR pakning)



**Figure 3.8 Designing the Layout of the Book**

*Source: Public Relations Department PT. Pertamina RU II  
Production Spk*

The following is a book layout cover about the Pertamina Pakning CSR program with the title "Permata Hijau Pesisir Gambut"



**Figure 3.9 Designing Cover the Layout of the Book**  
 Source: Public Relations Department PT. Pertamina RU II  
 Production Spk

### 3.2.2.7 Sending Invitations

Sent an invitation to a high school located in the Bukit Batu area to attend an event commemorating the 2023 Gernas K3 PT Kilang Pertamina Intrenasional RU II Sungai Pakning Production which was held at BULOPA.

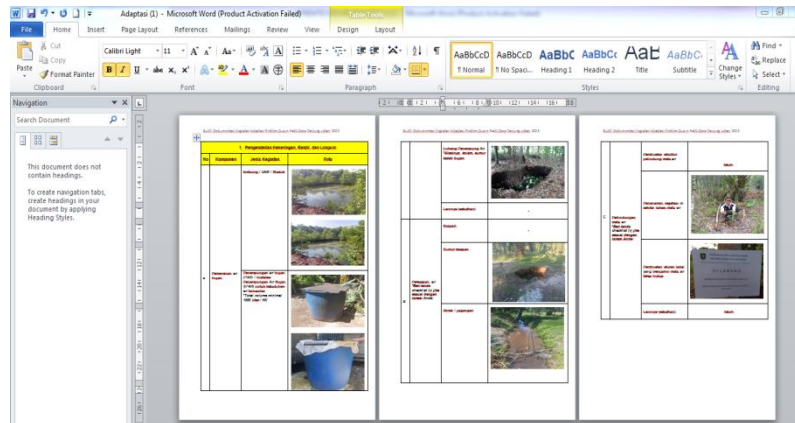


**Figure 3.10 Sending Invitation**  
 Source: Public Relations Department PT. Pertamina RU II  
 Production Spk

### 3.2.2.8 Performing PROKLIM Data Colletion

The climate village program is a national program managed by the Ministry of Environment and Forestry in order to increase community involvement and other stakeholders to strengthen adaptation capacity to climate change impacts, reduce emissions and provide recognition for climate change adaptation. and

mitigation efforts that have been made that can improve welfare at the local level in accordance with regional conditions.



**Figure 3.11 List of Needs for the Climate Village Program**  
*Source: Public Relations Department PT. Pertamina RU II Production Spk*

Therefore, they were given the task of going directly to the field, namely in the village of Tanjung Leban for data collection and some documentation related to questions about the climate village program.

Before conducting a field survey, you must first coordinate with the head of the program in Tanjung Leban Village. The following is a picture of communication via WhatsApp by contacting the chairman directly.

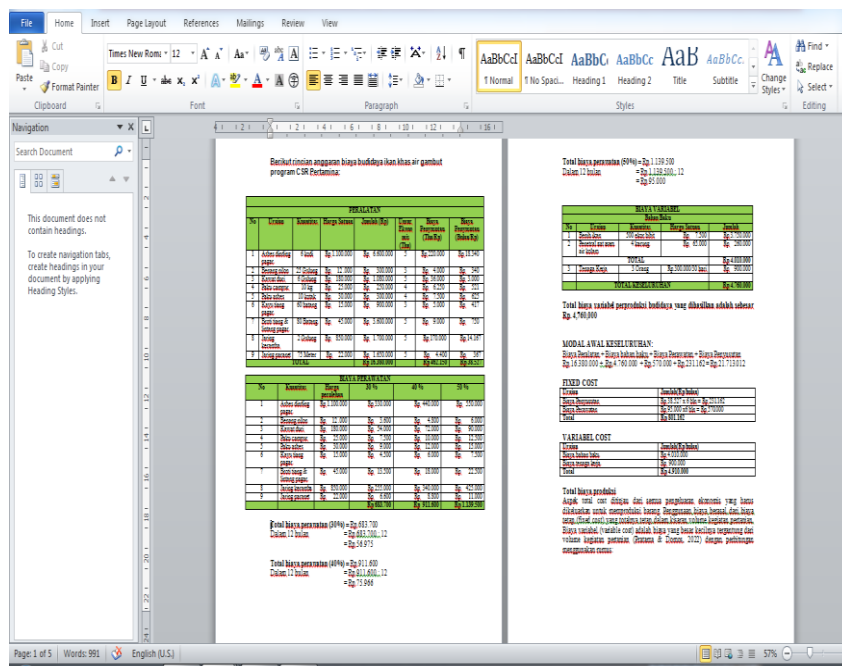


**Figure 3.12 Communicating from Whatsapp**  
*Source: Public Relations Department PT. Pertamina RU II Production Spk*

### 3.2.2.9 Creating a Detailed Budgeting

The project task of the mentor is to develop a CSR program for one of the groups from Sukajadi village, namely the Mitigasi Karhutla program by utilizing vacant karhutla land due to fires so that it can be managed for freshwater fish farming.

Because of that, estimates of the detailed budget for fish farming can be developed continuously so that you can make a profit. The following is a picture of the task details of the budget for freshwater fish farming.



**Figure 3.13** Detailed Budgeting  
 Source: Public Relations Department PT. Pertamina RU II  
 Production Spk

### 3.3.2.10 Retrieving Community Satisfaction Index (IKM) Survey Questionnaire Data for Programs from Public Relations Directly to the Field

The Public Relations program of PT. Kilang Pertamina International RU II Production Sungai Pakning consists of 9 programs, namely: Community Empowerment-Based. Karhutla Mitigation, Integrated Pineapple Farming, Peatland Horticulture Agriculture, Sekolah Cinta Gambut Curriculum, Environmentally Friendly Peat Forest Honey Cultivation, Blood for Us, Posyandu



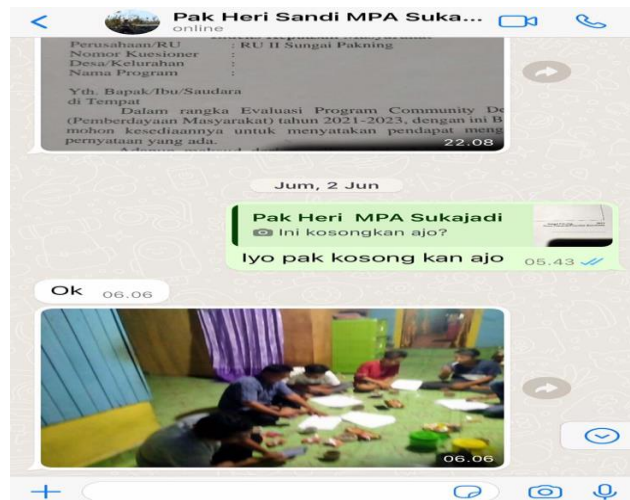
Sehati, Conservation and Mangrove Ecotourism Pangkalan Jambi, Brackish water Aquaculture.

In the implementation of the Community Satisfaction survey on several programs assisted by Pertamina's Public Relations, then they were given the task to make a questionnaire consisting of several aspects, namely, Program Socialization, Program Planning, Program Implementation Process and others.

There are 2 (two) methods used in collecting survey data on the community satisfaction index survey questionnaire, namely by going to the field directly (meeting with the target community) and by taking questionnaire data online. Online data collection was carried out because there were several programs assisted by Pertamina's Public Relations which were located quite far away, such as the Eco- Friendly Peat Forest Honey Cultivation in the area of Tanjung Leban Bakti Village dan Program Mitigasi Karhutla di Desa Sukajadi



**Figure 3.14 Face-to-Face Questionnaire Data Collection**  
*Source: Humas PT. Pertamina RU II Production Spk*



**Figure 3.15 Online Data Collection**  
 Source: *Humas PT. Pertamina RU II Production Spk*

### 3.3 Place of Apprenticeship

This practical work activity is carried out in accordance with the provisions of the code of conduct for the implementation of practical work activities a period of 4 (four) months starting from February 1, 2023 to May 31, 2023. During the implementation of practical work activities, placed in the Public Relations section.

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

No	Day	Working Hours	Rest
1.	Monday to Friday	07.30 to 16.00 WIB	12.00 to 13.30 WIB
2.	Saturday and Sunday	Off	Off

Source: *Processed Data 2023*

### 3.4 Kind and Description of the Activity

This practical work activity was carried out at PT. Kilang Pertamina International RU II Production Sungai Pakning River located at Jalan Cendana No. 1 Pakning Times, Bukit Batu District, Bengkalis Regency. During practical work placed in the public relations section.



**Figure 3.16 PT. KPI RU II Production Sungai Pakning**

*Source: Researcher Documentation 2023*

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

**Table 3.2 Daily Activities of February 01<sup>st</sup>, 2023 to February 03<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Wednesday, 01 February 2023	<ol style="list-style-type: none"> <li>1. Submit internship requirements</li> <li>2. Interview by Pertamina's head of security sei. Pakning</li> </ol>	<ol style="list-style-type: none"> <li>1. Public Relations Department</li> <li>2. Security admin room</li> </ol>
2	Thursday, 02 February 2023	<ol style="list-style-type: none"> <li>1. Introduction and presentation of material about K3 Occupational Safety and Health.</li> <li>2. Introduction to CSR Pertamina Sei Pakning.</li> </ol>	<ol style="list-style-type: none"> <li>1. HSSE Room</li> <li>2. CSR Room</li> </ol>
3	Wednesday, 03 February 2023	<ol style="list-style-type: none"> <li>1. Morning Exercise</li> <li>2. Workplace introduction</li> <li>3. Conducting discussions with posyandu cadres and puskesmas midwives regarding events from CSR regarding stunting</li> </ol>	<ol style="list-style-type: none"> <li>1. Telaga Suri Perdana Field</li> <li>2. Wisma Pertamina</li> </ol>

*Source: Processed Data 2023*

Table 3.2 is the first practical work activity, from submitting Submit internship requirements, Interview by Pertamina's head of security sei. Pakning, Introduction and presentation of material about K3 Occupational Safety and Health, Introduction to CSR Pertamina Sei Pakning, Workplace introduction and Conducting discussions with posyandu cadres and puskesmas midwives regarding events from CSR regarding stunting.

**Table 3.3 Daily Activities of February 06<sup>st</sup>, 2023 to February 10<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 06 February 2023	1. Make a TOR for stunting activities 2. Conducted a visit to Poskarya Bunga Tanjung II Flower with the CSR for PMT preparation for toddlers	1. Poskarya 2. Bunga Tanjung at Pangkalan Jambi
2	Tuesday, 07 February 2023	Conduct discussions regarding the planning of the “Screening Prevent Stunting” activity	IG Room
3	Wednesday, 08 February 2023	1. Visits to 4 schools in Bukit Batu sub-district to provide invitation letters to take part in the GERNAS Outreach. 2. Conducted a visit to the CSR Pertamina Sei.Pakning fostered group	Bukit Batu District Elementary School
4	Thursday, 09 February 2023	1. Conducted discussions on making the poskarya logo and stickers for the Tanjung Bunga Ginger Candy II Pangkalan Jambi. 2. Carry out a discussion on the GERNAS K3 (Occupational Safety and Health) event with HSE	IG Room
5	Friday, 10 February 2023	1. Doing routine morning exercises at Telaga Suri 2. Conducted visits to the Pertamina CSR assisted group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and Batang Duku Horticulture	1. Telaga Suri Perdana Field 2. Poskarya Bunga Tanjung at Pangkalan Jambi and Horticulture at Batang Duku

Source: Processed Data 2023

Table 3.3 is practical work the second week of February the author was from submitting Submit Make a TOR for stunting activities, Conducted a visit to Poskarya Bunga Tanjung II Flower with the CSR for PMT preparation for toddlers, Conduct discussions regarding the planning of the “Screening Prevent Stunting” activity, Visits to 4 schools in Bukit Batu sub-district to provide invitation letters to take part in the GERNAS Outreach, Conducted a visit to the CSR Pertamina Sei.Pakning fostered group, Conducted discussions on making the poskarya logo and stickers for the Tanjung Bunga Ginger Candy II Pangkalan Jambi, Carry out a discussion on the GERNAS K3 (Occupational Safety and Health) event with HSE, and Conducted visits to the Pertamina CSR assisted group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and Batang Duku Horticulture.

**Table 3.4 Daily Activities of February 13<sup>st</sup>, 2023 to February 17<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 13 February 2023	Conducting a visit to Pertamina's CSR fostered group at Batang Duku Horticulture	Batang Duku Horticulture
2	Tuesday, 14 February 2023	Providing Supplemental Food to Posyandu in Sungai Pakning Village and Sejangat Village	Posyandu in Sungai Pakning Village and Sejangat Village
3	Wednesday, 15 February 2023	Assisting activities to commemorate the month of K3 (Occupational Safety and Health) regarding the Seminar on Environment, Health and Traffic Safety held by HSE and CSR at BULOPA (Budaya Loka Patra)	BULOPA (Budaya Loka Patra)
4	Thursday, 16 February 2023	Visit to the Pertamina CSR fostered group in Batang Duku Horticulture and at the same time submitting a budget to the treasurer of the Horticulture farmer group	Batang Duku Horticulture
5	Friday, 17 February 2023	Conducted a visit to the Pertamina CSR fostered group in SukaJadi	MPB/MPA SukaJadi

Source: Processed Data 2023

Table 3.4 In the third week of February, the author from submitting Submit Conducting a visit to Pertamina's CSR fostered group at Batang Duku Horticulture, Providing Supplemental Food to Posyandu in Sungai Pakning Village and Sejangat Village, Assisting activities to commemorate the month of K3 (Occupational Safety and Health) regarding the Seminar on Environment, Health and Traffic Safety held by HSE and CSR at BULOPA (Budaya Loka Patra), Visit to the Pertamina CSR fostered group in Batang Duku Horticulture and at the same time submitting a budget to the treasurer of the Horticulture farmer group and Conducted a visit to the Pertamina CSR fostered group in SukaJadi.

**Table 3.5 Daily Activities of February 20<sup>st</sup>, 2023 to February 25<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 20 February 2023	Become a committee in the "Stunting Prevent Screening" activity at BULOPA (Loka Patra Culture) as well as guiding the MC to completion.	BULOPA (Loka Patra Culture)
2	Tuesday, 21 February 2023	Selection of practical work supervisors at CSR Pertamina Sungai Pakning	Humas

3	Wednesday, 22 February 2023	Attending Quiz activities held by HSE considering the month of K3 (Occupational Health and Safety)	Telaga Suri Perdana Field
4	Thursday, 23 February 2023	Conducted socialization of HSSE aspects for families in the 2023 K3 Month Gernas event	Telaga Suri Perdana Field
5	Friday, 24 February 2023	Working on project assignments, namely making reports and budget details on the costs of cultivating fish for one of the MPA programs at Sukajadi assisted by Pertamina Sungai Pakning	Apprentice Room
6	Saturday, 25 February 2023	1. Conduct discussions with PT Adaro Energy 2. Conducted visits to Pertamina's CSR fostered group at Marsawa Arboretum Kampung Jawa, Filagam Hamlet Beringin Lubuk Muda Village and Mangrove Education Center Pangkalan Jambi	Marsawa Arboretum Kampung Jawa, Filagam Hamlet Beringin Lubuk Muda Village and Mangrove Education Center Pangkalan Jambi

Source: Processed Data 2023

Table 3.5 In the fourth week in February, from submitting Submit Become a committee in the "Stunting Prevent Screening" activity at BULOPA (Loka Patra Culture) as well as guiding the MC to completion, Selection of practical work supervisors at CSR Pertamina Sungai Pakning, Attending Quiz activities held by HSE considering the month of K3 (Occupational Health and Safety), Conducted socialization of HSSE aspects for families in the 2023 K3 Month Gernas event, Working on project assignments, namely making reports and budget details on the costs of cultivating fish for one of the MPA programs at Sukajadi assisted by Pertamina Sungai Pakning, Conduct discussions with PT Adaro Energy and Conducted visits to Pertamina's CSR fostered group at Marsawa Arboretum Kampung Jawa, Filagam Hamlet Beringin Lubuk Muda Village and Mangrove Education Center Pangkalan Jambi.

**Table 3.6 Daily Activities of February 27<sup>st</sup>, 2023 to March 03<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 27 February 2023	Make budget planning for toman fish farming	Apprentice Room

2	Tuesday, 28 February 2023	Visit of the Pertamina Sungai Pakning CSR fostered group in Batang Duku Village Horticulture	Batang Duku Village Horticulture
3	Wednesday, 01 March 2023	Continuing budget planning for toman fish farming	Apprentice Room
4	Thursday, 02 March 2023	Continuing budget planning for toman fish farming	Apprentice Room
5	Friday, 03 March 2023	Continuing budget planning for toman fish farming	Apprentice Room

Source: Processed Data 2023

Table 3.6 this week make budget planning for toman fish farming, visit of the Pertamina Sungai Pakning CSR fostered group in Batang Duku Village Horticulture, Continuing budget planning for toman fish farming.

**Table 3.7 Daily Activities of March 06<sup>st</sup>, 2023 to March 10<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 06 March 2023	Make apprentice project Fish farming budget plan	Apprentice Room
2	Tuesday, 07 March 2023	Meeting of CSR members about proklam	CSR Room
3	Wednesday, 08 March 2023	Discussion with supervisors to prepare materials for project monitoring presentations that have been made	Apprentice Room
4	Thursday, 09 March 2023	Internship project monitoring presentation	CSR Room
5	Friday, 10 March 2023	1. Doing routine morning exercises at Telaga Suri 2. Conducted a visit to Pertamina's Assisted Program at Biene Honey Bees in Tanjung Leban	Madu Biene Tanjung Leban

Source: Processed Data 2023

Table 3.7 is the first week of March, the Submit Make apprentice project Fish farming budget plan, Meeting of CSR members about proklam, Discussion with supervisors to prepare materials for project monitoring presentations that have been made, Internship project monitoring presentation and Conducted a visit to Assisted Program at the Biene Honey Bees in Tanjung Leban.

**Table 3.8 Daily Activities of March 13<sup>st</sup>, 2023 to March 17<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 13 March 2023	Revision of the fish farming internship project in Sukajadi Village	Apprentice Room
2	Tuesday, 14 March 2023	Monitoring of the Pertamina FILAGAM CSR target group Beringin Village	Filagam Dusun Beringin Desa Lubuk Muda
3	Wednesday, 15 March 2023	A visit to the Siak Sri Indrapura Palace and the Tomb of Datuk Laksamana Raja at Laut, Bukit Batu Village with DTT	Siak Sri Indrapura Palace and the Tomb of Datuk Laksamana Raja at Laut, Bukit Batu Village
4	Thursday, 16 March 2023	Conducting financial management training for the women of the Horticulture Farmer Group in Batang Duku Village	Horticulture Batang Duku Village
5	Friday, 17 March 2023	Gernas K3 activities clean up the coast	Roro Sei Pakning Port

Source: Processed Data 2023

Table 3.8 the second week of March Submit Revision of the fish farming internship project in Sukajadi Village, Monitoring of the FILAGAM CSR target group Beringin Village, A visit to the Siak Sri Indrapura Palace and the Tomb of Datuk Laksamana Raja at Laut, Bukit Batu Village, Conducting financial management training for the women of the Horticulture Farmer Group in Batang Duku Village and Gernas K3 activities clean up the coast.

**Table 3.9 Daily Activities of March 20<sup>st</sup>, 2023 to March 23<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 20 March 2023	1. Be a note taker in the award presentation zoom meeting at the premium Pertamina Sungai Pakning main office. 2. Discussion with Pertamina Hulu Rokan	Premium Space
2	Tuesday, 21 March 2023	Visit of the Marsawa Arboretum development group in Kampung Jawa Village, FILAGAM in Lubuk Muda Village, Mangrove Education Center in Pangkalan Jambi Village with PT Pertamina Hulu Rokan	Marsawa Arboretum, filagam and Mangrove Education Center
3	Wednesday, 22 March 2023	Holiday	-
4	Thursday, 23 March 2023	Holiday	-

Source: Processed Data 2023



Table 3.9 in the third week of March submit Be a note taker in the award presentation zoom meeting at the premium PT KPI RU II Production Sungai Pakning main office, Discussion with Pertamina Hulu Rokan and Visit of the Marsawa Arboretum development group in Kampung Jawa Village, FILAGAM in Lubuk Muda Village, Mangrove Education Center in Pangkalan Jambi Village with PT Pertamina Hulu Rokan.

**Table 3.10 Daily Activities of March 27<sup>st</sup>, 2023 to March 31<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 27 March 2023	Summarizes journals on handling stunting children	Apprentice Room
2	Tuesday, 28 March 2023	Made a budget for all groups fostered by PT Kilang Pertamina Internasional RU II Sungai Pakning	CSR Room
3	Wednesday, 29 March 2023	Summarizes journals on handling stunting children	Apprentice Room
4	Thursday, 30 March 2023	Monitoring of the Poskarya group in Pangkalan Jambi Village	Poskarya group in Pangkalan Jambi Village
5	Friday, 31 March 2023	Take part in gymnastics every Friday and get a prize in the form of shopping vouchers at Indomaret	BULOPA (Budaya Loka Patra)

Source: Processed Data 2023

Table 3.10 is the last week March Submit Summarizes journals on handling stunting children, Made a budget for all groups fostered by PT Kilang Pertamina Internasional RU II Sungai Pakning, Summarizes journals on handling stunting children, Monitoring of the Poskarya group in Pangkalan Jambi Village and Take part in gymnastics every Friday and get a prize in the form of shopping vouchers at Indomaret.

**Table 3.11 Daily Activities of April 03<sup>st</sup>, 2023 to April 07<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 03 April 2023	Continued to calculate the details of fish farming costs and make a report on the toman fish farming project	Apprentice Room
2	Tuesday, 04 April 2023	Continued to calculate the details of fish farming costs and make a report on the toman fish farming project	Apprentice Room

3	Wednesday, 05 April 2023	Continued to calculate the details of fish farming costs and make a report on the toman fish farming project	Apprentice Room
4	Thursday, 06 April 2023	Paid a visit to Pertamina's horticulture farmer group in Batang duku Village	Horticulture Batang duku Village
5	Friday, 07 April 2023	Made a visit to Pertamina's fostered Bumdes Mekarjaya at Pakning Origin	Bumdes Mekarjaya at Pakning Origin

Source: Processed Data 2023

Table 3.11 is the first week of April Submit Continued to calculate the details of fish farming costs and make a report on the toman fish farming project, Paid a visit to Pertamina's, Horticulture farmer group in Batang duku Village, Paid a visit to Pertamina's fostered Bumdes Mekarjaya at Pakning Origin.

**Table 3.12 Daily Activities of April 10<sup>st</sup>, 2023 to April 14<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 10 April 2023	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning	Apprentice Room
2	Tuesday, 11 April 2023	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning	Apprentice Room
3	Wednesday, 12 April 2023	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning	Apprentice Room
4	Thursday, 13 April 2023	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning	Apprentice Room
5	Friday, 14 April 2023	Make a book layout about "Peat Pesisir Green Permaat" Pertamina Sungai Pakning CSR Assistance program	Apprentice Room

Source: Processed Data 2023

Table 3.12 in the last week of April submit working on revising the budget report detailing the cultivation of toman fish which is one of the project tasks when carrying out practical work at PT KPI RU II Sungai Pakning, Making a book layout on "Peat Pesisir Green Permata" Pertamina Sungai Pakning CSR

Program assistance.

**Table 3.13 Daily Activities of May 02<sup>st</sup>, 2023 to May 05<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 01 May 2023	Holiday	-
2	Tuesday, 02 May 2023	Making PPT for presentation of final project assignments while carrying out practical work	Apprentice Room
3	Wednesday, 03 May 2023	visit to the Pertamina Sungai Pakning fostered group's house with CSR members	Apprentice Room
4	Thursday, 04 May 2023	visit to the Pertamina Sungai Pakning fostered group's house with CSR members	Apprentice Room
5	Friday, 05 May 2023	Visit of the Tirta Muda group assisted by Pertamina Sungai Pakning in Lubuk Muda village with CSR members and PT KPI RU II Sungai Pakning refinery employees	Tirta Muda at Lubuk Muda village

Source: Processed Data 2023

Table 3.13 in the first week of May submit Make PPT for presentation of final project assignments while carrying out practical work, Visit to the PT KPI RU II Production Sungai Pakning fostered group's house with CSR members, Visit of the Tirta Muda group assisted by PT KPI RU II Production Sungai Pakning in Lubuk Muda village with CSR members and PT KPI RU II Production Sungai Pakning refinery employees.

**Table 3.14 Daily Activities of May 08<sup>st</sup>, 2023 to May 12<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 01 May 2023	Working on the proklam (Climate Program) in Tanjung Leban Village with CSR supervisor Asri Dewi	Apprentice Room
2	Tuesday, 02 May 2023	Make a list of evidence in Microsoft Word regarding the components and activities of proklam in Tanjung Leban Village	Apprentice Room

3	Wednesday, 03 May 2023	Attended "Training and Socialization of the Use of APAR UPT Puskesmas Sei Pakning" with HSSE members of the Pertamina refinery and the Bukit Batu sub-district health center	UPT Puskesmas Sei Pakning
4	Thursday, 04 May 2023	Conducting visits with CSR members to the MPA group assisted by Pertamina's Sungai Pakning in Sukajadi Village as well as monitoring the Toman fish farming pond program	MPA Sukajadi Village
5	Friday, 05 May 2023	Submitting a budget to the MPA group chairperson who oversees the toman fish farming pond program	MPA Sukajadi Village

Source: Processed Data 2023

Table 3.14 in the second week of May submit working on the proklim (Climate Program) in Tanjung Leban Village with CSR supervisor Asri Dewi, Make a list of evidence in Microsoft Word regarding the components and activities of proklim in Tanjung Leban Village, Attended "Training and Socialization of the Use of APAR UPT Puskesmas Sei Pakning" with HSSE members of the Pertamina refinery and the Bukit Batu sub-district health center, Conducting visits with CSR members to the MPA group assisted by Pertamina's Sungai Pakning in Sukajadi Village as well as monitoring the Toman fish farming pond program and Submitting a budget to the MPA group chairperson who oversees the toman fish farming pond program.

**Table 3.15 Daily Activities of May 15<sup>th</sup>, 2023 to May 19<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 15 May 2023	Doing proklim until overtime in the prime telaga suri with Pertamina CSR members	IG Room
2	Tuesday, 16 May 2023	Visiting the village of Tanjung Leban and filling in the spectrum of the climate village program by meeting the chairman of Madu Biene, Pak Rahmadi, one of Pertamina Pakning's mentors located in Tanjung Leban village	Madu Biene Tanjung Leban village
3	Wednesday, 17 May 2023	Visited the Pertamina Pakning program at Filagam, namely Tirta Muda as well as monitoring with Babinsa Siak Kecil	Filagam at Lubuk Muda
4	Friday, 19 May 2023	Make a design for freshwater fish farming banners	Apprentice Room

Source: Processed Data 2023

Table 3.15 the third week of May submit doing proklam until overtime in the prime telaga suri with Pertamina CSR members, Visiting the village of Tanjung Leban and filling in the spectrum of the climate village program by meeting the chairman of Madu Biene, Pak Rahmadi, one of Pertamina Pakning's mentors located in Tanjung Leban village, Visited the Pertamina Pakning program at Filagam, namely Tirta Muda as well as monitoring with Babinsa Siak Kecil and Make a design for freshwater fish farming banners.

**Table 3.16 Daily Activities of May 22<sup>st</sup>, 2023 to May 26<sup>th</sup>, 2023**

No	Day and Time	Description of Activity	Place
1	Monday, 22 May 2023	Held a meeting with the manager of PT KPI RU II Sungai Pakning, Mr. Kun Tauhid, supervisor, Mr. Rahmat Hidayat, Mr. Sub-District Head of Bukit Batu Acil Esyno and members of the Youth Organization to discuss the agreement to have a football match	Premium Space
2	Tuesday, 23 May 2023	Visited the Filagam program, namely Tirta Muda and invited Tirta Muda members to work together to clean up plastic waste in the Filagam	Filagam at Lubuk Muda
3	Wednesday, 24 May 2023	Carry out IKM tasks from CSR which is an assessment questionnaire of all programs fostered by Pertamina's CSR	Filagam at Lubuk Muda
4	Thursday, 25 May 2023	Visited the opening of freshwater fish farming in Sukajadi village which was one of the projects during practical work and took part in putting fish seeds in the pond with Pertamina CSR members and freshwater fish farming groups	MPA Sukajadi Village
5	Friday, 26 May 2023	Visited members of the mangrove base Jambi to fill out the IKM questionnaire data from Pertamina's CSR	Mangrove at Pangkalan Jambi

Source: Processed Data 2023

Table 3.16 in the fourth week of May, submit Held a meeting with the manager of PT KPI RU II Sungai Pakning, Mr. Kun Tauhid, supervisor, Mr. Rahmad Hidayat, Mr. Sub-District Head of Bukit Batu Acil Esyno and members of the Youth Organization to discuss the agreement to have a football match, Visited the Filagam program, namely Tirta Muda and invited Tirta Muda members to work together to clean up plastic waste in the Filagam, Carry out

IKM tasks from CSR which is an assessment questionnaire of all programs fostered by Pertamina's CSR, Visited the opening of freshwater fish farming in Sukajadi village which was one of the projects during practical work and took part in putting fish seeds in the pond with Pertamina CSR members and freshwater fish farming groups and Visited members of the mangrove base Jambi to fill out the IKM questionnaire data from CSR.

### **3.5 Obstacles and Solutions**

#### **3.5.1 Obstacles of Apprenticeship**

The obstacles faced during the process of practical work at PT. Kilang Pertamina International RU II Production Sungai Pakning Are as follows:

1. At the beginning of the Internship, there were problems in terms of communicating with employees, because it was still in its early stages and did not know the character of each co-employee, so it was quite difficult to ask for an explanation about the work to be done.
2. The work time given is too long so it makes become bored during the internship.
3. Experiencing difficulties in terms of adjustment in the work environment, because the atmosphere in the work environment is different from the atmosphere environment in lectures, so it must be able to adjust themselves with the work environment
4. Inadequate office facilities. This is related to one of the equipment in the workplace, namely computers, where the number of computers is very limited.

#### **3.5.2 Solutions of Apprenticeship**

Solutions that can be taken to deal with obstacles during the practical work process including:

1. With Communication Is a process of interaction or a relationship of mutual understanding with each other or fellow human beings. In this case trying to establish communication with employees, namely by getting to know each

other, greeting each other and also sharing about each other's experiences so that they are able to have good social interaction in the new environment.

2. In dealing with boredom, I tried to get rid of it by carrying out various activities, one of which was completing an internship report accompanied by recording what I needed in making the report. In terms of innovation in internships, ask with a supervisor about any work that can be assisted.
3. In this case the practitioner tries to adjust to the way obey and comply with all kinds of regulations imposed by PT KPI RU II Production Sungai Pakning by arriving on time, attending briefings every morning, trying to mingle with employees and by showing a high work ethic in carrying out Internship activities.
4. To overcome these obstacles, the practitioner took the initiative to bring a personal laptop.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing practical work at PT. Kilang Pertamina International RU II Production Sungai Pakning, it can be concluded as follows:

1. There are several types of work during the practical work program, namely: Write an agenda for the event, Archiving Attendance, Design the Layout of the Book, Send invitations, Data Collection on the Climate Village Program, Create a Detailed Budget and Responsible for distributing or retrieving Community Satisfaction Index survey questionnaire data for programs from public relations directly to the field.
2. This practical work activity was carried out at PT. Kilang Pertamina International RU II Production Sungai Pakning which is located at Jalan Cendana No. 1 Sungai Pakning, Bukit Batu District, Bengkalis Regency. During practical work the author is placed in the public relations department. Practical work activities start on March 3, 2021 until June 30, 2021.
3. To make it easier for employees to carry out their duties, the company using an internet-based system to facilitate online work and also using a manual system. Online systems such as sending reports as well as confirm via email. The manual system is used for recording meeting minutes form and activity implementation form.
4. During the implementation of practical work there were several obstacles, namely the printer machine which often jammed, the internet network in the office often jammed. Solutions made to overcome the obstacles that exist in PT. Kilang Pertamina International RU II Production Sungai Pakning, that is, when printing documents, intern students go to another room to print documents, they should use their cellphones to connect their laptops to the internet.



## **4.2 Suggestion**

After doing practical work at PT. Kilang Pertamina International RU II Production Sungai Pakning, there are several suggestions, namely:


1. Responsible Officer for distributing or taking survey questionnaire data for Community Satisfaction Index for programs from public relations directly to the field.
2. Using an internet-based system to facilitate work online and also using a manual system. Online systems such as sending reports and confirmation via email. The manual system is used for recording meeting minutes forms and activity implementation forms.
3. It is recommended for officers to frequently check printer machines or other purposes used in office work processes so that damage or jams do not occur when used.
4. Officers also have to frequently check the internet to prevent network outages, because workers also use the internet very often when carrying out work.

## REFERENCES

- Huda, N. (2020) “Job Training Company PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning”
- Pujianti, C. D. (2020) “Implementasi Cyber Public Relations Dalam Membangun Reputasi PT. Pertamina (Persero) Refinery Unit II Dumai”. Skripsi
- Sutejo, B. (2010) “Impelmentasi Program *Corporate Social Responsibility* (CSR) PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning dalam Menciptakan Citra Positif di Kalangan Masyarakat Desa Sukajadi Kecamatan Bukit Batu Kabupaten Bengkalis”. Skripsi
- Wulandari, T. (2020) “Job Training Company Pertamina (Persero) Refinery Unit II Production Sungai Pakning”

# LIST OF APPENDICES

## Appendix 1: Apprenticeship Reply Letter



Sungai Pakning, 12 Januari 2023  
Nomor : OI /KPI45123/2023-S8  
Perihal : Balasan Surat Permohonan Kerja Praktek

Yang Terhormat,  
**Armada, ST., MT.**  
POLITEKNIK NEGERI BENGKALIS  
Di -  
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 5951/PL31/TU/2022 tanggal 9 Desember 2022 perihal Permohonan Permohonan Kerja Praktek, dengan ini diberitahukan bahwa kami *dapat menerima* siswa saudara untuk melakukan kerja praktik, adapun siswa yang diterima atas nama :

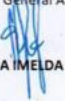
NO.	N A M A	N I M	J U R U S A N
1.	Yuliana	5404191250	D4 Administrasi Bisnis Internasional

Untuk melakukan kerja praktek di PT. Pertamina (Persero) Sei Pakning mulai Februari s/d Mei 2023, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan berkelakuan baik dari institusi / lembaga pendidikan.
2. Surat kesehatan dari dokter / pemerintah yang menyatakan sehat fisik & melampirkan photocopy kartu vaksin.
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 2: Apprenticeship Statement Letter



### SURAT KETERANGAN

No. : **547** / KPI45123 / 2023 - 58

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

Nama : YULIANA  
Jurusan : ADMINISTRASI BISNIS INTERNASIONAL  
Institusi : POLITEKNIK NEGERI BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK NEGERI BENGKALIS Jurusan ADMINISTRASI BISNIS INTERNASIONAL di PT. Kilang Pertamina Internasional RU II Sungai Pakning, mulai tanggal 1 Februari sampai dengan 31 Mei 2023.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 31 Mei 2023.

PT. Kilang Pertamina Internasional  
Spv. General Affair Spk  
Act.



RAHMAD HIDAYAT

## Appendix 3: Apprenticeship Certificate



### SURAT KETERANGAN Nomor : 351 / KPI45123 / 2023 - S8

*Dengan ini menandatangani bahwa :*

Nama : YULIANA  
NIM : 5404191250  
Tempat & Tanggal lahir : Bantan Air, 23 Juli 2001  
Jurusan : Administrasi Bisnis Internasional  
Institusi : POLITEKNIK NEGERI BENGKALIS  
Telah melaksanakan : Kerja Praktek / Magang di CSR  
PT. Kilang Pertamina Internasional RU II Sungai Pakning  
Yang diselenggarakan dari tanggal : 01 Februari s/d 31 Mei 2023

Sungai Pakning, 31 Mei 2023

Spv. Genral   
Apt.   
RAHMAD HIDAYAT

[www.pertamina.com](http://www.pertamina.com)

## Appendix 4: Apprenticeship Assesment Sheet

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

**N A M A** : YULIANA  
**N I M** : 5404191250  
**ASAL SEKOLAH** : POLITEKNIK NEGERI BENGKALIS  
**JURUSAN** : Administrasi Bisnis Internasional

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1.	KEDISIPLINAN	90	Sembilan Puluh
2.	KEJUJURAN	90	Sembilan Puluh
3.	KERAJINAN	90	Sembilan Puluh
4.	PENGUASAAN MATERI / TUGAS POKOK	85	Delapan Puluh Lima
5.	HUBUNGAN DENGAN PEKERJA	90	Sembilan Puluh
6.	HUBUNGAN DENGAN SESAMA MAHASISWA/SISWA	92	Sembilan Puluh Dua
<b>RATA - RATA</b>		89.5	Delapan Puluh Sembilan Koma Lima

Sungai Pakning, 31 Mei 2023  
 Pembimbing,

  
**ASRI DEWI**


**Appendix 5: ID Card During Apprenticeship**



## Appendix 6: List of Apprenticeship Attendance Sheet

DAFTAR HADIR PRAKTEK SISWA  
 POLITEKNIK NEGERI BENGKALIS  
 DI PERTAMINA RU II SEI PAKNING  
 BULAN : FEBRUARI 2023

No.	N A M A	JURUSAN	T A N G G A L																															
			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	DEA PERANTI	Adm. Bisnis Internasional	skt	skt	skt		skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt					
2	DESI IRMA PUTRI	Adm. Bisnis Internasional	skt	skt	skt		skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt					
3	DEWI PURNAMASARI	Adm. Bisnis Internasional	skt	skt	skt		skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt					
4	YULIANA	Adm. Bisnis Internasional	skt	skt	skt		skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt	skt	skt	skt			skt	skt					

Sei Pakning, Februari 2023  
 Spv. General Affair  
  
 ERNA MUDA



DAFTAR HADIR PRAKTEK SISWA  
POLITEKNIK NEGERI BENGKALIS  
DI PERTAMINA RU II SEI PAKNING  
BULAN : MARET 2023

No.	N A M A	JURUSAN	T A N G G A L																															
			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	DEA PERANTI	Adm. Bisnis Internasional	h	h	h			h	h	h	h	h	h			h	h	h	h	h			h	h	-	-	h			h	h	h	h	h
2	DESFI IRMA PUTRI	Adm. Bisnis Internasional	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
3	DEWI PURNEMASARI	Adm. Bisnis Internasional	h	h	h			h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
4	YULIANA	Adm. Bisnis Internasional	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h

Sei Pakning, Maret 2023  
Spv. General Affair

ERNA MELDA

DAFTAR HADIR PRAKTEK SISWA  
POLITEKNIK NEGERI BENGKALIS  
DI PERTAMINA RU II SEI PAKNING  
BULAN : APRIL 2023

No.	N A M A	JURUSAN	T A N G G A L																															
			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	DEA PERANTI	Adm. Bisnis Internasional			h	h	h	h	h	-			5	5	h	h	h	h			-	-	-	-			-	-	-	-				
2	DESFI IRMA PUTRI	Adm. Bisnis Internasional			h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
3	DEWI PURNEMASARI	Adm. Bisnis Internasional			h	h	h	h	h	-			h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
4	YULIANA	Adm. Bisnis Internasional			h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h

Sei Pakning, April 2023  
Spv. General Affair

ERNA MELDA

DAFTAR HADIR PRAKTEK SISWA  
POLITEKNIK NEGERI BENGKALIS  
DI PERTAMINA RU II SEI PAKNING  
BULAN : MEI 2023

No.	N A M A	JURUSAN	T A N G G A L																														
			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	DEA PERANTI	Adm. Bisnis Internasional	-	Praktik	Praktik	Praktik	Praktik				Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik
2	DESFI IRMA PUTRI	Adm. Bisnis Internasional	-	Praktik	Praktik	Praktik	Praktik				Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik
3	DEWI PURNAMASARI	Adm. Bisnis Internasional	-	i	i	i	i				Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik
4	YULIANA	Adm. Bisnis Internasional	-	Praktik	Praktik	Praktik	Praktik				Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik	Praktik			Praktik	Praktik	Praktik

Sei Pakning, Mei 2023  
Spv. General Affair




  
 ERNA IMELDA



## Appendix 7: Daily Activities



### Appendix 9

#### DAILY OF ACTIVITY OF THE JOB TRAINING

Day : Wednesday-Friday  
Date : 01- 03 February 2023

Date	Description of Activities	Task Assignment	Signature
01/02	1. Submit internship requirements 2. Interview by Pertamina's head of security sei. Pakning	Asri Dewi	
02/02	1. Introduction and presentation of material about K3 Occupational Safety and Health. 2. Introduction to CSR Pertamina Sei Pakning.		
03/02	1. Doing routine morning exercise at telaga suri. 2. Workplace introduction 3. Conducting discussions with posyandu cadres and puskesmas midwives regarding events from CSR regarding stunting.		
	Notes by Industrial Coach <i>Introduction and Adaptation to the new environment quickly.</i>		






No	Working Picture	Information
1		1. Submit internship requirements 2. Interview by Pertamina's head of security sei. Pakning
2		1. Introduction and presentation of material about K3 Occupational Safety and Health. 2. Introduction to CSR Pertamina Sei Pakning.


		
3		<ol style="list-style-type: none"> <li>1. Doing routine morning exercise at telaga suri.</li> <li>2. Workplace introduction</li> <li>3. Conducting discussions with posyandu cadres and puskesmas midwives regarding events from CSR regarding stunting.</li> </ol>







**DAILY OF ACTIVITY OF THE JOB TRAINING**

Day : Wednesday-Friday

Date : 06- 10 February 2023


Date	Description of Activities	Task Assignment	Signature
06/02	1. Make a TOR for stunting activities 2. Conducted a visit to Poskarya Bunga Tanjung II Flower with the CSR for PMT preparation for toddlers	Asri Dewi	
07/02	1. Conduct discussions regarding the planning of the "Screening Prevent Stunting" activity		
08/02	1. Visits to 4 schools in Bukit Batu sub-district to provide invitation letters to take part in the GERNAS Outreach. 2. Conducted a visit to the CSR Pertamina Sei.Pakning fostered group		
09/02	1. Conducted discussions on making the poskarya logo and stickers for the Tanjung Bunga Ginger Candy II Pangkalan Jambi. 2. Carry out a discussion on the GERNAS K3 (Occupational Safety and Health) event with HSE.		
10/02	1. Doing routine morning exercises at Telaga Suri 2. Conducted visits to the Pertamina CSR assisted group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and Batang Duku Horticulture.		
Notes by Industrial Coach			
Keep Working.			



No	Working Picture	Description
1		1. Make a TOR for stunting activities 2. Conducted a visit to Poskarya Bunga Tanjung II Flower with the CSR for PMT preparation for toddlers



2		<p>Conduct discussions regarding the planning of the "Screening Prevent Stunting" activity</p>
3		<ol style="list-style-type: none"> <li>1. Visits to 4 schools in Bukit Batu sub-district to provide invitation letters to take part in the GERNAS Outreach</li> <li>2. Conducted a visit to the CSR Pertamina Sei.Pakning fostered group</li> </ol>
4	 	<ol style="list-style-type: none"> <li>1. Conducted discussions on making the poskarya logo and stickers for the Tanjung Bunga Ginger Candy II Pangkalan Jambi.</li> <li>2. Carry out a discussion on the GERNAS K3 (Occupational Safety and Health) event with HSE.</li> </ol>
5	 	<ol style="list-style-type: none"> <li>1. Doing routine morning exercises at Telaga Suri</li> <li>2. Conducted visits to the Pertamina CSR assisted group with lecturers from Gajah Mada University at the Tanjung II Flower Post, Jambi Base and Batang Duku Horticulture.</li> </ol>

**DAILY ACTIVITES OF THE JOB TRAINING**

Day : Monday - Friday  
 Date : 13 - 17 February 2023

Date	Description of Activities	Task Assign	Signature
13/02	Conducting a visit to Pertamina's CSR fostered group at Batang Duku Horticulture	Asri Dewi	
14/02	Providing Supplemental Food to Posyandu in Sungai Pakning Village and Sejangat Village		
15/02	Assisting activities to commemorate the month of K3 (Occupational Safety and Health) regarding the Seminar on Environment, Health and Traffic Safety held by HSE and CSR at BULOPA (Budaya Loka Patra)		
16/02	Visit to the Pertamina CSR fostered group in Batang Duku Horticulture and at the same time submitting a budget to the treasurer of the Horticulture farmer group		
17/02	Conducted a visit to the Pertamina CSR fostered group in Suka Jadi		
	Notes by Industrial Coach Getting better, but still need more improvement in Action & Decision making		


No	Working Pictures	Description
1		Conducting a visit to Pertamina's CSR fostered group at Batang Duku Horticulture
2		Providing Supplemental Food to Posyandu in Sungai Pakning Village and Sejangat Village

3		<p>Assisting activities to commemorate the month of K3 (Occupational Safety and Health) regarding the Seminar on Environment, Health and Traffic Safety held by HSE and CSR at BULOPA (Budaya Loka Patra)</p>
4	-	<p>Visit to the Pertamina CSR fostered group in Batang Duku Horticulture and at the same time submitting a budget to the treasurer of the Horticulture farmer group</p>
5		<p>Conducted a visit to the Pertamina CSR fostered group in Suka Jadi</p>







**DAILY ACTIVITIES OF THE JOB TRAINING**

Day : Monday - Friday  
Date : 20 - 24 February 2023

Date	Description of Activities	Task Assign	Signature
20/02	Become a committee in the "Stunting Prevent Screening" activity at BULOPA (Loka Patra Culture) as well as guiding the MC to completion.	Asri Dewi	
21/02	Selection of practical work supervisors at CSR Pertamina Sungai Pakning		
22/02	Attending Quiz activities held by HSE considering the month of K3 (Occupational Health and Safety)		
23/02	Conducted socialization of HSSE aspects for families in the 2023 K3 Month Gernas event		
24/02	Working on project assignments, namely making reports and budget details on the costs of cultivating fish for one of the MPA programs at Sukajadi assisted by Pertamina Sungai Pakning		
26/02	1. Conduct discussions with PT Adaro Energy 2. Conducted visits to Pertamina's CSR fostered group at Marsawa Arboretum Kampung Jawa, Filagam Hamlet Beringin Lubuk Muda Village and Mangrove Education Center Pangkalan Jambi		
	Notes by Industrial Coach  <i>Good.</i>		

No	Working Pictures	Description
1		Become a committee in the "Stunting Prevent Screening" activity at BULOPA (Loka Patra Culture) as well as guiding the MC to completion.

		
2	-	Selection of practical work supervisors at CSR Pertamina Sungai Pakning
3		Attending Quiz activities held by HSE considering the month of K3 (Occupational Health and Safety)
4		Conducted socialization of HSSE aspects for families in the 2023 K3 Month Gernas event
5		Working on project assignments, namely making reports and budget details on the costs of cultivating fish for one of the MPA programs at Sukajadi assisted by Pertamina Sungai Pakning


6






1. Conduct discussions with PT Adaro Energy
2. Conducted visits to Pertamina's CSR fostered group at Marsawa Arboretum Kampung Jawa, Filagam Hamlet Beringin Lubuk Muda Village and Mangrove Education Center Pangkalan Jambi

**DAILY ACTIVITES OF THE JOB TRAINING**

Day : Monday - Friday  
 Date : 27 February – 03 March 2023


Date	Description of Activities	Task Assign	Signature
27/02	Make budget planning for toman fish farming	Asri Dewi	
28/02	Visit of the Pertamina Sungai Pakning CSR fostered group in Batang Duku Village Horticulture		
01/03	Continuing budget planning for toman fish farming		
02/03	Continuing budget planning for toman fish farming		
03/03	Continuing budget planning for toman fish farming		
Notes by Industrial Coach			
Having a big project - more implement need on communication, preparation & action.			



No	Working Pictures	Description
1		Make budget planning for toman fish farming
2		Visit of the Pertamina Sungai Pakning CSR fostered group in Batang Duku Village Horticulture



3		Continuing budget planning for toman fish farming
4		Continuing budget planning for toman fish farming
5		Continuing budget planning for toman fish farming

**DAILY ACTIVITIES OF THE JOB TRAINING**

Day : Monday - Friday  
Date : 06 - 10 March 2023

Date	Description of Activities	Task Assign	Signature
06/03	Make apprentice project Fish farming budget plan	Asri Dewi	
07/03	Meeting of CSR members about proklam		
08/03	discussion with supervisors to prepare materials for project monitoring presentations that have been made		
09/03	Internship project monitoring presentation		
10/03	1. Doing routine morning exercises at Telaga Suri 2. Conducted a visit to Pertamina's Assisted Program at Biene Honey Bees in Tanjung Leban		
	Notes by Industrial Coach Good ac. Fast learning regarding proklam regulasi & needs.		


No	Working Pictures	Description
1		Make apprentice project Fish farming budget plan
2		Meeting of CSR members about proklam


3		discussion with supervisors to prepare materials for project monitoring presentations that have been made
4		Internship project monitoring presentation
5		<ol style="list-style-type: none"> <li>1. Doing routine morning exercises at Telaga Suri</li> <li>2. Conducted a visit to Pertamina's Assisted Program at Biene Honey Bees in Tanjung Leban</li> </ol>

**DAILY ACTIVITES OF THE JOB TRAINING**




Day : Monday - Friday

Date : 13- 17 March 2023

Date	Description of Activities	Task Assign	Signature
13/03	Revision of the fish farming internship project in Sukajadi Village	Asri Dewi	
14/03	Monitoring of the Pertamina FILAGAM CSR target group Beringin Village		
15/03	A visit to the Siak Sri Indrapura Palace and the Tomb of Datuk Laksamana Raja at Laut, Bukit Batu Village with DTT		
16/03	Conducting financial management training for the women of the Horticulture Farmer Group in Batang Duku Village		
17/03	Gemas K3 activities clean up the coast		
	Notes by Industrial Coach  Good .		


No	Working Pictures	Description
1		Revision of the fish farming internship project in Sukajadi Village
2		Monitoring of the Pertamina FILAGAM CSR target group Beringin Village





3		A visit to the Siak Sri Indrapura Palace and the Tomb of Datuk Laksmamana Raja at Laut, Bukit Batu Village with DTT
4		Conducting financial management training for the women of the Horticulture Farmer Group in Batang Duku Village
5	 	Gernas K3 activities clean up the coast

**DAILY ACTIVITES OF THE JOB TRAINING**


Day : Monday - Friday  
Date : 20 - 24 March 2023

Date	Description Of Activities	Task Assign	Signature
20/03	1. Be a note taker in the award presentation zoom meeting at the premium Pertamina Sungai Pakning main office. 2. Discussion with Pertamina Hulu Rokan	Asri Dewi	
21/03	Visit of the Marsawa Arboretum development group in Kampung Jawa Village, FILAGAM in Lubuk Muda Village, Mangrove Education Center in Pangkalan Jambi Village with PT Pertamina Hulu Rokan		
24/03	Sick		
	Notes by Industrial Coach  Good.		

No	Working Pictures	Description
1		1. Be a note taker in the award presentation zoom meeting at the premium Pertamina Sungai Pakning main office. 2. Discussion with Pertamina Hulu Rokan
2		Visit of the Marsawa Arboretum development group in Kampung Jawa Village, FILAGAM in Lubuk Muda Village, Mangrove Education Center in Pangkalan Jambi Village with PT Pertamina Hulu Rokan

**DAILY ACTIVITES OF THE JOB TRAINING**

Day : Monday - Friday  
Date : 27 - 31 March 2023

Date	Description Of Activities	Task Assign	Signature
27/03	Summarizes journals on handling stunting children	Asri Dewi	
28/03	made a budget for all groups fostered by PT Kilang Pertamina Internasional RU II Sungai Pakning		
29/03	Summarizes journals on handling stunting children		
30/03	Monitoring of the Poskarya group in Pangkalan Jambi Village		
31/03	Take part in gymnastics every Friday and get a prize in the form of shopping vouchers at Indomaret		
	Notes by Industrial Coach		
	Journal thing can also be ur source of information. so good job on doing one.		


No	Working Pictures	Description
1		Summarizes journals on handling stunting children
2		made a budget for all groups fostered by PT Kilang Pertamina Internasional RU II Sungai Pakning
3	-	Summarizes journals on handling stunting children


4		Monitoring of the Poskarya group in Pangkalan Jambi Village
5		Take part in gymnastics every Friday and get a prize in the form of shopping vouchers at Indomaret

**DAILY ACTIVITIES OF THE JOB TRAINING**

Day : Monday - Friday


Date : 03 - 07 April 2023

Date	Description of Activities	Task Assign	Signature
03/04	continued to calculate the details of fish farming costs and make a report on the toman fish farming project	Asri Dewi	
04/04	continued to calculate the details of fish farming costs and make a report on the toman fish farming project		
05/04	continued to calculate the details of fish farming costs and make a report on the toman fish farming project		
06/04	paid a visit to Pertamina's horticulture farmer group in Batang duku Village		
07/04	made a visit to Pertamina's fostered Bumdes Mekarjaya at Pakning Origin		
	Notes by Industrial Coach need more initiative on having a decision. need more courage to take risk. and need more improvement on planning.		


No	Working Pictures	Description
1		continued to calculate the details of fish farming costs and make a report on the toman fish farming project
2	-	continued to calculate the details of fish farming costs and make a report on the toman fish farming project
3	-	continued to calculate the details of fish farming costs and make a report on the toman fish farming project
4	-	paid a visit to Pertamina's horticulture farmer group in Batang duku Village
5	-	made a visit to Pertamina's fostered Bumdes Mekarjaya at Pakning Origin

**DAILY ACTIVITES OF THE JOB TRAINING**

Day : Monday - Friday  
 Date : 10 - 14 April 2023

Date	Description of Activities	Task Assign	Signature
10/04	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning	Asri Dewi	
11/04	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning		
12/04	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning		
13/04	Working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning		
14/04	Make a book layout about "Peat Pestisir Green Permaat" Pertamina Sungai Pakning CSR Assistance program		
	Notes by Industrial Coach		
	OK. good so far		



No	Working Pictures	Description
1	-	working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning
2	-	working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning


3	-	working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning
4	-	working on a detailed budget report revision for toman fish cultivation which is one of the project assignments assigned by the supervisor while carrying out practical work at PT KPI RU II Sungai Pakning
5	 <p><b>Permata Hijau Pantai Garbat</b> Program Kerja Masyarakat &amp; Dunia Usaha &amp; Dunia Kerja Kampus Pesisir Pakning</p>	Make a book layout about "Peat Pesisir Green Permaat" Pertamina Sungai Pakning CSR Assistance program

**DAILY ACTIVITES OF THE JOB TRAINING**

Day : Monday - Friday

Date : 02 - 05 Mei 2023

Date	Description of Activities	Task Assign	Signature
02/05	Make PPT for presentation of final project assignments while carrying out practical work	Asri Dewi	
03/05	Doing a group to the Pertamina Sungai Pakning fostered group with CSR members		
04/05	Doing a group to the Pertamina Sungai Pakning fostered group with CSR members		
05/05	Held a halal bihalal at the Pertamina Sungai Pakning fostered Tirta Muda group in Lubuk Muda village with CSR members and PT KPI RU II Sungai Pakning refinery employees		
	Notes by Industrial Coach		


No	Working Pictures	Description
1		Make PPT for presentation of final project assignments while carrying out practical work
2	-	Doing a group to the Pertamina Sungai Pakning fostered group with CSR members
3	-	Doing a group to the Pertamina Sungai Pakning fostered group with CSR members






**DAILY ACTIVITES OF THE JOB TRAINING**

Day : Monday - Friday

Date : 08 - 12 Mei 2023

Date	Description of Activities	Task Assign	Signature
08/05	Working on the proklim (Climate Program) in Tanjung Leban Village with CSR supervisor Asri Dewi	Asri Dewi	
09/05	Make a list of evidence in Microsoft Word regarding the components and activities of proklim in Tanjung Leban Village		
10/05	Attended "Training and Socialization of the Use of APAR UPT Puskesmas Sei Pakning" with HSSE members of the Pertamina refinery and the Bukit Batu sub-district health center		
11/05	Conducting visits with CSR members to the MPA group assisted by Pertamina's Sungai Pakning in Sukajadi Village as well as monitoring the Toman fish farming pond program		
12/05	Submitting a budget to the MPA group chairperson who oversees the toman fish farming pond program		
	Notes by Industrial Coach Need more remain on the budget calculation.		


No	Working Pictures	Description
1	-	Working on the proklim (Climate Program) in Tanjung Leban Village with CSR supervisor Asri Dewi
2		Make a list of evidence in Microsoft Word regarding the components and activities of proklim in Tanjung Leban Village



3		<p>Attended "Training and Socialization of the Use of APAR UPT Puskesmas Sei Pakning" with HSEI members of the Pertamina refinery and the Bukit Batu sub-district health center</p>
4		<p>Conducting visits with CSR members to the MPA group assisted by Pertamina's Sungai Pakning in Sukajadi Village as well as monitoring the Toman fish farming pond program</p>
5	-	<p>Submitting a budget to the MPA group chairperson who oversees the toman fish farming pond program</p>



**DAILY ACTIVITIES OF THE JOB TRAINING**

Day : Monday - Friday

Date : 15 - 19 Mei 2023


Date	Description of Activities	Task Assign	Signature
15/05	Doing proklam until overtime in the prime telaga suri with Pertamina CSR members	Asri Dewi	
16/05	Visiting the village of Tanjung Leban and filling in the spectrum of the climate village program by meeting the chairman of Madu Biene, Pak Rahmadi, one of Pertamina Pakning's mentors located in Tanjung Leban village		
17/05	Visited the Pertamina Pakning program at Filagam, namely Tirta Muda as well as monitoring with Babinsa Siak Kecil		
19/05	Make a design for freshwater fish farming banners		
Notes by Industrial Coach			
OK. great thing that the proklam done perfectly.			

No	Working Pictures	Description
1		Doing proklam until overtime in the prime telaga suri with Pertamina CSR members
2		Visiting the village of Tanjung Leban and filling in the spectrum of the climate village program by meeting the chairman of Madu Biene, Pak Rahmadi, one of Pertamina Pakning's mentors located in Tanjung Leban village





3		<p>Visited the Pertamina Pakning program at Filagam, namely Tirta Muda as well as monitoring with Babinsa Siak Kecil</p>
4		<p>Make a design for freshwater fish farming banners</p>

**DAILY ACTIVITIES OF THE JOB TRAINING**

Day : Monday - Friday  
Date : 22 - 26 Mei 2023

Date	Description of Activities	Task Assign	Signature
22/05	Held a meeting with the manager of PT KPI RU II Sungai Pakning, Mr. Kun Tauhid, supervisor, Mr. Rahmat Hidayat, Mr. Sub-District Head of Bukit Batu Acil Esyno and members of the Youth Organization to discuss the agreement to have a football match	Asri Dewi	
23/05	Visited the Filagam program, namely Tirta Muda and invited Tirta Muda members to work together to clean up plastic waste in the Filagam		
24/05	Carry out IKM tasks from CSR which is an assessment questionnaire of all programs fostered by Pertamina's CSR		
25/05	Visited the opening of freshwater fish farming in Sukajadi village which was one of the projects during practical work and took part in putting fish seeds in the pond with Pertamina CSR members and freshwater fish farming groups		
26/05	Visited members of the mangrove base Jambi to fill out the IKM questionnaire data from Pertamina's CSR		
Notes by Industrial Coach Well done. <del>Take</del> You've doing great. PLEASE TAKE NOTE : IMPROVE UR SPEAKING SKILL.			







No	Working Pictures	Description
1		Held a meeting with the manager of PT KPI RU II Sungai Pakning, Mr. Kun Tauhid, supervisor, Mr. Rahmat Hidayat, Mr. Sub-District Head of Bukit Batu Acil Esyno and members of the Youth Organization to discuss the agreement to have a football match

		
2		Visited the Filagam program, namely Tirta Muda and invited Tirta Muda members to work together to clean up plastic waste in the Filagam
3		Carry out IKM tasks from CSR which is an assessment questionnaire of all programs fostered by Pertamina's CSR
4		Visited the opening of freshwater fish farming in Sukajadi village which was one of the projects during practical work and took part in putting fish seeds in the pond with Pertamina CSR members and freshwater fish farming groups

5		<p>Visited members of the mangrove base Jambi to fill out the IKM questionnaire data from Pertamina's CSR</p>
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**REVISION LETTER**  
**APPRENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION**  
**STATE POLYTECHNIC BENGKALIS**

Name : Yuliana  
 Student's Identity No. : 5404191250  
 Apprenticeship Place : PT. Kilang Pertamina International Refinery Unit II Sungai Pakning  
 Advisor : Hutomo Atman Maulana, S.Pd., M. Si

No	Date and time	Revision	Advisor Initials
1	July 19, 2023	There is no numbering comply with the rules pages 4-12	
2	July 03, 2023	Comply the Verbs using V-ing on page 13	
3	July 13, 2023	Complete the apprenticeship work Procedure system in as much detail as possible	
4	July 25, 2023	Complete the company history of the company from the beginning to present in detail	
5	AUGUST 02, 2023	Ashere to the constraints and solutions experienced during the internship.	
6	AUGUST 07, 2023	Acc For apprenticeship these deference	

Bengkalis, July 2023  
 Advisor



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