

**PROSEDUR PENERBITAN BILLING *PORT*  
*HEALTH QUARANTINE CLEARANCE (PHQC)* DAN  
*CERTIFICATE OF PRATIQUE (COP)* UNTUK  
KEDATANGAN SERTA KEBERANGKATAN  
KAPAL DI PT PERTAMINA TRANS  
KONTINENTAL CABANG DUMAI**

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**Abstrak**

Penelitian ini terkait prosedur penerbitan billing *Port Health Quarantine Clearance (PHQC)* dan *Certificate Of Pratique (COP)* untuk kedatangan serta keberangkatan kapal. Penelitian ini menggunakan metode kuantitatif dengan memaparkan secara detail proses penerbitan billing *Port Health Quarantine Clearance (PHQC)* dan *Certificate Of Pratique (COP)* di PT Pertamina Trans Kontinental Cabang Dumai. Pengumpulan data dilakukan dengan studi kepustakaan yaitu Observasi, Dokumentasi dan Wawancara. Hasil Penelitian menunjukkan bahwa pembuatan billing *Port Health Quarantine Clearance (PHQC)* dan *Certificate Of Pratique (COP)* perlu mengupload dokumen seperti, *SSCEC, General Nil List, PK3, Crew List, MDH, Ship Particular*, dan *Voyage Memo*. serta terdapat kendala yang dihadapi pada saat pembuatan billing iyalah : pemeliharaan sistem dan koordinasi proaktif.

Kata Kunci : SOP, Phqc, Cop, PT Pertamina Trans Kontinental.

**PROCEDURE FOR ISSUING BILLING P ORT  
HEALTH QUARANTINE CLEARANCE (PHQC) AND  
CERTIFICATE OF PRATIQUE (COP) FOR ARRIVAL  
AND DEPARTURE OF VESSELS AT PT PERTAMINA  
TRANS KONTINENTAL DUMAI BRANCH**

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***Abstract***

*This research is related to procedures for issuing Port Health Quarantine Clearance (PHQC) billing and Certificates of Practice (COP) for ship arrivals and departures. This research uses quantitative methods by explaining in detail the process of issuing Port Health Quarantine Clearance (PHQC) billing and Certificate of Practice (COP) at PT Pertamina Trans Kontinental Dumai Branch. Data collection was carried out using literature studies, namely observation, documentation and interviews. Research results show that making Port Health Quarantine Clearance (PHQC) billing and Certificate of Practice (COP) requires uploading documents such as SSCEC, General Nil List, PK3, Crew List, MDH, Ship Particular, and Voyage Memo. and there are obstacles faced when creating billing, namely: system maintenance and proactive coordination*

Keywords : SOP, Phqc, Cop, PT Pertamina Trans Kontinental.