

APPRENTICESHIP REPORT
PT. IMBANG TATA ALAM



SELLY MARDIYANI
5404191228

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

APPRENTICESHIP REPORT
PT. IMBANG TATA ALAM
Jl. Kurau, Kecamatan Merbau
Kabupaten Kepulauan Meranti, Riau(28752)
01 Maret 2023 - 30 Juni 2023

Written as one of requirements to complete the Apprenticeship

Selly Mardivani
NIM.5404191228

Kurau, June 30th, 2023

Camp & Transport Supv
PT. Imbang Tata Alam


PT. IMBANG TATA ALAM

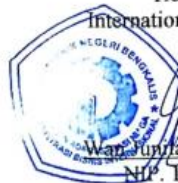
Budi Maridi
1800084


Advisor Lecturer of International
Business Administration Study
Program



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

Approved / Authorized
Head of Study Program
International Business Administration




Wan Junjia Raflah, B.Sc., M.Ec.Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

All the praises to Allah, Praises to the presence of Allah SWT who has given his mercy and grace so that we are able to complete this Job Training Report. So that on this occasion, thank both parents who have rovided a lot of encouragement in the form of financial and enthusiasm given from the beginning to the completion of this report. Futhermore, thank the parties who supported the completion of this practical work report:

1. Bapak Johny Custer,ST.,MT as Direktur Politeknik Negeri Bengkalis.
2. Mr. Armada, ST, MT as Vic Director 1 of Bengkalis State Polytechnic.
3. Mrs. Suprianti, M.Si as the Head of the Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of the International Business Administration Study Program.
5. Mr. Hutomo Atman Maulana, S Pd, M. Si as Advisor Lecturer of International Bussiness Administration
6. Mr. Teguh Widodo, S.Sos., M.SM., M.Rech as the guardian of class VIII B of the International Business Administration Study Program.
7. Mr. Budi Maridi as Camp & Transport Supervisor
8. Mr Alhamdani & Mrs. Supiah as Supervisors and Senior in the field

Bengkalis, 20 Juli 2023



Selly Mardiyani

TABLE OF CONTENT

COVER	i
APPROVAL	ii
AKNOWLEDGEMENT	iii
LIST OF CONTENT	iv
LIST OF FIGURE	v
LIST OF TABLE	vi
CHAPTER 1 INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship.....	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company History	5
2.2 Vision and Mission	7
2.2.1 Vision	7
2.2.2 Mision.....	8
2.3 Organizational Structure	8
2.4 Field Overview	10
2.4.1 Lange Field.....	11
2.4.2 When Field	11
2.4.3 Holiday Field	12
2.4.4 Kurau Field.....	13
2.4.5 South Field	13
2.4.6 Oil Storage Tanker Terminal.....	14
2.5 Kind of Business	15
2.6 The Working Process	15
2.7 Documents Used for Activity	17
CHAPTER III SCOPE OF THE APPRENTICESHIP	20

3.1 Job Description	20
3.2 System and Procedure	22
3.3 Place of Apprenticeship	24
3.4 Kind and Description of the Activity	25
3.5 Obstacles and Solution.....	46
3.5.1 Obstacles	46
3.5.2 Solution	46
CHAPTER IV CONCLUSION AND SUGGESTION	48
4.1 Conclusion	48
4.2 Suggestion.....	48
APPENDICES	49

LIST OF FIGURES

Figures 2. 1 Company Area PT.Imbang Tata Alam.....	7
Figures 2. 2 Company Organizational Structure.....	9
Figures 2. 3 Support Division Organizational Structure.....	11
Figures 2. 4 Well Lalang Platform.....	11
Figures 2. 5 Oil Storage Tanker Terminal Unit	14
Figures 2. 6 Daily Reports	17
Figures 2. 7 SPR.....	18
Figures 2. 8 Travel Request Form.....	19
Figures 3. 1 Monthly Reports	23
Figures 3. 2 Map of PT.Imbang Tata Alam	24
Figures 3. 3 Map of Production Field	34
Figures 3. 4 Transmital	36
Figures 3. 5 Map Ordner Transmital.....	36
Figures 3. 6 Form Transport Program.....	36
Figures 3. 7 Form Daily Report	37
Figures 3. 8 Passenger Manifest Form.....	37
Figures 3. 9 Map Ordner Passenger Manifest.....	38
Figures 3. 10 Travel Requet Form	39
Figures 3. 11 Ship Time Sheet	39
Figures 3. 12 SSR.....	40
Figures 3. 13 Monthly Report	41

LIST OF TABLE

Table 4.1 Daily Activity.....	50
-------------------------------	----