



Procedure for Issuing Cement Unloading Documents at PT. PBM Gelora Perkasa Belawan

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Abstract. This paper was written to find out more clearly how the Cement Unloading Document Issuance Procedure is at PT. PBM Gelora Perkasa Belawan. The goal to be achieved is to find out how PBM carries out the cement unloading document issuance procedure at the Belawan Main Harbor Master's office. Before issuing the Cement Unloading document, PBM must make preparations before the ship arrives, namely PBM must prepare several documents. Then this research was carried out at PT. PBM Gelora Perkasa Belawan, while the author was carrying out land practice from January 2024 to July 2024. The data source is directly from the research location by means of observation, as well as regulations related to the paper. The results obtained regarding the cement unloading document issuance procedure have been running optimally, but there are obstacles in the unloading document issuance procedure. The obstacles faced in the cement unloading document issuance process are system errors that occur due to poor network, resulting in inefficient time to issue cement unloading documents. The methods used by the author in completing this paper are Library Research and Field Research to make it easier for the author to complete this paper.

Keywords: Document Issuance Procedure, Belawan Main Harbor Master's Office, Document Publishing

1. INTRODUCTION

The procedure for issuing cement unloading documents from ships includes a series of steps starting from the arrival of the ship at the port, document checks, quality monitoring, to the process of moving cement to the storage facility. Compliance and compliance with these procedures are very important to ensure that operations run smoothly, reduce the risk of damage, and minimize potential delays that can impact the supply chain.

Cement is one of the important raw materials in the construction industry that is widely used in infrastructure development, housing, and various civil engineering projects. In the cement supply chain, the distribution process from producers to consumers involves various stages, one of which is the loading and unloading of cement from ships at the port. This procedure is a critical stage that affects the efficiency and smoothness of cement distribution.

In the context of ports and the shipping industry, cement loading and unloading procedures involve various parties, stevedoring companies, port authorities, ship agents, and storage and distribution companies. Each step in the process needs to be carried out with high precision to meet safety standards and regulatory compliance. In addition, effective management of this process can have an impact on the efficiency of costs and time required in cement distribution.

This paper aims to discuss in detail the procedures for issuing cement discharge from ships, including applicable regulations, operational steps to be followed, and challenges often faced in implementing this process. With a deeper understanding of this procedure, it is expected to contribute to increasing operational efficiency and effectiveness in loading and unloading cement at the port.

2. LITERATURE REVIEW

a. Definition of Procedure

According to I Kadek Laju (2020:21) a procedure is a procedure or work guideline that must be followed in carrying out an activity in order to get good results. According to Rasto (Roy Irawan & Intan Kusuma Dewi, 2020:175) a procedure is a term that connotes a sequence of activities planned to handle repetitive, uniform, and fixed work.

b. Definition of Publishing

According to Anindito (2018:07) publishing is the entire process of activities starting from editing, illustrating, and designing a book. According to Law Number 3 of 2017, publishing is all activities starting from editing, illustrating, and designing a book.

c. Definition of Document

According to Sugiono (Nisma Iriani, 2022:149) a document is a record of events that have been in effect, it can be in the form of writing, pictures, or someone's monumental work. According to Paul Otlet (Ardhia Meianti, Fitri Rorizki, & Suhairi, 2021:02) a document is a form of data collection on an activity or experience that is processed into a writing or real data and becomes evidence of an achievement. According to Law Number 10 of 2020, a document is something that is written or written, in handwritten, printed, or electronic form, which can be used as evidence or information.

d. Definition of Unloading

According to Ali Purwito and Indriani (Andi Hendrawan 2018:101) unloading is the activity of lowering the load of transportation facilities that come from outside the customs area to then be taken to the customs area where temporary storage or storage is carried out.

e. Definition of Cement

According to Sri Wiwoho Mudjanarko (2017:37) cement is a binder, which can set and harden freely which can bind other materials.

3. METHODS

The research methods used are:

a. Field Research

In this method, the author makes direct observations observing the procedures for issuing unloading documents at PT. PBM Gelora Perkasa Belawan. This method is used to obtain more in-depth and accurate information in the procedures for issuing unloading documents.

b. Library Research

Based on this method, the author obtains data by reading books in the library and through the guidebook of the Adiguna Maritim Indonesia Polytechnic Medan related to the discussion of the author's paper. This method helps the author understand terms and definitions that cannot be explained in field observations.

4. RESULTS AND DISCUSSIONS

Procedure for Issuing Cement Unloading Documents at PT. PBM Gelora Perkasa Belawan

1. Preparation Before Ship Arrives

Before the ship arrives, PT. PBM Gelora Perkasa takes care of the unloading permit at the Belawan Main Harbor Master's office as an institution that oversees security, safety and all administrative requirements, the permit application is referred to as the Loading and Unloading Activity Plan. Submission of the Loading and Unloading Plan activity by PT. PBM Gelora Perkasa Belawan, namely through Inaportnet, the unloading document is sent to the Belawan Main Harbor Master's office.

In the permit application, please note:

- 1) Ship Name: KM. HODASCO 19
- 2) Type of Cargo: Cement In Jumbo Bags Type PCC@40 KG
- 3) Number of Cargo: 167,500 ZAK = 6,300,000 Kgs
- 4) Port of Origin: Teluk Bayur, Padang
- 5) Recipient of Goods: PT. DWI WARNA SAKTI

Issuance of unloading documents before the ship arrives, often referred to as "pre-arrival documentation" or "pre-clearance", has several important roles in the efficiency and effectiveness of port operations and maritime supply chains. Here are some of the roles, namely:

1) Accelerating the Loading and Unloading Process

Accelerating the loading and unloading process is an important step in improving operational efficiency at ports, warehouses, or goods distribution points.

2) Reducing Costs

Reducing costs is a crucial step in improving the efficiency and profitability of a business.

3) Regulatory Compliance

Regulatory compliance is the assurance that an organization complies with all applicable regulations, laws, and standards in its industry or operational area. This compliance is essential to maintaining business integrity, avoiding legal sanctions, and building a good reputation.

4) Supply Chain Optimization

Supply chain optimization is an effort to improve efficiency, speed, and flexibility in an organization's supply chain, with the aim of reducing costs, improving service, and adapting to market demand.

5) Improving Security

Improving security is a critical step to protect assets from threats that can have a negative impact.

6) Facilitating coordination

Facilitating coordination is an important step to ensure that teams and departments within an organization can work effectively and efficiently. Good coordination reduces miscommunication, increases productivity, and helps achieve common goals.

PT. Pelindo (Pelabuhan Indonesia) for PBM before the ship arrives is a process of cooperation between PBM and the port management, namely PT. Pelindo, to ensure the readiness and smoothness of loading and unloading operations at the port. With good coordination, the loading and unloading process can be carried out efficiently and according to the planned schedule.

Then the Loading and Unloading Workforce (TKBM) for PBM before the ship arrives is a process of communication and planning between PBM and the group or union of stevedoring workers at the port. PBM prepares a work schedule, regulates the number and type of workers needed, and ensures that TKBM is ready to carry out loading and unloading tasks according to the ship's arrival plan. This involves arranging work shifts, equipment availability, and dividing tasks among workers.

After that, coordinate with the agent of this process to carry out communication and cooperation carried out by PBM with the agent representing the ship or owner of the goods. This coordination is to ensure that all preparations and planning required for loading and unloading of goods run smoothly. This involves scheduling the arrival of the ship, allocating manpower, and arranging the required documents. And coordinating with the owner is an important step that aims to ensure the smooth running of the unloading process.

This involves communication and cooperation between ship owners to align schedules, ensure the readiness of facilities and infrastructure, and avoid potential problems during the loading and unloading process. By carrying out this coordination, PBM can ensure that all preparations have been made, operational needs are met, and each party involved understands their roles and responsibilities before the ship arrives at the port.

2. Documents Used in the Unloading Process

A document is a written or printed letter that can be used as evidence. Likewise in the shipping world, especially in the field of loading and unloading, documents are very important in carrying out loading and unloading activities. The supporting documents in carrying out loading and unloading activities are as follows:

1) Tally sheet

All goods unloaded on the ship are recorded in the Tally sheet. This document is made to record all goods unloaded. The contents of this document are:

- a. Name of Tally officer for each hold
- b. Name of ship
- c. Start date of unloading
- d. End date of unloading
- e. Number of cargo unloaded
- f. Hatch number

2) Stowage plan

Namely a description of the layout of all goods loaded in the ship's hold. The contents of the stowage plan are:

- a. Name of ship
- b. Hatch number
- c. Number of cargo
- d. Container for stacking cargo

3) Time sheet

It is a report recording the condition of activities in the process of loading goods and time records during the process of the activity starting from the time the hatch is opened until the time the loading or unloading is completed. The contents of the time sheet document are:

- a. Port of loading / unloading
- b. Date of unloading / loading
- c. Name of ship
- d. Number of goods
- e. Start of unloading and completion of unloading
- f. Weather conditions
- g. Unloading time

4) Exception List

It is a report on damage caused by the unloading process and damage to the equipment used. The contents of the exception list are:

- a. Name of ship
- b. Date of unloading / loading
- c. Number of damaged cargo

5) Statement Of Fact

It is a report document containing the implementation of loading and unloading activities from the beginning to the end of the implementation of the activity. The contents of the Statement Of Fact are:

- a. Port of loading / unloading
- b. Date
- c. Unloading / loading company
- d. Start time and end time

6) Loading Statement

Is a document containing the acceptance of the cargo by the carrier. The contents of the Loading Statement are:

- a. Name of ship
- b. Condition of cargo

7) Manifest

Is a document containing all information related to the goods that have been shipped, this Manifest is needed to find out the amount of cargo that will be unloaded at a port. The contents of the manifest document are:

- a. Name of ship
- b. Destination port
- c. Name of captain
- d. Date
- e. B/L number
- f. Sender/recipient of goods
- g. Name of goods
- h. Number of goods

8) B/L (Bill of Lading)

This document can also be called a bill of lading and this document is a document that determines the terms of the contract between the sender and the shipping company. A bill of lading is a form made by the airline and completed by the sender. The bill of lading also functions as a document of ownership, a contract of carriage, and a receipt for goods. The contents of this document are:

- a. Name of ship
- b. Date of shipment
- c. Port of loading
- d. Port of discharge
- e. Brand of goods
- f. Number of cargo
- g. Daily Report

3. Discharging Report/Pengertian Perusahaan Bongkar Muat (PBM)

In line with the increasing economic development in Indonesia today, especially regarding international trade activities, resulting in an increasing frequency of goods and services flow through ports in Indonesia. For this reason, the development of sea freight service companies and companies that are closely related to these transportation activities, such as Sea Freight Forwarding Companies (EMKL) and Stevedoring Companies (PBM) are also increasingly emerging.

In order to regulate the growth of these companies, the government has issued Presidential Instruction (Inpres) No. 4 of 1985 concerning the Policy for the Smooth Flow of Goods to Support Economic Activities. However, in principle, several provisions, especially the implementing provisions of Inpres No. 4 of 1985 which are still in accordance with existing developments, still apply.

By understanding the definition of PBM above, it shows that the activities of this service company are in principle part of the activities of transporting goods by ship. In which case, every item of transport to be transported onto a ship requires unloading and being moved into the line 1 warehouse at the port or directly onto the next cargo transport.

Cement Unloading Procedure from Ship to Truck

The unloading procedure begins with preparing the documents. After the documents required to carry out the cement unloading have been completed, then prepare the unloading mechanism tools, the unloading tools include:

1. Gantry crane/port crane is a crane to unload containers from ships onto the chassis on the side of the ship's hull or vice versa.
2. Forklift is a tool for stuffing/stripping in CFS can also be used to lift on/lift off empty containers in CFS.
3. Traylor (chassis) consists of a chassis and head truck for haulage or trucking container activities
4. Spreader is an auxiliary tool installed on a crane, top leader, super tracker to handle containers

The work of unloading goods from ships to docks/barges/trucks or loading goods from docks/barges/trucks into ships until they are arranged in the ship's hold using a ship's crane or land crane (Stevedoring). Implementation / procedure for unloading cement from ship to truck can be done in the following ways:

1. Using a crane and ship sling to unload cement from the ship to the dock.
 2. Using a lorry or forklift to move cement from the dock to the designated warehouse
- In addition, there are several things to consider when loading and unloading, namely:
1. Make sure the load is loaded correctly into the vehicle
 2. Unload in a designated area
 3. Take precautions so that the vehicle does not move during unloading.
 4. Do not leave the loading and unloading location without checking storage and security
 5. Spread the load evenly so that the vehicle is not unstable

6. Secure the load so that it does not shift

Cement is a dirty load. Dust from cement can damage other goods, including steel, especially those that are clean, therefore parts of the ship, especially the walls, must be free from cement dust. Water vapor can harden cement, as well as if cement is mixed with other loads that can melt, such as sugar. Especially the dry filter must be maintained so that it does not get cement dust that causes it to no longer function. Cement must be compacted in a dry place and avoid high stacking. Especially for cement loaded in barrels, it should not be stacked in more than 9 layers. Cement is a load that is easily damaged and can damage other loads so that in the handling process of unloading, the characteristics of the cement load must be recognized so that unloading is effective and efficient.

Agencies Involved in the Procedure for Issuing Cement Unloading Documents

1. Harbor Master's Office

The Harbor Master is a government agency that handles port clearance, namely the handling of inspection of ship documents to ensure whether the ship is seaworthy or not and ships entering a port can carry out activities and ships that have carried out loading and unloading activities can continue to the next port.

2. PT. Pelindo

PT. Indonesian Port Corporation (Pelindo) is the only State-Owned Enterprise in the Port Services Business Sector that manages 110 commercial ports in Indonesia.

3. Agency

Agency is a shipping company appointed by another shipping company in Indonesia or abroad (as principal) to take care of everything related to the interests of the principal's ship.

4. Port Authority

Supervises all activities at the port, including loading and unloading. They are also responsible for regulating operating permits.

5. Terminal Officer (Terminal Operator)

Responsible for the physical implementation of the loading and unloading process at the dock or terminal.

Obstacles Faced in the Procedure for Issuing Unloading Documents

There are obstacles faced when processing the issuance of cement unloading documents. According to the research conducted by the author during the land practice (PRADA) at PBM, the procedure for issuing unloading documents experienced obstacles. The

obstacles experienced were system errors that often occurred due to poor networks, so that the issuance of unloading documents was delayed.

Efforts to Overcome Obstacles to the Procedure for Issuing Unloading Documents

Efforts made to overcome obstacles in processing unloading documents are the stevedoring company (PBM) must submit documents manually to the Belawan Main Harbor Master's office, so that the document issuance procedure does not experience delays in issuing unloading documents, and unloading activities do not experience obstacles and run smoothly. And PBM must coordinate and communicate well with related agencies.

5. CONCLUSION

Based on the discussion of the procedure for issuing cement unloading documents at PT. PBM Gelora Perkasa Belawan which has been described in the previous chapters, in this last chapter the author formulates the conclusion that the activity of issuing cement unloading documents has been carried out smoothly, but is constrained by system errors that often occur due to poor network, so that the issuance of unloading documents is delayed.

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