

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



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**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM ENGLISH
DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS 2025**

APPROVAL SHEET
PT KILANG PERTAMINA INTERNATIONAL REFINERY UNIT II
PRODUCTION SUNGAI PAKNING

Written as one of the conditions for completing Job Training

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Bengkalis, Jan 13th 2025

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ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Uli Hardini Reg, Number 5504221049** who has done the apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, at Sungai Pakning started from August 26th – Desember 31th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

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In completing this apprenticeship report at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, the Author has been assisted by many parties. Therefore, the Author would like to express many thanks to:

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Bengkalis, January 13th 2025



Uli Hardini
5504211049

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Practical work is a course that applies science and technology directly in the field. Practical work is carried out by means of work internships in an agency or related institution, and is also one of the mandatory courses for English for Business and Professional Communication students. Practical work is provided to give students a brief opportunity to pursue a professional field directly, especially those related to business and communication. Practical work provides an opportunity for students to implement the knowledge gained in college and also a place for students to gain new knowledge. It is intended that students can solve various practical problems, not only from a scientific perspective but also from life skills as a university graduate, so that in the future students already have the provisions to be able to face the real world of work.

Practical work is oneself professionally to enter the workforce. Be able to learn about work ethics, effective communication, problem solving, team work, and other skills needed in a work environment. Education in practical work also involve apprenticeship programs that allow gaining hands-on experience and connecting with the world of work before graduation. A good education in practical work is often the entrance to the desired job. Many companies look for candidates with a strong educational background in a particular field. An educational degree or certificate shows employers that they have a deep understanding of the subject and have the ability to learn and thrive in the workplace.

Therefore, the campus makes a policy for students to be required to take part in field apprenticeship programs in companies to improve the ability to think critically and analyze information well. Be trained to

evaluate, solve problems, and make decision based on the knowledge and understanding gained. This ability is important in almost every job, where it is necessary to face challenges and make the right decision. This provides an opportunity to build an extensive network can open up future career opportunities, such as job recommendations, industry links, and professional collaboration.

State Polytechnic of Bengkalis was established in 2000. Since 2000 until now the State Polytechnic of Bengkalis is a Diploma 3 and Applied Bachelor Education Institution which has several majors, namely Mechanical Engineering, Electrical Engineering, Civil Engineering, Information Engineering, Shipping Engineering, Maritime, Commercial Administration, and English. From various majors in the state Polytechnic of Bengkalis carry out Industrial Visits and Field Work Practices or Apprenticeships. The English for Business and Professional Communication Diploma 4 study program is one of the study programs majoring in the English major that requires students to take part in field apprenticeship in both government and private agencies for four months.

In its implementation, this practical work was carried out at one of Indonesia's BUMN companies in the oil and gas business. PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is one of the refineries managed by Refinery Unit II Dumai. Because it is in accordance with the subjects studied while in college in the English for Business and Professional Communication study program, namely the business and communication, so the author is interested in knowing more about work.

While carrying out the apprenticeship the author got placed in the General Affair, Administration Supervisor General Affair that has responsibility maintain company data and documents of employees and student's internship in PT Kilang Pertamina International Refinery Unit II Sungai Pakning

The implementation of internship activities and the preparation of reports at Pertamina is a requirement to graduate from the Department of English Language Study Program for Business and Professional Communication so that the author makes a report entitled “PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning” in order to benefit the author and readers.

1.2 Purpose of the Apprenticeship

There are generally two types of objectives to be achieved in practical work:

- 1.2.1 To find out the job description of apprenticeship at PT Kilang Pertamina International Refinery II Production Sungai Pakning.
- 1.2.2 To find out the system and procedure of the General Affair Section at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
- 1.2.3 To find out the place and time of apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
- 1.2.4 To find out the kind and description of the activity of apprenticeship PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

1.3 Significances of the Study

- 1.3.1 The apprenticeship carried out is expected to have several benefits for students as follows:
 - 1.3.1.1 Students can have experience in the world of work
 - 1.3.1.2 Students can complete lectures as one of the required courses
 - 1.3.1.3 Students can find out the description and scope that exists in the world of work
 - 1.3.1.4 Students can apply the knowledge gained in lectures and seek new knowledge in the world of work

1.3.2 Significances of the State Polytechnic Bengkalis Significances
for State Polytechnic of Bengkalis is as follows:

1.3.2.1 Apprenticeship can establish an organized, healthy, and dynamic
relationship between government agencies and higher education
institutions.

1.3.2.2 Apprenticeship can as a development of Bengkalis State Polytechnic
Field Work Practice activities.

1.3.2.3 Apprenticeship can improve the ability of students so that quality
graduates can be created.

1.3.3 Significances for the company

Significances apprenticeship for companies is as follows:

1.3.3.1 The company getting help from student labor

1.3.3.2 As a means of contribution or a form of agency concern for the world
of education.

CHAPTER II

General Description of The Company

2.1 Company History

Name of Company	:PT Kilang Pertamina Refinery Unit II Production Sungai Pakning
Name of Department	: General Affair
Name of Head Section	: Iswandi
Adress	:PT Kilang Pertamina International Sungai Pakning, Jalan Cendana No. 1 Komplek Pertamina RU II Sei Pakning.
No Tep/FAX	: (0766) 912220-91221-91222 / (0766) 91227

PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is one of Pertamina's subsidiaries located in Bukit Batu District, Bengkalis Regency, with an area of 40 hectares PT was built in November 1968 by Refinery Associates Canada Ltd or Refican, and began operating in 1969 an initial capacity of 25,000 barrels per day, in 1975 there was a transfer of referees to Pertamina. Since then, PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning has developed gradually, and from 2002 to 2018 its production capacity reached 50,000 barrels per day. The operating part of the Sungai Pakning refinery consist of CDU, IPT (Tank and Shipping Installation), Utilities and Laboratories.

The IPT at the Sungai Pakning Refinery handles the operati ncy. The operating part of Sungai Pakning refinery consists of: CDU, IPT (Tank and Shipping Installation), Utilities and Laboratories. one of the crude oil and product tanks. Besides for the loading and unloading process of crude oil or products. In addition, processing separator (temporary storage of waste oil). The utility facility at the Sungai Pakning Refinery manages the Pakning Asal Water Treatment Plant (WTP) and the Sungai Dayang Water Intake. Apart

from that, boiler operation (steam generator), WDCP (Water Decoloring Plant) operation, and RO (Reverse Osmosis) operation Besides the operation of the Power Plate (power generator) and the operation of compressed air (compressed water). Various products of fuel oil and non-fuel oil have been produced from the Putri Tujuh Dumai-Sungai Pakning refinery and distributed to various corners of the country and abroad.

PT Kilang Pertamina Refinery Unit II Production Sungai Pakning is a state-owned company that produces various fuel oil (BBM) and non-fuel oil (NBBM) products that have been produced from the Putri Tujuh Dumai - Sungai Pakning refinery and have been distributed to various parts of the country and abroad. Since its operation in 1971, the Putri Tujuh Dumai and Sungai Pakning oil refineries have made a real contribution to the development and progress of the region, especially the city of Dumai and its surroundings and have contributed greatly to the fulfillment of national fuel needs.



Figure 2.1 Logo Kilang Pertamina Internasional

Source: PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

2.2 Vision and Mission

2.2.1 Vision PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

Vision is ideals, dreams or goals of an organization in the future and what needs to be done to realize this vision. The Vision of PT Kilang Pertamina International Refinery Unit II Sungai Pakning Production is “To become a national oil and petrochemical refinery that is competitive and environmentally friendly in Asia Pacific by 2025”

2.2.2 Mission PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

Mission is a strategy, action, or various steps that must be carried out by an organization to realize the vision that has been made. The mission of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is to do business in the oil and petrochemical management sector which is managed professionally and with an environmental perspective based on Pertamina's values to provide added value to stakeholders.

2.3 Kind of Business

PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is subsidiary of PT Pertamina RU II Dumai. Sungai Pakning focused on the business of processing crude oil originating from several regions into various fuel oil and non-fuel oil products which will be distributed to various corners of the country. As well as Napta, Korosene, Diesel, and Low Sulphur Waxy Residue (LSWR) products are exported and sent to PT Pertamina Refinery Unit II Dumai. Apart from producing direct products, Sungai Pakning refinery also produces semi-finished products which will be reprocessed by other companies in Dumai and Siak.

2.4 Organizations Structure

The company's organizational structure can be interpreted as a tiered line that contains the components that make up the company. The structure clearly describes the positions, functions, rights, and obligations of each position within the scope of the company. Of course, this intended so that every component in the company can function optimally and the wheels of the company can always move effectively and efficiently. It also clearly describes the separation of work activities from one another and how the relationship between activities and function is limited. In good organizational structure, it is necessary to explain the relationship of authority, who reports to whom, so that there is one responsibility that will be carried out. The organizational structure at 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**

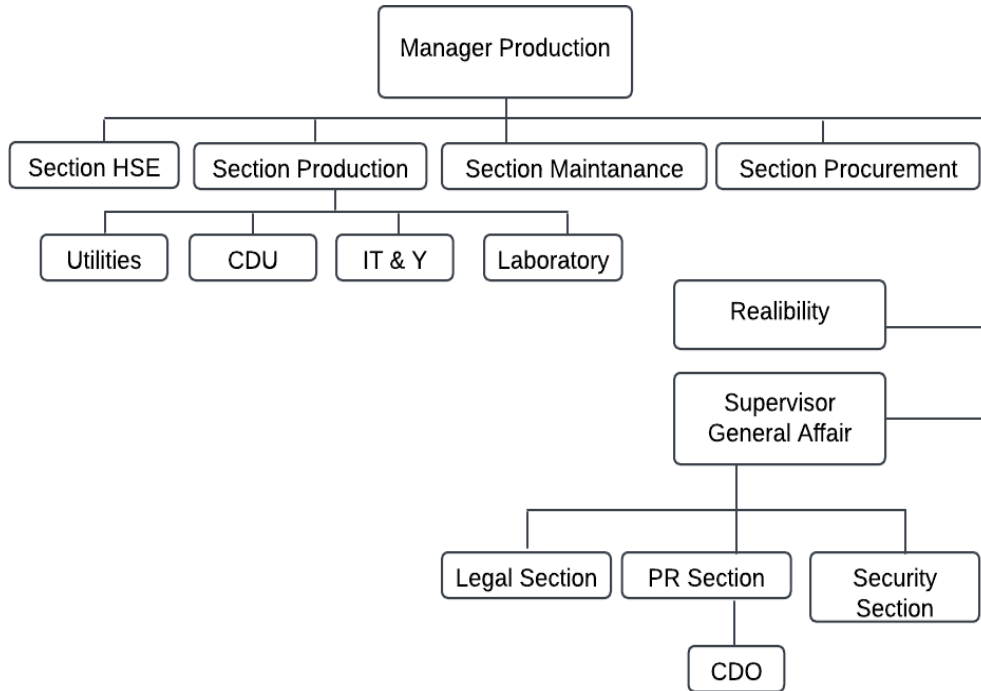


Figure 2.2 Organizational Structure PT Kilang Pertamina International Refinery Unit II Sungai Pakning

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

1. HSE (Health, Safety, Environment) Section

The HSE Manager has the duty and responsibility to create safe working conditions and try to avoid work accidents involving people, equipment, the environment, and environmental protection advisors.

a. Fire Insurance Department

The Fire Insurance Section has the duties and responsibilities of creating a reliable fire prevention system for refinery operations, through the procurement of hardware, software, and human resource development, coordinating the implementation of HSE aspects and maintaining of HSE aspects and maintaining orderly general administration.

b. Safety Section

Safety has the duty and responsibility create and review work procedures, identify, and control hazards and conduct K3 audits, oversee the use of work safety equipment and provide explanations regarding accident prevention and control to all workers.

c. Environment Section

The Environment Section has the duties and responsibilities to create a clean environment by seeking to reduce and monitor emissions of water, liquid, and solid waste that have 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 environmentally friendly corporate image.

d. Occupational Health Section

The Occupational Health Section has the duty and responsibility to deal with health-related issues regarding diseases caused by occupational risks.

2. Maintenance Section

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

3. The Procurement Section

The Procurement Department of Procurement within the company is in charge of and responsible for procurement activities, material complaints for spare parts needed in the company's operations. This field oversees four sections, namely:

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

4. Production Department

The production unit has duties and responsibilities to ensure the products produced are in accordance with predetermined SOPs. This unit is divided into 4 parts, namely:

a. Utilities

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

b. CDU (Crude Distillation Unit)

CDU is in charge and responsible separating crude oil into several products through a physical separation process based on differences in boiling points in a process known as distillation.

c. IT & Y

This division's functions to manage internal and external communications at the refinery so that required information is obtained immediately. This field is responsible for smooth communication to obtain information for workers within PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

d. Laboratory

The main tasks of the laboratory unit are quality control, quality insurance, fees intermediate product, feed finished products,

production equipment and technical advice on the maintenance and quality inspection of materials and spare parts.

5. Reliability

The Reliability Manager is in charge of and responsible for all matters related to refinery reliability in terms of maintenance. This field is in charge of two parts, that is plant reliability and equipment reliability.

6. Supervisor General Affair

The task of GA is quite complex and, in its activity, must interact and coordinate both internally and externally with other departments or parties outside the company.

GA performs many tasks including taking care of various permits needed by the company, maintaining good relations with the environment around by the company, being responsible for the existence and condition of the company's assets.

a. Legal Section

The legal section is responsible for preparing completeness, compiling, and checking the validity of all company legal documents according to the manager's request, taking care of licensing issues for each company unit and ensuring orderly administration related to the management of business operations in a complete, accurate, current, and complete way.

b. Public Relations Section

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

PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning Public Relations is currently carrying out community development for the assisted by several Community Development Officers (CDO).

c. The Security Section

The Security Section is tasked with granting permission for a guest visit to PT Kilang Pertamina Refinery Unit II Production Sungai Pakning. There are 5 security posts that are guarded according to a predetermined schedule.

2.5 The Working Process

When first time placed in CSR PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, this division is responsible for improving Pertamina's reputation and credibility through environmental social responsibility activities covering the fields of education, health, environment, infrastructure, community empowerment, disaster management, and special assistance.

Main duties of CSR as a national energy company, Pertamina is committed to prioritizing the balance and sustainability of nature, the environment and society. By improving the welfare of people, nature, and the environment, Pertamina will be able to achieve sustainable business growth.

The main goal of CSR PT Kilang Pertamina International Refinery Unit II Sungai Pakning is to improve Pertamina's reputation and credibility through environmental social responsibility activities that are integrated with business strategy.

After being transferred to GA (General Affair) administration division that is GA is one of the positions in a company. Sometimes this division is called the general division because it takes care of several things at once within the company. In essence, the main task of GA is to take care of everything related to the company's operational activities and ensure that

it runs properly. Division of duties and functions of GA of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning are as follows:

1. Main Duties of GA Division

There are several main objectives of GA, including the following:

a. Maintenance Office Facilities

General affairs are responsible for ensuring that office facilities such as air conditioning, lights, and photocopiers are functioning properly.

b. Manage internal finances

General affairs also work to ensure that all payments and receipts of money go well, and records all financial transactions.

c. Maintaining relationships with vendors

General affairs should ensure that relationships with vendors, such as food suppliers, cleaning service companies, and IT companies, are running well.

d. Maintain company documents

General affairs should ensure that company documents such as letters, proposals, and reports are well kept and easily accessible.

2. The main goal of GA Department

The following are the main goal of General Affairs of PT Pertamina Refinery International Refinery Unit II Production Sungai Pakning, namely:

a. Managing security and safety

GA department ensures that the security and safety of employees and company assets are well maintained.

b. External relationship management

Interact with external parties such as vendors, government, and local communities to ensure smooth cooperation.

c. Management Facilities and Properties

The GA department also ensures that the facilities are functioning properly and are safe for employees to use.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship program was carried out by PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning for four months, starting from 26 August 2024 to 31 Dec 2024. During the apprenticeship period, the apprentice was placed in General Affair Department. There were several assignments during field apprenticeship in the General Affair section at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning as follows:

1. Recapitulating incoming and outgoing mail
2. Providing disposition sheet and forwarding incoming letters to superiors
3. Processing leaves letters and employee overtime letters
4. Creating students internship certificates
5. Recaping the names of students and interns of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

3.2 System and Procedure

3.2.1 The Working System

The work system carried out by PT Kilang Pertamina Refinery Unit II Production Sungai Pakning is using an online system and manual system. The online system is used to facilitate sending mail via Email and WhatsApp, recapitulate save the names of students and interns in Microsoft Excel, and create certificate with Microsoft Word. While the manual system is written incoming mail and outgoing mail in the book, file archive.

3.2.2 Working Procedures

There are several work procedures carried out while carrying out practical work at the General Affair Administration of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning which are explained as follows:

1. Recapitulating incoming and outgoing mail
 - a. Recording incoming letters for institutions or companies to carry out an activity.
 - b. Recording outgoing letters to provide answers or responses related to incoming letters that have been received.
 - c. Numbering outgoing letters. Then, signature by the superiors and stamp.

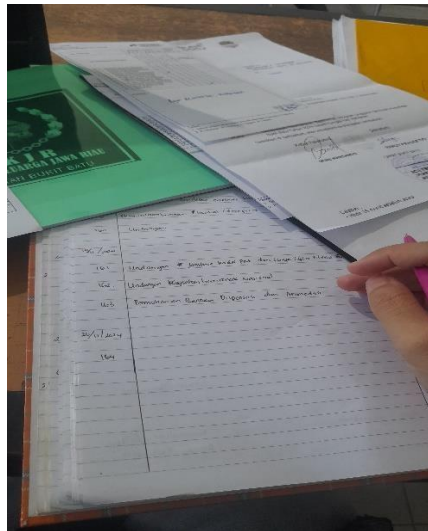


Figure 3.1 Recaping incoming and outgoing mail

Source: General Affair Department PT Kilang Pertamina International Refinery Unit II Sungai Pakning

2. Providing disposition sheet and Forwarding Incoming letters to superiors
 - a. Providing disposition sheet and immediately given to superiors.

DITERUSKAN KEPADA		TANGGAL DITERUSKAN	
1 CSR Spk			
2 Security			
3 Administrasi GA			

Figure 3.2 Forwarding disposition sheet

Source: General Affair Department PT Kilang Pertamina International Refinery Unit II Sungai Pakning

3. Processing leaves letters and employee overtime letters

- Processing leaves letters and employee overtime letters to sign by superiors.
- Ensuring that letters reach superiors for approval and signature with consideration.
- Returning the received letters to the employee

Masa Cuti		Masa Kerja	
1			
2			
3			

Figure 3.3 Leaves letter employeesheet

Source: General Affair Department PT Kilang Pertamina International Refinery Unit II Sungai Pakning

4. Creating students internship certificates
 - a. Processing students internship certificate at PT Kilang Pertamina International Refinery Unit II Sungai Pakning.
 - b. Give to supervisor for signature.
 - c. Stamp the certificates.
 - d. Then, submit to students have done internship the certificates.

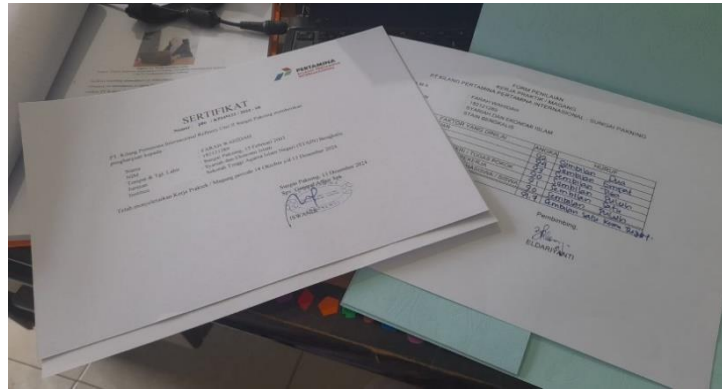


Figure 3. 4 Certificate internship students

Source: General Affair Department PT Kilang Pertamina International Refinery Unit II Sungai Pakning

5. Recapitulating the names of students and interns of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning
 - a. Reading the outgoing mail based in entry date
 - b. Enter the name according to the internship entry and exit dates.
 - c. Recap by department and internship end date.

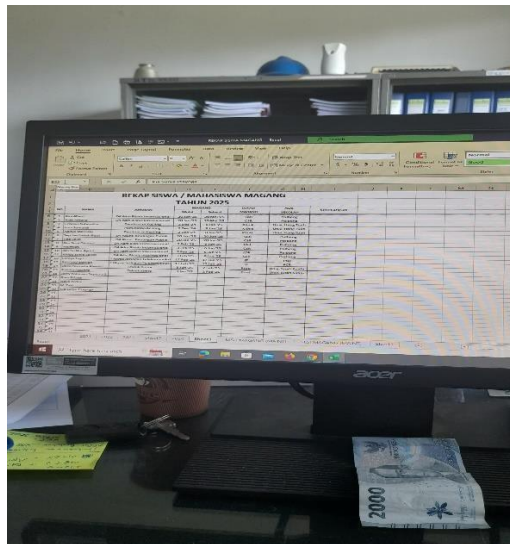


Figure 3. 5 Recaping the names of student and interns

Source: General Affair Department PT Kilang Pertamina International Refinery Unit II Sungai Pakning

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This practical work activity was carried out at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning which is located at Jalan Cendana No. 1 Sungai Pakning Bukit Batu District, during practical work the author was placed in the General Affair Administration section.



Figure 3.6 PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

Source: Documentation 2024

3.3.2 Time of Apprenticeship

This apprenticeship is carried out in accordance with the provisions of the code of conduct for the implementation of apprenticeship for a period of four months starting from 26 August 2024 to 31 December 2024. During the implementation of the apprenticeship the apprenticeship is placed in General Affair.

Table 3.1 Schedule of working hours at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

No	Day	Working Hours	Rest
1	Monday–Tuesday	07.30 s/d 16.00 WIB	12.00 s/d 13.30 WIB
2	Friday	07.30 s/d 16.00 WIB	11.30 s/d 13.30 WIB
3	Saturday– Sunday	Off	Off

3.3.2 Kind and Description of the Activity

Execution time apprenticeship will be carried out from 26 August 2024 to 31 Dec August 2024. Kind and description of the activity carried out during apprenticeship can be seen in the following table:

Table 3.2 Daily Activities of August 26–30 August, 2024

Day and Date	Description of Activities	Place
Monday, August 26, 2024	On the first day of entry, I submitted the requirements given by the company as requirements, namely a certificate of active college, a health certificate, and a photo pass. Then, I was directed to safety injection in the Demo room of Pertamina RU II Sungai Pakning. Then, back to the office for an interview and ID card making.	GA Departememt, Demo room.
Tuesday, August 27, 2024	Today, I make conjugation planning in the mangrove group of pangkalan jambi, starting from an overview to completion.	Guesthouse of Pertamina Sungai Pakning.
Wednesday, August 28, 2024	On the 3rd day, I was directed to the Pertamina Sungai Pakning guesthouse. At this guesthouse, there was a supervisor who welcomed me and introduced what CSR is in Pertamina and what regional groups Pertamina helps.	Guesthouse of Pertamina Sungai Pakning.
Thursday, August 29, 2024	On the 4th day, I was given a job which was to make conjugation planning in the mangrove group pangkalan jambi, I worked with my partner Eka Sri Sundari in the completion.	Guesthouse of Pertamina Sungai Pakning.
Friday, August 30, 2024	Helping plan the gold project that will soon be held at Pertamina in Horticulture which involves several high schools in the Sungai Pakning area as participants.	Guesthouse of Pertamina Sungai Pakning.

Source: Processed Data 2024

Table 3.2 is an apprenticeship activity for the first week on August 2024. The author first submitting apprenticeship requirements, managing administration, Safety Injection talks, introduction to CSR'S Pertamina, and started to be assigned.

Table 3.3 Daily Activity September 2– 8, 2024

Day and Date	Description of Activities	Place
Monday, September 2, 2024	Helping a gold project that was handled by one of the CSR employees and was an internship project of one of the interns from UIR students. Helped prepare the proposal and preparation of stationery, souvenirs, and others.	Guesthouse of Pertamina Sungai Pakning.

Wednesday, September 4, 2024	Today, I and the other interns will brief Horticulture and give directions to the residents who work in Horti to make preparations because there will be a project that will be carried out there.	Hortikultura, Batang Duku.
Thursday, September 5, 2024	Assisting a project held by Pertamina at Pertamina's guesthouse in Sungai Pakning, namely the preparation of souvenirs for participants and judges on the D-day.	CDO Room.
Friday, September 6, 2024	Going straight to the mangrove at Pangkalan Jambi because there will be a visit.	Mangrove Pangkalan Jambi.
Saturday, September 7, 2024	Attending Gladiresik at Wisma for the Journalism event that will be held at Wisma as an official event, and to Horti for the place that will be used as competition material by students.	Guesthouse of Pertamina Sungai Pakning
Sunday, September 8, 2024	The day of the event was held today at the Pertamina RU II Sungai Pakning guesthouse and in Horticulture, I was given the responsibility for consumption in Horticulture.	Guesthouse of Pertamina Sungai Pakning, Hortikultura.

Source: Processed data.2024

Table 3.3 is an apprenticeship activity for the second weeks on September 2024. The author visited several places such as Hortikultura at Batang Duku and Mangrove Pangkalan Jambi to carry out socialization activity and introducing myself to the community.

Table 3.4 Daily Activity September 9–13, 2024

Day and Date	Description of Activities	Place
Monday, September 9, 2024	Evaluating yesterday's event.	Guesthouse of Pertamina Sungai Pakning
Tuesday, September 10, 2024	Meeting with the CDO regarding the schedule of visits to be made by PT Pertamina Dumai at PT Pertamina RU II Sungai Pakning, and distributed members who would standby in place.	Guesthouse of Pertamina Sungai Pakning
Wednesday, September 11, 2024	Conducting a survey on the place to be visited by the Supervisor of Pertamina Dumai.	Hortikultura Batang Duku, Arboretum Batang Duku, Mangrove Pangkalan Jambi, Filagam Tanjung Belit
Thursday, September 12, 2024	On the day of the visit from Pertamina Dumai, we had a briefing in the morning to go to the designated place per intern, and I went to Filagam with my partners Sundari and Andika while waiting for the supervisors to come to Filagam, Tanjung Belit Village.	Filagam, Tanjung Belit

Friday, September 13, 2024	Taking care of the division transfer from CSR to General Affairs.	GA Department
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Source: Processed Data 2024

Table 3.4 is an apprenticeship activity for the third weeks on September 2024. The author visited several Pertamina CSR (Corporate Social Responsibility) fostered groups to introduce myself and informed them that there will be a visit and moved to another division.

Table 3.5 Daily Activity September 17– 20, 2024

Day and Date	Description of Activities	Place
Tuesday, September 17, 2024	Recapitulating outgoing letters and incoming letters. Then, provide a disposition sheet to be submitted to superiors. After that, give directions to new interns to do safety injection.	GA Department
Wednesday, September 18, 2024	Printing the disposition sheet, make a certificate, and submitting a proposal to Secretary Manager.	GA Department
Thursday, September 19, 2024	Recapitulating incoming letters and provide disposition sheets to be submitted to superiors	GA Department
Friday, September 20, 2024	Taking the signed certificate to the manager's secretary for stamping. After that, it is given a letter number and recapitulated in the outgoing letter book and put into a folder.	GA Department

Source: Processed Data 2024

Table 3.5 is an apprenticeship activity for the fourth weeks on September 2024. The author learned about the workings of the administration. Starting from recapitulating incoming letters, outgoing letters, numbering on outgoing letters, and make certificate.

Table 3.6 Daily Activities of September 23 – 27, 2024

Day and Date	Description of Activities	Place
Monday. September 23, 2024	Making certificates for students who have completed their internships, gave letter numbers and recorded them in the outgoing letter book, and put them in a folder.	GA Department
Tuesday, September 24, 2024	Recapitulating incoming letters and forward to superiors after being given a disposition sheet.	GA Department
Thursday, September 26, 2024	Recaping incoming letters and forward them to my superior after giving a disposition. After that, I also took care of making an internship certificate.	GA Department
Friday, September 27, 2024	Joining the gymnastics at Telaga Suri Perdana. Today many interns will receive certificates and decrees of completion of	GA Department

	internships. After the letter is stamped, I will recap the letter in the outgoing mail and sort it to be put in a folder according to the name of the internship student.	
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Source: Processed Data 2024

Table 3.6 is an apprenticeship activity for the five weeks on September. The author makes certificate and decrees.

Table 3.7 Daily Activities of September 30 – October 4, 2024

Day and Date	Description of Activities	Place
Monday, Sept 30, 2024	Recapitulating incoming letters and gave the disposition sheet to my superior, then in the afternoon I recapitulating outgoing letters and stamped the certificates of students who had completed their internships.	GA Department
Tuesday, Oct 1, 2024	Recapitulating incoming and outgoing letters, taking incoming calls, and serving interns who had just submitted their letters.	GA Department
Wednesday, Oct 2, 2024	Recapitulating incoming and outgoing mail.	GA Department
Thursday, Oct 3, 2024	This Thursday, I was told by Mr. Aye to call the Demo room, confirming that there were new apprentices from SMK N 5 Dumai to do the apprenticeship entry procedure, namely safety injection. After that, I escorted them to the security adm for their ID cards.	GA Department
Friday, Oct 4, 2024	Making certificates and decrees for interns who have completed their internships, from stamping in the manager's secretary's room to numbering outgoing letters and recording.	GA Department

Source: Processed Data 2024

Table 3.7 is an apprenticeship activity for the last weeks on September and first weeks on October. The author serving the intern and provide direction and also internship requirements to prospective internship students.

Table 3.8 Daily Activities of October 7 – 11, 2024

Day and Date	Description of Activity	Place
Monday, October 7, 2024	Recaping of outgoing letters, requesting stamps, and making certificates.	GA Department
Tuesday, October 8, 2024	Today, I stamped a certificate for a letter from SMK N 5 Dumai that had completed an internship in the IT department. Then after a while there is an incoming letter that will be recapitulated and delivered to the superior.	GA Department
Wednesday, October 9, 2024	Recapitulating incoming letters, recapitulated outgoing letters, and stamped outgoing letters.	GA Department
Thursday,	Recapitulating incoming letters and outgoing letters.	GA Department

October 10, 2024		
Friday, October 11, 2024	Recapitulating incoming letters, cut out disposition sheets, scanned internship acceptance letters, and recorded outgoing letters.	GA Department

Source: Processed Data 2024

Table 3.8 is an apprenticeship activity for the second weeks of October. The author recap incoming letters, outgoing letters, stamp, scan, cut disposition sheets and numbering outgoing letters.

Table 3.9 Daily Activities of October 16– 18, 2024

Day and Date	Description of Activity	Place
Wednesday, October 16, 2024	Recapitulating incoming mail and outgoing mail.	GA Department
Thursday, October 17, 2024	Recapitulating outgoing and incoming letters.	GA Department
Friday, October 18, 2024	Recapitulating incoming letters, recapitulating outgoing letters such as certificates and decrees and stamped documents.	GA Department

Source: Processed Data 2024

Table 3.9 is an apprenticeship activity for the third weeks of October. The author recap outgoing, recap incoming mails, makes certificate and decrees and also stamped.

Table 3.10 Daily Activities of October 21– 25, 2024

Day and Date	Description of Activity	Place
Monday, October 21, 2024	Recapitulating outgoing and incoming mail.	GA Department
Tuesday, October 22, 2024	Recaping incoming letters and provide disposition sheets to be submitted to superiors.	GA Department
Wednesday, October 23, 2024	Recaping incoming letters and make certificates for internship students who have completed their internships. Then, recap on outgoing mail.	GA Department
Thursday, October 24, 2024	Filling the empty time by making an internship report	GA Department
Friday, October 25, 2024	Recaping incoming letters of proposals from the Bukit Batu police sector and some from the Polytechnic, and continue to write my internship report.	GA Department

Source: Processed Data 2024

Table 3.10 is an apprenticeship activity for the four weeks of October. The authors recap outgoing mail and incoming mail.

Table 3.11 Daily Activities of October 28–31, November 1, 2024

Day and Date	Description of Activity	Place
Monday, October 28, 2024	Recapitulating incoming mail and submitted to superiors	GA Department
Tuesday, October 29, 2024	Staying in GA Department because of an office event.	GA Department
Wednesday, October 30, 2024	Recapitulating incoming mail and gave a disposition sheet to be forwarded to my superior.	GA Department
Thursday, October 31, 2024	Recapitulating incoming letters and completed the internship of making certificates and stamps.	GA Department
Friday, November 1, 2024	Making certificates, decrees, and assessments to be signed and stamped.	GA Department

Source: Processed Data 2024

Table 3.11 is an apprenticeship activity for the last weeks of October and first week of November. The author recap outgoing mail and incoming mail, stamped, and makes certificate.

Table 3.12 Daily Activities of November 4–8, 2024

Day and Date	Description of Activity	Place
Monday, November 4, 2024	Recapitulating incoming letters and create internship student certificates.	GA Department
Tuesday, November 5, 2024	Recapitulating incoming letters and continue the certificate creation process.	GA Department
Wednesday, November 6, 2024	Recaping incoming letters and continue to make internship reports.	GA Department
Thursday, November 7, 2024	Making an internship report.	GA Department
Friday, November 8, 2024	Recapitulating incoming and outgoing letters and stamp outgoing letters.	GA Department

Source: Processed Data 2024

Table 3.12 is an apprenticeship activity for the first week of November. The author recap outgoing mail and incoming mail and make an internship report.

Table 3.13 Daily Activities of November 11–15, 2024

Day and Date	Description of Activity	Place
Monday, November 11, 2024	Recapitulating the incoming mail and gave the disposition sheet to be submitted to superior.	GA Department

Tuesday, November 12, 2024	Recapitulating incoming letters, outgoing letters, printed letters, and cut out disposition sheets.	GA Department
Wednesday, November 13, 2024	Recaping incoming mail and receive incoming calls from other departments inquiring about employee SIJ letters.	GA Department
Thursday, November 14, 2024	Recapitulating incoming mail and received an incoming call from the refinery inquiring about the employee's SIJ letter.	GA Department
Friday, November 15, 2024	Printing the student internship acceptance letter from Politeknik Bengkalis and scanned it to send. After that, I recap the incoming mail.	GA Department

Source: Processed Data 2024

Table 3.13 is an apprenticeship activity for the second weeks of November. The author take care of SIJ letters of employee, recap outgoing and incoming mail.

Table 3.14 Daily Activities of November 18–22, 2024

Day and Date	Description of Activity	Place
Monday, November 18, 2024	Recapitulating incoming and outgoing letters	GA Department
Tuesday, November 19, 2024	Taking care of the employee's SIJ letter and tried with an old-school typewriter to edit manually. After that, I submitted it to my supervisor for signature and recapitulated it on the outgoing letter.	GA Department
Wednesday, November 20, 2024	Recapitulating incoming and outgoing mail.	GA Department
Thursday, November 21, 2024	Asking superiors for a signature to confirm the overtime letter for Pertamina employees.	GA Department
Friday, November 22, 2024	Recaping incoming and outgoing letters, and disposition to superiors.	GA Department

Source: Processed Data 2024

Table 3.14 is an apprenticeship activity for the third weeks of November. The author learns how to used old-school typewriter and edit manually.

Table 3.15 1Daily Activity of November 25–29, 2024

Day and Date	Description of Activity	Place
Monday, November 25, 2024	Serving prospective internship students who will intern at Pertamina, regarding internship requirements and what is needed for internships here.	GA Department
Tuesday,	Making an internship report.	GA Department

November 26, 2024		
Wednesday, November 27, 2024	Recapitulating incoming and outgoing mail.	GA Department
Thursday, November 28, 2024	Recaping incoming mail, and fill in the gaps by making an internship report.	GA Department
Friday, November 29, 2024	Recaping incoming mail and cut out disposition sheets.	GA Department

Source: Processed Data 2024

Table 3.15 is an apprenticeship activity for the last weeks of November. The author serving internship student, makes internship report, and recap outgoing and incoming mail.

Table 3.16 Daily Activity of December 2–6, 2024

Day and Date	Description of Activity	Place
Monday, December 2, 2024	Taking care of the administration (such as permission letters for making ID cards) of new interns who will join in Pertamina Sei Pakning.	GA Department
Tuesday, December 3, 2024	Recapitulating incoming letters and stamped the certificates and decrees of new internship students. Then, it was recapitulated in the outgoing mail	GA Department
Wednesday, December 4, 2024	Assisting the administration of new student interns who will be interning at Pertamina Clinic.	GA Department
Thursday, December 5, 2024	Making certificates and decrees for interns who had completed their internships. Then, recapitulated in the outgoing letter.	GA Department
Friday, December 6, 2024	Recapitulating incoming letters and made an internship report.	GA Department

Source: Processed Data 2024

Table 3.17 is an apprenticeship activity for the first weeks of December. The author take care of administration to internship student, makes certificate and decrees, recap outgoing mail and incoming mail.

Table 3.17 1Daily Activity of December 9–13, 2024

Day and Date	Description of Activity	Place
Monday, December 9, 2024	Sending documents containing certificates and decrees of apprentices from SMK Dumai via JNT, and also recapitulated incoming letters.	GA Department
Tuesday, December 10, 2024	Recapitulating incoming letters and outgoing letters, and numbered the outgoing letters.	GA Department

Wednesday, December 11, 2024	Making certificates and decrees for interns who have completed their internships, and recapitulated incoming mail.	GA Department
Thursday, December 12,2024	Recapitulating incoming mail and continued to write my internship report.	GA Department
Friday, December 13, 2024	Taking care of the administration of student internship completion, making certificates and decrees. Then, also recap the names of students or students who will complete internships in 2024 and who will enter internships in 2025.	GA Department

Source: Processed Data 2024

Table 3.17 is an apprenticeship activity for the second weeks of December. The author sending documents via JNT, made certificate, decrees, recap outgoing and incoming mail.

Table 3.18 Daily Activity of December 16–20, 2024

Day and Date	Description of Activity	Place
Monday, Dec 16,2024	Recapitulating outgoing mail and numbered the outgoing mail and also recapitulated incoming mail.	GA Department
Tuesday, Dec 17, 2024	Making certificates and decrees for internship students. Then, stamp outgoing letters from superiors and also recap incoming letters.	GA Department
Wednesday, Dec 18, 2024	Recaping incoming and outgoing letters, numbering certificates for interns who have completed their internships. After that, I also took care of letters of reply to internship applications from other universities.	GA Department
Thursday, Dec 19, 2024	Recaping incoming mail and take care of internship completion requirements.	GA Department
Friday, Dec 20, 2024	Recapitulating outgoing letters and numbered the winning certificates for the Pertamina Anniversary Momentum competition.	GA Department

Source: Processed Data 2024

Table 3.18 is an apprenticeship activity for the third weeks of December. The author made certificates, decrees,stamp documents, reply to internship letter, recap outgoing mail and incoming mail.

Table 3.19 Daily Activity of December 23–30, 2024

Day and Date	Description of Activity	Place
Monday, Dec 23, 2024	Recapitulating incoming letters and placed dispositions to be forwarded to superiors. Then, I numbered the employees' SIJs.	GA Department
Tuesday, Dec 24, 2024	Recaping incoming mail, recap outgoing mail and dispatch to the head.	GA Department

Friday, Dec 27, 2024	Numbering the employees' SIJs after they were recapitulated and signed by the supervisor.	GA Department
Monday, Dec 30, 2024	Recapitulating incoming letters and gave disposition sheets and took care of the files needed for the completion of the internship.	GA Department

Source: Processed Data 2024

Table 3.18 is an apprenticeship activity for the last weeks of December. The last activity of apprenticeship is recap incoming and outgoing mail, numbered the employee SIJ, and completed the paperwork for the internship completion.

3.4 Constraint and Solution of Apprenticeship

3.4.1 Constraint of Apprenticeship

The Constraint encountered during apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning are as follow:

1. Lack of communication and thus lack of initiative in unspecified work
2. Lack of memory and skills to do the job well as procedure

3.4.2 Solutions of Apprenticeship

The Solutions that can be done during the internship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning are as follow:

1. The author learns how to communication and take the initiative well.
2. The author learns more to remember and what to do first according to the procedure.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, apprenticeship can conclude as follows:

1. There were some works done during apprenticeship, namely: Recapitulate incoming and outgoing mail, provide disposition sheet and Forward incoming letters to superiors, processing leaves letters and employee overtime letters, create student and student internship certificates, maintaining a stamp as a certificate of official letters issued by the company, responsible for filing incoming and outgoing mail , helped recap the names of students and interns of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
2. This apprenticeship activity was carried out at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning wich is located at Cendana Street No.1 Sungai Pakning District, during apprenticeship the author was placed in the General Affair section. Execution time apprenticeship will be carried out from 26 August 2024 to 31 Dec 2024.
3. The work system carried out by PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is using online system and manual system. The online system is used to facilitate sending mail via Email and WhatsApp, recapitulate save the names of students and interns in Microsoft Excel, and create certificate with Microsoft Word. While the manual system is written incoming mail and outgoing mail in the book, file archive.
4. The obstacles encountered during apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning are Lacking communication and thus lack of initiative in unspecified work, lack

of knowledge about the phone numbers of other departments that should be able to provide information, and lack of memory and skills to do the job well as procedure

5. Solutions that can be made to problems that occur during apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is that the author learns how to remembers the phone numbers of other departments, especially important or frequently asked office phone numbers, the author learns how to communication and take the initiative, the author learns more to remember and what to do first according to the procedure.

4.2 Suggestion

After completing apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, there are some suggestions as follows:

4.2.1 Suggestions for Students

Suggestions for students who apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning are as follows:

1. Students should further improve their computer skills, keys Microsoft Word and Microsoft Excel. Because it is very useful when doing apprenticeship in the General Affair especially Administration section of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
2. Student must study deepen communication to improve communication between student interns and employees at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning so that there is no misunderstanding.
3. Students must study design to improver skills in design, accounting, and Public Relations so that can make it easier to place in other section of GA at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

4.2.2 Suggestions for State Polytechnic of Bengkalis

Suggestions for State Polytechnic of Bengkalis is the campus can strengthen cooperative relations with PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning in order to provide opportunities for students who want to do apprenticeship to become, easier, and openly accepted by companies.

4.2.3 Suggestions for PT Kilang Pertamina International Refinery Unit II Productionn Sungai Pakning

Suggestions for PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is establishing a cooperative relationship between the campus and the company in oder to provide opportunities for students who want to do apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

REFERENCES

- Novi, V. (2021). General Affair: Pengertian, Tugas, Fungsi Gaji, dan Jenjang Karir. Diakses dari <https://www.gramedia.com/literasi/general-affair/?srsltid=AfmBOooydUKmksKcKppN-dbVAukzZWSJp7kGhegvoipQKEkcwSvjQLoa>

LIST OF APPENDICES

Appendix 1: Apprenticeship Acceptance Letter



Sungai Pakning, 23 Juli 2024
Nomor : 148 /KPI45123/2024-S8
Perihal : Balasan Surat Permohonan Kerja Praktek

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

Dengan hormat,

Sehubungan dengan surat Saudara No. : 3210/PL31/TU/2024 tanggal 1 Juli 2024 perihal Permohonan Permohonan Kerja Praktek, dengan ini diberitahukan bahwa kami *dapat menerima* mahasiswa saudara untuk melakukan kerja praktik, adapun siswa yang diterima atas nama :

NO.	N A M A	J U R U S A N
1.	Nur Azura	D4 bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2.	Uli Hardini	
3.	Eka Sari Sundari	

Untuk melakukan kerja praktek di PT. Pertamina (Persero) Sei Pakning mulai 1 Agustus /d 28 Desember 2024, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan aktif kuliah dari lembaga pendidikan.
2. Surat kesehatan dari dokter / pemerintah yang menyatakan sehat fisik.
3. Pas foto berwarna ukuran 3 x 4 (2 lembar) berpakaian rapi.
4. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm (untuk KP dalam kilang)
5. 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
A.C.

RAHMAD HIDAYAT

Contact Person :
Erna Imelda : 085271072354
Rahmad Hidayat : 085265933386
Amril Norman : 08127611794

PT KILANG PERTAMINA INTERNASIONAL SUNGAI 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. : 408/ KPI45123 / 2024 - S8

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

Nama : ULI HARDINI
Jurusan : BAHASA INGGRIS UNTUK KOMUNIKASI BISNIS DAN PROFESIONAL
Institusi : POLITEKNIK NEGERI BENGKALIS

Adalah benar telah menyelesaikan Kerja Praktik / Magang dalam rangka menyelesaikan tugas di POLITEKNIK NEGERI BENGKALIS Jurusan BAHASA INGGRIS UNTUK KOMUNIKASI BISNIS DAN PROFESIONAL di PT. KILANG PERTAMINA INTERNASIONAL RU II Sungai Pakning, mulai tanggal 26 Agustus sampai dengan 31 Desember 2024.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 31 Desember 2024.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk

A. ISWANDI SEROY

Appendix 3: List of Apprenticeship Attendance



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766), FAX (+62766) 8001000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

ABSENSI HARIAN MAGANG

NAMA MAHASISWA : ULI HARDINI
NIM : 5504211049
JURUSAN/PRODI : D IV – BISPRO
SEMESTER : VII (TUJUH)
LOKASI KP : PT KILANG PERTAMINA INTERNASIOANAL RU II
PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Senin 26 Agustus 2024	07.30 WIB	16.00 WIB	
2	Selasa 27 Agustus 2024	07.30 WIB	16.00 WIB	
3	Rabu 28 Agustus 2024	07.30 WIB	16.00 WIB	
4	Kamis 29 Agustus 2024	07.30 WIB	16.00 WIB	
5	Jumat 30 Agustus 2024	07.30 WIB	16.00 WIB	
7	Senin 2 September 2024	07.30 WIB	16.00 WIB	
8	Selasa 3 September 2024	07.30 WIB	16.00 WIB	izin
9	Rabu 4 September 2024	07.30 WIB	16.00 WIB	
10	Kamis 5 September 2024	07.30 WIB	16.00 WIB	
11	Jum'at 6 September 2024	07.30 WIB	16.00 WIB	
12	Sabtu 7 September 2024	07.30 WIB	16.00 WIB	
13	Minggu 8 September 2024	07.30 WIB	16.00 WIB	
14	Senin 9 September 2024	07.30 WIB	16.00 WIB	
15	Selasa 10 September 2024	07.30 WIB	16.00 WIB	



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
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Laman: <http://www.polbeng.ac.id/>, E-mail: polbeng@polbeng.ac.id

ABSENSI HARIAN MAGANG

NAMA MAHASISWA : ULI HARDINI
NIM : 5504211049
JURUSAN/PRODI : D IV – BISPRO
SEMESTER : VII (TUJUH)
LOKASI KP : PT KILANG PERTAMINA INTERNASIOANAL RU II
PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
16	Rabu 11 September 2024	07.30 WIB	16.00 WIB	
17	Kamis 12 September 2024	07.30 WIB	16.00 WIB	
18	Jum'at 13 September 2024	07.30 WIB	16.00 WIB	
19	Senin 16 September 2024	07.30 WIB	16.00 WIB	libur mau'id nabi
19	Selasa 17 September 2024	07.30 WIB	16.00 WIB	
20	Rabu 18 September 2024	07.30 WIB	16.00 WIB	
21	Kamis 19 September 2024	07.30 WIB	16.00 WIB	
22	Jumat 20 September 2024	07.30 WIB	16.00 WIB	
23	Senin 23 September 2024	07.30 WIB	16.00 WIB	
24	Selasa 24 September 2024	07.30 WIB	16.00 WIB	
25	Rabu 25 September 2024	07.30 WIB	16.00 WIB	izin
26	Kamis 26 September 2024	07.30 WIB	16.00 WIB	
27	Jumat 27 September 2024	07.30 WIB	16.00 WIB	
28	Senin 30 September 2024	07.30 WIB	16.00 WIB	



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS**

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ABSENSI HARIAN MAGANG

NAMA MAHASISWA : ULI HARDINI
NIM : 5504211049
JURUSAN/PRODI : D IV- BISPRO
SEMESTER : VII (TUJUH)
LOKASI KP : PT KILANG PERTAMINA INTERNATIONAL RU II
PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL 2024	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Selasa 1 Oktober 2024	07.30 WIB	16.00 WIB	
2	Rabu 2 Oktober 2024	07.30 WIB	16.00 WIB	
3	Kamis 3 Oktober 2024	07.30 WIB	16.00 WIB	
4	Jumat 4 Oktober 2024	07.30 WIB	16.00 WIB	
5	Senin 7 Oktober 2024	07.30 WIB	16.00 WIB	
6	Selasa 8 Oktober 2024	07.30 WIB	16.00 WIB	
7	Rabu 9 Oktober 2024	07.30 WIB	16.00 WIB	
8	Kamis 10 Oktober 2024	07.30 WIB	16.00 WIB	
9	Jumat 11 Oktober 2024	07.30 WIB	16.00 WIB	
10	Senin 14 Oktober 2024	07.30 WIB	16.00 WIB	izin
11	Selasa 15 Oktober 2024	07.30 WIB	16.00 WIB	izin
12.	Rabu 16 Oktober 2024	07.30 WIB	16.00 WIB	



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

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Laman: <http://www.polbeng.ac.id/>, E-mail: polbeng@polbeng.ac.id

ABSENSI HARIAN MAGANG

NAMA MAHASISWA : ULI HARDINI
NIM : 5504211049
JURUSAN/PRODI : D IV- BISPRO
SEMESTER : VII (TUJUH)
LOKASI KP : PT KILANG PERTAMINA INTERNATIONAL RU II
PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Kamis 17 Oktober 2024	07.30 WIB	16.00 WIB	
16	Jumat 18 Oktober 2024	07.30 WIB	16.00 WIB	
17	Senin 21 Oktober 2024	07.30 WIB	16.00 WIB	
18	Selasa 22 Oktober 2024	07.30 WIB	16.00 WIB	
19	Rabu 23 Oktober 2024	07.30 WIB	16.00 WIB	
20	Kamis 24 Oktober 2024	07.30 WIB	16.00 WIB	
21	Jumat 25 Oktober 2024	07.30 WIB	16.00 WIB	
22	Senin 28 Oktober 2024	07.30 WIB	16.00 WIB	
23	Selasa 29 Oktober 2024	07.30 WIB	16.00 WIB	
24	Rabu 30 Oktober 2024	07.30 WIB	16.00 WIB	
25	Kamis 31 Oktober 2024	07.30 WIB	16.00 WIB	



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PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Jumat 1 November 2024	07.30 WIB	16.00 WIB	
2	Senin 4 November 2024	07.30 WIB	16.00 WIB	
3	Selasa 5 November 2024	07.30 WIB	16.00 WIB	
4	Rabu 6 November 2024	07.30 WIB	16.00 WIB	
5	Kamis 7 November 2024	07.30 WIB	16.00 WIB	
6	Jumat 8 November 2024	07.30 WIB	16.00 WIB	
7	Senin 11 November 2024	07.30 WIB	16.00 WIB	
8	Selasa 12 November 2024	07.30 WIB	16.00 WIB	
9	Rabu 13 November 2024	07.30 WIB	16.00 WIB	
10	Kamis 14 November 2024	07.30 WIB	16.00 WIB	
11	Jumat 15 November 2024	07.30 WIB	16.00 WIB	
12.	Senin 18 November 2024	07.30 WIB	16.00 WIB	



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PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Selasa 19 November 2024	07.30 WIB	16.00 WIB	
16	Rabu 20 November 2024	07.30 WIB	16.00 WIB	
16	Kamis 21 November 2024	07.30 WIB	16.00 WIB	
18	Jumat 22 November 2024	07.30 WIB	16.00 WIB	
19	Senin 25 November 2024	07.30 WIB	16.00 WIB	
20	Selasa 26 November 2024	07.30 WIB	16.00 WIB	
21	Rabu 27 November 2024	07.30 WIB	16.00 WIB	
22	Kamis 28 November 2024	07.30 WIB	16.00 WIB	
23	Jumat 29 November 2024	07.30 WIB	16.00 WIB	



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JURUSAN/PRODI : D IV – BISPRO
SEMESTER : VII (TUJUH)
LOKASI KP : PT KILANG PERTAMINA INTERNASIONAL RU II
PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Senin 2 Desember 2024	07.30 WIB	16.00 WIB	
2	Selasa 3 Desember 2024	07.30 WIB	16.00 WIB	
3	Rabu 4 Desember 2024	07.30 WIB	16.00 WIB	
4	Kamis 5 Desember 2024	07.30 WIB	16.00 WIB	
5	Jumat 6 Desember 2024	07.30 WIB	16.00 WIB	
7	Senin 9 Desember 2024	07.30 WIB	16.00 WIB	
8	Selasa 10 Desember 2024	07.30 WIB	16.00 WIB	
9	Rabu 11 Desember 2024	07.30 WIB	16.00 WIB	
10	Kamis 12 Desember 2024	07.30 WIB	16.00 WIB	
11	Jum'at 13 Desember 2024	07.30 WIB	16.00 WIB	
12	Senin 16 Desember 2024	07.30 WIB	16.00 WIB	
13	Selasa 17 Desember 2024	07.30 WIB	16.00 WIB	
14	Rabu 18 Desember 2024	07.30 WIB	16.00 WIB	



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PEMBIMBING/
SUPERVISOR : AMRIL NORMAN

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Kamis 19 Desember 2024	07.30 WIB	16.00 WIB	
16	Jum'at 20 Desember 2024	07.30 WIB	16.00 WIB	
17	Senin 23 Desember 2024	07.30 WIB	16.00 WIB	
18	Selasa 24 Desember 2024	07.30 WIB	16.00 WIB	
19	Rabu 25 Desember 2024	07.30 WIB	16.00 WIB	Cuti natal
20	Kamis 26 Desember 2024	07.30 WIB	16.00 WIB	Cuti natal
21	Jumat 27 Desember 2024	07.30 WIB	16.00 WIB	
22	Senin 30 Desember 2024	07.30 WIB	16.00 WIB	
23	Selasa 31 Desember 2024	07.30 WIB	16.00 WIB	

Appendix 4: Apprenticeship Assessment

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

N A M A : ULI HARDINI
N I M : 5504211028
JURUSAN : D4 BAHASA INGGRIS UNTUK KOMUNIKASI BISNIS DAN PROFESIONAL
INSTITUSI : POLITEKNIK NEGERI BENGKALIS

NO	FAKTOR YANG DINILAI	ANGKA	HURUF
1	KEDISIPLINAN	93	Sembilan Puluh Tiga
2	KEJUJURAN	92	Sembilan Puluh Dua
3	KERAJINAN	92	Sembilan Puluh Dua
4	PENGUASAAN MATERI / TUGAS POKOK	95	Sembilan Puluh Lima
5	HUBUNGAN DENGAN PEKERJA	92	Sembilan Puluh Dua
6	HUBUNGAN DENGAN MAHASISWA / SISWA	91	Sembilan Puluh Satu
RATA - RATA		92.5	Sembilan Puluh Dua Koma Lima

Spv. General Affair Spk.



Pembimbing,


HARI MARDIANTO

Appendix 5: Apprenticeship Certificate



SERTIFIKAT

Nomor : 407 / KPI45123 / 2024 - S8

PT. Kilang Pertamina Internasional Refinery Unit II Sungai Pakning memberikan penghargaan kepada :

Nama	: ULI HARDINI
NIM	: 5504211049
Tempat & Tgl. Lahir	: Sungai Pakning, 9 Juli 2001
Jurusan	: Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Institusi	: Politeknik Negeri Bengkalis

Telah menyelesaikan Kerja Praktek / Magang periode 26 Agustus s/d 31 Desember 2024.

Sungai Pakning, 31 Desember 2024
Spv. General Affair Spk.

