

**THE ADMINISTRATION PROCEDURES OF SHIP
ARRIVAL AT PT (Persero) PELABUHAN INDONESIA III
SEMARANG**

PAPER

Presented in partial fulfillment of the requirements for the completion
of Diploma III Program of the English Department
specialized in Office Management



By :

**NIKEN KOMALA HIKMAH
C21.2002.00334**

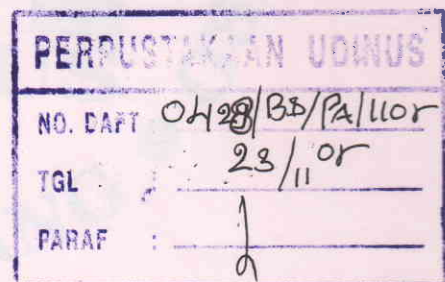
**FACULTY OF LANGUAGES AND LETTERS
DIAN NUSWANTORO UNIVERSITY
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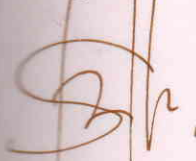
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2005**

PAGE OF APPROVAL

This paper has been approved by Board of Examiners, Diploma III Study Program of English Language Faculty of Languages and Letters, Dian Nuswantoro University on August 2nd, 2005.

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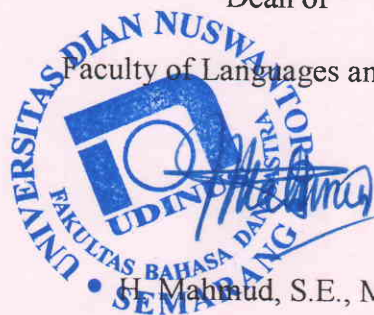


Sunardi, S.S.

Approved by:

Dean of

Faculty of Languages and Letters



H. Mahmud, S.E., M.M.

ACKNOWLEDGEMENT

Praise will always be to Allah SWT, the Compassionate and the Merciful who has always bestowed His guidance and mercy upon the writer. Without His immense guidance, it would have been impossible for the writer to complete this paper.

In this convenience, the writer would like to endorse her deep regard and special thanks to Mr. Sunardi, S.S., the adviser who always comprehends this work with highly proficient and had been inestimably helpful in his suggestions.

Gratefulness and indebtedness should also be acknowledged to the following :

1. Dean of Faculty of Languages and Letters of Dian Nuswantoro University, who gave permission to me to conduct this study;
2. Ms. Ardini Suryo Andriani, S.S., Paper Coordinator of Diploma III Study Program of English Language, Faculty of Language and Letters, Dian Nuswantoro University, who gave permission to the writer to conduct this study;
3. All lecturers at the English Department of Faculty of Languages and Letters of Dian Nuswantoro University, who have taught, motivated, and given guidance the writer during the writing of this paper;
4. Mr. Bambang, Mr. Fanani, Mr. Suyudi, Mr. Aryo, Mrs. Anastasia, Mr. Noto, and all personnel of work division at PT (Persero) Pelabuhan Indonesia III Semarang that can not be mentioned one by one who have

given permission for carrying out the writer's job training and enabled the writer to collect the data for this paper arranging.

5. The writer's beloved parents who have given support either morally or materially with their patience, so that their children are able to study until the high education grade and for their blessing, advice, so that the writer is able to complete this paper.
6. The writer's beloved brothers, Mas Agnes Purwanto & Mas Devi Dhony Bintoro who have given support to the writer in completing this paper.
7. My classmate fellows: Dani, Ani, Hana, Yani, Hetty, Fanny, Eka, Oky, and Ainun, we have spent all the joyful and confounding time together.

Finally, the writer hopes that this paper will be useful for the readers. In addition, the writer realizes that this paper has so many deficiencies; therefore, the writer always opens herself to accept any constructive criticism and suggestions for the improvement necessity.

Semarang, Juli 2005

The Writer

ABSTRACT

This paper, entitled "The Administration Procedures of Ship Arrival at PT (Persero) Pelabuhan Indonesia III Semarang", is the result of field study conducted for a month (from 1 February-28 February 2005) at PT (Persero) Pelabuhan Indonesia III Semarang. This study is aimed at describing the administration procedures of ship arrival at PT (Persero) Pelabuhan Indonesia III Semarang and its documentation system.

The data of this study were collected by using interview, observation, and library research methods. The interview method was conducted to get information about the documents of administration in the company. The observation method was aimed at activities of work division staff at PT (Persero) Pelabuhan Indonesia III Semarang. The library research method was done by reading and learning some documents related to port administration in a shipping company.

The administration procedures of ship arrival at PT (Persero) Pelabuhan Indonesia III Semarang uses the following procedures: Firstly, the ship owner sends the agent who has already been chosen to register the ship one day before the ship arrival plan. Secondly, the agent makes a meeting schedule with PPSA (*Pusat Pelayanan Satu Atap*) which has already been determined by PPSA. Then the agent comes and brings the documents which are needed. Finally, after receiving the whole documents from the agent, PPSA makes official report.

From the data collected it can be concluded that the administration procedures of ship arrival at PT (Persero) Pelabuhan Indonesia III Semarang consists of 5 attached documents namely List of Ship Moorings Documents, Notification of Ship Arrival, Operation Planning, PPKB (*Permintaan Pelayanan Kapal dan Barang*), and Official Report.

TABLE OF CONTENTS

PAGE OF TITLE	i
PAGE OF APPROVAL	ii
ACKNOWLEDGEMENT	iii
ABSTRACT	v
TABLE OF CONTENTS	vi
LIST OF FIGURES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION	1
1.1 Reason for choosing the Title	1
1.2 Statement of the Problem	2
1.3 Limitation of the Problem	2
1.4 Objective of the Study	2
1.5 Significance of the Study	2
1.6 Implementation of the Study	3
1.7 Method of Data Collection	4
1.8 Paper Organization	5
CHAPTER II LITERATURE REVIEW	7
2.1 Definition of Administration	7
2.2 Definition of Ship	7
2.3 Classification of Ship	7
2.4 Ship Documents	9
2.5 Ship Services	10
CHAPTER III THE ADMINISTRATION PROCEDURES OF SHIP ARRIVAL AT PT (Persero) PELABUHAN INDONESIA III SEMARANG	12
3.1 History of PT. (Persero) Pelabuhan Indonesia III Semarang	12
3.2 Organizational Structure	16

3.3 Job Description	18
3.4 The Administration Procedures of Ship Arrival at PT (Persero) Pelabuhan Indonsia III Semarang	22
CHAPTER IV CONCLUSION AND SUGGESTION	26
4.1 Conclusion	26
4.2 Suggestion	26
BIBLIOGRAPHY	28
APPENDICES	29



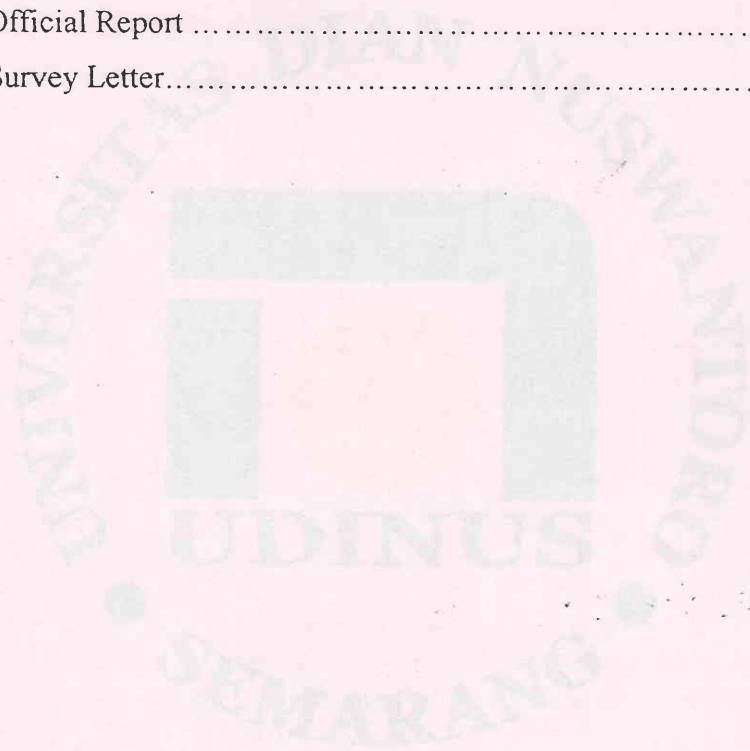
LIST OF FIGURES

Figure 3.1 Organizational Structure	16
Figure 3.2 Work Division	17



LIST OF APPENDICES

Appendix 1. List of Ship Moorings Documents	29
Appendix 2. Notification of Ship Arrival	30
Appendix 3. Operation Planning	31
Appendix 4. PPKB	32
Appendix 5. Official Report	33
Appendix 6. Survey Letter.....	34



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 to arrival.