

## System for Management of Sign on Ship Crew Sealing Books at the Batam KSOP Office at PT. Putra Anambas Shipping Batam

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**Abstract:** *The purpose of this paper is to study how the management process sign on in the ship seaman's book PT. Putra Anambas Shipping Batam. The process begins with an order from the owner that there will be a crew change, and then proceeds to the KSOP Khusus Batam Office. As for the problem, the problem faced in the sign on crew book process is the late information from the owner to sign on the ship's seaman's book. As a result, when the ship is to depart, the crew's book has not been signed, which results when the boat is to leave and the sailor's books have not been sign on thus hindering the clereance process. Cooperation and good coordination between the shipping company and the relevant authorities in the sign on book activities of the seafarers is imperative for the smooth handling of crew documents.*

**Keywords:** Crew; sign on; seaman's book

### INTRODUCTION

Shipping companies have an important role to play in these shipping activities, both intercontinental and inter-island shipping in Indonesia. This promotes an improvement in the quality of services or the provision of the best possible means to the users of services in the field of navigation. The shipping company designated to serve the vessels owned by the owner while in the port of Batam serves the needs of the vessel and deals with all the requirements of the ship's crew, one of which is the creation of a maritime employment agreement (PKL), sign on/sign off the seafarer's book, sign on / sign off the certificate book, management of the renewal of the new seafaring book at the office of KSOP Khusus Batam.

### METHOD

#### 1. Field Research

In the preparation of this paper the author uses two methods used for the collection of data and information supporting this paper namely:

##### a) Interview

In this method, the researchers performed oral interviews with employees and employees of PT. Putra Anambas Shipping Batam to obtain information and details related to the research, namely how the management system sign on the ship's crew book at the KSOP Special Batam Office.

b) Observasi

In this method, the researchers jumped directly into the field to observe how the management system sign on the ship's seafarers' crew book at the KSOP Special Batam Office at PT. Anambas Shipping Batam. In this observation, the researchers also collected data using digital cameras to take pictures and record objects related to the research.

2. Library study

Through this method, the author gets data by reading books and journals related to the discussion of the author's paper. This method helps researchers understand terms and understandings that cannot be explained in field research.

## **RESULT AND DISCUSSION**

### **A. Brief History Of The Company**

PT. Putra Anambas Shipping Batam was first established in 1998 located in Comp. Trikarsa Equalita Blok I No. 10-11, Riau, P.O. Box: 29463, Batam and in 2012 made a change to No. SK: 13770 On March 15, 2012 with the Act of Establishment Number 49 on October 24, 2011, with the office located at Comp. Orchid Blok A No. 28 Jl. Duyung, Batu Ampar – Batam. PT. Putra Anambas Shipping Batam moves in the field of Shipping Agency which serves the arrival and departure of ships, serves all the needs of the ship and crew, serving the management of crew documents and documents of the ships. PT. Putra Anambas Shipping is still new to Batam, but the Putra of anambas is able to compete in the world of shipping. With regard to the purpose of the establishment of PT. Putra Anambas Shipping Batam is to serve services: a) to serve the process of arrival and departure of the ship. b) To serve all crew change activities (crew change). c) Serving the management of crew documents and ship documents. d) Service all the needs of the crew and ship needs.

### **B. Company activity in the management of sign on ship crew books at KSOP Special Batam Office at PT. Putra Anambas Shipping Batam**

#### **1. Management sign on ship crew seafarer book at KSOP Khusus Batam Office**

a. Use of the sailor's book

A seafarer's book is an official document of a country that contains records or track records of a sailor. Seafarers' book is also referred to as a safe book, because it can also be used for international sailors. A seafarer's book is an official national document issued by the government containing the physical identity of a sailor that is not based on biometric fingerprint standards and is not a travel document and cannot replace a passport.

b. Ship crew sign on book management system

In the process of signing a seafarer's book the crew of the ship must comply with the applicable procedures and complete all relevant documents, this is done so that a legitimate and absolute sailor is on board the ship in accordance with the maritime labour agreement. (Syahbandar).

Requirements for signing a seafarer's book to be completed by PT. Putra Anambas Shipping Batam:

- 1) Application for sign on a sailor's notebook on behalf of the crew.
- 2) Original seafaring book signed by the sailor and on the stamp that the ship concerned will be signed on.
- 3) Certificate book that has been completed for the new crew
- 4) Maritime labour agreement (PKL) approved and signed with the relevant handlers.
- 5) Photocopy of the seafarer's certificate of competence and certificates of skill (ANT/ATT, Rating, Basic Safety Training).
- 6) Photocopies of the sailor's identity such as KTP.

In order to sign on the seafarers book, the process is as follows:

- 1) Registration of the boarding certificate for the sailor who will be signed on through the Pelaut portal.
- 2) Make a letter of application from the company for the sign on process to KSOP Special Batam offices.
- 3) Submit all attachments (seafarer books, certificates, and agreements of work at sea) to the booth.
- 4) The agent receives a payment note and pays the fee of sign on sailor books and certificates to the business field.
- 5) After the agent performs the payment, the Sybandar party will return the sailors book, certificate and PKL that have been validated. 6) Fill out the list of Sign On / Sign Off books that have already been provided by the sybandar.

The duration of the sign on seafarer's book is one working day. And for the period of validity sign on sailor' s book is in accordance with the specifications set forth in the PKL. All requirements are completed and identified in sequence according to the provisions in force. Service time is based on the calculation of one application and/or one ship.

## **2. The role of the agent in managing the sign on the seafarer's book**

An agent is a representative of a shipowner appointed by a shipping company to serve the company's vessels during sailing in Indonesian ports. In addition to serving the requirements of the ship also serves the needs of ship crew such as sign on sailor's book and other needs. Agents act as representatives of ship owners to take care of the entire crew's needs, one of which is the assignment of sign on seafarers' book in the Syahbandar office.

As a representative of the ship's owner, the agent is responsible for all the activities of the vessel and also the needs of the ships and crew. In the process of signing on the seafarers' book the role of the agency is to take care of all the requirements required for the administrative equipment in the Syahbandar office.

The duties of the agent in the sign on the seafarer's book are as follows:

- a) Making a sign on a sailor's books application letter.
- b) Making of a maritime employment agreement (PKL) for the sailor who works on the Indonesian-flagged vessel.
- c) Inserting sign on sailor's book application letter in a single map accompanied by a requirement to the Syahbandar office.
- d) Waiting for a seafaring book to be completed in signing or in legalization and filling in a list of sign on and sign off that has been provided by the Syahbandar's office.

## **3. Costs incurred**

The process in the activity deals with the requirements in the crew certification, many of the costs incurred that have to be charged by the agent. The costs incurred during dealing with the needs of the crew in the sign-on process are

- a) The cost of renewal of the seafarers' book (when the sailor's book is exhausted)
- b) He cost of sign on the sailors' book
- c) The costs of approval of the maritime labour agreement (PKL)
- d) And others.

The above charges are borne by the responsible shipping company. Of all charges charged to the agent first, the agent will make an invoice as proof of the bill to the ship's owner.

#### **4. Obstacles encountered in the management of sign on book of sailors**

With regard to the obstacles that are often encountered are as follows:

- a) The late notification given by the owner ship to the agent of the ship's crew will be signed on the sailor's book. Besides, there is an inadequate communication gap with the owner's agent so that there is no notification of the crew that will be sign on the seafarers' book and its confirmation from the Syahbandar.
- b) Lack of communication between the agent and the crew of the ship that will be signed on the sailor's book, the crews also often do not pay attention to a good timetable in giving their documents to the agent to carry out the process of signing on the seafarer book to Syahbandar resulting in non-compliance with office working hours in general

#### **CONCLUSIONS**

The sign-on-book management system of the ship's crew at KSOP Special Batam's office is running effectively in accordance with the applicable management procedures and obstacles arising only from the owner's side. (Crew).

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