

Standard Operating Procedure (SOP) for Sailor's Book Sign On/Sign Off Management at KSOP Class 1 Dumai At PT. Putra Andalas Samudera Dumai

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Abstract. PT. Putra Andalas Samudera is a company that operates in the field of domestic and overseas agents, PT. Putra Andalas Samudera provides ship entry and exit licensing services, certificate extensions, and management of sign on and sign off seafarers' books. The data collection methods used by the author in writing this paper are the field observation method (field research) and the library research method. This paper aims to determine the process of managing the sign on/off book for ship crew sailors at PT. Putra Andalas Samudera, the process began after a direction from the owner that there would be a crew change activity, after that the process of signing on the crew's seaman's book went to the KSOP class 1 Dumai office. Signing on/off in the sailor's crew book is very important for a seafarer, apart from being a sign that the seafarer has legally joined the ship, it also adds to the seafarer's work experience. The problems faced in the process of signing on/off the crew sailor's book were the delay in information from the owner to sign on the crew's sailor's book which resulted in hampering the clearance process. Good cooperation and coordination between shipping companies and related agencies in signing on/off seafarers' books is very necessary for smooth service to crew document handlers. It is important to remember that the purpose of coordination is so that the relevant agencies can carry out their duties and functions smoothly, safely and efficiently.

Keywords: Seaman Book, Document, Crew

Abstrak. PT. Putra Andalas Samudera merupakan perusahaan yang bergerak dalam bidang agen dalam negeri maupun luar negeri PT. Putra Andalas Samudera melayani jasa perizinan keluar masuk kapal, perpanjangan sertifikat, dan pengurusan *sign on* dan *sign off* buku pelaut. Metode pengumpulan data yang digunakan oleh penulis dalam penulisan penelitian ini adalah metode pengamatan lapangan (*field research*) dan metode pustaka (*library research*). Penelitian ini bertujuan untuk mengetahui proses pengurusan *sign on/off* buku pelaut *crew* kapal pada PT. Putra Andalas Samudera, prosesnya dimulai setelah adanya arahan dari pihak *owner* bahwasanya akan ada kegiatan *crewchange*, setelah itu proses pengurusan *sign on* buku pelaut *crew* ke kantor KSOP kelas 1 Dumai. *Sign on/off* pada buku pelaut *crew* sangatlah penting bagi seorang pelaut selain sebagai tanda bahwa pelaut dinyatakan telah sah bergabung dalam kapal, juga menambah pengalaman kerja bagi pelaut. Adapun masalah – masalah yang dihadapi dalam proses *sign on/off* buku pelaut *crew* adalah terlambatnya informasi dari pihak *owner* untuk *sign on* buku pelaut *crew* yang mengakibatkan menghambat proses *clereance*. Kerjasama serta koordinasi yang baik antara perusahaan pelayaran dengan instansi terkait dalam kegiatan *sign on/off* buku pelaut sangat dibutuhkan demi kelancaran pelayanan terhadap penanganan dokumen *crew*. Perlu di ingat maksud dari koordinasi yang dimaksud adalah supaya instansi terkait dapat melakukan tugas dan fungsinya berjalan dengan lancar, aman, dan efisien.

Kata kunci: Buku Pelaut, Dokumen, Crew

1. INTRODUCTION

Shipping is part of the sea transportation facilities stipulated in Law No. 17 of 2008 so that to implement it the government has stipulated Law No. 17 of 2008 concerning Shipping. Shipping or sea transportation is a part of transportation that cannot be separated from other transportation facilities. Because sea transportation has the characteristics of being able to carry

out mass transportation. So that it can connect and reach one region to another via water, sea transportation also has strong potential for development and its role both nationally and internationally.

Shipping companies have an important role in shipping activities, both inter-continental and inter-island shipping in Indonesia. This encourages an increase in good service or the provision of optimal facilities as possible to service users in the shipping sector. Every shipping company makes every effort to achieve the goals they have planned. To achieve these goals, shipping companies must maintain good relations with these agencies, including the Harbormaster's Office and the Port Authority. The shipping company appointed to serve the owner's ships while they are at Dumai port serves the ship's needs and takes care of all the needs of the ship's crew, one of which is managing sign on/sign off, seaman's books at the Dumai class 1 KSOP office.

2. THEORETICAL FRAMEWORK

Definition of SOP

According to Salendra (2015:11) Standard Operating Procedures (SOP) are guidelines used to ensure that the operational activities of an organization or company run smoothly.

Definition of Seaman's Book

According to Minister of Transportation regulations number km. 30 of 2008 article 1 paragraph 3 concerning seafarer identity documents, a seafarer's book is an official State document issued by the government which contains the physical identity of seafarers which is not based on fingerprint biometric standards and cannot replace a passport. To protect the rights and obligations of Indonesian seafarers, Law Number 17 of 2008 concerning shipping was passed as a basis. And then technical regulations were made from the Ministry of Transportation as the regulator of maritime matters, including technical regulations regarding seafarers' books.

Understanding Sign On

According to Fakhrian (2017: 10) Sign on means that seafarers who will work on a ship are required to report to the authorized official, namely the Directorate General of Transportation of the Republic of Indonesia to include and validate the date and place of boarding the ship recorded in the relevant seafarer's book.

Understanding Sign Off

According to Fakhrian (2017) Sign off is a sailor who will be transferred to another ship or has completed the contract period in the PKL (Sea Work Agreement) and the employment relationship ends because the contract period has expired.

Definition of KSOP

According to PM 36 of 2012, the meaning of Harbormaster and Port Authority Office (KSOP) is:

- a) The technical implementation unit within the Ministry of Transportation which is under and responsible to the Director General of Sea Transportation.
- b) The Harbormaster and Port Authority Office is led by a head.

3. RESEARCH METHODS

Field Method

In preparing this paper the author used two methods to collect data and supporting information for this paper, namely:

a) Observation Method

Observation is a data collection technique that is carried out through observation, accompanied by recording of the condition or behavior of the target object. In this method the author goes directly into the field to observe how the SOP for signing on/signing off the seafarer's book at the KSOP class 1 Dumai office at PT. Son of Andalas Ocean.

b) Interview Method

An interview is the process of obtaining information for research purposes by means of face-to-face questions and answers between the interviewer and the respondent/interviewee. In this method, researchers conducted verbal interviews with employees and employees of PT. Putra Andalas Samudera to obtain information and information related to research, namely how to sign on/sign off SOPs for seafarers' books, especially at the KSOP class 1 Dumai office.

c) Library Method

Through this method the author obtains data by reading books in the library and through the Medan Indonesian Maritime Adiguna Polytechnic guidebook which is related to the discussion of the author's paper. This method helps writers understand terms and meanings that cannot be explained in the field

4. RESULT AND DISCUSSION

Process for signing on/signing off sailors' books at the KSOP class 1 Dumai office

1. The importance of seaman's books

A sailor's book is an official state document issued by the government which contains the physical identity of a sailor which is not based on fingerprint biometric standards and is not a travel document and cannot replace a passport. To protect the rights and obligations of Indonesian seafarers, Law Number 17 of 2008 concerning Shipping remains as the basis. Then technical regulations were made from the Ministry of Transportation as the regulator of maritime matters, including technical regulations regarding seafarers' books. Conditions for making a sailor's book:

- 1) Have a valid Basic Safety Training (BST) certificate.
- 2) Certificate of sailing period known to the harbor master for sailors who have sailed.
- 3) Photocopy of Seaman Skills Certificate and/or Seaman Skills certificate, sea practice certificate for cadets who will carry out Sea Work Practices.
- 4) Health certificate from the recommended hospital doctor.
- 5) Police record certificate (SKCK)
- 6) Photocopy of birth certificate / identity card (KTP)
- 7) 3 passport photos measuring 5x5 and 3x4 each, wearing a plain white long-sleeved shirt with a blue background for the Nautika (deck) and red for the Teknika (engine) section.

2. Functions and benefits of a sailor's book

1) Identity of the owner of the seaman's book

Includes name, date of birth, address, height and photo of the owner of the sailor's book.

2) Special Notes for Sailor's Book Owners

This record concerns the sailing time of a sailor from a position on a ship with the name of the ship, the weight of the ship, the type of sailing of the ship.

3) Health record of the owner of the sailor's book

A healthy sailor is proven by the absence of disease records in the sailor's book.

4) List of certificates of sailor book owners

Sailor skills and expertise are validated in the form of a certificate or diploma. The diploma that a sailor has can be recorded in the sailor's book.

5) Sailing experience (sea service)

Sailors' sailing experience is recorded and sailing experience is also very important for a seafarer's career, because this career will also have an impact on the seafarer's latest salary.

3. Procedures for signing on the ship's crew sailor's book

To sign on for a sailor's book, the process flow is as follows:

- 1) Register the boarding certificate for the sailor who will be signing on via the Sailors portal.
- 2) Make a request letter from the company for the process sign on to the KSOP Class 1 Dumai office.
- 3) Submit all attachments (seafarer's book, certificate and maritime work agreement) to the public service sector.
- 4) Submit all attachments (seafarer's book, certificate and maritime work agreement) to the manning sector.
- 5) The agent receives the payment receipt and pays the fee for signing on the seafarer's book and certificate to the administration department.
- 6) After the agent has made the payment, the Harbor Master will return the sailor's book, certificate and PKL that have been validated.
- 7) Fill in the sign on book list that has been provided by the harbormaster

4. Process for handling Maritime Work Agreements (PKL)

The maritime work agreement is a reference for seafarers to carry out their duties and responsibilities on board the ship in accordance with the expertise and skills they possess in accordance with their diploma or expertise certificate. A maritime work agreement (PKL) is an agreement between a ship entrepreneur on one side and another party where the seafarer promises to be under the ship entrepreneur by receiving wages as a ship's captain / crew member which is validated by a government official or Harbormaster "according to Article 400 of the KUHD (Kaw Commercial Law) regarding maritime work agreements".

The contents of the maritime work agreement (PKL) are:

- 1) Sailor's name (according to identity)
- 2) Age of sailor according to KTP
- 3) Place and date the agreement was made
- 4) Name of the ship where the sailor will work

- 5) The position of a sailor on a ship
- 6) A statement whether the seafarer will also upgrade himself to other duties besides the mandatory duties on the ship
- 7) Salary and other guarantees
- 8) Duration (Sea Work Agreement) of PKL
- 9) Place and date of entry into force of the agreement
- 10) Statement regarding the regulations that apply in determining holiday days.
- 11) Regarding termination of employment
- 12) Signatures of the sailor, company owner and Harbor Master
- 13) Date the work agreement was signed/ratified.

A seafarer who already has a Basic Safety Training certificate, seaman's book, sea work agreement (PKL) that has been issued, then the agent will attach the application to the harbormaster and submit all attachments (seaman's book, certificate, photocopy of Basic Safety Training, and PKL) to the field Celebration at KSOP class 1 Dumai.

5. How to sign off a ship's crew sailor's book

In the sign off process, seafarers who have completed the contract period in the PKL (Sea Work Agreement) and after the contract expires in accordance with the PKL are required to report to the authorized official, namely the Directorate General of Sea Transportation, in this case the harbor office and Dumai class 1 port authority for registration and validation are carried out.

6. The sign off of the ship's crew's sailor's book occurred

- 1) Leave. According to the Government Regulation of the Republic of Indonesia, Number 7, Year 2000, Part 4 Article 24 Paragraph (1) it is stated that "every crew member is entitled to annual leave of at least 20 calendars for every 1 year period of work". Paragraph (2), crew members who have annual leave rights can replace their leave rights in exchange for wages for the number of days of leave.
- 2) Waiting for assignment and standby. In a shipping company, ship crew regulations must be paid attention to because crew adjustments are often made according to ship specifications. In the process of transferring crew from one ship to another, of course you have to go through sign off and sign on first.
- 3) At your own request. Many crew members take leave on different schedules, leave applications must be adjusted to existing procedures within the company. Seafarers

apply to sign off at their own request because they usually have their own interests, have problems on board the ship and so on.

- 4) Pain. According to Government Regulation of the Republic of Indonesia Number 7, 2000 concerning Maritime Affairs, Part 4 article 28, Paragraph (1), "sea transportation operators are obliged to cover the costs of care and treatment for crew members who are sick or injured while on board the ship." Paragraph (4) "If the crew is disembarked and treated abroad, the costs of returning them to their place of domicile will be fully borne by the company." So when a seafarer experiences health problems during the work contract period on board the ship, the company is obliged to allow the seafarer to sign off and all medical costs incurred are in accordance with the classification of the cause and type of illness.
- 5) Expiry of contract period, and so on. In a maritime work agreement there is an agreement between the company and the seafarer which is ratified by the authorized official namely the Directorate General of Sea Transportation of the Indonesian Ministry of Transportation. One of them is a sign on and sign off agreement.
- 6) Participate in education and training. If a sailor wants to have a higher position on a ship, he must take education to get a higher level diploma. Seafarers must also revalidate all seafaring skills certificates they have. To carry out all these things he must first sign off from the ship.

The role of the agent in managing the sign on/off book for seafarers

As a representative of the ship owner, the agent is responsible for all ship activities and also the needs of the ship and crew. In the process of arranging the sign on/sign off book for seafarers, the agent's role is to take care of all the requirements needed for complete administration at the Harbor Master's office.

Completeness requirements in the SOP for processing seafarers' sign on/sign off books

- a. Request to sign on the seaman's book made by the agent.
- b. An original sailor's book that has been signed by the captain and stamped with the ship's stamp that the person concerned will sign on.
- c. Completed certificate book for new crew.
- d. Maritime work agreement (PKL) that has been approved and signed by the person concerned.
- e. Photocopy of seafarer's skill certificate and seaman's skill certificate (ANT/ATT, BST, Rating) prala certificate for cadets who will carry out sea work practices.

- f. Photocopy of seafarer's identity such as KTP.

The requirements for a sailor who will sign off are as follows.

- a. Application for signing off the seafarer's book made by the agent.
- b. An original seaman's book that has been signed by the captain and stamped with the ship's stamp that the person concerned will be signing off.
- c. Completed certificate book for new crew.
- d. Photocopy of seaman expertise certificate and skills certificate (ANT/ATT, Rating, Basic Safety Training).

Agencies involved in managing sign on/sign off books for seafarers

The harbormaster is the official who has the authority to create and validate sailors' books. The main task of the Harbor Master's office is to carry out supervision and law enforcement in the field of shipping safety and security, as well as being a technical implementer of government activities at ports.

5. CONCLUSION AND SUGGESTION

Standard operational procedures for managing the sign on/off of seafarers' books at the KSOP Class 1 Dumai office are effective, especially the officers involved in arranging the sign on/off of seafarers' books have carried out their duties well. PT. Putra Andalas Samudera Dumai has also done well and correctly in managing the sign on/off of the sailor's book.

In order for standard operational procedures for managing the sign on/off of seafarers' books at the KSOP Class 1 Dumai office to run optimally, the owner should be quicker in providing information if there is a crew change so that the processing of signing on/off seafarers' books can run smoothly and there is no delay in processing them.

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