

APPRENTICESHIP REPORT

**PT. SURYA PALMA INDUSTRI SEJAHTERA
MAINTENANCE DEPARTMENT**

FITRIA RAMADHONA

5404221522



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2026**

APPROVAL SHEET

PT. SURYA PALMA INDUSTRI SEJAHTERA

Written as one of the conditions for completing Apprenticeship

FITRIA RAMADHONA

5404221522

Bengkalis, August 2026

Mechanical Manager of
PT. Surya Palma Industri
Sejahtera



Zaenal Djonaedi Narasian

Advisor



Yanisha Dwi Astari, M.Hum
NIP. 199301142022032010

Approved by:
Head of International Business Administration Study Program



Muhammad Fuad Asrofillah, S.E., M.M
NIP. 199304202022031007

ACKNOWLEDGMENTS

Praise and gratitude are expressed to Allah SWT for His abundant blessings, mercy, and guidance, which have made it possible to complete this Apprenticeship Report successfully. This report was prepared based on the apprenticeship conducted at PT Surya Palma Industri Sejahtera, particularly in the Maintenance Department, from February 9, 2026, to June 9, 2026.

Through this Apprenticeship program, valuable knowledge, practical experience, and broader insights into the professional working environment were gained, particularly regarding the implementation of occupational health, safety, and environmental management within the company. It is realized that the completion of this report would not have been possible without the assistance, guidance, encouragement, and support of many individuals. It is also acknowledged that this report still has limitations in both its content and presentation.

With sincere gratitude and deepest appreciation, the author would like to express heartfelt thanks to everyone who has contributed, either directly or indirectly, to the completion of this Apprenticeship Report, especially to:

1. Mr. Johnny Custer, ST, M.T as Director of Politeknik Negeri Bengkalis.
2. Mr. Armada, ST, M.T as Deputy Director I of Politeknik Negeri Bengkalis.
3. Ms. Nurhazana, S.E., M.Sc as Head of the Business Administration Department.
4. Mr. Muhammad Fuad Asrofillah, S.E., M.M. As the Head of the International Business Administration Study Program
5. Mr. M. Alkadri Perdana, B.IT., M.Sc. as the Internship Coordinator and lecturer
6. Ms. Yanisha Dwi Astari, M.Hum as the final project supervisor who has provided guidance, advice, and valuable input in the preparation of this report.
7. Mr. Muhammad Fuad Asrofillah, S.E., M.M. as Academic Advisor of International Business Administration VIII C.

8. All lecturers in the International Business Administration study program who have provided knowledge and experience throughout the academic period.
9. Ms. Martina Sari, Mechanical Planner at PT. Surya Palma Industri Sejahtera
10. All maintenance staff at PT. Surya Palma Industri Sejahtera who provided guidance and a wealth of experience to the author during the internship.
11. To my late father, Budiman, and my mother, Milatun. And to my beloved sister, who consistently provided immense support, prayers, time, energy, and financial assistance helping and instilling confidence in me throughout my studies to make this dream a reality.
12. To my fellow students at Bengkalis State Polytechnic particularly those in the International Business Administration study program thank you for your support and cooperation in completing this internship report.

Bengkalis, August 12, 2026



Fitria Ramadhona
NIM.5404221522

TABLE OF CONTENTS

APPRENTICESHIP REPORT	i
APPROVAL SHEET	ii
ACKNOWLEDGMENTS	ii
TABLE OF CONTENTS.....	v
LIST OF TABLES	vii
LIST OF FIGURES	viii
LIST OF APPENDICES.....	ix
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.....	6
2.1 Company Profile.....	6
2.2 Vision and Mission.....	9
2.3 Kind of Business.....	10
2.4 Organizational Structures	12
2.5 The Working Process	19
2.6 Documents Used for Activity.....	20
BAB III SCOPE OF THE APPRENTICESHIP	26
3.1 Job Description.....	26
3.2 System and Procedure	26
3.3 Place of Apprenticeship.....	35
3.4 Kind and Description of the Activity	35

3.5	Obstacles and Solutions of Apprenticeship.....	72
CHAPTER IV CONCLUSION AND SUGESTION.....		74
4.1	Conclusion.....	74
4.2	Suggestion	75
REFERENCES		77
APPENDICES		78

LIST OF TABLES

Table 3. 1 Work Schedule of PT. Surya Palma Industri Sejahtera	35
Table 3. 2 First week activities run from February 9 to February 4, 2026	36
Table 3. 3 Second week activities from February 16 to February 21, 2026	38
Table 3. 4 Third week activities from February 23 to February 28, 2026	40
Table 3. 5 Fourth Week Activities Starting from March 2 to March 7, 2026.....	42
Table 3. 6 Fifth Week Activities Starting from March 9 to March 14, 2026.....	45
Table 3. 7 Sixth Week Activities Starting from March 16 to March 21, 2026	47
Table 3. 8 Seventh Week Activities Starting from March 23 to March 28, 2026	48
Table 3. 9 Eighth Week Activities Starting from March 30 to April 4, 2026.....	50
Table 3. 10 Ninth Week Activities Starting from April 6 to April 11, 2026	52
Table 3. 11 Tenth Week Activities Starting from April 13 to April 18, 2026	55
Table 3. 12 Eleventh Week Activities Starting from April 20 to April 25, 2026	57
Table 3. 13 Twelfth Week Activities Starting from April 27 to May 2, 2026.....	59
Table 3. 14 Thirteenth Week Activities Starting from May 4 to May 9, 2026	61
Table 3. 15 Fourteenth Week Activities Starting from May 11 to May 16, 2026	63
Table 3. 16 Fifteenth Week Activities Starting from May 18 to May 23, 2026	65
Table 3. 17 Sixteenth Week Activities Starting from May 25 to May 30, 2026	67
Table 3. 18 Seventeenth Week Activities Starting from June 1 to June 6, 2026	69
Table 3. 19 Eighteenth Week Activities Starting from June 8 to June 9, 2026	71

LIST OF FIGURES

Figure 2. 1 Company Logo	7
Figure 2. 2 Location and Layout of PT.Surya Palma Industri Sejahtera	8
Figure 2. 3 Surya Palma Industri Sejahtera Products.....	12
Figure 2. 4 Organizational Structure	13
Figure 2. 5 Workflow of Maintenance Departement Working Process.....	19
Figure 2. 6 Proof of Request for Purchase of Goods Form.....	21
Figure 2. 7 Goods Requisition Form.....	22
Figure 2. 8 External Service Request Form	22
Figure 2. 9 Gate Pass.....	23
Figure 2. 10 Maintenance Order	24
Figure 2. 11 Official Report Form	25
Figure 3. 1 System Applications and Products	27
Figure 3. 2 Timesheet Management System	28
Figure 3. 3 Notification Conversion Flowchart	29
Figure 3. 4 Preventive Maintenance Order (ZD03) Creation Flowchart	30
Figure 3. 5 VMB Completed Notification Update Flowchart	32
Figure 3. 6 MB52 Material Inventory Monitoring Flowchart.....	32
Figure 3. 7 TMS Attendance Recording Flowchart	33
Figure 3. 8 Document Scanning Flowchart.....	34

LIST OF APPENDICES

Appendix 1 Apprenticeship Application Letter	78
Appendix 2 Apprenticeship Reply Letter	79
Appendix 3 Apprenticeship Statement Letter	80
Appendix 4 List of Apprenticeship Attendance Sheet	81
Appendix 5 Daily Activity	85
Appendix 6 Apprenticeship Assessment Sheet	103
Appendix 7 Consultation Sheet.....	104
Appendix 8 Documentation photos from the internship	105