

**APPRENTICESHIP REPORT  
PT. INDAH KIAT PULP & PAPER TbK - PERAWANG MILL  
INDUSTRIAL RELATION UNIT**

**JUANDA ARDIANSYAH  
5404191193**



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

**APPROVAL SHEET**  
**APPRENTICESHIP REPORT**  
**PT. INDAH KIAT PULP & PAPER Tbk- PERAWANG MILL**

Written as one of the requirements for completing the apprenticeship

Juanda Ardiansyah  
5404191193

Perawang, June 9<sup>th</sup>, 2023

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

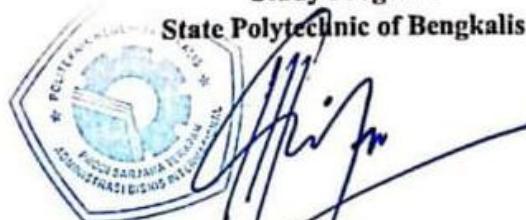


Armadji, S.E., M.E  
SAP. 1013966

Advisor

  
Armita Novriana Rambe, Spd., M.Hum  
NIP. 198911302022032008

Approved by:  
Head of International Business Administration  
Study Program



Wan Junita Rafiah, B.Sc., M.Ed, Dev  
NIP. 198406142018032001

## TABLE OF CONTENT

<b>TABLE OF CONTENT .....</b>	<b>iii</b>
<b>LIST OF TABLE.....</b>	<b>vi</b>
<b>LIST OF FIGURE.....</b>	<b>vii</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>vi</b>
<b>CHAPTER I INTRODUCTION.....</b>	<b>1</b>
<b>1.1 Background of the Apprenticeship .....</b>	<b>1</b>
<b>1.2 Purpose and Benefits of Apprenticeship .....</b>	<b>2</b>
<b>1.2.1 Purpose.....</b>	<b>3</b>
<b>1.2.2 Benefit .....</b>	<b>3</b>
<b>1.3 Significances of the Apprenticeship .....</b>	<b>3</b>
<b>CHAPTER II GENERAL DESCRIPTION.....</b>	<b>6</b>
<b>2.1 Company history .....</b>	<b>6</b>
<b>2.1.1 Sinarmas Group .....</b>	<b>6</b>
<b>2.1.2 App Sinarmas .....</b>	<b>7</b>
<b>2.1.3 PT. Indah Kiat Pulp &amp; Paper .....</b>	<b>8</b>
<b>2.2 Vision &amp; Mision.....</b>	<b>14</b>
<b>2.2.1 Vision.....</b>	<b>14</b>
<b>2.2.2 Mision .....</b>	<b>14</b>
<b>2.3 Kind Of Busines.....</b>	<b>14</b>
<b>2.4 Organizational Structure.....</b>	<b>15</b>
<b>2.4.1 PT. Indah Kiat Pulp &amp; Paper Tbk .....</b>	<b>16</b>
<b>2.4.2 Industrial Relation Unit.....</b>	<b>17</b>
<b>2.5 The working Process .....</b>	<b>18</b>
<b>2.6 Documen Use for activity.....</b>	<b>19</b>
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>22</b>
<b>3.1 Job Descripption.....</b>	<b>22</b>
<b>3.2 System &amp; Procedure .....</b>	<b>23</b>
<b>3.2.1 System .....</b>	<b>24</b>
<b>3.2.2 Procedure.....</b>	<b>24</b>
<b>3.3 Place of Apprenticeship .....</b>	<b>31</b>

<b>3.4 Obstacles and Solutions .....</b>	<b>42</b>
<b>CHAPTER IV CONCLUSSION AND SUGGESTION.....</b>	<b>44</b>
<b>    4.1 Conclusion .....</b>	<b>44</b>
<b>    4.2 Suggestion.....</b>	<b>45</b>
<b>REFERENCES .....</b>	<b>47</b>
<b>APPENDICES .....</b>	<b>48</b>

## LIST OF TABLE

Tabel 3.1	Apprenticeship Schedule .....	33
Tabel 3.2	Apprenticeship Report On the First Week (Week 1).....	33
Tabel 3.3	Apprenticeship Report On the Second Week (Week 2) .....	34
Table 3.4	Apprenticeship Report On the Third Week (Week 3) .....	34
Table 3.5	Apprenticeship Report On the Fourth Week (Week 4) .....	35
Table 3.6	Apprenticeship Report On fifth Week (Week 5) .....	35
Table 3.7	Apprenticeship Report On the sixt Week (Week 6) .....	36
Table 3.8	Apprenticeship Report On the seventh Week (Week 7).....	36
Table 3.9	Apprenticeship Report On the eighth Week (Week 8).....	36
Table 3.10	Apprenticeship Report On the ninneth Week (Week 9) .....	37
Table 3.11	Apprenticeship Report On the tenth Week (Week 10).....	38
Table 3.12	Apprenticeship Report On the eleventh Week (Week 11) .....	38
Table 3.13	Apprenticeship Report On the tweleveth Week (Week 12) .....	39
Table 3.14	Apprenticeship Report On the thirteenth Week (Week 13).....	39
Tabel 3.15	Apprenticeship Report On the Fourteenth (Week 14) .....	40
Table 3.16	Apprenticeship Report On the fifteenth Week (Week 15) .....	40
Table 3.17	Apprenticeship Report On the Sixteenth Week (Week 16).....	41
Table 3.18	Apprenticeship Report On the seventeenth Week (Week 17).....	41
Table 3.19	Apprenticeship Report On the eighteenth Week (Week 18) .....	42
Table 3.20	Apprenticeship Report On the nineteenth Week (Week 19) .....	42
Table 3.21	Apprenticeship Report On the Twentith Week (Week 20) .....	42
Table 3.22	Apprenticeship Report On the Twentioneth Week (Week 21).....	43
Table 3.23	Apprenticeship Report On the Twentithreeth Week (Week 22) ...	43

## **LIST OF FIGURE**

Figure 2.1 Sinarmas Group logo .....	6
Figure 2.2 APP Sinarmas logo .....	8
Figure 2.3 PT. Indah Kiat Pulp & Paper logo .....	8
Figure 2.4 Perawang Mill.....	9
Figure 2.5 PT. IKPP Structure .....	17
Figure2.6 IR Unit Structuure .....	18
Figure 2.7 Letter of sanction .....	20
Figure 2.8 Employee violation report form.....	21
Figure 2.9 sanction letter book.....	22
Figure 3.1 Preparation SOP file process .....	25
Figure 3.2 Preparation SOP file .....	26
Figure 3.3 Archive case monitoring process.....	26
Figure 3.4 Archive case monitoring .....	28
Figure 3.5 Copy vendor filr process.....	28
Figure 3.6 Copy vendor file .....	29
Figure 3.7 Photocopy IR unit file.....	29
Figure 3.8 Photocopy IR unit file process.....	30
Figure 3.9 Check of vendor document process .....	31
Figure 3.10 Check vendor document .....	31
Figure 3.11 Scanning document process.....	32
Figure 3.12 Scsanning document .....	32