

**APPRENTICESHIP REPORT  
PT WILMAR NABATI INDONESIA**

**ASIRA**

**Reg. Number: 5504201051**



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

## **APPROVAL SHEET**

### **APPROVAL SHEET APPRENTICESHIP REPORT PT. WINA PELINTUNG MAINTENANCE CENTRAL**

Name : Asira  
Reg. Number : 5504211038  
Study Program : English for Business and Professional Communication  
Collage : State Polytechnic of Bengkalis  
Time : 4<sup>th</sup> September – 31<sup>th</sup> Desember 2024

Unit / Department : PT. Wina Pelintung– MTC

APPROVED BY:

Dumai, 29 Desember 2024

Mentor



Syahrial Siregar

Advisor



Dr. Halim Dwi Putra, S.Pd., M.AB  
NIP.198307112014041001

Head of English for Business and Professional Communication Study Program  
State Polytechnic of Bengkalis



## ACCEPTANCE SHEET

### ACCEPTANCE SHEET

This is to certify that we have examined the internship report on behalf of **Asira Reg, number 5504211038** who has carried out an internship at PT Wilmar Nabati Indonesia, starting from September 4<sup>th</sup> - Desember 31<sup>th</sup>, 2024. This report is used as a partial fulfillment of graduation requirements from Politeknik Negeri Bengkalis. This report is complete and satisfactory in all respects, and all revisions required by the internship report examining committee have been made.

Bengkalis, April 24<sup>th</sup>, 2025

Accepted by:

Advisor



**Dr. Halim Dwi Putra, S.Pd., M.AB**  
NIP.198307112014041001

Approved by,

**Head of English for Business and Professional Communication**

**Study Program**

**State Polytechnic of Bengkalis**



**Fanalisa Elfa, M.Pd**  
NIP.198510082019032015

## **AKNOWLEDGEMENT**

Praise and gratitude the author offers to the presence of Allah SWT for all His gifts and grace, so that the author can complete the field work practice activities and has completed the field work practice report that the author did at PT. Wilmar Nabati Indonesia on time, namely from September 4, 2024 to December 31, 2024.

The author is very grateful to certain parties who have helped and provided guidance during the author's internship. who are very kind, friendly and accept the author to join and have the opportunity to become one of the members of the big family of PT. Wilmar Nabati Indonesia. The author realizes that the preparation of this internship report cannot be separated from the support, guidance, motivation, suggestions, and constructive criticism from various parties. Therefore, on this occasion, the author would like to express his deepest appreciation and gratitude to:

1. Mr. Johny Custer ST, MT as the Director of State Polytechnic of Bengkalis.
2. Mrs. Diah Paramita Sari, M. Pd as Former Head of Language Department.
3. Mrs. Fanalisa Elfa,M. Pd Former Head of the English for Business and Professional Study Program.
4. Mrs. Arita Destia Ningsih , M.Pd., M.Ed. as the apprenticeship coordinator.
5. Dr. Halim Dwi Putra, S.Pd., M. AB as an apprenticeship advisor in the English for Business and Professional Communication Study Program.
6. Mr. Syahrial Siregar as the Head of Departmet MTC of PT. Wilmar Nabati Indonesia Pelintung.
7. Mr. Rifqi Anshori and Mr. Felix Rajaim Bastanta Munthe, as Admin SAP PM as well as mentors, for their guidance, motivation, and contribution.
8. All staff in the Maintenance Central Department, for the opportunity and assistance that has been given to the author to carry out practical work in the Maintenance Department to the author to carry out practical work at Maintenance Central.
9. Especially for myself, thank you for sticking around and keeping up the enthusiasm in carrying out the internship to the preparation of the report.

10. All parties who have been present in the author's life, who cannot mentioned one by one. Thank you for everything.

Hopefully all the support that has been given will be rewarded accordingly. The author also hopes that this report can provide benefits and positive contributions to all related parties. There may still be many mistakes in writing this internship report. Therefore, suggestions and criticisms from anyone are very important in making this report.

Bengkalis, January 01 2025

Best Regard,

**Asira**

**5504211027**

## TABLE OF CONTENTS

<b>COVER.....</b>	<b>i</b>
<b>APPROVAL SHEET.....</b>	<b>ii</b>
<b>ACCEPTANCE SHEET .....</b>	<b>iii</b>
<b>AKNOWLWDGEMENT .....</b>	<b>iv</b>
<b>TABLE OF CONTENT .....</b>	<b>vi</b>
<b>LIST OF TABLES.....</b>	<b>ix</b>
<b>LIST OF FIGURES.....</b>	<b>x</b>
<b>CHAPTER I INTRODUCTION .....</b>	<b>1</b>
1. 1. Background of the Apprenticeship .....	1
1. 2. Purposes of the Apprenticeship .....	3
1. 3. Significances of the Apprenticeship .....	3
1. 4. Time and Length of Practical Work.....	4
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>5</b>
2. 1. Company Description .....	5
2. 2. Vision & Mission.....	7
2. 3. Kind of business.....	8
2. 4. Organization Structure.....	8
2. 5. The Working Process.....	11
2. 6. Document Used for Activity.....	13

<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>14</b>
3. 1. Job Description .....	14
3. 2. Place of Apprenticeship .....	14
3. 3. Systems and Procedures.....	15
3. 3. 1. SAP (System Application & Product) .....	15
3. 3. 2. SAP PM.....	16
3. 3. 3. Plant Maintenance Master Data .....	17
3. 3. 4. Functional Location .....	17
3. 3. 5. Equipment .....	18
3. 3. 6. Work Centers .....	19
3. 3. 7. Plant Maintenance Transactions .....	19
3. 3. 8. Notification .....	19
3. 3. 9. Maintenance Order (MO).....	20
3. 3. 10. Maintenance Order Cycle .....	20
3. 3. 11. Project: Preparation of Master Data Functional Location at PT. Wilmar Nabati Indonesia Oleochemical.....	22
3. 4. Kind of Description of activity .....	23
<b>CHAPTER VI CONCLUSION AND SUGGESTION.....</b>	<b>38</b>
4. 1. conclusion .....	38
4. 2. suggestion .....	38
<b>REFERENCES .....</b>	<b>39</b>
<b>APPENDICES.....</b>	<b>40</b>
Appendices 1; Apprenticeship Completion Form .....	40
Appendices 2; Evaluation Apprenticeship Form .....	41

Appendices 3; Certificate of Apprenticeship.....	42
Appendices 4; List of Attendance.....	43
Appendices 5: Daily Activity .....	47

## LIST OF TABLE

<b>Table 1. 1</b> Time and length of practical work .....	4
<b>Table 3. 1</b> Example functional location .....	17
<b>Table 3. 2</b> Kind of Description of activity .....	23
<b>Table 3. 3</b> Kind of Description of activity .....	24
<b>Table 3. 4</b> Kind of Description of activity .....	25
<b>Table 3. 5</b> Kind of Description of activity .....	26
<b>Table 3. 6</b> Kind of Description of activity .....	26
<b>Table 3. 7</b> Kind of Description of activity .....	27
<b>Table 3. 8</b> Kind of Description of activity .....	28
<b>Table 3. 9</b> Kind of Description of activity .....	29
<b>Table 3. 10</b> Kind of Description of activity .....	30
<b>Table 3. 11</b> Kind of Description of activity .....	30
<b>Table 3. 12</b> Kind of Description of activity .....	32
<b>Table 3. 13</b> Kind of Description of activity .....	32
<b>Table 3. 14</b> Kind of Description of activity .....	33
<b>Table 3. 15</b> Kind of Description of activity .....	34
<b>Table 3. 16</b> Kind of Description of activity .....	35
<b>Table 3. 17</b> Kind of Description of activity .....	36
<b>Table 3. 18</b> Kind of Description of activity .....	37
<b>Table 3. 19</b> Kind of Description of activity .....	38

## **LIST OF FIGURES**

<b>Figure 2. 1</b> wilmar logo .....	5
<b>Figure 2. 2</b> Kind of Business .....	8
<b>Figure 2. 3</b> organization structure.....	9
<b>Figure 3. 1</b> Functional location.....	18
<b>Figure 3. 2</b> Project .....	23