

**THE PROCESS OF ARRIVAL AND DEPARTURE OF SHIPS AT JETTY II PT  
PERTAMINA TRANS KONTINENTAL SUNGAI PAKNING PORT**

*Cadet Name* : Gana Arozza  
*NIT* : 8103191052  
*Advisor* : Capt Suzdayan M.M.Tr,M.MAR

***Abstract***

*The task of the shipping company, PT Pertamina Trans Kontinental Sungai Pakning, is to take care of the Clearance In and Clearance Out documents of the ship that will dock and unload / load goods at the port of Sungai Pakning. The purpose of this study was to find out and explain the procedure of In and Clearance Out Clearance of tankers in the port of Sungai Pakning and to find out the relevant agencies in the ship agency operations at Sungai Pakning port. The method used for data collection is the method of observation or observation, interviews or interviews, literature studies and documentation. As a shipping agent, you must know the procedure of Clearance In and Clearance Out of the Ship, because these activities are the core activities of the shipping company operating in the agency sector. Tanker documents required for In and Clearance Out procedures include returnable documents (documents that are always on a tanker or accompanying a tanker), loading documents and related agencies in the agency process at Sungai Pakning Port, among others: Class II Sungai Pakning Port Authority and Port Authority Office, Customs and Excise Office, PT. Indonesian Port I Sungai Pakning, Class III Dumai Port Health Office (Health And Quarantine). The result of this research is the process of arrival and departure of ships at PT Pertamina Trans Kontinental because there are several obstacles, such as damage to the ship's engine and repair of Jetty I so that arrivals and departures are hampered, as well as bad weather when the ship arrives.*

***Keyword: Clearence In, Clearence Out, Inaportnet***