

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

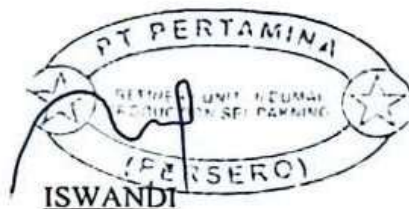
Written as one of the conditions for completing Job Training

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 Profesional 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

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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

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

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

Apprenticeship is a professional preparation for entering the world of work. You can learn about work ethics, effective communication, problem solving, teamwork, and other skills needed in a working environment. Practical education also involves internship programs that allow you to gain hands-on experience and connect with the world of work before graduating. A good education in practical work is often the gateway to a desirable job. Many employers look for candidates with a strong educational background in a particular field. An educational degree or certificate shows employers that they have a deep understanding of the subject and have the ability to learn and develop in the workplace. Therefore, the campus makes a policy that students are required to participate in field internship programs in companies to improve their ability to think critically and analyze information well. They will be trained to evaluate, solve problems, and make decisions based on their knowledge and understanding. These skills are important in almost any job, where it is necessary to face challenges and make the right decisions. It provides the opportunity to build an extensive network that can open up future career opportunities, such as job recommendations, industry

links, and professional collaborations.

Politeknik Negeri Bengkalis was founded in 2001. Since 2001 until now Politeknik Negeri Bengkalis is a Diploma 3 and Applied Bachelor Education Institution which has several departments, namely Mechanical Engineering, Electrical Engineering, Civil Engineering, Informatics Engineering, Shipbuilding Engineering, Maritime Affairs, Commercial Administration, and English. From various departments in the Bengkalis State Polytechnic, Industrial Visits and Field Work Practices or Internships are carried out. The Diploma 4 English for Business and Professional Communication study program is one of the English department study programs that requires students to take part in field internships in both government and private agencies for four months. In its implementation, this Apprenticeship was carried out at one of Indonesia's state-owned companies engaged in the oil and gas sector. PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning is one of the refineries managed by Refinery Unit II Dumai. Because it is in accordance with the subjects studied during lectures in the English for Business and Professional Communication study program, namely about business and communication, the authors are interested in knowing more about work.

The Apprenticeship was carried out for four months, starting from August 26, 2024 to December 31, 2024, located at PT Pertamina International Refinery RU II Production Sungai Pakning, precisely at the Main Office in the Corporate Social Responsibility (CSR) section. As a company committed to social responsibility, Pertamina runs various CSR programs in the fields of health, environment, economy, and education. One of the flagship programs in the field of education is *Pertamina Cerdas*, which includes a variety of activities to support the improvement of access and quality of community education.

Based on this background, as a student of the English for Business and Professional Communication Study Program, carrying out Practical Work at PT Kilang Pertamina International RU II Production Sungai Pakning. This program is expected to be a valuable experience in developing professional competencies in the field of

Business Communication and supporting the achievement of educational goals at Politeknik Negeri Bengkalis.

The implementation of internship activities and the preparation of reports at Pertamina is a requirement for graduation from the English Department of the Business and Professional Communication Study Program so that the author makes a report entitled “PT Pertamina International Refinery Unit II Production Sungai Pakning CSR Section” so that it can be useful for writers and readers.

1.2 Purpose of the Apprenticeship

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

1. To find out the job description of apprenticeship at PT Kilang Pertamina International Refinery II Production Sungai Pakning.
2. To find out the system and procedure of the General Affair Section at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
3. To find out the place and time of apprenticeship at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.
4. To find out the kind and description of the activity of apprenticeship PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

1.3 Significances of the Apprenticeship

a. Student

The apprenticeship carried out is expected to have several benefits for students as follows:

1. Students can have experience in the world of work

2. Students can complete lectures as one of the required courses
3. Students can find out the description and scope that exists in the world of work
4. Students can apply the knowledge gained in lectures and seek new knowledge in the world of work

b. State Polytechnic Bengkalis

Significances for State Polytechnic of Bengkalis is as follows:

1. Apprenticeship can establishing an organized, healthy, and dynamic relationship between government agencies and higher education institutions.
2. Apprenticeship can as a development of Bengkalis State Polytechnic Field Work Practice activities.
3. Apprenticeship can improve the ability of students so that quality graduates can be created.

c. Company

Significances apprenticeship for companies is as follows:

1. The company getting help from student labor
2. As a means of contribution or a form of agency concern for the world of education.

CHAPTER II

General Description of The Company

2.1 Company History

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

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

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

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

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



Figure 2.1 Logo Kilang Pertamina Internasional

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

2.2 Vision and Mission

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

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

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

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

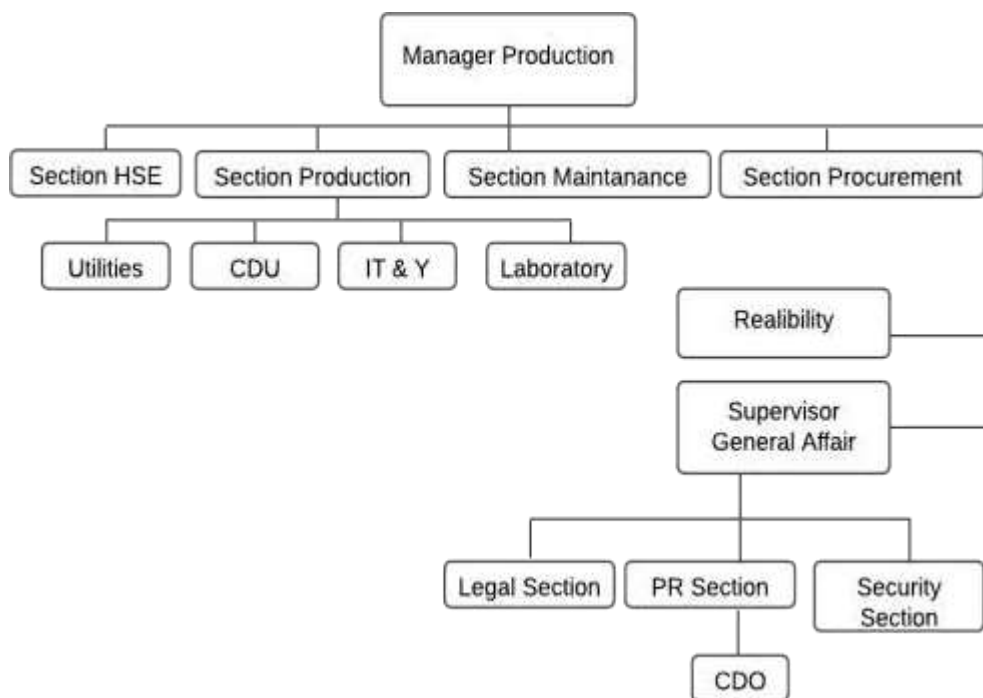
2.3 Kind of Business

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

2.4 Organizations Structure

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

**ORGANIZATIONAL STRUCTURE
PT KILANG PERTAMINA INTERNATIONAL REFINERY UNIT II
PRODUCTION SUNGAI PAKNING**



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

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

1. HSE (Health, Safety, Environment) Section

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

a. Fire Insurance Department

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

b. Safety Section

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

c. Environment Section

The Environment Section has the duties and responsibilities to create a clean environment by seeking to reduce and monitor emissions of water, liquid, and solid waste that have negative impact on the environment, implement the ISO 14001 EMS Environmental Management System, ensure that environmental protection equipment is maintained and operated properly and create environmentally friendly corporate image.

d. Occupational Health Section

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

2. Maintenance Section

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

3. The Procurement Section

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

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

4. Production Department

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

a. Utilities

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

b. CDU (Crude Distillation Unit)

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

c. IT & Y

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

d. Laboratory

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

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

5. Reliability

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

6. Supervisor General Affair

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

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

a. Legal Section

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

b. Public Relations Section

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

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

c. The Security Section

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

2.5 The Working Process

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

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

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

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

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

1. Main Duties of GA Division

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

a. Maintenance Office Facilities

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

b. Manage internal finances

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

c. Maintaining relationships with vendors

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

d. Maintain company documents

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

2. The main goal of GA Department

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

a. Managing security and safety

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

b. External relationship management

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

c. Management Facilities and Properties

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

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

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

1. Participating and becoming a committee in various activities organized by CSR PT Pertamina International Refinery RU II Production Sungai Pakning.
2. Conducting visits and interviews to several fostered groups and planting in fostered villages.
3. Assisting in the process of making PROPER videos and PROPER presentations on the Horticulture agricultural program.
4. Assisted the supervisor in completing the KUMPARAN video making activities.
5. Carrying out personal project assignments from one of the CSR fostered programs, namely Making and Providing “Spinach Cookies” for Posyandu Children.

3.2 System and Procedure

Pertamina RU II Sungai Pakning's CSR work system includes program planning that focuses on community empowerment, environmental preservation, education, and health, by involving local communities, government, and related stakeholders; supported by an organizational structure consisting of a manager, implementation team, and evaluation team, as well as transparent budget management, equipped with a monitoring and evaluation process to ensure success and sustainable positive impact.

1. Participating and becoming a committee in various activities organized by CSR PT Pertamina International Refinery RU II Production Sungai Pakning.

- a. CSR PT Pertamina International Refinery RU II Sungai Pakning organizes journalistic activities scheduled to take place on September 8, 2024 at Wisma Pertamina RU II Sungai Pakning. This activity will be attended by journalists, employees, Pertamina devices, interns, and high school students. In the event, I was given the responsibility to be the host (MC) to support the smooth implementation of these journalistic activities.

The following is a documentation of the Journalism activity held at Wisma Pertamina RU II Sungai Pakning:



Figure 3.1 Journalistic activities held at Wisma Pertamina

Source: KP 2024 Documentation

- b. CSR PT Pertamina International Refinery RU II Production Sungai Pakning Held a Prayer Together with the theme of Friendly Guests and Sharing Session whose participants were members of the Pertamina CSR fostered group. In the event, the author was given the responsibility as PIC Administration and spin prizes.

The following is the documentation of the Prayer Together activity:



Figure 3.2 Joint Prayer Activities

Source: KP 2024 Documentation

- c. CSR PT Pertamina International Refinery RU II Sungai Pakning organizes the Reopening Mangrove Education activity, which is scheduled to take place on December 7, 2024 in the Pangkalan Jambi Mangrove area. This event will be attended by employees, Pertamina devices, interns, and students from elementary, junior high, and high school levels. In this activity, I was given the responsibility to prepare the main banner and the embroidery competition banner. In this activity, I was given the responsibility of preparing the backdrop for the photography competition and Event Administration. In addition, I was also in charge of ensuring that each participant received a participant ID card and snacks, to support the smooth running of the event.

Here is the documentation of the Mangrove Education Center Reopening activity:



Figure 3.3 Reopening Mangrove Education activities
Source: KP 2024 documentation

2. CSR PT Pertamina International Refinery RU II Sungai Pakning is organizing the Pertamina Journalism Award visit scheduled to take place on October 6, 2024.

This event will be held in three locations, namely the CSR-assisted mangrove group, the Filagam group, and the horticultural farm in Batang Duku. This activity was attended by journalists, employees, Pertamina officials, interns, and members of the fostered groups. In the event, I was trusted as the chief executive. My duties included coordinating preparations, ordering food, and ensuring venue readiness at all three activity locations. I was also responsible for directing and working with my trusted colleagues to help the smooth implementation of the event at each location.

Below is the documentation of the Anugerah Jurnalistik Pertamina visit:



Figure 3.4 Pertamina Journalism Award visit activity
Source: KP 2024 documentation

3. Assisting the supervisor in completing the PROPER video making activity.

The preparation of this PROPER activity, the author was given the responsibility to prepare the needs that would be assessed during the proper assessment. One of them is the author preparing the needs in the field such as gotong royong, cleaning the Horticulture farm. Assisting PROPER video take activities.

The following is the documentation of PROPER video making activities:



Figure 3. 5 Proper filming activities in the horticultural farming area
Source: KP 2024 documentation

4. Assisting the supervisor in completing the KUMPARAN video making activity.

For the preparation of this KUMPARAN activity, the author was given the responsibility to prepare the needs that would be used during the making of the Kumparan video. One of them is to prepare the needs in the field such as gotong royong, cleaning the Horticultural farmland. Assisting the KUMPARAN video take activity.

The following is the documentation of the KUMPARAN video making activity:



Figure 3.6 PROPER Video Making Activity
Source: KP 2024 Documentation

5. Carrying out personal project assignments from one of the CSR partners, namely Making and Giving “Spinach Cookies” to Posyandu Children.

As a procedure and requirement to get an internship grade, the author is assigned to make PMT for stunted children dry food/snacks made from vegetables. Therefore, the author conducted trials and observations through posyandu cadres to carry out making “Spinach Cookies” and then distributed to children during posyandu.

The following is documentation of the “Spinach Cookies” distribution activity at Posyandu Melur:



Figure 3.7 Spinach cookies distribution activity
Source: KP 2024 Documentation

3.3 Place of Apprenticeship

a. Place of Apprenticeship

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



Figure 3.8 PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning

Source: Documentation 2024

b. Time of Apprenticeship

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

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

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

3.4 Kind and Description of the Activity

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

Table 3.1 Daily Activity Report of Apprenticeship Week 1 (One) August 26 to September 01, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, August 26 2024	<ol style="list-style-type: none"> 1. Briefing from General Affairs 2. Company introduction, interview and photo for badge making. 3. Participating in Safety Induction activities which are carried out so that apprentices can follow the rules in the environment around PT Pertamina International Refinery RU II Sungai Pakning. 	<ol style="list-style-type: none"> 1. Main Office PT.KPIRUII Production Spk 2. Main Office PT.KPIRUII Production Spk. 3. Demo Room.
2	Tuesday, August 27 2024	<ol style="list-style-type: none"> 1. Participated in blood donation and VCT screening activities. 2. Badge collection and division of CSR team workspace. 	<ol style="list-style-type: none"> 1. Bulopa 2. PT KPI RU II Spk guesthouse
3	Wednesday, August 28 2024	Introduction to CSR from the KP Supervisor as well as introducing the work system and all CSR fostered groups.	PT KPI RU II Spk guesthouse
4	Thursday, August 29 2024	Get the task to make conjugation planning on flood, abrasion and fire disasters in the Jambi Magrove Group.	PT KPI RU II Spk guesthouse
5	Friday, August 30 2024	Prepare for journalism education and training events.	Main Office PT.KPIRUII Production Spk

Table 3.2 Daily Activity Report of Apprenticeship Week 2 (Two) September 02 to September 08, 2024

No	Day/Date	Activity Description	Assignor
1	Monday, September 02, 2024	Preparing for the journalism education and training event such as preparing souvenirs provided for tau and stationery	Main Office PT.KPIRUII Production Spk

		supplies for Sunday activities.	
2	Tuesday, September 03, 2024	<ol style="list-style-type: none"> 1. Make news of International seminars. 2. Preparing for journalism education and training events such as preparing award certificates.. 	PT KPI RU II Spk guesthouse
3	Wednesday, September 04, 2024	Preparing atk that will be given to participants in the journalism education and training event.	PT KPI RU II Spk guesthouse
4	Thursday, September 05, 2024	<ol style="list-style-type: none"> 1. Prepared souvenir kit packages for journalism education and training events. 2. Visited the Maju Jaya Bersama group. 	<ol style="list-style-type: none"> 1. PT KPI RU II Spk guesthouse 2. Batang Duku Village
5	Friday, September 06, 2024	<ol style="list-style-type: none"> 1. Preparing for journalism education and training events such as preparing souvenirs for activities on Sunday, September 8, 2024. 2. Revising the MC script to be submitted to the supervisor. 	<ol style="list-style-type: none"> 1. PT KPI RU II Spk guesthouse 2. Pangkalan Jambi Village
6	Saturday, September 07, 2024	<ol style="list-style-type: none"> 1. Preparing a hard copy of the material given by the resource person for tomorrow's preparation. 2. Conducting rehearsals for journalistic activities that will be held on Sunday. 	PT KPI RU II Spk guesthouse
7	Sunday, September 08, 2024	Given the responsibility of being an emcee in journalistic activities.	PT KPI RU II Spk guesthouse

Table 3. 3 Daily Activity Report of Apprenticeship Week 3 (Three) September 09 to September 13, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, September 09, 2024	Make a self-evaluation after the Journalism event and send it to the mentor.	PT KPI RU II Spk guesthouse.

2	Tuesday, September 10, 2024	Discussion on the preparation for the visit of Pertamina program assisted by PT KPI RU II Spk.	Main Office PT.KPIRU II Production Spk
3	Wednesday, September 11, 2024	Monitoring the location to be visited in the PT KPI RU II Spk assisted program Pertamina visit to the Tirta Muda Filagam group.	Tanjung Belit Village
4	Thursday, September 12, 2024	Assigned as PIC in the Tirta Muda Filagam group during a visit to the Pertamina program assisted by PT KPI RU II Spk.	Tanjung Belit Village
5	Friday, September 13, 2024	Participated in morning gymnastics.	Telaga Suri

Table 3. 4 Daily Activity Report of Apprenticeship Week 04 (Four) September 16 to September 20, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, September 16, 2024	Red Date to commemorate the Maulid Nabi.	-
2	Tuesday, September 17, 2024	1. Make a report on Journalism activities. 2. Ordering products from CSR fostered groups for the Proper Council Team held on Thursdays.	PT KPI RU II Spk guesthouse
3	Wednesday, September 18, 2024	Monitored the Tirta Muda group and conducted gotong royong together in preparation for the proper Council visit.	Tanjung Belit Village
4	Thursday, September 19, 2024	Proper Council visit to the Tirta Muda group.	Tanjung Belit Village.
5	Friday, September 20, 2024	1. Participate in Gymnastics Activities Together 2. Got the task to run the blood donation event	1. Telaga Suri 2. PT KPI RU II Spk guesthouse

Table 3. 5 Daily Activity Report of Apprenticeship Week 5 (Five) September 23 to September 27, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday,September 23,2024	Assigning tasks for the blood donation that will be held in October.	PT KPI RU II Spk guesthouse
2	Tuesday, September 24, 2024	Discussed the preparation of food and souvenirs for the blood donor event that will be held in October.	PT KPI RU II Spk guesthouse
3	Wednesday,September 25, 2024	<ol style="list-style-type: none"> 1. Discussion on the division of tasks at the Pertamina Journalism Award event which will be held on October 6. 2. Checking the sprinkler repair in the <i>Maju Jaya Bersama</i> farming group. 	<ol style="list-style-type: none"> 1. PT KPI RU II Spk guesthouse 2. Batang Duku Village
4	Thursday,September 26, 2024	Place an order for products for the Anugrah Jurnalis Pertamina event which will be held on October 6.	PT KPI RU II Spk guesthouse
5	Friday,September27, 2024	<ol style="list-style-type: none"> 1. Participated in gymnastics activities together. 2. Monitoring farmers in the <i>Maju Jaya Bersama</i> group's peatland horticulture farm and conducting chili seedlings and filling the burnt soil into poly bags. 3. Monitoring damaged road access in Batang Duku Village, Pulau Bungkuk Hamlet. 4. Joint discussion regarding the preparation of the AJP visit which will be held on October 06. 	<ol style="list-style-type: none"> 1. Telaga Suri 2. Batang Duku Village andPT KPI RU II Spk guesthouse

Table 3. 6 Daily Activity Report of Apprenticeship Week 6 (Six) September 30 to October 06, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday,Septemeber30, 2024	<ol style="list-style-type: none"> 1. Place product orders for AJP events. 2. Made an invitation letter to the Beringin 	PT KPI RU II Spk

		Hamlet Government for the Pertamina Journalism Award event. 3. Making RAB for souvenir packages for the Pertamina Journalism Award event.	guesthouse
2	Tuesday, October 01, 2024	Participated in Musrembang related to Village Development Planning Meeting in Pkning Asal with CDO & Jr, Officer from CSR.	PT KPI RU II Spk guesthouse
3	Wednesday, October 02, 2024	1. Ordering PMI Bengkalis field clothes. 2. Making RAB Souvenir donors for the Blood Donor event. 3. Monitoring the Maju Jaya Bersama horticultural farming group as well as informing the group regarding the proper shooting which will be held on October 15.	PT KPI RU II Spk guesthouse
4	Thursday, October 03, 2024	1. Participate in green zoom proper activities. 2. Discussion on consumption for the Pertamina Journalism Award event. Making an MOU for Bukit Batu Sub-district. 3. Discussion on consumption for the Pertamina Journalism Award event.	PT KPI RU II Spk guesthouse
5	Friday, October 04, 2024	1. Gymnastics together at the telaga suri field. 2. Preparing ole-ole packages that will be given to guests at the Pertamina Journalism Award event.	1. Telaga Suri 2. PT KPI RU II Spk guesthouse
6	Saturday, October 05, 2024	Carrying out gotong royong activities at the Tirta Muda Filagam group as well as preparations for the Pertamina Journalism Award event.	Tanjung Belit Village
7	Sunday, October 06, 2024	Journalists from Pekanbaru and Dumai visited 3 Pertamina programs, namely Filagam, Mangrove, and Horti in the Pertamina Journalism Award event.	Pangkalan Jambi village, Tanjung Belit Village, Batang Duku Village

Table 3. 7 Daily Activity Report of Apprenticeship Week 7 (Seven) October 07 to October 11 15, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, October 07, 2024	Participating in Rumah Dilan activities, namely making handicrafts from palm fronds.	Kampung Jawa Village
2	Tuesday, October 08, 2024	Working on the tasks of each internship program	PT KPI RU II Spk guesthouse
3	Wednesday, October 09, 2024	<ol style="list-style-type: none"> 1. Discussion about the production of the gold proper video, discussing the concept and technical implementation as well as the shooting equipment that will be carried out. 2. Meeting with the Maju Jaya Bersama group to plan the making of the proper video that will be implemented. 3. Checking agricultural facilities or equipment such as lobe, gloves, and others 	PT KPI RU II Spk guesthouse
4	Thursday, October 10, 2024	<ol style="list-style-type: none"> 1. Joint discussion regarding the blood donor program. 2. Prepare Horticulture shooting needs and survey each place and its needs. 3. Prepare minutes of the event and minutes. 	Main Office PT.KPIRU II <i>Production</i> Spk .
5	Friday, October 11, 2024	Horticulture research interview with Maju Jaya Bersama group members regarding the past and present state of agriculture.	Maju Jaya Bersama Goup Farm, Batang Duku Village

Table 3. 8 Daily Activity Report of Apprenticeship Week 8 (Eight) October 14 to October 17, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, October 14, 2024	Briefing preparation for making Proper Video. Participating in the assessment of the posyandu competition at the Bengkalis district level in 2024.	Batang Duku Village Kampung Jawa Village
2	Tuesday, October 15, 2024	Responsible as the equipment division to support the smooth running of the Proper filming which will take place at the Arboretum and Kedai Kopi.	Kampung Jawa Village
3	Wednesday, October 16, 2024	In charge of the equipment division to ensure the smooth running of all technical needs during the filming process.	Batang Duku Village
4	Thursday, October 17, 2024	In charge of the equipment division to support the smooth running of the filming process that will take place in the Horticulture area, Sweet Potato Farm, and Eggplant Farm.	Batang Duku Village
5	Friday, October 18, 2024	Responsible for the horticulture location in making Proper Videos.	Batang Duku Village

Source: Processed Data 2024

Table 3. 9 Daily Activity Report of Apprenticeship Week 9 (Nine) October 21 to October 25, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, Oktober 21, 2024	Preparing souvenir orders for the Blood Donor event	PT KPI RU II Spk guesthouse
2	Thursday, October 22, 2024	Received a visit from Riau University lecturers at Marsawa Peat Arboretum, Kampung Jawa, in the context of collaborative research on peatland	Kampung Jawa Village

		conservation and strengthening academic relations.	
3	Wednesday, October 23, 2024	-	-
4	Thursday, October 24, 2024	Confirmed the agenda of the Pertamina Women's Association (PWP) visit to the Maju Jaya Bersama Horticulture Farmer group.	Batang Duku Village
5	Friday, October 25, 2024	<ol style="list-style-type: none"> 1. Participate in the assessment of PKK programs to support community welfare. 2. Pertamina Women's Association (PWP) visit to the Maju Jaya Bersama Farmer group in order to strengthen relationships and support their activities. 	<ol style="list-style-type: none"> 1. Kampung Jawa Village 2. Batang Duku Village
6	Saturday, October 26, 2024	Participated in a series of Farewell Party activities of RU II Spk Production Manager.	Telaga Suri

Table 3. 10 Daily Activity Report of Apprenticeship Week 10 (Ten) October 28 to November 01, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, October 28, 2024	<ol style="list-style-type: none"> 1. Confirmation to the horticulture group regarding the filming with Kumparan scheduled on October 30 to November 1 and provide a script that must be mastered by the group. 2. Discussion with Posyandu melur cadres regarding stunting children and making PMT. 	Batang Duku Village
2	Tuesday, October 29, 2024	Make a list of equipment and food list to prepare for kuparan filming.	PT KPI RU II Spk guesthouse

3	Wednesday, October30, 2024	<ol style="list-style-type: none"> 1. Doing gotong royong together in the horticulture group area in preparation for filming by the Kumparan team. 2. Held a filming session with Pertamina managers which took place at the parent company's headquarters. 3. Welcomed and accompanied the Kumparan filming team in conducting a horticulture location survey as part of the production preparation. 	Batang Duku Village
4	Thursday,October31, 2024	<ol style="list-style-type: none"> 1. Peatland stabilization and interview with Pak Tumin, followed by 2. Accuracy simulation in burnt area and interview with Mr. Sadikin. 3. Taking pictures at the Peat Arboretum. 	<ol style="list-style-type: none"> 1. Batang Duku Village 2. Kampung Jaawa Village
5	Friday,November01, 2024	Accompanying the Kumparan team in video production at the MSME house of Maju Jaya Bersama Farmer Group, to document activities and product processing.	Batang Duku Village

Table 3. 11 Daily Activity Report of Apprenticeship Week 11 (Eleven) Dated November 04 to November 08, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday,November04, 2024	<ol style="list-style-type: none"> 1. Repayment of honorarium for talents in filming the Kumparan program. 2. Carry out the scanning process of documents required for administrative completeness. 	<ol style="list-style-type: none"> 1. Kampung Jawa Village 2. PT KPI RU II Spk guesthouse
2	Tuesday,November 05,2024	<ol style="list-style-type: none"> 1. Printing the Buah Gambut Bersemi manuscript for documentation and publication purposes. 2. Packaging the Biene Honey package. 	PT KPI RU II Spk guesthouse

3	Wednesday, November 06, 2024	Participated in receiving a monitoring and evaluation visit from the PKK Movers Team of Bengkalis Regency to the PKK Movers Team of Bukit Batu Subdistrict in 2024, which was held at Marsawa Arboretum, Kampung Jawa - Pertamina's assisted area.	Kampung Jawa Village
4	Thursday, November 07, 2024	Printing the Buah Gambut Bersemi script for documentation and publication purposes.	PT KPI RU II Spk guesthouse
5	Friday, November 08, 2024	Attended and participated in a workshop on mentoring and development of the Sekolah Cinta Mangrove program organized by the PDP team of Riau University at School 09 Bukit Batu.	Pangkalan Jambi Village.

Table 3. 12 Daily Activity Report of Apprenticeship Week 12 (Twelve) November 11 to November 15, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, November 11, 2024	Making RAB for making spinach cookies for PMT for stunted children.	PT KPI RU II Spk guesthouse
2	Tuesday, November 12, 2024	Preparing all products from CSR fostered groups that will be taken to Jakarta for the Gold PROPER presentation.	PT KPI RU II Spk guesthouse
3	Wednesday, November 13, 2024	Testing the making of spinach cookies that will be given to babies or toddlers who are in the stunting category.	Batang Duku Village
4	Thursday, November 14, 2024	Making spinach cookies that will be given to infants or toddlers who are included in the stunting category accompanied by Posyandu Melur cadres in Batang Duku Village.	Batang Duku Village

5	Friday, November 15, 2024	<ol style="list-style-type: none"> 1. Gymnastics together at Telaga Suri Field. 2. Participated in Posyandu Melur activities in Batang Duku Village and distributed spinach cookies to infants and toddlers in the stunting category. 	<ol style="list-style-type: none"> 1. Telaga Suri 2. Batang Duku Village
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**Table 3. 13 Daily Activity Report of Apprenticeship Week 13 (Thirteen)
November 18 to November 22, 2024.**

No	Day/Date	Activity Description	Assignor
1	Monday, November 18, 2024	-	Main Office PT.KPIRU II Production Spk
2	Tuesday, November 19, 2024	Printing proof of payment for airplane tickets, e-tickets, and proof of payment for train tickets.	PT KPI RU II Spk guesthouse
3	Wednesday, November 20, 2024	Prepare and ensure the prizes for the prayer activity, starting from the selection or the amount that can be given to the group.	Main Office PT.KPIRU II Production Spk
4	Thursday, November 21, 2024	Preparing and printing the attendance list for the prayer event.	Main Office PT.KPIRU II Production Spk
5	Friday, November 22, 2024	Preparation of joint prayer activities ³⁴	PT KPI RU II Spk guesthouse

**Table 3. 14 Daily Activity Report of Apprenticeship Week 14 (Fourteen)
November 25 to November 29, 2024.**

No	Day/Date	Activity Description	Assignor
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1	Monday, November 25, 2024	<ol style="list-style-type: none"> 1. Prepared 60 souvenirs that will be given to the fostered groups as a token of appreciation in the hospitality session and sharing season. 2. Assigned as PIC to spin the winner's name to receive the prize. 	PT KPI RU II Spk guesthouse
2	Tuesday, November 26, 2024	<ol style="list-style-type: none"> 1. Hold a briefing to discuss the division of PICs and tasks from the day of departure to return in a clear and structured manner. 2. Printed member attendance for the PT Kilang Pertamina International Gold Proper Candidate Technical Proper Presentation activity. 	Main Office PT.KPIRU II Production Spk .
3	Wednesday, November 27, 2024	Business trip to Pekanbaru in order to attend Technical Proper Presentation activities for Gold Proper candidate PT Kilang Pertamina Internasional.	Sungai Pakning - Pekanbaru
4	Thursday, November 28, 2024	Attended the Technical Proper Presentation of Gold Proper candidate PT Kilang Pertamina International in Pekanbaru, while ensuring the entire group attended on time.	Pekanbaru
5	Friday, November 19, 2024	Returning from a business trip in Pekanbaru after attending the Technical Proper Presentation for Gold Proper candidate PT Kilang Pertamina Internasional.	Pekanbaru- Sungai Pakning

Table 3. 15 Daily Activity Report of Apprenticeship Week 15 (Fifteen) Desember 02 to Desember 07, 2024.

No	Day/Date	Activity Description	Assignor
1	Monday, December 02, 2024	Given the responsibility as Administration PIC for the upcoming Mangrove Education Center Reopening event.	Main Office PT.KPIRUII Production Spk
2	Tuesday, December 03 2024	Create a backdrop design using the Canva application to support the Mangrove Education Center Reopening activity which will take place on Saturday.	Main Office PT.KPIRUII Production Spk .
3	Wednesday, December 04, 2024	<ol style="list-style-type: none"> 1. Create a trophy design and mangrove logo on the trophy for the Mangrove Education Center Reopening event. 2. Printing invitation letters that will be given to several devices for the Reopening Mangrove Education Center event. 3. Made a banner design for the embroidery competition for the Reopening Mangrove Education Center event. 	Main Office PT.KPIRUII Production Spk
4	Thursday, December 05, 2024	<ol style="list-style-type: none"> 1. Printing timesheets for mangrove education reopening activities 2. Preparing raffle coupons for mangrove education reopening activities 3. Preparing Name tags for participants and organizers of the ReOpening Event. 	Main Office PT.KPIRUII Production Spk
5	Friday, December 06, 2024	<ol style="list-style-type: none"> 1. Carry out Gotong Royong activities for mangrove reopening activities Education 2. Printing certificates, event rundown, invitation letters, assessment forms, attendance of competition participants 3. Preparing the Kruistek book print as 	Pangkalan Jambi village.

		a guide for the embroidery competition.	
5	Saturday, December 07, 2024	<ol style="list-style-type: none"> 1. Served as registration pic, distributing raffle coupons and name tags for the participants. 2. Distributed morning snacks and afternoon snacks. 	Pangkalan Jambi village.

**Table 3. 16 Daily Activity Report of Apprenticeship Week 16 (Sixteen)
December 09 to December 13, 2024.**

No	Day/Date	Activity Description	Assignor
1	Monday, December 09, 2024	Distribution of PIC for Pertamina's 67th Anniversary activities.	Main Office PT.KPIRUII Production Spk
2	Tuesday, December 10, 2024	Making Twibbon and Instagram feed stories in commemoration of Pertamina's 67th Anniversary.	Main Office PT.KPIRUII Production Spk
3	Wednesday, Desember 11, 2024	Marketing group products at the bazaar to enliven Pertamina's 67th anniversary event.	Main Office PT.KPIRUII Production Spk
4	Thursday, December 12, 2024	Working on the company's personal project report.	Main Office PT.KPIRUII Production Spk.
5	Friday, December 13, 2024	<ol style="list-style-type: none"> 1. Making presentations related to personal projects carried out during Practical Work at Pertamina. 2. Meeting with Maju Jaya Bersama group and Unri Lecturers regarding program development in 2025. 	Main Office PT.KPIRUII Production Spk

**Table 3. 17 Daily Activity Report of Apprenticeship Week 17 (Seventeen)
December 16 to December 20, 2024.**

No	Day/Date	Activity Description	Assignor
1	Monday, December16,2024	Ordering products to each group to be prepared as gifts to be given to guests at the SPF Generali e-Fair event.	Main Office PT.KPIRUII <i>Production</i> Spk
2	Tuesday, December17, 2024	Performing the packing process of products that have been ordered to be arranged into gifts that will be given to guests at the SPF Generali e-Fair event.	Main Office PT.KPIRUII <i>Production</i> Spk
3	Wednesday, December18, 2024	Compile an audit report of 12 CSR programs of Pertamina RU II Sungai Pakning.	Main Office PT.KPIRUII <i>Production</i> Spk.
4	Thursday, December19, 2024	Conducting interviews with BAPEDA and DLHK.	Bengkalis
5	Friday, December20,2024	Scanning the work agreement letter.	Main Office PT.KPIRUII <i>Production</i> Spk

**Table 3. 18 Daily Activity Report of Practical Work (KP) Week 12 (Eighteen)
December 23 to December 31, 2024.**

No	Day/Date	Activity Description	Assignor
1	Monday, December23, 2024	Design a group product marketing catalog for year-end ordering needs.	Main Office PT.KPIRUII <i>Production</i> Spk.
2	Tuesday, Desember24, 2024	Reconfirmed the fertigation equipment to audit 12 Pertamina RU II Sungai Pakning CSR-funded programs.	Main Office PT.KPIRUII <i>Production</i> Spk.
3	Wednesday, Desember	Off	

	25,2024		
4	Thursday, Decemberr 26, 2024	Off	
5	Friday, December 27, 2024	Off	
6	Saturday, December 28, 2024	Off	
7	Sunday, December 29, 2024	Off	
8	Monday, December 30, 2024	Off	
9	Tuesday, December 31, 2024	Off	

3.5 Constraint and Solution of Apprenticeship

a. Constraint of Apprenticeship

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

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

b. Solutions of Apprenticeship

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

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

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In the implementation of the Practical Work (KP) at PT Pertamina International Refinery RU II Production Sungai Pakning in the CSR section, the following conclusions can be drawn:

1. The job specifications carried out during the KP include assisting in the implementation of various CSR activities, conducting visits and interviews to fostered groups, assisting in the production of Proper video materials, and being the host of the Primary Clinic Accreditation Simulation Survey.
2. The target of the activities carried out is to support the smooth running of CSR programs, assist in the evaluation and development of fostered groups, and increase the understanding of the community and internal team of the objectives and benefits of the programs carried out.
3. The obstacles faced during the KP include miscommunication with the supervisor and internship team, as well as difficult time management due to simultaneous visits in several locations.
4. Solutions to overcome obstacles include improving communication with supervisors and internship teams, as well as dividing tasks effectively to ensure visits in various locations can run smoothly.

4.2 Suggestion

After doing Practical Work at PT Pertamina International Refinery RU II Production Sungai Pakning in the CSR section, there are several suggestions that can be conveyed:

1. For Students
 - a. Train interpersonal skills such as communication, teamwork, and adaptation, because these abilities are very important in the work environment.

- b. Learn in advance the field of work that will be pursued during KP in order to understand the task better and reduce misunderstandings.
- 2. For Politeknik Negeri Bengkalis
 - 1. Increase cooperation with companies so that students have more choices of places to carry out KP.
 - 2. Provide more detailed briefings to students before implementing KP, including regarding time management, communication, and understanding of tasks.
- 3. For PT Pertamina International Refinery RU II Production Sungai Pakning
 - a. Provide more detailed work guidelines for internship students to minimize errors or confusion in carrying out tasks.
 - b. Consider a schedule of visits that does not coincide in several locations so that the implementation is more optimal.

REFERENCES

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

LIST APPENDICES

Appendix 1 : Apprenticeship Reply Letter



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

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

Dengan hormat,

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

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

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

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

Dan perlu kami informasikan semua biaya selama bersangkutan melaksanakan Kerja Praktek di PT. Pertamina (Persero) Sei Pakning menjadi beban yang bersangkutan dan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spv. General Affair Spk
Act

RAHMAD HIDAYAT

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

PT KILANG PERTAMINA INTERNASIONAL SUNGAI PAKNING
Jalan Cendana No. 1 Komplek Pertamina RU II Sei Pakning
Telp. (0766) 912220-91221-91222 Ext. 4200
Fax. (0766) 91227

Appendix 2: Evaluation Result

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

N A M A : Eka Sri Sundari
N I M : 5504211033
JURUSAN : Jurusan D-4 Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
INSTITUSI : Politeknik Negeri Bengkalis

NO	FAKTOR YANG DINILAI	ANGKA	HURUF
1	KEDISIPLINAN	85	A
2	KEJUJURAN	90	A
3	KERAJINAN	91	A
4	PENGUASAAN MATERI / TUGAS POKOK	93	A
5	HUBUNGAN DENGAN PEKERJA	90	A
6	HUBUNGAN DENGAN MAHASISWA / SISWA	89	A
RATA - RATA		89,8	A

Spv. General Affair Spk.

ISWANDI

Pembimbing

Eka Sri Sundari

Appendix 3: List of Apprenticeship Attendance



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

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon. (+62766), FAX (+62766) 8001000

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

ABSENSI HARIAN MAGANG

NAMA MAHASISWA : EKA SRI SUNDARI
NIM : 5504211033
JURUSAN/PRODI : D IV – BISPRO
SEMESTER : VII (TUJUH)
LOKASI KP : PT KILANG PERTAMINA INTERNASIOANAL RU II
PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : VERA DARASNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Senin 26 Agustus 2024	07.30 WIB	17.00 WIB	
2	Selasa 27 Agustus 2024	07.30 WIB	17.00 WIB	
3	Rabu 28 Agustus 2024	07.30 WIB	17.00 WIB	
4	Kamis 29 Agustus 2024	07.30 WIB	17.00 WIB	
5	Jum'at 30 Agustus 2024	07.30 WIB	17.00 WIB	
7	Minggu 06 Oktober 2024	07.30 WIB	17.00 WIB	
8	Senin 02 September 2024	07.30 WIB	17.00 WIB	
9	Selasa 03 September 2024	07.30 WIB	17.00 WIB	
10	Rabu 04 September 2024	07.30 WIB	17.00 WIB	
11	Kamis 05 September 2024	07.30 WIB	17.00 WIB	
12	Jumat 06 September 2024	07.30 WIB	17.00 WIB	
13	Sabtu 07 September 2024	07.30 WIB	17.00 WIB	
14	Minggu 08 September 2024	07.30 WIB	17.00 WIB	



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JURUSAN/PRODI : D IV – BISPRO
SEMESTER : VII (TUJUH)
LOKASI KP : PT KILANG PERTAMINA INTERNASIOANAL RU II
PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : VERA DARASNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Senin 09 September 2024	07.30 WIB	17.00 WIB	
16	Selasa 10 September 2024	07.30 WIB	17.00 WIB	
16	Rabu 11 September 2024	07.30 WIB	17.00 WIB	
18	Kamis 12 September 2024	07.30 WIB	15.00 WIB	
19	Jum'at 13 September 2024	07.30 WIB	17.00 WIB	
20	Selasa 17 September 2024	07.30 WIB	17.00 WIB	
21	Rabu 18 September 2024	07.30 WIB	17.00 WIB	
22	Kamis 19 September 2024	07.30 WIB	17.00 WIB	
23	Jum'at 20 September 2024	07.30 WIB	17.00 WIB	
24	Senin 23 September 2024	07.30 WIB	17.00 WIB	
25	Selasa 24 September 2024	07.30 WIB	17.00 WIB	
26	Rabu 25 September 2024	07.30 WIB	17.00 WIB	
27	Kamis 26 September 2024	07.30 WIB	17.00 WIB	
28	Jum'at 27 September 2024	07.30 WIB	17.00 WIB	



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PEMBIMBING/
SUPERVISOR : VERA DARASNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Selasa 01 Oktober 2024	07.30 WIB	16.00 WIB	
2	Rabu 02 Oktober 2024	07.30 WIB	16.00 WIB	
3	Kamis 03 Oktober 2024	07.30 WIB	16.00 WIB	
4	Jumat 04 Oktober 2024	07.30 WIB	16.00 WIB	
5	Sabtu 05 Oktober 2024	07.30 WIB	16.00 WIB	
7	Minggu 06 Oktober 2024	07.30 WIB	16.00 WIB	
8	Senin 07 Oktober 2024	07.30 WIB	16.00 WIB	
9	Selasa 08 Oktober 2024	07.30 WIB	16.00 WIB	
10	Rabu 09 Oktober 2024	07.30 WIB	16.00 WIB	
11	Kamis 10 Oktober 2024	07.30 WIB	16.00 WIB	
12	Jumat 11 Oktober 2024	07.30 WIB	16.00 WIB	
13	Senin 14 Oktober 2024	07.30 WIB	16.00 WIB	
14	Selasa 15 Oktober 2024	07.30 WIB	16.00 WIB	



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SUPERVISOR : VERA DARASNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Rabu 16 Oktober 2024	07.30 WIB	17.00 WIB	
16	Kamis 17 Oktober 2024	07.30 WIB	17.00 WIB	
16	Jumat 18 Oktober 2024	07.30 WIB	17.00 WIB	
18	Senin 21 Oktober 2024	07.30 WIB	15.00 WIB	
19	Selasa 22 Oktober 2024	07.30 WIB	17.00 WIB	
20	Rabu 23 Oktober 2024	07.30 WIB	17.00 WIB	
21	Kamis 24 Oktober 2024	07.30 WIB	17.00 WIB	
22	Jumat 25 Oktober 2024	07.30 WIB	17.00 WIB	
23	Senin 28 Oktober 2024	07.30 WIB	17.00 WIB	
24	Selasa 29 Oktober 2024	07.30 WIB	17.00 WIB	
25	Rabu 30 Oktober 2024	07.30 WIB	17.00 WIB	
26	Kamis 31 Oktober 2024	07.30 WIB	17.00 WIB	



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SEMESTER : VII (TUJUH)
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PEMBIMBING/
SUPERVISOR : VERA DARASNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Senin 04 November 2024	07.30 WIB	16.00 WIB	
2	Selasa 05 November 2024	07.30 WIB	16.00 WIB	
3	Rabu 06 November 2024	07.30 WIB	16.00 WIB	
4	Kamis 07 November 2024	07.30 WIB	16.00 WIB	
5	Jumat 08 November 2024	07.30 WIB	16.00 WIB	
7	Senin 11 November 2024	07.30 WIB	16.00 WIB	
8	Selasa 12 November 2024	07.30 WIB	16.00 WIB	
9	Rabu 13 November 2024	07.30 WIB	16.00 WIB	
10	Kamis 14 November 2024	07.30 WIB	16.00 WIB	
11	Jumat 15 November 2024	07.30 WIB	16.00 WIB	
12	Senin 18 November 2024	07.30 WIB	16.00 WIB	
13	Selasa 19 November 2024	07.30 WIB	16.00 WIB	
14	Rabu 20 November 2024	07.30 WIB	16.00 WIB	



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PRODUCTION SUNGAI PAKNING
PEMBIMBING/
SUPERVISOR : VERA DARASNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Kamis 21 November 2024	07.30 WIB	17.00 WIB	
16	Jumat 22 November 2024	07.30 WIB	17.00 WIB	
16	Senin 25 November 2024	07.30 WIB	17.00 WIB	
18	Selasa 26 November 2024	07.30 WIB	15.00 WIB	
19	Rabu 27 November 2024	07.30 WIB	17.00 WIB	
20	Kamis 28 November 2024	07.30 WIB	17.00 WIB	
21	Jumat 29 November 2024	07.30 WIB	17.00 WIB	



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PEMBIMBING/
SUPERVISOR : VERA DARASNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Senin 02 Desember 2024	07.30 WIB	16.00 WIB	
2	Selasa 03 Desember 2024	07.30 WIB	16.00 WIB	
3	Rabu 04 Desember 2024	07.30 WIB	16.00 WIB	
4	Kamis 05 Desember 2024	07.30 WIB	16.00 WIB	
5	Jumat 06 Desember 2024	07.30 WIB	16.00 WIB	
6	Sabtu 07 Desember 2024	07.30 WIB	16.00 WIB	
7	Senin 09 Desember 2024	07.30 WIB	16.00 WIB	
8	Selasa 10 Desember 2024	07.30 WIB	16.00 WIB	
9	Rabu 11 Desember 2024	07.30 WIB	16.00 WIB	
10	Kamis 12 Desember 2024	07.30 WIB	16.00 WIB	
11	Jumat 13 Desember 2024	07.30 WIB	16.00 WIB	
12	Senin 16 Desember 2024	07.30 WIB	16.00 WIB	
13	Selasa 17 Desember 2024	07.30 WIB	16.00 WIB	
14	Rabu 18 Desember 2024	07.30 WIB	16.00 WIB	



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ABSENSI HARIAN MAGANG

NAMA MAHASISWA	EKA SRI SUNDARI
NIM	5504211033
JURUSAN/PRODI	D IV – BISPRO
SEMESTER	VII (TUJUH)
LOKASI KP	PT KILANG PERTAMINA INTERNASIONAL RU II PRODUCTION SUNGAI PAKNING
PEMBIMBING/ SUPERVISOR	VERA DARSNI PUTRI

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Kamis 19 Desember 2024	07.30 WIB	17.00 WIB	
16	Jumat 20 Desember 2024	07.30 WIB	17.00 WIB	
16	Senin 23 Desember 2024	07.30 WIB	17.00 WIB	
18	Selasa 24 Desember 2024	07.30 WIB	15.00 WIB	
19	Rabu 25 Desember 2024	07.30 WIB	17.00 WIB	
20	Kamis 26 Desember 2024	07.30 WIB	17.00 WIB	
21	Jumat 27 Desember 2024	07.30 WIB	17.00 WIB	
22	Senin 30 Desember 2024	07.30 WIB	17.00 WIB	
23	Selasa 31 Desember 2024	07.30 WIB	17.00 WIB	

Appendix 4: Apprenticeship Certificate



SERTIFIKAT

Nomor : 369 / KP145123 / 2024 - S8

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

Nama	: EKA SRI SUNDARI
NIM	: 5504211033
Tempat & Tgl. Lahir	: Diski, 22 Januari 2001
Jurusan	: Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Institusi	: Politeknik Negeri Bengkalis

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

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

ISWANDI

SURAT KETERANGAN
No. : 390 / KPI45123 / 2024 - 58

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

Nama : EKA SRI SUNDARI
Jurusan : BAHASA INGGRIS UNTUK KOMUNIKASI BISNIS DAN PROFESIONAL
Institusi : POLITEKNIK NEGERI BENGKALIS

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

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Sungai Pakning, 28 Desember 2024.

PT. Kilang Pertamina Internasional
Spv. General Affair Spk

