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| Departemen_Perhubungan.wmf | FORM SKENARIO LABORATORIUM/SIMULATOR/ WORKSHOP | NomorDokumen : FM.USW.01.02a |
| Tgl. Ditetapkan : 18 Oktober 2017 |
| Revisi No : 00 |
| Tgl. Diberlakukan : 19 Oktober 2017 |
| Made By : | Reviewer : |
| PIP SEMARANG | LAKSMI SETYORINI, S.Pd, M.Si | KRISTIN ANITA INDRIYANI, S.ST, M.M |

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| Type Facilities :* Laboratorium
* Simulator
* Other
 | Name Laboratorium/ Simulator/ Other :Simulator Port and shipping |

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| **Program** | Prosedur Membuat L/C dari Cargo Quotation |
|  | The procedure of making L/C from cargo quotation |
| **Kompetensi****Competency** | Membuat L/C dari transaksi penawaran barang Making L/C from offer cargo transaction |
| **AIM of Exercise** | Taruna mampu melaksanakan proses prosedur pembuatan L/C dari transaksi penawaran cargo oleh importir |
|  | cadets are able to do the process of making L/C procedure including the offer of cargo transaction from the Importir |
| **Objective** | Taruna dapat melaksanakan prosedur proses kegatan transaksi penawaran carg oleh importer dengan L/C atau tanpa L/Ccadets are able to do the procedure of offer cargo transaction from the Importir using or without L/CTaruna dapat membuat dokumen-dokumen pengurusan pengambilan muatan (dari gudang / truck langsung)cadets are able to do the procedure of offer cargo transaction from the Importir using or without L/C |
| **Exercise condition** | 1. Dokumen-dokumen muatan

 Cargo documents1. DO
2. SPKH and KT1
3. BPRP
4. SPPB
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**INITIAL INFORMATION**

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| **WIND** | **CURRENT** | **SEA STATE** |
| Direction |  | Direction |  | Direction |  |
| Speed |  | Speed |  | Speed |  |

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| **Briefing** | 10 Minutes |
| **Exercise Duration** | 120 minutes |
| **Debriefing** | 10 Minutes |

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| **Criteria** |  |  |  |  |

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| **No** | **Time Frame (mts)** | **Activity** | **Result** | **Weight** | **Mark** | **Actual Time** | **Remark** |
| **Y** | **N** |
|  | **0** | Tugas BuyerBuyer task list |  |  | 5 |  |  |  |
| **1** | ***+ 2.5*** | Meminta FF untuk pengurusan pengambilan cargoAsk FF for the cargo retrieval |  |  |  |  |  |  |
| **2** | ***+ 2.5*** | FF task lists1. Memeriksa permintaan pengurusan pengambilan muatan

Checking the cargo handling request1. Meminta penerbitan DO ke shipping Line dengan menyertakan BL sebagai bukti kepemilikan muatan

Ask the publishing Diessel Oil (DO) to Shipping Line including by BL as proof ownership of the cargo. |  |  | 10 |  |  |  |
|  | **5** | Tugas karantinaquarantine task list1. Menerima permintaan PPK Hewan / tumbuhan sebagai muatannya

Received the request of animal PPK / plant as a cargo1. Menerbitkan SPKH dan KT1

Publish SPKH and KT11. Mengirim SPKH dan KT1

Sending SPKH and KT1 |  |  | 10 |  |  |  |
| **3** | ***+ 2.5*** | Tugas Shipping LineShipping line task lists1. Memeriksa permintaan penerbitan DO dari FF

Checking the request of publish DO from FF1. Menerbitkan DO

Publishing the DO1. Mengirimkan DO

Sending the DO |  |  | 10 |  |  |  |
| **4** | ***+ 2.5*** | Tugas Freight forwarder (FF)FF task lists:1. Memeriksa DO dari shipping line

Checking the DO from shipping Line1. Mengurus pengeluaran barang ke PBM

Handling the cargo discharge to PBM |  |  | 10 |  |  |  |
|  | ***+ 2.5*** | Tugas PBMPBM task : menerbitkan bukti pemakaian ruang penumpukan (BPRP) dan dikirim ke FFPublish the BPRP and send to FF |  |  | 5 |  |  |  |
|  | **10** | Tugas FFFF task list:1. Melakukan pembayaran BPRP ke bank

Make a payment for BPRP to the bank1. Mengirim bukti pembayaran/struck transfer to PBM

Send the proof of payment/struck transfer to PBM |  |  | 10 |  |  |  |
| **5** | ***+ 3*** | Tugas PBMPBM task :1. memfiat DO

Fiated the DO1. Mengirim DO (PBM fiated) ke FF

Send DO (PBM Fiated) to FF |  |  | 10 |  |  |  |
| **6** | ***+2*** | Tugas FFFF TASK :Mengurus Pemberitahuan Impor Barang (PIB) ke Custom / Bea Cukai dengan melampirkan dokumen-dokumen muatan (invoice, packing list, DO (PBM Fiated), SPKH dan KT1Handle the PIB to Custom/Bea Cukai by attaching the cargo documents (invoice, packing list, DO (PMB Fiated), SPKH and KT1 |  |  | 10 |  |  |  |
| **7** | ***+2*** | Tugas customCustom task lists:1. Memfiat DO dan PIB

Fiated DO and PIB1. Menerbitkan surat perintah pengeluaran barang (SPPB)

Publish the SPPB1. Mengirim DO (fiated), PIB (fiated) dan SPPB ke FF

Send the DO, PIB and SPPB to FF |  |  | 10 |  |  |  |
| **8** | ***+ 2*** | Tugas Freight forwarderFreight Forwarder taskmemeriksa kiriman DO, PIB dan SPPB dari CustomCheck the DO, PIB and SPPB from custom |  |  | 10 |  |  |  |
|  |  |  |  |  | **100** |  |  |  |

\*Critical performance below must get record **“Yes”** mark will lead the final result to mark **FAIL**

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| --- | --- | --- | --- |
| **No** | **Critical Performance** | **Y** | **N** |
| 1 | Dokumen-dokumen muatan apa saja yang harus dipersiapkan dalam kegiatan bongkar muatan dari kapal ? (10)What kind of document should be prepare for loading and disharging of the vessel? (10) |  |  |
| 2 | Sebelum melaksanakan kegiatan bongkar muatan dari kapal, PBM mempersiapkan apa saja dalam perencanaan pembongkaran ? Diskripsikan dengan contoh muatan yang akan dibongkar dan type kapalnya ! (30)Before loading and discharging activity from the ship,What kind of preparation should be done by PBM? Please describe with the sample of discharging cargoes and type of the vessel (30) |  |  |
| 3 | Apa tujuan dari shipping line membuat NOR dalam kegiatan bongkar/muat ? (10)What is the purpose of NOR by the Shipping Line in dischage/loading activity? (10) |  |  |
| 4 | Dalam pelaksanaan bongkar muatan, dari pihak PBM membuat dokumen apa saja sebagai bukti muatan yang dibongkar sesuai dengan manaifest? Jelaskan kegunaan dokumen tersebut? (25)In Loading and discharging activity , What kind of documents should be prepare by PBM as the evidence of manifest? Please explain about of that document? (25) |  |  |
| 5 | Jika dalam pelaksanaan pembongkaran muatan dari kapal dan dalam pelaksanaannya terdapat gangguan (cuaca dan kecelakaan), apa yang harus dilakukan oleh PBM ? (25)If there's some problem in vessel about loading and discharging activity (Weather and accident) what should PBM's do? (25) |  |  |

**Time factor**

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| --- | --- | --- | --- |
| <30 minutes = 1 | 31 – 40 minutes = 0.9 | 41 – 50 minutes = 0.8 | >50 minutes = 0.5 |

**Total Time : ………………minutes Time Factor : …………….**

**Total Score : Total Mark X Total Factor = …………… x ……………. = …………….**

**Final Result : PASS / FAIL ( Passing Grade = 70 )**