

PROSEDUR KEGIATAN SIGN ON DAN SIGN OFF DI PT SUFI SAMUDERA BAHANA

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Abstrak

PT. Sufi Samudera Bahana bergerak dalam crewing meaning (shipping agency) baik dalam negeri maupun luar negeri. PT. Sufi Samudera Bahana melayani jasa perizinan keluar masuk kapal, dan pengurusan sign on dan sign off crew kapal. Tujuan penelitian ini yaitu untuk mengetahui prosedur sign on dan sign off di PT Sufi Samudera Bahana, untuk mengetahui dokumen yang di perlukan dalam pengurusan sign on dan sign off, untuk mengetahui kendala dalam proses sign on dan sign of crew kapal. Penelitian ini menggunakan metode kualitatif dan pendekatan deskriptif. Adapun hasil penelitian ini adalah prosedur sign on dan sign off di PT.Sufi Samudera Bahana di mulai dari dimulai dari permintaan awak kapal oleh pemilik kapal, penerimaan CV serta dokumen, seleksi administrasi, dan verifikasi keaslian sertifikat. Selanjutnya, calon awak kapal wawancara dengan pihak perusahaan dan dilanjutkan wawancara dengan nakhoda kapal. Bagi memenuhi syarat, wajib medical check up, kemudian tahap akhir adalah menunggu jadwal keberangkatan, Dokumen yang di butuhkan Buku Pelaut, Perjanjian Kerja Laut, Paspor untuk berbendera asing, serta Medical Check Up. Serta kendala yang dihadapi dalam proses sign on dan sign off antara lain Kurangnya koordinasi antara kantor dengan crew, dokumen dan sertifikat crew tidak lengkap dan salah pendataan crew.

Kata kunci : prosedur, *sign on*, *sign off*, crew

SIGN ON AND SIGN OFF IN ACTIVITIES PROCEDURE

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Abstract

PT. Sufi Samudera Bahana is engaged in crewing meaning (shipping agency) both domestically and abroad. PT. Sufi Samudera Bahana provides ship entry and exit permit services, entry and exit permits, and ship crew sign on and sign off. The purpose of this study is to find out the sign on and sign off procedures at PT Sufi Samudera Bahana, to find out the documents needed in managing sign on and sign off, to find out the obstacles in the process of sign on and sign of ship crew. This study uses qualitative methods and descriptive approaches. The results of this study are the sign on and sign off procedures at PT. Sufi Samudera Bahana starting from the request for crew by the ship owner, receipt of CVs and documents, administrative selection, and verification of the authenticity of the certificate. Next, prospective crew members interview with the company and continue with an interview with the ship's captain. To meet the requirements, a medical check up is mandatory. The final stage is waiting for the departure schedule, the required documents are a Seaman's Book, a Sea Work Agreement, a Passport for foreign flags, and a Medical Check Up. Obstacles encountered in the sign on and sign off process include lack of coordination between the office and the crew, incomplete crew documents and certificates and incorrect crew data entry.

Keywords: Procedure, Sign on, Sign off, Crew