APRENTICESHIP REPORT

PT KILANG PERTAMINA INTERNATIONAL REFINERY UNIT II PRODUCTION SUNGAI PAKNING

NUR SURA DINANTI 5404211386



APPLIED BACHELOR DEGREE OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTEMENT STATE POLYTECHNIC OF BENGKALIS 2025

APPROVAL SHEET

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

Writen as one the requirement to completed the Apprenticeship

NUR SURA DINANTI 5404211386

Bengkalis, June 13, 2025

Spv General Affair PT Kilang Pertamina RU II Production Sungai Pakning

Iswandi ERO

PERTAMINA

Advisor

Armita Novriana Rambe, S.Pd., M.Hum

NIP.198911302022032008

Approved

Head of International Business Administration Study Program State Polytechnic of Bengkalis

> Wan Junity Radah, B.Sc., M.Ec.Dev NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise and thank the author says for the presence of Allah SWT who has given His grace and gifts so that the author can finish writing this apprenticeship report. This apprenticeship report is prepared based on the implementation of apprenticeship that the author did at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning on February 10 to June 13, 2025.

In the implementation of this apprenticeship the author seeks to gain knowledge, insight and skills regarding administration that has been obtained in collage and systems in the world of work as much as possible by utilizing the facilities provided by the company.

The author also express their gratitude to all employees of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning who are very kind, friendly and accept the author to join and have an opportunity to become one of the familiy members of Corporate Social Responsibility PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

In compiling this Apprenticeship report, the author realize that without the guidance from various parties this Apprenticeship report cannot be completed in a specific time, so the author want to thank all the those who have been involved and assisted the author. Releted parties include:

- 1. Mr. Johny Custer, S.T., M.T as Director of the Bengkalis State of Polytechnic.
- 2. Mr. Romadhoni, S.T., M.T as Vice Director of Academic Affairs at Bengkalis State of Polytechnic.
- 3. Mrs. Supriati, S.ST., M.Si as Head of the Department of Business Administration.
- 4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of the International Business Administration Study Program as well as the academic advisor of class VII B of the International Business Administration Study Program.
- 5. Ms. Armita Novriana Rambe, S.Pd.,M.Hum, for being a advisor, providing invaluable guidance and direction to researchers throughout the process.

 Mrs. Ririanti Safrida as a Manager of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

 Mr. Iswandi as a Spv General Affair at PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

 Mr. Aye as HRD of PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

 Ms. Vera Darasni Putri as a mentor and all members in the field of CSR PT Kilang Pertamina International Refinery Unit II Production Sungai Pakning.

For all staff and employees who work for PT Kilang Pertamina
 International Refinery Unit II Production Sungai Pakning who gave his
 smile and friendliness as well as his assistance to the writer both directly
 and indeirectly.

 Both the author's parent and family members who always provide motivation and encouragement and guidance for the writer.

 All parties who have helped the writer during the Apprenticeship that the author cannor mention one by one.

With the limited time and ability, the author realize that in writing this report there are still many shortcomings. Therefore, the author highly expect all suggestion and constructive critics as lessons for thw future, hopefully this report can be useful for readers.

Bengkalis, June 13, 2025

Nur Sura Dinanti

5404211386

TABLE OF CONTENTS

APP	ROVAL SHI	EET	ii		
ACE	NOWLEDG	EMENT	ii		
LIST	OF FIGUR	ES	vii		
LIST	OF TABLE	ES	viii		
LIST	OF APPEN	DICES	ix		
CHA	PTER I INT	RODUCTION	7		
1.1	1 Background of Apprenticeship				
1.2	Purposes of the Apprenticeship				
1.3	Significance of the Apprrenceship				
	1.3.1 Signi	ficances for Student	10		
	1.3.2 Signi	ficances for State Polytechnic of Bengkalis	10		
	1.3.3 Signi	ficances for the Company	11		
CHA	PTER II GE	ENERAL DESCRIPTION OF THE COMPANY	12		
2.1	Company Pr	ofile	12		
	2.1.1 Dum	ai Oil Refinery	13		
	2.1.2 Sung	ai Pakning Oil Refinery	14		
2.2 Vision and Mission PT. Kilang Pertamina International RU II Pro			ction		
	Sungai Pakning				
	2.2.1 Vision	n of PT Kilang Pertamina International RU II Production	Sungai		
	Pakn	ing	16		
	2.2.2 Missio	on of PT Kilang Pertamina International RU II Prodcutio	on		
	Sung	ai Pakning	17		
2.3	Kind of Business		17		
2.4	Organizational Structure		18		
2.5	The Working Processed				
	2.5.1 Field	Corporate Social Responsibility Departement Job Descri	ription		
			22		
2.6	Document U	Jsed for Activity	23		
CHA	APTER III SO	COPE OF THE APPRENTICESHIP	27		
3.1	Job Descript	ion	27		

	3.1.1	Field Corporate Social Responsibility Departement	27	
3.2	System and Prosedures		. 27	
	3.2.1	Syestem and Prosecdures in Corporate Social Responsibility	27	
	3.2.2	Description of Apprenticeship	28	
3.3	Place	of Apprenticeship	. 36	
3.4	Kind and Description of the Activity		. 37	
	3.4.2	Expected Target	53	
3.5	Obstacles and Solutions		. 54	
	3.5.1	Obstacles Faced During Apprenticeship	55	
	3.5.2	Solution to Obstacles Faced	55	
CHA	PTER	IV CONCLUSIONS AND SUGGESTION	. 56	
4.1	Conclusions			
4.2	Suggestions		. 58	
REF	EREN	CES	. 59	
APP	APPENDICES			