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

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| Type Facilities :   * Laboratorium * Simulator * Other | Name Laboratorium/ Simulator/ Other :  Port and Shipping Simulator (Custom) |

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| **Convention** | **Certificate Of Competice** | |
| **Program** | Services Export Import Customs System / Pelayanan Eksport-import | |
| **REFERENSI** | 1. ***Convention for Save Container (CSC)*** 2. ***Safety Of Life At Sea Convention ; Ch. VI, part A, reg. 2 ttg VGM, line 4,5 & 6*** 3. ***CSS Code*** 4. ***STCW 1/14 Responsibilty Companies*** 5. ***German Marine Isurer (GDV)*** 6. ***International Container Bureau*** 7. ***DIN EN ISO 6346*** 8. ***The International Convention for the Unifivation of certain rules of the law relating to Bill of Lading, 1924, Art 1, Art 2, Art 3 & Art 4*** 9. ***Recommendations on the Safe Transport of Dangerous Cargoes and Related Activites in Port Areas, 513*** 10. ***KUHD, Ps. 506 (konosemen), 593, 594, 595 597 & 606*** 11. ***UU 17 thn 2008, Ps. 128, 149 & 150*** 12. ***Reg. II/1-2 and STCW Code Section A-II/1.2*** 13. ***IMO Reference and STCW Code table A-II/2*** | |
| **AIM of Exercise** | Menyiapkan dukumen ekspor-impor barang masuk / *preparing document of cargo new entry for export-import*  Point penilaian perencanaan eksport-import barang  *Point of assessment cargo export-import planning* | |
| **Objective** | 1. Membuat Dokumen Eksport-Import dari Shipper and Importir   *Creating Shipping Instruction/Shipping Order from Shipper/importir*   1. Komunikasi dengan Bea Cukai   *Communication with Custom Services*   1. Mendata barang masuk sesuai data/dokumen   *New Entry Cargo of Document*   1. Kerjasama Tim   *Team work*   1. Respon Kondisi Services   *Respons to Situation Services*   1. Pengambilan Keputusan   *Making decisions* | |
| **Own Ship Data** | Name Shipper  Cosignee  Type Of Cargo  Destination County  Ton/Colly  Condition  Port of Loading  Port of Discarge | ANTARES COMPANY, Cq. Mr. AMIR  DROME COMPANY, Cq. Mr. WILSON  CACAO  NETHERLAND  100 Ton  100 Packing (Colly)  PORT of Tj. EMAS SEMARANG  PORT of ROTTERDAM |
| **Exercise condition** | Muatan masuk dari Pengirim dan di data untuk meneliti muatan di pelabuhan depo Tg.Emas Semarang. Sebelum truk masuk di terminal untuk petugas untuk menuju Depo.  *A Cargo enrty from shipper for cargo cheking In depo Tg. Emas Semarang . Before estimate berthing, the Haulage truck in terminal for waiting Employee Custom/Tally Man to go to Depo/Wharf.*   1. Buat data muatan masuk Planning dari posisi pengirim (pabrik) ke llapangan penumpukan/depo untuk menuju ke Tg.Perak Surabaya.   *Make a data cargo plan from position Shipper Hinterland* to Depo and Port of Tg. Emas Semarang   1. Tentukan Waktu chekingnya   *Calculate the Cheking*   1. Melaksanakan komunikasi dengan Petugas lapangan   *Communication Report with Employee/Tally Man* | |

**INITIAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CARGO** | | **TYPE** | | **DESTINATION STATE / PPORT** | |
| Cacao | 100 tn | Bulk | Colly | Netheland | Rotterdam |
|  |  |  |  |  |  |

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| **Briefing** | 10 minutes |
| **Exercise Duration** | 60 minutes |
| **Debriefing** | 10 minutes |

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| **Performance Criteria** | | |
| **NO** | **TIME** | **ACTIVITY** |
| 1 | 10 | Cargo of Plan   1. Membuat daftar muatan dan Dokumen Permohonan pengiriman barang   *Make Cargo List and Shipping Instruction/Order*   1. Masukkan data ke Pelayanan Satu Atap ke pelayanan Pemberitahuan Ekspor Barang (PEB)   *Put in Data Entry to Services Cargo Export (PEB)*   1. Menentukan Cheking   *Determine time cheking* |
| 2 | 10 | Komunikasi dan Kewajiban Pengecekan  *Communication and Mandatory Cheking*   1. Melakukan Komunikasi Dengan Petugas lapangan   *Communication with Employee/Tally Man*   1. Melakukan Komunikasi Dengan petugas penanganan muatan/pergudangan   *Communication with cargo handling warehausing* |
| 3 | 10 | Content Chek and Analyzing Point  Mengecek Situasi dan kondisi muatan.  *Observing situation and condition Cargoes* |
| 4 | 10 | Kerjasama Tim  *Teamwork*   1. Pengorganisasian   *Organization*   1. Penelitian barang larangan dan pembatasan   *Observing Cargoes situation at forbidden and no entry* |
| 5 | 10 | Penetapan jalur merah atau hijau  *Respons approve Green line or Red line* |
| 6 | 10 | Pengambilan Keputusan  *Making decicions* |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **CriticalPerformance** | **Y** | **N** |
| 1 | Persiapkan / buatlah Permohonan pengiriman barang  *Prepare a making Shipping Instruction* |  |  |
| 2 | Melaporkan memasukan datake Pelayanan Satu Atap pemberitahuan ke ekport barang  *Report to the Services Single Windows Cargoes Export* |  |  |
| 3 | Memberitahukan Forwarder, Terminal Operator, Perusahaan Bongkar Muat/EMKL, Karantina, Kesehatan Pelabuhan, BPOM, Otoritas Pelabuhan, Pajak  *Inform to the Forwarder, Terminal Operator, Freight Forwarding, Quarantine, Health of Port, BPOM, Port of Authority* |  |  |
| 4 | Komunikasi dengan Petugas Lapangan untuk pengecekan dan modul Bank termasuk Letter of Credit  *Communication with Tally Man for checking and modul bank about letter of credits* |  |  |
| 5 | Tindakan-tindakan saat mengetahui kondisi barang  *Actions when the approaching situation and condition of cargoes* |  |  |

**The Task And Evaluation Performance Criteria**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Activity** | **Time Frame (minutes)** | **Result** | | **Mark** | **Actual Time** | **Remark** |
|  | **Y** | **N** |
| **1** | **Cargoes Plan and Processing Cargoes Entry** | **0** |  |  | **15** |  |  |
|  | Membuat permohonan pengiriman barang/eksport  *Make Shipping Instruction/Order for Services Export Cargoes* | *+2,5* |  |  | 5 |  |  |
|  | Memasukkan data masuk ke Sistem pelayanan ekspor barang  *Input Data Cargoes ke System Services Cargoes Export* | *+5* |  |  | 5 |  |  |
|  | Barang tiba di depo/penumpukan  *Cargoes arrive in the depo/terminal* | *+2,5* |  |  | 5 |  |  |
|  | Pengecekan barang oleh petugas | *+2,5* |  |  | 5 |  |  |
|  | *Cheking Cargoes by Tally Man* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **2** | **Komunikasi** | **+30** |  |  | **10** |  |  |
|  | Komunikasi Dengan Perusahaan Bongkar Muat, Terminal Operator  *Communication with Forwarder, Terminal Operator, Freight Forwarding, Quarantine, Health of Port, BPOM, Port of Authority* | *+5* |  |  | *5* |  |  |
|  | Komunikasi penerima  *Communication with consignee* | *+5* |  |  | *5* |  |  |
| **3** | **Situasi keadaan muatan sesuai dengan invoice**  *The situation and condition cargoes, ex invoice* | **+15** |  |  | **20** |  |  |
|  | *In All Situation / condition of cargoes* | *+10* |  |  | *20* |  |  |
| **4** | **Kerjasama Tim**  *Teamwork* | **+20** |  |  | **15** |  |  |
|  | Pengorganisasian  *Organization* | *+5* |  |  | *5* |  |  |
|  | Kerjasama Dalam penanganan pemeriksaan barang, cheking dan analisa pemeriksaan fisik  *Cooperate to handle cargoes checking and analyzing checking physically* | *+5* |  |  | *10* |  |  |
| **5** | **Respon Kondisi penetapan jalur**  *Responses of situations red line or green line* | **+10** |  |  | **20** |  |  |
|  | Tindakan Jika dalam kondisi rusak atau tidak sesuai  *Action if the emergency situation occurs/broken and non confirmity* | *+10* |  |  | *20* |  |  |
| **6** | **Pengambilan Keputusan**  *Making decisions* | **+5** |  |  | **20** |  |  |
|  | Pengambilan Keputusan Sesuai Situasi dan Kondisi muatan/barang  *Take a right decisions according the situation of cargoes* | *+10* |  |  | *20* |  |  |
| **7** | Persetujuan dan Pemuatan ke Kapal  *Loading and Discarge* | **+10** |  |  | **20** |  |  |
|  | Pemeriksaan Fisik  *Hi co Scan* | *+10* |  |  | *20* |  |  |
| **8** | Pembayaran, Pajak dan Bea  *Buyer, Taks Letter of Credits* | **+10** |  |  | **20** |  |  |
|  |  | *+10* |  |  | *20* |  |  |
|  |  | **60** | **Total** | | **100***100* |  |  |

**Time factor**

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| --- | --- | --- | --- |
| <60 minutes = 1 | 61 – 70 minutes = 0.9 | 70 – 80 minutes = 0.8 | >80 minutes = 0.5 |

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

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

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