

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

EKA SRI SUNDARI

NIM.5504211033



ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025

APPROVAL SHEET

PT KILANG PERTAMINA INTERNATIONAL REFINERY UNIT II PRODUCTION SUNGAI PAKNING

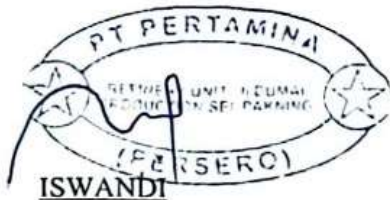
Written as one of the conditions for completing Job Training

EKA SRI SUNDARI
5504211033

Bengkalis, Jan 13th 2025

Spv General Affair Spk
PT Kilang Pertamina International
RU II Production Sungai Pakning

Advisor Lecturer of D-IV BISPRO
Program Study



ASWANDI.M.Pd.
NIP.198804122015041004

Approved by,
Head of English for Business
and Professional Communication Study Program



ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Eka Sri Sundari Reg, Number 5504221033** who has done the apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning, at Sungai Pakning started from August 26th – Desember 31th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, December 13th, 2024

Accepted by:

Advisor



Aswandi, M.Pd

NIP. 198804122015041004

Approved by,

Head of English for Business and Professional Communication

Study Program

State Polytechnic of Bengkalis



Fanalisa Elfa, M.Pd
NIP. 198510082019032015

ACKNOWLEDGEMENT

Praise be to Allah SWT who always gives health, whether physical health or spiritual health, and gives the opportunity to the author to be able to complete the Practical Work report (KP). Sholawat and greetings do not forget that the author also dedicates to our great Prophet Muhammad SAW, for all the struggles and mandates he has given that are never lost which we always remember.

The purpose and objective of writing this report is one of the requirements for completing KP activities at PT Pertamina International Refinery RU II Production Sungai Pakning. On this occasion the author would like to thank all those who have helped, guided, and provided support to the author while completing the KP report, so that the author can complete this KP report up to the specified time. The author would like to thank:

1. Both parents who have always encouraged the author in undergoing lectures, undergoing Practical Work until completing the Practical Work Report.
2. Mr. Jhony Custer, S.T., MT as Director of Politeknik Negeri Bengkalis.
3. Mrs Diah Paramita, M.Pd as the Head of the Bengkalis State Polytechnic Commercial Administration Department.
4. Mrs. Fanalisa Elfa, M.Pd as Head of the D-IV Digital Business study program at the Bengkalis State Polytechnic.
5. Mr. Aswandi, M.Pd as the Supervisor of Practical Work (KP) who always takes the time to guide the author in the process of preparing the report.
6. Mrs. Fanalisa Elfa, M.Pd as the Digital Business Lecturer VII (Seven) class A of the Bengkalis State Polytechnic.
7. Mrs Arita Destianingsih, M.Pd as the Practical Work Coordinator (KP) who always takes the time to provide information about Practical Work (KP).
8. Vera Darasni Putri as KP supervisor from PT. International Pertamina Refinery RU II Production Sungai Pakning.

9. To the CSR brothers and sisters of PT. International Pertamina Refinery RU II Production Sungai Pakning who participated in assisting KP activities in the field, providing motivation and support to always be enthusiastic in carrying out KP.
10. All lecturers and laboratory assistants of the Language Department who provided a lot of knowledge to the author during the author's study at the Bengkalis State Polytechnic.
11. And all parties who cannot be mentioned one by one. May Allah repay all his kindness.

During the practical Apprenticeship, I as the executor felt happy to carry out this practical work because it had a positive impact, one of which was direct field experience from a company that could not have been obtained during the lecture process.

Finally, the author apologizes profusely, especially to the company if during the practical work process there is an unpleasant attitude and in the preparation of this report there are many mistakes. Hopefully this report can be useful in general for the readers.

Bengkalis, 13 January 2025

EKA SRI SUNDARI

TABLE OF CONTENT

APPROVAL SHEET	II
ACCEPTANCE SHEET.....	VIII
ACKNOWLEDGMENT.....	IV
TABLE OF CONTENT.....	VI
LIST OF FIGURES	VII
LIST OF FIGURES	VIII
CHAPTER I.....	1
INTRODUCTION.....	1
1.1 BACKGROUND OF THE APPRENTICESHIP	1
1.2 PURPOSE OF THE APPRENTICESHIP.....	3
1.3 SIGNIFICANCES OF THE STUDY	3
CHAPTER II.....	5
GENERAL DESCRIPTION OF THE COMPANY	5
2.1 COMPANY HISTORY.....	5
2.2 VISION AND MISSION.....	7
2.2.1 Vision PT Kilang Pertamina Intenational Refinery Unit II Production Sungai Pakning	7
2.2.2 Mission PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning	7
2.3 KIND OF BUSINESS	7
2.4 ORGANIZATIONS STRUCTURE	8
2.5 THE WORKING PROCESS.....	13
CHAPTER III.....	15
SCOPE OF THE APPRENTICHESHIP.....	15
3.1 Job Description	15
3.2 System and Procedure.....	15
3.3 Place and Time of Apprenticeship	21
3.4 Constraint and Solution of Apprenticeship	38
CHAPTER IV.....	39
CONCLUSION AND SUGGESTION.....	39

4.1	Conclusion	39
4.2	Suggestion.....	39
REFERENCES		41
LIST APPENDICES		42
APPENDIX 1 : APPRENTICESHIP REPLY LATTER		42
APPENDIX 2: EVALUATION RESULT.....		43
APPENDIX 3: LIST OF APPRENTICESHIP ATTENDANCE		44
APPENDIX 4: APPRENTICESHIP CERTIFICATE		52

LIST OF FIGURES

Figure 2. 1 Logo Kilang Pertamina Internasional.....	6
Figure 2. 2 Organizational Structure PT Kilang Pertamina International Refinery Unit II Sungai Pakning	8
Figure 3. 1 Journalistic activities held at Wisma Pertamina	16
Figure 3. 2 Joint Prayer Activities.....	17
Figure 3. 3 Reopening Mangrove Education activities.....	18
Figure 3. 4 Pertamina Journalism Award visit activity.....	19
Figure 3. 5 Proper filming activities in the horticultural farming area.....	20
Figure 3. 6 PROPER Video Making Activity	20
Figure 3. 7 Spinach cookies distribution activity	21
Figure 3. 8 PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning	22

LIST OF TABLES

Table 3. 1 Daily Activity Report of Apprenticeship Week 1 (One) August 26 to September 01, 2024.	23
Table 3. 2 Daily Activity Report of Apprenticeship Week 2 (Two) September 02 to September 08, 2024.	24
Table 3. 3 Daily Activity Report of Apprenticeship Week 3 (Three) September 09 to September 13, 2024.	25
Table 3. 4 Daily Activity Report of Apprenticeship Week 04 (Four) September 16 to September 20, 2024.	25
Table 3. 5 Daily Activity Report of Apprenticeship Week 5 (Five) September 23 to September 27, 2024.	26
Table 3. 6 Daily Activity Report of Apprenticeship Week 6 (Six) September 30 to October 06, 2024.	27
Table 3. 7 Daily Activity Report of Apprenticeship Week 7 (Seven) October 07 to October 11 15, 2024.	28
Table 3. 8 Daily Activity Report of Apprenticeship Week 8 (Eight) October 14 to October 17, 2024.	29
Table 3. 9 Daily Activity Report of Apprenticeship Week 9 (Nine) October 21 to October 25, 2024.	30
Table 3. 10 Daily Activity Report of Apprenticeship Week 10 (Ten) October 28 to November 01, 2024.	31
Table 3. 11 Daily Activity Report of Apprenticeship Week 11 (Eleven) Dated November 04 to November 08, 2024.	32
Table 3. 12 Daily Activity Report of Apprenticeship Week 12 (Twelve) November 11 to November 15, 2024.	33
Table 3. 13 Daily Activity Report of Apprenticeship Week 13 (Thirteen) November 18 to November 22, 2024.	33
Table 3. 14 Daily Activity Report of Apprenticeship Week 14 (Fourteen) November 25 to November 29, 2024.	34
Table 3. 15 Daily Activity Report of Apprenticeship Week 15 (Fifteen) Desember 02 to Desember 07, 2024.	35

Table 3. 16 Daily Activity Report of Apprenticeship Week 16 (Sixteen) December 09 to
December 13, 202436