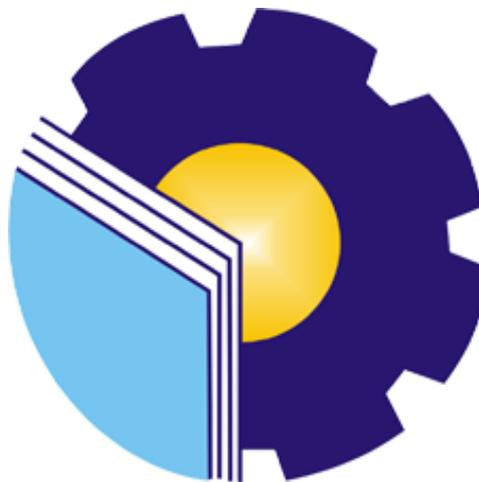


**APPRENTICESHIP REPORT
PT WILMAR NABATI INDONESIA**

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 : 4th September – 31th Desember 2024

Unit / Department : PT. Wina Pelintung– MTC

APPROVED BY:

Dumai, 29 Desember 2024

Mentor



Syahril 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



Fanalisa Elfa, M.Pd
NIP-198510082019032015

ACCAPTANCE 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 4th - Desember 31th, 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 24th, 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. Johnny 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 Pelitung.
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

COVER.....	i
APPROVAL SHEET.....	ii
ACCEPTANCE SHEET	iii
AKNOWLWDGEMENT.....	iv
TABLE OF CONTENT	vi
LIST OF TABLES.....	ix
LIST OF FIGURES.....	x
CHAPTER I INTRODUCTION.....	1
1. 1. Background of the Apprenticeship	1
1. 2. Purposes of the Aprenticeship	3
1. 3. Significances of the Aprenticeship	3
1. 4. Time and Length of Practical Work.....	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
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

CHAPTER III SCOPE OF THE APPRENTICESHIP	14
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
CHAPTER VI CONCLUSION AND SUGGESTION	38
4. 1. conclusion	38
4. 2. suggestion	38
REFERENCES	39
APPENDICES.....	40
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

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

LIST OF FIGURES

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

CHAPTER I

INTRODUCTION

1. 1 Background of the Apprenticeship

Bengkalis State Polytechnic is a higher education institution located in Bengkalis Regency, Riau Province. As the only state polytechnic in the region, Bengkalis State Polytechnic has become a center of excellent vocational education since its establishment in 2000. With a commitment to producing quality graduates, this polytechnic offers eight majors, including the Language Department which houses two study programs: D3-English and D4-English for Business and Professional Communication. This major is designed to produce graduates who are competent in various fields such as tourism, hospitality, professional administration, business communication, translation, and public relations. As one of the important components in the curriculum, the internship program is a strategic opportunity for students to apply the theory they have learned during their studies into real practice.

Bengkalis State Polytechnic is a vocational campus that educates its students to create competent people in various fields and are able to practice them directly. One way to implement the meaning of a vocational campus is to implement a work practice program that must be followed by all final semester students. Work Practice is a means for students to develop themselves when they enter the world of work. This Work Practice activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and for the development of competence at Bengkalis State Polytechnic.

This internship is carried out after students of Bengkalis State Polytechnic have completed at least 6 (six) semesters and have completed all their assignments. The internship is carried out for 4 (four) months. Based on the above, the author as a student of the English Study Program for Business and Professional Communication, is required to carry out internship for 4 (four) months. The author chose PT. Wilmar Indonesia because this company is one of the largest companies in Riau Province, and as a place to carry out internship activities because the author wants to get the opportunity to apply the knowledge/theoretical concepts obtained during lectures into the real world of work and

the author gains direct experience in applying knowledge/theoretical concepts according to his field of expertise.

This program not only aims to strengthen students' technical skills but also build qualifications that are recognized in the workplace. Through internships, students are invited to dive directly into professional activities, learn the dynamics of the workplace, and develop the ability to face global challenges. The internship program is also one of the graduation requirements at Bengkalis State Polytechnic. In this process, students are directly involved in the operational activities of the company or organization where they are interning. This gives them the opportunity to develop interpersonal skills, work ethic, and build a portfolio that is relevant to industry needs. As a Language Department student, the internship program provides valuable experience to connect academic knowledge with real situations in the workplace. Skills such as cross-cultural communication, negotiation skills, and professional translation can be applied directly during the internship, enriching students' perspectives on their future professions.

Bengkalis State Polytechnic has a vision to produce competent, adaptive graduates who are able to compete at national and international levels. In supporting this vision, the internship program is an important bridge that not only provides practical work experience but also helps students prepare themselves as superior professionals in the era of globalization. This internship program not only provides students with the opportunity to apply the theories they have learned in class, but also trains them to face the challenges of the real world of work. Through internships, students are required to develop adaptability, instill a strong work ethic, and build a high level of discipline and responsibility.

Through an internship program at PT. Wilmar Nabati Indonesia, especially in the *System Application & Product Plan Maintenance* (SAP PM) Application section, the author had the opportunity to implement the knowledge gained during lectures into real work practices, while gaining valuable professional experience. This program is designed to increase the author's knowledge capacity, creativity, and professional skills, which also supports the fulfillment of academic requirements and career development. The purpose of this internship program is to understand the various types of work carried out in the *System Application & Product Plan Maintenance* (SAP PM) management section of

Maintenance Central (MTC) Department at PT. Wilmar Nabati Indonesia, as well as to apply the knowledge gained during lectures into the real world of work.

The internship program is carried out in the MTC (Maintenance Central) Department, especially *System Application & Product Plan Maintenance* (SAP PM) admin section. This division is responsible for managing maintenance-related documentation, such as technical manuals, maintenance procedures, and records of work performed. The author can learn how to manage and store information in a structured and easily accessible manner. The implementation of this Internship will start from September 4, 2024 to December 31, 2024. It is hoped that this Internship can increase the Author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience that has been gained.

1. 2 Purposes of the Apprenticeship

The purpose of Field Work Practice at PT. Wilmar Nabati Indonesia Pelitung is as follows:

1. Writers can learn from work experience in industrial environments, companies, or other institutions so that writers can understand the work culture, organizational structure, and operational systems that apply in the workplace.
2. Provides direct experience for writers in the use of tools, technologies, and procedures relevant to existing structures in the company to improve writer competence.
3. Knowing the benefits of using *System Application & Product Plan Maintenance* (SAP PM) in a business.

1. 3 Significances of the Apprenticeship

The following are the benefits of Field Work Practice starting from the author, for Bengkalis State Polytechnic and for PT. Wilmar Nabati Indonesia Pelitung.

For Students:

Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures to the real world of work and students have the opportunity to

be able to analyze problems related to knowledge applied in the world of work according to their study program.

For Begkalis State Polytechnic:

Bengkalis State Polytechnic received input from companies regarding curriculum development and learning processes for students who participate in Internships that can improve the quality of its graduates through internship experience.

For Companies:

Cooperation was established between the world of education and the world of industry/companies so that it was known by academics and companies to obtain alternative prospective employees who were known for their quality, dedication, and credibility.

1.4 Time and Length of Practical Work

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from September 4th 2024 to December 31th 2024. The schedule for practical work at PT. Wilmar Nabati Indonesia Pelintung are as follows:

Table.1. 1 Time and legth of practical work

NO	Day	Working hours	Recess
1.	Monday-Friday	08:00 – 16:00	12:00 – 13:00
2.	Saturday	08:00 – 13:00	12:00 – 12:30

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Wilmar Nabati Indonesia was established in 1989 with production results in the form of cooking oil. PT. Wilmar Nabati Indonesia was previously named Bukit Kapur Reksa (BKR). PT WINA has been established since 1989 with the main production of cooking oil. Bukit Kapur village is approximately 30 km from Dumai city and in 1991 it developed with the establishment of a second factory located on Jalan Datuk Laksamana, Dumai port area which was later used as a factory and head office for the Dumai area.



Figure 2. 1 wilmar logo

PT. Wilmar Nabati Indonesia produces oleochemicals and food manufacturing. The main product of PT. Wilmar Nabati Indonesia is cooking oil processed through oil palm fruit into *Crude Palm Oil (CPO)*, the derivatives of which are *Refined Bleached Deodorized Palm Oil (RBDPO)*, further broken down into *Refined Bleached Deodorized Olein (RBDO)*, *Refined Bleached Deodorized Sterin (RBDS)*, and other palm oil derivatives. The leading brands of cooking oil products produced by PT. Wilmar Nabati Indonesia are Sania, Fortune, Sovia, and Siip. PT. WINA expanded by building a second factory located on Jalan Datuk Laksamana Dumai, which was then used as a production facility and regional headquarters for the Dumai area. In addition, the strategic location of the PT WINA factory, which is located at the dock facility within the Pelindo complex, allows for the docking of international standard ships to export products. Another initiative undertaken by PT WINA management was the redevelopment of the factory in the Dumai Pelitung industrial area in the early 2000s. *Kawasan Industri Dumai (PT. KID)*

is one of the constituent companies of the Wilmar Group, located in Pelintung Village, Medang Kampai District, Dumai City, Riau Province. As the largest industrial area in Riau Province with a land area of 1,792 hectares, this area plays an important role in supporting an integrated agribusiness model that covers the entire value chain of agricultural commodities. Its development began on August 31, 2000, and its operations officially began in 2007, under the management of Wilmar International Ltd as part of the company's strategy to create dynamic growth while maintaining its position as a global market leader. In supporting the sustainability of the company's vision as a dynamic world-class company in the agricultural business and related industries, as well as its mission to become a superior and trusted business partner for stakeholders, Dumai Industrial Estate instills core values as the foundation of its operations. These values include professionalism based on a sense of belonging, humility based on simplicity, integrity based on honesty, hard work based on team synergy, and leadership with a global perspective. PT Kawasan Industri Dumai is operationally one of the supporting units of the Wilmar Group Dumai, which is a regional unit of the Wilmar Group. This area is also supported by a workforce of 9,524 people who work efficiently and sustainably. In addition, this area includes several PT Wilmar Group work units, making it one of the exclusive economic zones that has received a management permit from the government of the Republic of Indonesia. The following are PT Wilmar Group units located in the Dumai Industrial Area:

1. PT. Wilmar Nabati Indonesia-Pelintung
2. PT. Wilmar Nabati Indonesia Flourmill
3. PT. Wilmar Nabati Indonesia Oleochemical
4. PT. Wilmar Bioenergy Indonesia
5. PT. Santana Adidya Pratama (PT. SADP)
6. PT. Murini Samsam II (PT. MSS)
7. PT. Dumai Industrial Area (PT. KID)
8. PT. Petro Andalan Nusantara
9. PT. Wilmar Chemical Indonesia

The units operating in Dumai Industrial Estate reflect the diversity of Wilmar Group's business covering various strategic sectors, ranging from vegetable oil processing, oleochemicals, bioenergy, to chemical production. The existence of these

units not only supports the development of the area as an exclusive economic zone but also creates synergy between units to achieve operational efficiency and sustainable growth. In supporting the operations of these various units, good coordination is needed, especially in the management of human resources and general administration.

2.2 Vision and Mission

2.2.1 Vision

A dynamic world-class company in the agricultural and related industrial business with dynamic growth while maintaining its position as a global market leader through partnerships and good management.

2.2.2 Mission

“To become a superior and trustworthy business partner for stakeholders.”

2.3 Kind of Business

PT. Wilmar Nabati Indonesia has several business units and business products, including oil palm cultivation, oilseed crushing, vegetable oil refining, sugar milling and refining, consumer product manufacturing, specialty fats, oleochemicals, biodiesel, fertilizers, and flour milling. PT. Wilmar Nabati Indonesia produces oleochemicals and food manufacturing. The main products of PT. Wilmar Nabati Indonesia is a cooking oil processed through oil palm fruit into *Crude Palm Oil* (CPO), the derivatives of which are *Refined Bleached Deodorized Palm Oil* (RBDPO), further broken down into *Refined Bleached Deodorized Olein* (RBDO), *Refined Bleached Deodorized Sterin* (RBDS), and other palm oil derivatives. The leading brands of cooking oil products produced by PT. Wilmar Nabati Indonesia are Sania, Fortune, Sovia, and Siip.

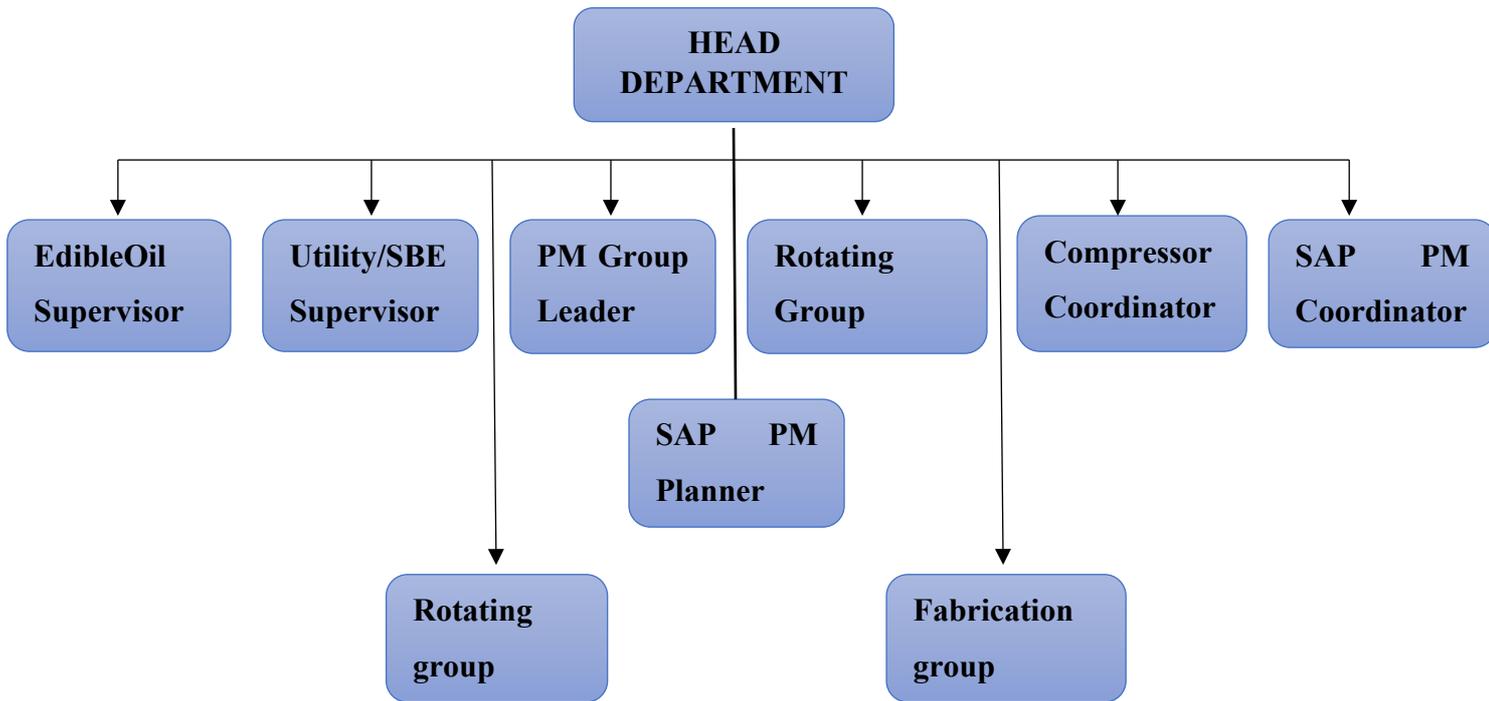


Figure 2. 3 organization structure

1. Head of Department

As a department leader, the Head of Department is responsible for designing work strategies that are in line with the company's vision, managing resources, and ensuring that tasks are carried out according to established standards. In addition, the Head of Department also plays a role in supervising team performance, making strategic decisions, and managing budgets efficiently to support smooth operations.

2. Edible Oil Supervisor

As an Edible Oil Supervisor, you are responsible for ensuring the smooth operation and maintenance of production facilities related to the processing of edible oil and are responsible for supervising, coordinating, and ensuring that all equipment used in the oil processing process continues to function optimally.

3. Utility/SBE Supervisor

Utility/SBE (Sugar Boiler Equipment) Supervisor is responsible for supporting the operational maintenance division, especially in ensuring the

smooth and reliable operation of utility facilities and production support equipment and in accordance with applicable safety standards and regulations, thus supporting the success of the company's operations.

4. PM Group Leader

The Preventive Maintenance (PM) Group Leader is responsible for managing the maintenance team to ensure that operational equipment and facilities are running optimally.

5. Rotating Group Leader

The Rotating Group Leader is responsible for ensuring smooth and efficient operations in the maintenance division, especially in handling rotating equipment such as pumps, compressors, turbines, and other machines.

6. Compressor Coordinator

The Compressor Coordinator is responsible for ensuring the compressor system operations run optimally in the maintenance division. As coordinators, they are responsible for managing, supervising, and maintaining all compressor units that are an important part of the company's production process.

7. SAP PM Coordinator

The SAP PM (Plant Maintenance) Coordinator is responsible for managing and optimizing the SAP PM system as an operational support tool in the maintenance division. The SAP PM Coordinator is tasked with ensuring the smooth use of the system for planning, implementing, and evaluating production equipment maintenance activities.

8. SAP PM Planner

SAP PM Planner is responsible for supporting operational success in the Maintenance Division of PT Wilmar Pelintung Dumai. As well as for planning, coordinating, and monitoring maintenance work by utilizing the SAP Plant Maintenance (SAP PM) system.

9. Rotating group

The Rotating Group is responsible for performing inspections, preventive maintenance, and repairs on rotating equipment to prevent unexpected breakdowns. They are tasked with ensuring that equipment is functioning

efficiently and reliably, so that production downtime can be minimized. In addition, this group is also responsible for analyzing machine conditions through techniques such as vibration analysis, lubrication, and temperature monitoring to detect potential problems early.

10. Fabrication group

The Fabrication Group is responsible for ensuring that all fabricated products produced meet the company's technical, quality and safety specifications. They also play a vital role in supporting major repair projects, such as overhauls or shut down maintenance, by providing the necessary materials and structures.

2. 5 The Working Process

The *System Application & Product Plan Maintenance* (SAP PM) Admin section in the Maintenance Central division has an important role in managing and documenting all maintenance and repair activities in the *System Application & Product Plan Maintenance* (SAP). Their daily activities focus on managing maintenance data, monitoring job status, and reporting to support the smooth operation of the company. Here are some of the daily activities carried out by the *System Application & Product Plan Maintenance* (SAP PM) Admin section in the Maintenance Central division;

1. Updates to the outstanding Maintenance Order list every week, every Monday will be done by pulling data from *System Application & Product Plan Maintenance* (SAP PM) to calculate the number of Outstanding Maintenance Orders (MO) in each planner, and notifying the head of each planner that this week's outstanding is this amount. Then notify the planner to immediately close/CNF (Confirmed) MO if it has been completed so that the number of outstanding MOs decreases from before.
2. Updates to the monthly report for the Maintenance department *Key Performance Indicator* (KPI), every mid-month the author will pull data in SAP PM to create a monthly report for the *Key Performance Indicator* (KPI) including:
3. Create *Maintenance Order* (MO) for picking up goods, the author will receive a request from the consumer to pick up goods, with this the author will create

an *Maintenance Order (MO)* for the consumer, after creating the author will report the *Maintenance Order (MO)* number to the admin in charge to provide the status of the *Maintenance Order (MO)* number as REL (Release), and the author will provide the *Maintenance Order (MO)* number to the consumer.

4. Print out SIV (Store Issue Voucher) for picking up goods at PT. Wina Pelintung store, the author will provide a paper commonly called SIV (Store Issue Voucher) to consumers to be able to pick up goods at store maintenance.
5. Create functional location and equipment *System Application & Product (SAP)*, the author creates a functional location that is used to represent the physical or logical location where equipment or maintenance activities are carried out. The main use of Functional Location is to help companies manage, monitor, and plan maintenance activities in a more structured and efficient manner. Furthermore, the author creates an equipment number from the functional location for *System Application & Product Plan Maintenance (SAP PM)*.
6. Checking the completed MO (Maintenance Order) and conducting CNF (Confirmed) and TECO (Technically Confirmed), the author will routinely check the MO (Maintenance Order) that has been worked on for a long time and has not been CNF (Confirmed) by the planner. If the author finds an MO (Maintenance Order) number that has been worked on, the author will conduct CNF (Confirmed) and TECO (Technically Confirmed) for that MO (Maintenance Order) number, so that the number of outstanding MO (Maintenance Order) decreases.
7. Translating the document (Technical Procedure Preventive Maintenance Routine), the author is responsible for translating the Technical Procedure Preventive Maintenance Routine document.
8. Update data for *Service Purchase Requests (SPR)*, retrieve SPR data in *System Application & Product Plan Maintenance (SAP PM)* to be tidied up and arranged to make it easier to search.
9. Thickness check at the *Waste Water Treatment Plant (WWTP)*, the author went into the field to check the tanks at the WWTP plant to see if the tanks

were problematic/experiencing problems, the check was carried out using a tool called Olympus 45 MG EE.

2. 6 Document Used for Activity

PT. Wilmar Nabati Indonesia Pelintug , particularly at the division Maintenance Central (MTC), utilizes various documents in its operational activities. Divison as follows:

1. Store Issue Voucher (SIV) .
2. SAP Application.
3. Olympus 45 MG EE.
4. Master List Data
5. ZPM-Code

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1. Job Description

This practical work program is carried out at PT. Wilmar Nabati Indonesia Pelintung for 4 months, starting from September 04 2024 to December 31 2024. During the internship period, Job training participants are placed in the Maintenance Central (MTC). There are several tasks during the job training in the Invoice section at PT. Wilmar Nabati Indonesia Pelintung are as Follows:

1. Updates to the outstanding *Maintenance Order* (MO) list every week.
2. Updates to the monthly report for the Maintenance department's KPI (Key Performance Indicator).
3. Create *Maintenance Order* (MO) for picking up goods.
4. Print out SIV (Store Issue Voucher) for picking up goods at PT. Wina Pelintung store.
5. Create functional locations and *System Application & Product* (SAP) equipment.
6. Checking the completed MO (Maintenance order) and conducting CNF (confirmed) and TECO (Technically confirmed).
7. Create material code part Maintenance.
8. Translating documents (Technical Procedure Preventive Maintenance Routine).
9. Update data for *service purchase request* (SPR).
10. Thickness checking at *Waste Water Treatment Plant* (WWTP) Plant.

3.2. Place of Apprenticeship

This internship (KP) was conducted at PT. Dumai Industrial Area (KID), located at Jl. P. Sumatra No. 1, Dumai Pelintung Industrial Area, Medang Kampai, Dumai, Riau. During the internship, the author was assigned to the Training Department of the central office.

3. 3. Systems and Procedures

PT Wilmar Nabati Indonesia Pelintung has been using SAP (Systems, Applications, and Products) system in its Maintenance Central division to improve operational efficiency and asset management. The implementation of *Systems Applications & Products* (SAP) enables better data integration, structured monitoring of maintenance activities, and increased productivity of the maintenance team. With its superior features, SAP helps in managing preventive maintenance to prevent sudden breakdowns, tracking work orders in real-time so that maintenance work can be completed on time, and optimizing the use of resources such as labor, materials, and tools as needed. In addition, the system enables the creation of reports and analysis of historical data quickly and accurately to support strategic decision making. Through the implementation of SAP, PT Wilmar Nabati Indonesia Pelintung demonstrates its commitment to technological innovation to support operational sustainability and achievement of company targets.

3. 3. 1 SAP (System Application & Product)

Systems Applications & Products (SAP) is an *Enterprise Resource Planning* (ERP) software developed by a German company. *Systems Applications & Products* (SAP) is designed to integrate and manage various business functions in an organization, such as finance, human resources, production, logistics, sales, and others, into one integrated system platform. By using *Systems Applications & Products* (SAP), organizations can align their operational processes more efficiently and transparently, thus helping in better decision making based on real-time data.

Systems Applications & Products Societas Europaea (SAP SE) was founded in 1972 by five former IBM employees. They had a vision to create software that could process business data in real-time, replacing traditional batch-based systems. The initial version of SAP was R/1, which later evolved into R/2, R/3, and is currently known as SAP S/4HANA, which uses cloud-based technology and an in-memory database. SAP consists of various modules, such as:

1. Finance Module

- FI (Financial Accounting): For financial accounting, including financial statements and audits.
- CO (Controlling): For cost control, budget planning, and performance management.

2. Logistics Module

- MM (Materials Management): For purchasing, inventory management and inventory control.
- SD (Sales and Distribution): For sales management, order processing, and distribution.
- PP (Production Planning): For production planning and capacity management.

3. Human Resources Module

- HR (Human Resources): For employee data management, payroll, and human resource development.

4. Customer Relationship Management (CRM) Module:

- To manage customer relationships, including sales, service and marketing.

5. Supply Chain Management (SCM) Module:

- For supply chain management, including demand and distribution planning.

6. *Systems Applications & Products* (SAP) Business Intelligence (BI):

- For data analysis and data-driven business report creation.

3.3.2 SAP PM

Systems Applications & Products Plan Maintenance (SAP PM) Integrity creates a logistics maintenance system where data, processes, and teams can work together seamlessly. This provides significant benefits in terms of efficiency, data accuracy, and cross-functional coordination across the organization. *Systems Applications & Products*

Plan Maintenance (SAP PM) ensures that all aspects of physical asset management are connected to the operational and strategic needs of the company.

The *Systems Applications & Products Plan Maintenance* (SAP PM) application process at PT Wilmar Pelintung is designed to ensure that organizational development can manage maintenance activities more efficiently, reduce asset downtime, and increase productivity. The *Systems Applications & Products Plan Maintenance* (SAP PM) application involves several stages, namely:

3.3.3 Plant Maintenance Master Data

Plant Maintenance Master Data is the basic data used in the SAP PM (System Application & Product Plan Maintenance) module to support maintenance activities. This master data contains the information needed to plan, implement, and monitor maintenance activities for physical assets, such as machines, equipment, or facilities. This master data is static and rarely changes, but is an important element because it is used repeatedly in various maintenance transactions. Master data also has several components, namely;

3.3.4. Functional Location

A hierarchical structure that represents the physical or technical location where an asset is located and to track maintenance activities based on the asset location. The Standard Structure Indicator for Wilmar Group (ZWPM) will automatically generate a code template with 6 levels (totaling 40 digits). Each level is separated by a dot.

Example; IDNI.NI04.PRD.PKC02.CVS03.CE305A

Table 3. 1 Example functional location

Level	Edit Mask	Description	Example Description	Example Code
Level 1	XXXX	Company code and Country code	Indonesia-Wilmar Vegetables Indonesia	ID
Level 2	XXXX	Plant	Vienna Pelintung	NI04

Level 3	XXX	Area	Production	PRD
Level 4	XXXXX	Plant section	PK Crushing plant 2	PKC02
Level 5	XXXXX	Sub plant/section	Conveying system	CVS03
Level 6	XXXXXXXX	Tag number	Conveyor Expeller	CE305A

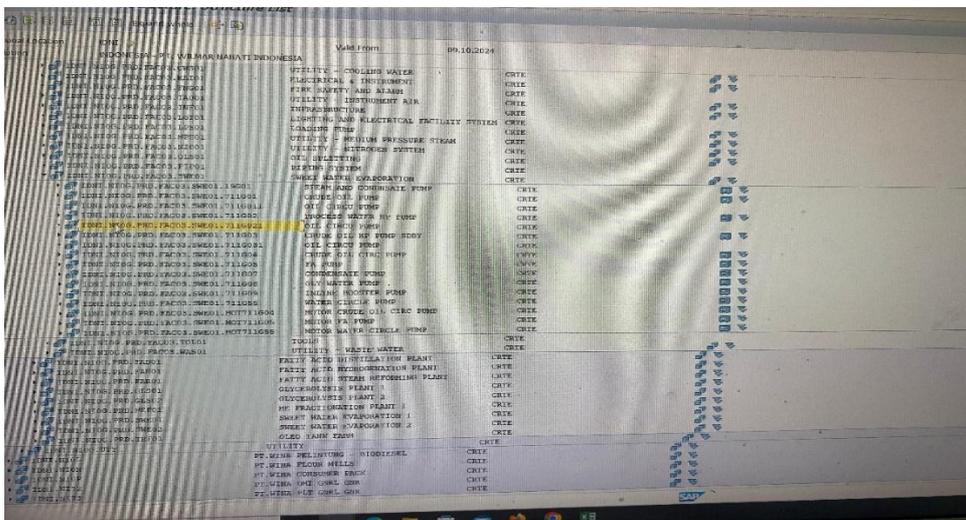


Figure 3. 1 Functional location

3. 3. 5. Equipment

Information about individual machines or equipment that require maintenance and includes details such as serial numbers, technical specifications, and manufacturing information. PT. Wilmar group has 2 types of equipment categories, namely machines and test calibration equipment. The addition system available in SAP is used to provide a clear picture of the status of the equipment. There are 3 statuses that are usually used by PT. Wilmar group, namely Initial (INIT), in Operation (INOP), Scrapped (SCAP).

Example of Equipment number: before creating the equipment number: 100000000000000001, after creating the equipment number becomes: 1000000000000082382.

3.3.6. Work Centers

The location or work unit where maintenance activities are performed and including details such as the workforce capacity or tools available, the work center includes the human resources, tools, and machines used to complete maintenance tasks.

3.3.7. Plant Maintenance Transactions

Plant Maintenance Transactions are various operational activities to manage the maintenance needs of physical assets, such as machinery, equipment, and facilities. These transactions cover the process of creating, managing, executing, and tracking maintenance activities in the SAP system. These transactions utilize master data such as Functional Location, Equipment, and Task List to run the maintenance process efficiently.

3.3.8. Notification

Notification is a feature used to record, report, and manage information related to damage, repair work, or other maintenance activities in facilities or equipment. Notification serves as the main communication tool between the maintenance team and operational units to ensure that any maintenance issues or needs can be identified, monitored, and handled efficiently. PT. Wilmar Nabati Indonesia Pelintung has 4 types of notifications;

- a. Maintenance request (W1)
- b. Predictive request (W4)
- c. Modification request (W5)
- d. Calibration request (W7)

Notifications have priority for consumer requests as follows;

1. High (Work must start within 1 day and end according to the work duration).
2. Medium (Work must be started within 10 days and completed according to the work duration).
3. Low (Work must start within 4 weeks and end according to the work duration).

4. Very low (Work must start within 6 weeks and end according to the work duration).

3.3.9. Maintenance Order (MO)

Maintenance order (MO) is a structure used to plan, implement, and track maintenance activities in a facility or equipment. Maintenance Order serves as an official work instrument that includes all the information needed to complete maintenance work, including task details, required materials, tools, and human resources that will be involved. Maintenance order has a code for notification that must be prioritized to be worked on, namely;

1. *Corrective Maintenance (WM01)*;Maintenance is required when an item fails or is damaged to restore it to its original condition, usually due to unforeseen damage.
2. *Preventive Maintenance (WM02)*;Maintenance requests are created automatically on specific dates through maintenance plans and maintenance scheduling, the tasks to be performed come from the work list.
3. *Condition Monitoring (WM03)*;Maintenance requests are tasks that must be carried out from the maintenance plan to check the technical condition of the machine based on predetermined criteria.
4. *Predictive Maintenance (WM04)*;Maintenance request caused by order type WM03 “condition monitoring”. The task to be done is to follow up on the results of condition monitoring.
5. *Maintenance Modification (WM05)*;The maintenance process carried out to improve or renovate components or equipment.
6. *Calibration (WM07)*;Maintenance requests are used to perform equipment calibration checks.

3.3.10. Maintenance Order Cycle

Maintenance orders have a data management process in carrying out maintenance orders, namely;

1. *Created (CRTD)*;Maintenance Order with CRTD status (Created) is the initial stage in the maintenance life cycle, this process includes steps from creation to

planning before the maintenance order is released (REL status - Released). At this stage, the maintenance order cannot be executed until it is released. The CRTD status allows users to make revisions, re-planning, or add additional information before work begins. CRTD status is an important stage in the Maintenance Order cycle because it is the basis for planning and validating work. With this status, the company can ensure that all maintenance work needs have been well planned before the work actually begins.

2. *Released (REL)*; Maintenance Order with REL (Released) status includes steps to create, plan, and authorize maintenance work so that it can be executed immediately. REL (Released) status is one of the important statuses in the Maintenance Order life cycle, which indicates that the work has been approved and is ready to be carried out activities such as material procurement, scheduling, and work execution can be carried out.
3. *Partially Conformed (PCNF)*; Maintenance Order with PCNF (Partially Conformed) status is part of the maintenance work management process. This status indicates that some of the activities in the Maintenance Order have been completed and confirmed, but there is still work that has not been completed or has not been confirmed. The user records details such as actual work time used, materials consumed, and the status of the work automatically changes the Maintenance Order status to PCNF, which means the order is still active but some of the activities have been completed.
4. *Conformed (CNF)*; Maintenance Order with CNF (Confirmed) status is the final stage of the maintenance process, where the maintenance order is declared complete (Confirmed) after the related physical and administrative work has been carried out. The CNF status indicates that all activities, material usage, and working time have been recorded and verified, so that no further maintenance actions need to be performed on the order. The costs associated with the order are processed to be recorded in the cost center or other relevant accounts. After settlement is complete, the order status can be changed to CNF (Confirmed).
5. *Technically Closed (TECO)*; Maintenance Order with TECO (Technically Closed) status is status indicating that the work on a Maintenance Order has been technically completed. This process is essential for managing and completing

maintenance activities in the SAP system. TECO status allows companies to record that the work has been completed, stop resource allocation, and start further evaluation or analysis processes.

6. *Closed (CLSD)*; Maintenance Order with CLSD (Closed) status indicates that all processes in the maintenance work cycle for the order have been formally completed. This means that the maintenance work has been completed, all costs have been recorded and settled, and the order can no longer be modified or re-executed.

3. 3. 11. Project: Preparation of Master Data Functional Location at PT. Wilmar Nabati Indonesia Oleochemical

The project carried out by the author for the company was to compile funcloc in *System Application & Product* (SAP) at the PT. Wilmar Nabati Indonesia Oleochemical plant, because the funcloc in SAP and in the field did not match the equipment maintenance master list. This project aims to compile and align the functional location master data using the master list data in the field and data that has been recorded in the SAP system. This process involves verification and validation of data in the field to ensure that the information matches that inputted in SAP, as well as identifying and correcting inconsistencies or missing data. The steps in this project include:

1. Data Collection: Collect functional location data from the master list in the field and from the *System Application & Product* (SAP).
2. Conformity Check: Comparing the data obtained to ensure accuracy and completeness.
3. Master Data Compilation: Reorganize data according to the functional location standards applicable in *System Application & Product* (SAP).
4. Data Integration: Entering verified data into the SAP system to ensure easy access and use of the data in the future.

This project is expected to improve the efficiency of asset management by providing accurate, complete, and structured functional location data in the *System Application & Product* (SAP), thereby supporting better decision-making in the company's operational management.

S/N	Country (xxxx)	Site (xxxx)	Plant (xxx)	Area (xxxx)	Subarea (xxxx)	EQP-Tag	FUNC LOC	EquipmentClass	SAP EQP Code	EQP-Name
1	IDNI	NIOG	PRD	MEF01		PU-37G02	IDNI.NIOG.PRD.MEF01.PU-37G02	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
2	IDNI	NIOG	PRD	MEF01		PU-37G03	IDNI.NIOG.PRD.MEF01.PU-37G03	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
3	IDNI	NIOG	PRD	MEF01		PU-37G04	IDNI.NIOG.PRD.MEF01.PU-37G04	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
4	IDNI	NIOG	PRD	MEF01		PU-37G05	IDNI.NIOG.PRD.MEF01.PU-37G05	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
5	IDNI	NIOG	PRD	MEF01		PU-37G06	IDNI.NIOG.PRD.MEF01.PU-37G06	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
6	IDNI	NIOG	PRD	MEF01		PU-37G07	IDNI.NIOG.PRD.MEF01.PU-37G07	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
7	IDNI	NIOG	PRD	MEF01		PU-37G08	IDNI.NIOG.PRD.MEF01.PU-37G08	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
8	IDNI	NIOG	PRD	MEF01		PU-37G09	IDNI.NIOG.PRD.MEF01.PU-37G09	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
9	IDNI	NIOG	PRD	MEF01		PU-37G10	IDNI.NIOG.PRD.MEF01.PU-37G10	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
10	IDNI	NIOG	PRD	MEF01		PU-37G11	IDNI.NIOG.PRD.MEF01.PU-37G11	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
11	IDNI	NIOG	PRD	MEF01		PU-37G12	IDNI.NIOG.PRD.MEF01.PU-37G12	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
12	IDNI	NIOG	PRD	MEF01		PU-37G13	IDNI.NIOG.PRD.MEF01.PU-37G13	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
13	IDNI	NIOG	PRD	MEF01		PU-37G15	IDNI.NIOG.PRD.MEF01.PU-37G15	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
14	IDNI	NIOG	PRD	MEF01		PU-37G17	IDNI.NIOG.PRD.MEF01.PU-37G17	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
15	IDNI	NIOG	PRD	MEF01		PU-37G18	IDNI.NIOG.PRD.MEF01.PU-37G18	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
16	IDNI	NIOG	PRD	MEF01		PU-37G20	IDNI.NIOG.PRD.MEF01.PU-37G20	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
17	IDNI	NIOG	PRD	MEF01		PU-37G21	IDNI.NIOG.PRD.MEF01.PU-37G21	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
18	IDNI	NIOG	PRD	MEF01		PU-37G22	IDNI.NIOG.PRD.MEF01.PU-37G22	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
19	IDNI	NIOG	PRD	MEF01		PU-37G23	IDNI.NIOG.PRD.MEF01.PU-37G23	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
20	IDNI	NIOG	PRD	MEF01		PU-37G24	IDNI.NIOG.PRD.MEF01.PU-37G24	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
21	IDNI	NIOG	PRD	MEF01		PU-37G30	IDNI.NIOG.PRD.MEF01.PU-37G30	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
22	IDNI	NIOG	PRD	MEF01		PU-37G31	IDNI.NIOG.PRD.MEF01.PU-37G31	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
23	IDNI	NIOG	PRD	MEF01		PU-37G36	IDNI.NIOG.PRD.MEF01.PU-37G36	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
24	IDNI	NIOG	PRD	MEF01		PU-37G37	IDNI.NIOG.PRD.MEF01.PU-37G37	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
25	IDNI	NIOG	PRD	MEF01		PU-37G38	IDNI.NIOG.PRD.MEF01.PU-37G38	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
26	IDNI	NIOG	PRD	MEF01		PU-37G39	IDNI.NIOG.PRD.MEF01.PU-37G39	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
27	IDNI	NIOG	PRD	MEF01		DT-1003A	IDNI.NIOG.PRD.MEF01.DT-1003A	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
28	IDNI	NIOG	PRD	MEF01		DT-1003B	IDNI.NIOG.PRD.MEF01.DT-1003B	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
29	IDNI	NIOG	PRD	MEF01		PU-PHT.1003	IDNI.NIOG.PRD.MEF01.PU-PHT.1003	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
30	IDNI	NIOG	PRD	MEF01		PU-3001D	IDNI.NIOG.PRD.MEF01.PU-3001D	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
31	IDNI	NIOG	PRD	MEF01		PU-3001E	IDNI.NIOG.PRD.MEF01.PU-3001E	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
32	IDNI	NIOG	PRD	MEF01		PU-3001F	IDNI.NIOG.PRD.MEF01.PU-3001F	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
33	IDNI	NIOG	PRD	MEF01		P-1004	IDNI.NIOG.PRD.MEF01.P-1004	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
34	IDNI	NIOG	PRD	MEF01		CTF-1003A	IDNI.NIOG.PRD.MEF01.CTF-1003A	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
35	IDNI	NIOG	PRD	MEF01		CTF-1003B	IDNI.NIOG.PRD.MEF01.CTF-1003B	PUMP	ZPM-PUM	CENTRIFUGAL PUMP
36	IDNI	NIOG	PRD	MEF01		CTF-1003C	IDNI.NIOG.PRD.MEF01.CTF-1003C	PUMP	ZPM-PUM	CENTRIFUGAL PUMP

Figure 3. 2 Project

3. 4. Kind of Description of activity

This Practical Work (KP) was carried out at PT. Wilmar Nabati Indonesia Pelintung which is located at Jl. Pulau Sumatra Pelintung, Medang Kampai District, Dumai City, Riau Province.. During Practical work author is placed in the Maintenance Central.

Table 3. 2 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	September 4 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	1. Safety Introduction 2. Exam about safety introduction	Supervisor
2	September 5 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Company Introduction	Supervisor

3	September 6 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	SAP Introduction from Supervisor	Supervisor
4	September 7 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Practice Using Application SAP Plan Maintenance	Supervisor

The following is the display of the work report in week 2, namely, day/date, activity and place of implementation:

Table 3. 3 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	September 9 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Practice display order and operation SAP	Supervisor
2	September 10 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create diagram for SAP plan maintenance	Supervisor
3	September 11 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create PPT for training SAP	Supervisor
4	September 12 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue for make PPT training system application product (SAP)	Supervisor
5	September 13 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create change Plant Maintenance order to CNF(Confirmed)	Supervisor
6	September 14 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue create change plant maintenance to TECO(Technically Confirmed)	Supervisor

The following is the display of the work report in week 3, namely, day/date, activity and place of implementation:

Table 3. 4 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	September 17 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create list Maintenance order (SAP plant maintenance report periode 2024)	Supervisor
2	September 18 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create monthly maintenance report (KPI)	Supervisor
3	September 19 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create monthly maintenance report (KPI)	Supervisor
4	September 20 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue create monthly maintenance report (KPI)	Supervisor
5	September 21 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Change the structure data functional location plant wilmar bioenergy indonesia	Supervisor
6	September 22 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue Change the structure data functional location plant wilmar bioenergy indonesia	Supervisor

The following is the display of the work report in week 4, namely, day/date, activity and place of implementation:

Table 3. 5 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	September 23 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	September 24 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Revisi for master data functional loction & equipment plant wina oleo	Supervisor
3	September 25 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Practice/training making for create Maintenance order	Supervisor
4	September 26 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for equipment & functional location	Supervisor
5	September 27 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for user	Supervisor
6	September 28 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Close maintenance SAP for plant Wilmar bioenergy indonesia	Supervisor

The following is the display of the work report in week 5, namely, day/date, activity and place of implementation:

Table 3. 6 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	September 30 Th 2024	09:00-12:00 12:00-13:00 Rest	Overview SAP plant maintenance	Supervisor

		13:00-16:00		
2	October 01 st 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue overview SAP plant maintenance	Supervisor
3	October 02 nd 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create natifocation for maintenance order and print out reseevation for maintenance order	Supervisor
4	October 03 rd 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create weekly report list maintenance order	Supervisor
5	October 4 th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create change display maintenance order SAP to Confirmed	Supervisor
6	October 5 th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	SAP plant maintenance (overview)	Supervisor

The following is the display of the work report in week 6, namely, day/date, activity and place of implementation:

Table 3. 7 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	October 07 th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	October 08 th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for reservation & create functional location & equipment	Supervisor

3	October 09 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & equipmet for plant Wilmar bioenergy indonesia	Supervisor
4	October 10 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for equipment & functional location	Supervisor
5	October 11 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for user	Supervisor
6	October 12 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Off day (family getring wilmar)	Supervisor

The following is the display of the work report in week 7, namely, day/date, activity and place of implementation:

Table 3. 8 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	October 14 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	October 15 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create monthly maintenance report (KPI)	Supervisor
3	October 16 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue create monthly maintenance report (KPI)	Supervisor
4	October 17 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create capacity product and currency for maintenance	Supervisor

5	October 18 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for user & continue create monthly report for plant Santana adidaya pratama	Supervisor
6	October 19 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order plant Santana adidaya pratama	Supervisor

The following is the display of the work report in week 8, namely, day/date, activity and place of implementation:

Table 3. 9 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	October 21 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	October 22 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & equipment for plant wina pelintung	Supervisor
3	October 23 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order & reservation for taking equipment	Supervisor
4	October 24 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Update functional location for plant oleo & Wilmar Bioenergy Indonesia	Supervisor
5	October 25 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for user & reservation SIV(store issue voucher)	Supervisor
6	October 26 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for user	Supervisor

The following is the display of the work report in week 9, namely, day/date, activity and place of implementation:

Table 3. 10 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	October 28 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	October 29 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Update SPR(service purchase request)	Supervisor
3	October 30 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Update confirmed maintenance order for plant	Supervisor
4	October 31 Th 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Check maintenance order (outstanding maintenance)	Supervisor
5	Novembe r, 01, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order for user & reservation SIV(store issue voucher)	Supervisor
6	Novembe r 02, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location plant wina flourmill	Supervisor

The following is the display of the work report in week 10, namely, day/date, activity and place of implementation:

Table 3. 11 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	November 04, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor

2	November 05, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Compile equipment file and functional location plant flourmill	Supervisor
3	Novembe r 06, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue compile equipment file and functional location plant flourmill	Supervisor
4	Novembe r 07, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue compile equipment file and functional location plant flourmill	Supervisor
5	Novembe r 08, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue compile equipment file and functional location plant flourmill	Supervisor
6	Novembe r 09, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue compile equipment file and functional location plant flourmill	Supervisor

The following is the display of the work report in week 11, namely, day/date, activity and place of implementation:

No	Date	Time	Description of activities	Assignor
1	November 11, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor

2	November 12, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue create functional location plant flourmill	Supervisor
3	November 13, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Update functional location to SAP & crete maintenance order	Supervisor
4	November 14, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue update functional location to SAP & crete maintenance order plant flourmill	Supervisor
5	November 15, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue update functional location to SAP & crete maintenance order plant flourmill	Supervisor
6	November 16, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue update equipment to SAP & crete maintenance order plant flourmill	Supervisor

Table 3. 12 Kind of Description of activity

The following is the display of the work report in week 12, namely, day/date, activity and place of implementation:

Table 3. 13 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	November 18, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor

2	November 19, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & create maintenance order	Supervisor
3	November 20, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Update confirmed maintenance order & create maintenance order	Supervisor
4	November 21, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Update functional location to SAP & crete maintenance order	Supervisor
5	November 22, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create maintenance order	Supervisor
6	November 23, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Update outstanding functional location to SAP	Supervisor

The following is the display of the work report in week 13, namely, day/date, activity and place of implementation:

Table 3. 14 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	November 25, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	November 26, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & create maintenance order	Supervisor
3	November 27, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Day off (Electionship)	-
	November 28, 2024	09:00-12:00 12:00-13:00 Rest	Update confirmed(CNF) maintenance order &	Supervisor

4		13:00-16:00	create functional location, equipment	
5	November 29, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Translate document (Technical Procedure Preventive Maintenance Routine).	Supervisor
6	November 30, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue translate document (Technical Procedure Preventive Maintenance Routine).	Supervisor

The following is the display of the work report in week 14, namely, day/date, activity and place of implementation:

Table 3. 15 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	December 02, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	December 03, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & create maintenance order	Supervisor
3	December 04, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue translate document (Technical Procedure Preventive Maintenance Routine).	Supervisor
4	December 05, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Check maintenance order & create maintenance order	Supervisor

5	December 06, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Close maintenance order for planner	Supervisor
6	December 07, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue translate document (Technical Procedure Preventive Maintenance Routine).	Supervisor

The following is the display of the work report in week 15, namely, day/date, activity and place of implementation:

Table 3. 16 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	December 09, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	December 10, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & create maintenance order Print out SIV(store issue voucher)	Supervisor
3	December 11, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Server SAP breakdown	Supervisor
4	December 12, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Check maintenance order & create maintenance order	Supervisor
5	December 13, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Server SAP breakdown	Supervisor

6	December 14, 2024		Off day (Sick)	-
---	----------------------	--	----------------	---

The following is the display of the work report in week 16, namely, day/date, activity and place of implementation:

Table 3. 17 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	December 16, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	December 17, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & create maintenance order Print out SIV(store issue voucher)	Supervisor
3	December 18, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Create functional location & create maintenance order	Supervisor
4	December 19, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Check maintenance order & create maintenance order	Supervisor
5	December 20, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Check master data functional location & equipment plant oleechemical	Supervisor
6	December 21, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue check master data functional location &	Supervisor

			equipment plant oleochemical	
--	--	--	---------------------------------	--

The following is the display of the work report in week 17, namely, day/date, activity and place of implementation:

Table 3. 18 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	December 23, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	December 24, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue making project for plant oleochemical to update functional locational on SAP	Supervisor
3	December 25, 2024		Off day (marry Christmas)	-
4	December 26, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Check maintenance order & create maintenance order	Supervisor
5	December 27, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Check master data functional location & equipment plant oleochemical	Supervisor
6	December 28, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Continue check master data functional location &	Supervisor

			equipment oleochemical	plant	
--	--	--	---------------------------	-------	--

The following is the display of the work report in week 18, namely, day/date, activity and place of implementation:

Table 3. 19 Kind of Description of activity

No	Date	Time	Description of activities	Assignor
1	December 30, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Make weekly report outstanding list maintenance order (MO)	Supervisor
2	December 31, 2024	09:00-12:00 12:00-13:00 Rest 13:00-16:00	Get certificate and score from PT. Wilmar Nabati Indonesia Pelintung	Supervisor

CHAPTER IV

CONCLUSION AND SUGGESTION

4. 1. Conclusion

Internship at PT. Wilmar Nabati Indonesia Pelitung, provides the author with practical hands-on experience in an industrial, corporate work environment. Through this experience, the author can directly learn the applicable work culture, including professional ethics, teamwork dynamics, and organizational structures that support company operations. The author also has the opportunity to directly use tools, technologies, and work procedures that are in accordance with company standards. In addition, the author is also focused on learning the SAP PM system, which is a maintenance management software used in business. The author also studied the preparation of functional location master data for PT. Wilmar Nabati Indonesia Oleochemical This project aims to compile and align functional location master data using existing master list data in the field and data that has been recorded in the SAP system.

4. 2. Suggestions

Optimizing the use of SAP PM applications to improve the company's operational efficiency. All features, such as preventive maintenance management and asset tracking, need to be utilized optimally by providing regular training for employees to improve their understanding and skills. Periodic validation and updating of master data is also very important to ensure the accuracy of data in the system, which can be supported by automatic integration technology. In addition, companies can develop easy-to-understand internal guides, containing operational steps, tips, and solutions to common problems related to SAP PM. Periodic evaluation of application performance is needed to ensure

the system is running as needed, as well as providing input for necessary improvements or updates

REFERENCES

Kawasan Industri Dumai. (n.d.). Beranda.<https://kawasanindustridumai.co.id/id/>

Wilmar International. (n.d.). Official website.<https://www.wilmar-international.com/>

APPENDICES

Appendices 1; Apprenticeship Completion Form

PT WILMAR NABATI INDONESIA



SURAT KETERANGAN
NOMOR: 0152/SK-PKL/HRD/I/2025

No : F-HRGA-11-092
Rev : 00
Date : 01 April 2011
Page : 1 of 2

Yang bertanda tangan dibawah ini menerangkan bahwa :

NAMA : Asira
NIM : 5504211038
PROGRAM STUDI / JURUSAN : Bahasa
UNIVERSITAS : Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktik (Magang) pada Departemen Maintenance di PT. Wilmar Nabati Indonesia Indonesia sejak tanggal 04 September 2024 s/d 31 December 2024, dengan hasil terlampir di belakang.

Demikian Surat Keterangan ini dibuat semoga dapat dipergunakan dengan semestinya, terima kasih.

Pelitung, 09 Januari 2025
PT. Wilmar Nabati Indonesia



Andy Krisna
Head Dept. HRGA & Adm.

Medan Office : B&G Tower, Lt 7, Jl. Putri Hijau No. 10, Medan - 20111, Tel. (061) 4012 7777 (Humting), Fax (061) 4154891

Appendices 2; Evaluation Apprenticeship Form

PT WILMAR NABATI INDONESIA



No : F-HRGA-11-092
Rev : 00
Date : 01 April 2011
Page : 2 of 2

HASIL PENILAIAN
0152/SK-PKL/HRD/1/2025

NO	URAIAN	NILAI	
		SCORE	HURUF
1	DISIPLIN	88	B
2	ETIKA	90	A
3	AKTIFITAS	95	A
4	KREATIVITAS	90	A
5	KERJASAMA	95	A
6	PRAKARSA	85	B
7	PENGUASAAN MATERI (PRESENTASI)	85	B
RATA - RATA		89,7	A

KETERANGAN NILAI:
A = Sangat Baik (89-100)
B = Baik (77-88)
C = Cukup (65-76)
D = Kurang (53-64)
E = Kurang Sekali (41-52)

Pelitung, 09 Januari 2025
Penanggung Jawab Pembimbing
Praktik Kerja Lapangan



Syahrial Siregar
Mentor

Medan Office : B&G Tower, Lt 7, Jl. Putri Hijau No. 10, Medan - 20111, Tel. (061) 4012 7777 (Humting), Fax. (061) 4154881

Appendices 3; Certificate of Apprenticeship



Appendices 4; List of Attendance



No : F-HRGA-09-019
 Rev : 01
 Date : 03 February 2015
 Page : 01 Of 1

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Asira
 NIS/NIM : 5509211038
 SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis
 PERIODE : 09-Sep-24 sd 31-Dec-24.
 NOMOR HANDPHONE : 082263029235 Tlpn Orang Tua:

BULAN :

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	09/09/2024	08:00	<i>[Signature]</i>	14:35	<i>[Signature]</i>	
2	05/09/2024	08:00	<i>[Signature]</i>	16:00	<i>[Signature]</i>	
3	06/09/2024	08:00	<i>[Signature]</i>	16:00	<i>[Signature]</i>	
4	07/09/2024	07:44	<i>[Signature]</i>	15:10	<i>[Signature]</i>	
5	08/09/2024	-	-	-	-	libur
6	09/09/24	07:45	<i>[Signature]</i>	16:00	<i>[Signature]</i>	
7	10/09/24	08:00	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
8	11/09/24	07:45	<i>[Signature]</i>	16:17	<i>[Signature]</i>	
9	12/09/24	07:43	<i>[Signature]</i>	16:16	<i>[Signature]</i>	
10	13/09/24	07:37	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
11	14/09/24	07:31	<i>[Signature]</i>	15:20	<i>[Signature]</i>	
12	15/09/24	-	-	-	-	libur
13	16/09/24	-	-	-	-	libur
14	17/09/24	07:49	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
15	18/09/24	07:52	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
16	19/09/24	07:44	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
17	20/09/24	07:50	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
18	21/09/24	07:46	<i>[Signature]</i>	15:15	<i>[Signature]</i>	
19	22/09/24	07:49	<i>[Signature]</i>	16:00	<i>[Signature]</i>	libur
20	23/09/24	07:49	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
21	24/09/24	07:46	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
22	25/09/24	07:49	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
23	26/09/24	07:44	<i>[Signature]</i>	16:00	<i>[Signature]</i>	
24	27/09/24	07:50	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
25	28/09/24	07:52	<i>[Signature]</i>	15:15	<i>[Signature]</i>	
26	29/09/24	-	-	-	-	
27	30/09/24	07:52	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
28	01/10/24	07:54	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
29	02/10/24	07:35	<i>[Signature]</i>	16:15	<i>[Signature]</i>	
30						
31						

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

Rekap Kehadiran :

S = Tanpa Ket. =
 Izin = Terlambat =

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
 WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : ASIG-A
 NIS/NIM : 5509211038
 SEKOLAH/UNIVERSITAS : IAIN Beng
 PERIODE :
 NOMOR HANDPHONE : .

Tipn Orang Tua:

BULAN : Oktober - 2024.

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	02.10.24	07.37		16.15		
2	03.10.24	07.39		16.15		
3	04.10.24	07.39		16.15		
4	05.10.24	07.41		16.15		
5	06.10.24	07.41		16.15		
6	07.10.24	07.42		16.15		
7	10.10.24	07.49		16.15		
8	11.10.24	07.40		16.15		
9	14.10.24	07.50		16.15		
10	15.10.24	07.50		16.15		
11	16.10.24	07.10		16.15		
12	17.10.24	07.48		16.15		
13	18.10.24	07.43		16.15		
14	19.10.24	07.40		16.15		
15	21.10.24	07.45		16.15		
16	22.10.24	07.44		16.15		
17	23.10.24	07.42		16.15		
18	24.10.24	07.40		16.15		
19	25.10.24	07.45		16.20		
20	26.10.24	07.40		16.15		
21	27.10.24	07.45		16.15		libur
22	28.10.24	07.45		16.15		
23	29.10.24	07.35		16.20		
24	30.10.24	07.50				
25	31.10.24	07.40				
26						
27						
28						
29						
30						
31						

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

Rekap Kehadiran :

S =
 Izin =

Tanpa Ket. =
 Terlambat =

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
 WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Asifa
 NIS/NIM :
 SEKOLAH/UNIVERSITAS :
 PERIODE :
 NOMOR HANDPHONE :
 Tlpn Orang Tua:

BULAN :

NO	ABSENSI					
	TANGGAL	MASUK		PULANG		KETERANGAN
		JAM	PARAF	JAM	PARAF	
1	01.11.24	07.45	<u>Asifa</u>	16.10	<u>Asifa</u>	
2	02.11.24	07.50	<u>Asifa</u>	16.10	<u>Asifa</u>	
3	03.11.2024	07.50	<u>Asifa</u>	16.10	<u>Asifa</u>	Minjau
4	04.11.2024	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
5	05.11.2024	07.45	<u>Asifa</u>	16.20	<u>Asifa</u>	
6	06.11.2024	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
7	07.11.2024	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
8	08.11.2024	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
9	09.11.2024	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
10	10.11.2024	07.50	<u>Asifa</u>	16.25	<u>Asifa</u>	
11	12.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
12	12.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
13	14.11.24	07.45	<u>Asifa</u>	16.10	<u>Asifa</u>	
14	15.11.24	07.50	<u>Asifa</u>	16.10	<u>Asifa</u>	
15	16.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
16	18.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
17	19.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
18	20.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
19	21.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
20	22.11.24	07.50	<u>Asifa</u>	16.20	<u>Asifa</u>	
21	23.11.24	07.50	<u>Asifa</u>	16.10	<u>Asifa</u>	
22	25.11.24	07.50	<u>Asifa</u>	16.10	<u>Asifa</u>	
23	26.11.2024	07.50	<u>Asifa</u>	16.10	<u>Asifa</u>	
24	27.11.2024	07.50	<u>Asifa</u>	16.10	<u>Asifa</u>	
25	28.11.2024	07.40	<u>Asifa</u>	16.20	<u>Asifa</u>	
26	29.11.2024	07.40	<u>Asifa</u>	16.20	<u>Asifa</u>	
27	30.11.2024	07.40	<u>Asifa</u>	16.20	<u>Asifa</u>	
28	01.12.2024	07.45	<u>Asifa</u>	16.20	<u>Asifa</u>	
29						
30						
31						

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S =
 Izin =

Tanpa Ket. =
 Terlambat =

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
 WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Asiwa
 NIS/NIM :
 SEKOLAH/UNIVERSITAS :
 PERIODE :
 NOMOR HANDPHONE :

Tipe Orang Tua:

BULAN :

NO	TANGGAL	ABSENSI				KETERANGAN
		MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	01.12.24	-	-	-	-	misal
2	02.12.24	07.45	2	16.45	2	
3	03.12.24	07.45	2	16.20	2	
4	04.12.24	07.45	2	16.20	2	
5	05.12.24	07.46	2	16.15	2	
6	06.12.24	07.45	2	16.20	2	
7	07.12.24	07.47	2	13.20	2	
8	08.12.24	-	-	-	-	
9	09.12.24	07.45	2	16.20	2	
10	10.12.24	07.40	2	16.20	2	
11	11.12.24	07.40	2	16.25	2	
12	12.12.24	07.40	2	16.25	2	
13	13.12.24	07.40	2	16.20	2	
14	14.12.24	07.40	2	16.20	2	
15	15.12.24	-	-	-	-	
16	16.12.24	07.40	2	16.20	2	
17	17.12.24	07.40	2	16.20	2	
18	18.12.24	07.45	2	16.20	2	
19	19.12.24	07.42	2	16.40	2	
20	20.12.24	07.40	2	16.20	2	
21	21.12.24	07.40	2	13.15	2	
22	22.12.24	-	-	-	-	
23	23.12.24	07.40	2	16.20	2	
24	24.12.2024	07.40	2	16.20	2	
25	25.12.2024	-	-	-	-	NAHAI
26	26.12.24	07.40	2	16.20	2	
27	27.12.24	07.40	2	16.20	2	
28	28.12.24	07.40	2	16.20	2	
29	29.12.24	-	-	-	-	misal
30	30.12.24	07.40	2	16.20	2	
31	31.12.24	07.40	2	16.20	2	

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S =
 Izin =

Tanpa Ket. =
 Terlambat =

Appendices 5: Daily Activity

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : I
Tanggal : 01/sep/2024 s.d 07, SEP, 2024.
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
04/sep/2024	08.00-15.45	Provision from EHS	PRATI A	
05/sep/2024	08.00-16.00	Placement of interns	PRATI A	
06/sep/2024	08.00-16.00	Provision from Tutor and introduction for SAP (System Application Product)	PRATI A	
07/sep/2024	08.00-15.00	Practice SD using SAP PLM MAINTENANCE.	PRATI A	

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : II
Tanggal : 08/sep/2024 s.d 14/sep/2024.
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
09/sep/2024	08.00-16.00	For practice display order and operation SAP	PRATI A	
10/sep/2024	08.00-16.00	Create diagrams for SAP Plant Maintenance and	PRATI A	
11/sep/2024	08.00-16.00	create PPT for training SAP.	PRATI A	
12/sep/2024	08.00-16.00	continue for make PPT training System Application Product (SAP).	PRATI A	

Human Resource Development

13/sep 2024	06.00: 08:00	create number change PM order to CNF (SAP).	P. RIZKI A	
14/sep 2024	08.00: 13:00	continue create change PM order to TECO CNF (SAP)	P. RIZKI A	
Kesimpulan pencapaian hasil :		Dilaporkan oleh, ASIFA		

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : III
Tanggal : 17-Set-2024 s.d 21-Set-2024.
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Pa
17/sep-2024	08.00-16.00	create list MD (SAP PLANT MAINTENANCE REPORT PER-LODE 2024).	P. RIZKI A	
18/sep-2024	08.00-16.00	create number monthly maintenance report (Indonesia).	P. RIZKI A	
19/sep-2024	08.00-16.00	create monthly maintenance report (Indonesia).	P. RIZKI A	
20/sep-2024	08.00-16.00	continue create monthly maintenance report (Indonesia).	P. RIZKI A	

Human Resource Development

21/sep-2024	08.00-13.00	Change the structure data at Plant -> Function Location.	P. RIZKI A	
Kesimpulan pencapaian hasil :		Dilaporkan oleh, ASIFA		

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : IV
Tanggal : 23-Set-2024 s.d 28-Set-2024

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
23/ Set. 2024	08.00 - 16.00	Make weekly report list MD (SAP)	Rifan A	
24/ Set. 2024	08.00 - 16.00	continue REVISI (Equipment list wina dled).	Rifan A	
25/ Set. 2024	08.00 - 16.00	practice making for create Make MD.	Rifan A	
26/ Set. 2024	08.00 - 16.00	create MD equipment, display, func loc, and changes FEL to CMF.	Rifan A	

Human Resource Development

27/ Set. 2024	08.00 - 16.00	create MD SAP	Rifan A	
28/ Set. 2024	08.00 - 15.00	close MD SAP for plant 001	Rifan A	

Kesimpulan pencapaian hasil :

Dilaporkan oleh,

(Rifan A)

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HABIAN PKL
Praktik Kerja Lapangan

Minggu ke : 1
Tanggal : 30-Set-2024 s/d 05-Ok-2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
30/Sept. 2024	08.00 - 16.00	CRM on service (Overview SAP PLANT MAINTENANCE)	PICU A	
01/Okt. 2024	08.00 - 16.00	CRM on service (Overview SAP PLANT MAINTENANCE)	PICU A	
02/Okt. 2024	08.00 - 16.00	Create notification of MO and Print out reservation for MO.	PICU A	
03/10. 2024	08. - 16.00	Create weekly Report list MO SAP.	PICU A	

Human Resource Development

04/10.2024	08.00 - 16.00	Create Change display MO SAP do CNF and create function to equipment.	PICU A	
05/10.2024	08.00 - 16.00	SAP PLANT MAINTENANCE Overview.	PICU A	
Kesimpulan pencapaian hasil :		Dilaporkan oleh: (PICU A)		

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : II
Tanggal : 07 - 08 Oktober 2024 & 08 - 09 Oktober 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
07/10.2024	08.00 - 16.00	Make weekly report on list MD (outstanding)	Rosa A	
08/10.2024	08.00 - 16.00	create MD for reservation, create functional location, create equipment.	Rosa A	
09/10.2024	08.00 - 16.00	- create functional location structure: structure list. - create equipment functional location.	Rosa A	
10/10.2024	08.00 - 16.00	- create functional location Plans IDMI. - Create MD. - create reservation for MD.	Rosa A	

Human Resource Development

11/10.2024	08.00 - 16.00	create equipment and create functional location for Plans OLEO.	Rosa A	
12/10.2024	—	sakit rumah (libur)	Rosa A	
13/10.2024	—	Minggu.		

Kesimpulan pencapaian hasil :

Dilaporkan oleh,

ASIFA

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : 11
Tanggal : ~~18-20 Okt 2019~~ 19-20 Okt 2019.

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
14 / Okt. 19	08.00 - 16.00	create dashboard MD (warranty Refute MD).	Ripai A	
15 / Okt. 19	08.00 - 16.00	create monthly maintenance report.	Ripai	
16 / Okt. 19	08.00 - 16.00	→ continue create monthly maintenance report. → Create catalyst Product and currency maintenance.	Ripai	
19 / Okt. 19	08.00 - 16.00	→ continue create catalyst Product and currency maintenance. → create reservation Rec MD.	Ripai	

Human Resource Development

18 / Okt. 19	08.00 - 16.00	→ create reservation for MD and continue create monthly report for Plant SHP.	Ripai A	
19 / Okt. 19	08.00 - 16.00	→ create MD SHP. → create reservation MD.	Ripai A	
mingguan	-	-	-	-

Kesimpulan pencapaian hasil :

Dilaporkan oleh,


Asif A

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : IV
Tanggal : 21-09-2024 - 26-09-2024

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
21/10-24	08.00-16.00	update on outstanding List MD	Risa A	
22/10-24	08.00-16.00	create function for IDN to WFA. PUIA. create MD	Risa A	
23/10-24	08.00-16.00	create MD Reservasi MD	Risa A	
24/10-24	08.00-16.00	update function for WFA plan oleo, WFA	Risa A	

Human Resource Development

25/10-24	08.00-16.00	create MD Reservasi MD.	Risa A	
26/10-24	08.00-18.00	create MD Reservasi MD	Risa A	
Kesimpulan pencapaian hasil :		Dilaporkan oleh: (Risa A)		

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : 1
Tanggal : 10.08.2024 s.d 12.10.2024

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Peraf
28/10.2024	08.00-16.00	update outstanding MD update SPK (Outstanding SPK)	Pirsa A	
29/10.2024	08.00-16.00	continue update SPK (Outstanding SPK)	Pirsa A	
30/10.2024	08.00-16.00	update CRF MD	Pirsa A	
31/10.2024	08.00-16.00	check MD Outstanding MD. create MD	Pirsa A	

Human Resource Development

01/11.2024	08.00-16.00	continue update check and create MD.	Pirsa A	
02/11.2024	08.00-13.00	Create Purloc /equipment Wiro Floor mill	Pirsa A	
Minggu	Libur.			
Kesimpulan pencapaian hasil:		Dilaporkan oleh: (ASR)		

Human Resource Development

LAPORAN MINGGUAN KEGIATAN MAHIAN PKL
Praktik Kerja Lapangan

Minggu ke : II
Tanggal : 09 - 11 Nov 2024

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
09 / 11.2024	08.00 - 16.00	update outstanding MD. → reservation.	Risa A	
10 / 11.2024	08.00 - 16.00	continue equipment files and funcloc of Plant Flour Mill. (description, asset type) (equipment, equipment funcloc)	Risa A	
11 / 11.2024	08.00 - 16.00	continue continue equipments files and funcloc of Plant Flourmill (authorization group, Planter) (equipment, equipment funcloc)	Risa A	
09 / 11.2024	08.00 - 16.00	continue continue equipments files and funcloc of Plant Flourmill (cost center, WBS element) (equipment, equipment funcloc)	Risa A	

Human Resource Development

10 / 11.2024	08.00 - 16.00	continue continue equipments files and funcloc for Plant Flourmill (assures area, no asset, cost center - file pool equipment and funcloc)	Risa A	
09 / 11.2024	08.00 - 16.00	Continue continue equipments files and funcloc for Plant Flourmill (Planter group, class type, equipment category - for file equipment & funcloc)	Risa A	
-	-		had.	

Kesimpulan pencapaian hasil:

Dilaporkan oleh,

ASIA

Human Resource Development

LAPORAN MINGGUAN KEGIATAN MAHIAN PKL
Praktik Kerja Lapangan

Minggu ke : III
Tanggal : 11 - 16 Nov 2024

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
11 / Nov. 2024	08.00 - 16.00	update list outstanding List MD. → reservation. → create MD.	Risa A	
12 / Nov. 2024	08.00 - 16.00	→ continue create funcloc for Plant Flourmill (cost & funcloc).	Risa A	
13 / Nov. 2024	08.00 - 16.00	update funcloc to SAP (Plant Flourmill). → create MD and reservation.	Risa A	
14 / Nov. 2024	08.00 - 16.00	→ continue update funcloc to SAP (Flourmill) → create funcloc and equipment WBS.	Risa A	

Human Resource Development

15 / Nov 2024	08.00 - 16.00	continue create funcloc and equipment (wbi). continue update funcloc and equipment (flowchart).	Pipa A	
16 / Nov 2024	08.00 - 16.00	continue update funcloc and equipment (flowchart).	Pipa	
Kesimpulan pencapaian hasil :		Dilaporkan oleh, Asisya		

Human Resource Development

LAPORAN MENGENAI KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : IV
Tanggal : 12-Nov-2024 s.d 23-Nov-2024.
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
18 / Nov 2024	08.00 - 16.00	update list outstanding MO. create MO (reservation).	Pipa A	
19 / Nov 2024	08.00 - 16.00	create funcloc create MO.	Pipa A	
20 / Nov 2024	08.00 - 16.00	update CNF MO create MO (reservation)	Pipa A	
21 / Nov 2024	08.00 - 16.00	update funcloc E create equipment.	Pipa A	

Human Resource Development

22 / Nov 2024	08.00 - 16.00	create MO (reservation).	Pipa	
23 / Nov 2024	08.00 - 16.00	create MO (reservation).	Pipa A	
Kesimpulan pencapaian hasil :		Dilaporkan oleh, Asisya		

LAPORAN SINGKUP KEGIATAN BAHAS PRL
Praktik Kerja Lapangan

Minggu ke : 1
Tanggal : 25 NOV 2024 s.d. NOV 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
25 / NOV 2024	08.00 - 16.00	update dan list outstanding MD. → assestorian.	Felix M	
26 / NOV 2024	08.00 - 16.00	→ create funcloc. → create MD.	Felix M	
27 / NOV 2024	-	- (Pemerlu).	-	-
28 / NOV 2024	08.00 - 16.00	→ update CNF MD. → create funcloc & enajemen.	Felix M	

Human Resource Development

29 / NOV 2024	08.00 - 16.00	→ transare dokumen. C WL - PFG - MEC.	Felix M	
30 / NOV 2024	08.00 - 13.00	→ continue transare doz.	Felix M	

Kesimpulan pencapaian hasil :

Dilaporkan oleh,


ASIFA

Human Resource Development

LAPORAN SEMINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : II
 Tanggal : 02-Des-2024 s.d 07-Des-2024
 Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
02/12-2024	08.00-16.00	- update list outstanding MO - create MO.	Rizka	
03/12-2024	08.00-16.00	- create invoice and equipment.	Rizka	
04/12-2024	08.00-16.00	- translate doc	Rizka	
05/12-2024	08.00-16.00	- check MO - create MO.	Rizka	

Human Resource Development

06/12-2024	08.00-16.00	- close MO.	Rizka	
07/12-2024	08.00-15.00	- translate doc	Rizka	
08/12-2024	Minggu			

Kesimpulan pencapaian hasil :

Dilaporkan oleh,

 (Rizka)

Human Resource Development

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : III
Tanggal : 09 - Des - 2024 s.d 14 - Des - 2024.

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
09 / 12. 2024	08.00 - 16.00	update existing MD SAP PM.	Rival A	
10 / 12. 2024	08.00 - 16.00	- Create MD SAP PM - Print out SIU (Store Issue Voucher)	Rival A	
11 / 12. 2024	08.00 - 16.00	server breakdown.	Rival A	
13 / 12. 2024	08.00 - 16.00	- create MD SAP PM - create funcloc and equipment.	Rival A	

Human Resource Development

15 / 12. 2024	08.00 - 16.00	server spt breakdown.	Rival A	
14 / 12. 2024	08.00 - 15.00	- Create MD SAP PM. - Create MD SAP PM	Rival A	
Aband				
Kesimpulan pencapaian hasil :		Dilaporkan oleh, Rival A		

Human Resource Development