

## CHAPTER I

### INTRODUCTION

#### 1.1 Reason for Choosing the Title

In the globalization era nowadays, there is no country that can stay alive by itself. This is probably caused by the different natural resources from one another and there is different way about the natural resources management. The increasing standard of living necessity in each country to fulfill the necessary causes interdependence between one country to another. So, the cooperation from one country to another is very important, especially export and import activities.

The export and import activities need a huge and wide place called port that can speed up the whole activities. Port is a main part of modern life where transportation system is done by sea.

Salim (1994:40) says that,

Port is a place which consists of land and sea which surrounds it with certain limits as government and economy activities which is used as a place to moor, anchor, pick up and drop off the passengers or loading-unloading goods which is equipped by shipping safety facility and supporting port activity and as an removal place and moda transportation.

Port development will be influenced by trade development activity because every aspect that relates to transportation process could not be separated from a good and regular administration procedure. The purpose of administration is to ease and accelerate export and import activities. In this case, one of them is ship arrival.

Based on the reason above the writer is interested in writing a paper entitled "The Administration Procedures of Ship Arrival at PT (Persero) Pelabuhan Indonesia III Semarang".

### 1.2 Statement of the Problem

Based on the reason for choosing the title above, the statement of the problem in this paper is:

What is the administration procedure of ship arrival at PT (Persero) Pelabuhan Indonesia III Semarang?

### 1.3 Limitation of the Problem

In this paper, the writer limits the problem about the administration procedures of work division and cargo vessel arrival at PT (Persero) Pelabuhan Indonesia III Semarang.

### 1.4 Objectives of the Study

The objective of this study is to describe the administration procedures of ship arrival at PT (Persero) Pelabuhan Indonesia III Semarang.

### 1.5 Significance of the Study

The writer expects that this paper will give significance for:

1. The writer :

- To acquire new knowledge on the real ship administration activity at PT (Persero) Pelabuhan Indonesia III Semarang.

## 2. The company:

- To give some advices that may help the company to increase its service, especially in administration.

## 3. The University:

- To add library's collection and reference for writing scientific report.

## 1.6 Implementation of the Study

The study was conducted for one month (from February 1<sup>st</sup> to February 28<sup>th</sup> 2005), while the activities the writer conducted during the study are:

No	DATE	PLACE OF ACTIVITIES	DESCRIPTION OF ACTIVITIES
1.	Tuesday, February 1 <sup>st</sup> , 2005	Work division	- Introducing with staff of work division. - Studying about administration in PPSA.
2.	Wednesday, February 2 <sup>nd</sup> , 2005	PPSA	- Joining a meeting with agency of Sinatar Kembang Company which is want registration his boat "KB. Tg Johor".
3.	Friday, February 4 <sup>th</sup> , 2005	PPSA	- Asking for the history of Pelindo, especially the work division.
4.	Tuesday, February 8 <sup>th</sup> , 2005	PPSA	- Having a meeting with the agent of MT. Karya and helping to collect documents which are needed.
5.	Tuesday, February 15 <sup>th</sup> , 2005	PPSA	- Joining a meeting with the agent of MV. Bunga Mawar.

	February 16 <sup>th</sup> , 2005		ship arrival.
7.	Thursday, February 17 <sup>th</sup> , 2005	Work division	- Getting lessons about arrangement of dock service and how to account dock money, scout money, and ship mooring money.
8.	Wednesday, February 23 <sup>rd</sup> , 2005	Work division	- Copying documents of operation planning.
9.	Thursday, February 24 <sup>th</sup> , 2005	Tanjung Emas Port	- Walking around in quay to see the meanings of 'susun sirih' system.
10.	Monday, February 28 <sup>th</sup> , 2005	Work division	- Completing data which are needed and saying good bye with all staff of work division.

### 1.7 Method of Data Collection

In collecting data the writer used the following method:

#### 1. Interview

According to Nasir (1999: 234), interview is a way to get information for a research by questioning and answering – face to face process between the interviewer and the interviewee using equipment called interview guide.

In this method the writer interviewed the personnel administration staff of PT (Persero) Pelabuhan Indonesia III Semarang about documents of administration.

## 2. Observation

According to Keraf (1994: 162), observation is direct examination to the precise object.

In this method the writer observed the activities of work division staff at PT (Persero) Pelabuhan Indonesia III Semarang.

## 3. Library Research

According to Arikunto (1998: 236), documentation is method of data collection by searching data about variables such as books, notes, agenda, and so on.

In this method the writer read and learned some documents related to the port administration in a shipping company.

### 1.8 Paper Organization

The paper is organized in four chapters:

Chapter I: Introduction. This chapter consists of the reason for choosing the title, statement of the problem, objective of the study, significance of the study, implementation of the study, method of data collection, and paper organization.

Chapter II: Literature Review. This chapter consists of some theories about the administration procedures of ship arrival.

Chapter III: The administration procedures of ship arrival at PT (Persero) Pelabuhan Indonesia III Semarang. This chapter consists of the history of

company, the organization structure, job description, and the administration procedures of ship arrival at PT (Persero) Pelabuhan Indonesia III Semarang.

Chapter IV: Conclusion and suggestion. This chapter consists of conclusion and suggestion.

