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| Departemen_Perhubungan.wmf | FORM SKENARIO LABORATORIUM/SIMULATOR/ WORKSHOP | Nomor Dokumen : 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 Competency** |
| **Program** | Services Ship Procedures Cargoes  |
| **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 Responsibility 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 Activities 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 dokumen pengiriman barang / *preparing shipping document of cargo goodsment*Point penilaian perencanaan pengiriman barang*Point of assessment cargo ship planning* |
| **Objective** | 1. Membuat Dokumen pengiriman barang dari pengirim ke penerima

*Creating Shipping Instruction/Shipping Order from Shipper to Consignee*1. Komunikasi dengan pihak terkait di pelabuhan

*Communication with Institutions in the port*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 ShipperCosigneeType Of CargoDestination CountyTon/CollyCondition Port of LoadingPort of Discarge | ANTARES COMPANY, Cq. Mr. AMIRDROME COMPANY, Cq. Mr. WILSONCACAONETHERLAND100 Ton100 Packing (Colly)PORT of Tj. EMAS SEMARANGPORT 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 chekingIn depoTg. Emas Semarang . Before estimate berthing, the Haulage trucking in terminal for waiting Employee Custom/Tally Man to go to Depo/Wharf.*1. Buat data muatan masuk Planning dari posisi pengirim (pabrik) ke lapangan penumpukan/depo untuk menuju ke Tg.Perak Surabaya.

*Make a data cargo plan from position Shipper Hinterland* to Depo and Port of Tg. Emas Semarang1. Tentukan Waktu chekingnya

*Calculate the Checking*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 |
|  |  |  |  |  |  |

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

|  |
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| **Performance Criteria** |
| **NO** | **TIME** | **ACTIVITY** |
| 1 | 10 | Cargo of Plan1. 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 di gudang*Communication and Mandatory Cheking in ware house*1. Melakukan Komunikasi Dengan Petugas lapangan

*Communication withEmployee/Tally Man*1. Melakukan Komunikasi Dengan petugas penanganan muatan/pergudangan

*Communication with cargo handling warehousing* |
| 3 | 10 | Content Chek and Analyzing PointMengecek 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 kapal yang akan memuat*Approve Type of Ship for loading* |
| 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, Engagement sheet (Perjanjian), Invoice (Faktur), Cargo List (daftar barang)* |  |  |
| 2 | Melaporkan memasukan data ke 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 dan menyiapkan dokumen terkait*Inform to the Forwarder, Terminal Operator, Freight Forwarding, Quarantine, Health of Port, BPOM, Port of Authority and preparing of document Haulage Trucking (Trailer), Receipt Ware housing, Notice of Departure/Estimate Time Departure (ETD hub dgn waktu kerja/muat) , Tariff Loading/Discharging Port (OPP/OPT), Tally Sheet (Tally Man), Working Sheet (waktu kerja untuk tenaga buruh)* |  |  |
| 4 | Komunikasi dengan Petugas Lapangan untuk pengecekan dan modul Bank termasuk invoice dan Letter of Credit*Communication with Tally Man for checking and modul bank about letter of credits and Invoice* |  |  |
| 5 | Tindakan-tindakan saat mengetahui kondisi barang apabila rusak*Actions when the approaching situation and condition of cargoes, if damage, preparing document Cargo Exception report**(apabila terjadi kerusakan)* |  |  |

**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 situationand 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 untuk pemuatan dan pembongkaran dari dan ke pelabuhan-kapal dan mempersiapkan dokumen*Cooperate to handle cargoes checking and analyzing checking physically to go to Port – Ship Bill Of Lading (Konosemen), and preparing document of loading final Stowage Plan (data perencanaan pemuatan di kapal), Cargo Manifest (daftar seluruh muatan), Load Line (berhubungan dgn stabilitas dan atau hub dgn garis muat), Hatch List (proses muat), Letter of Indemnity (Surat jaminan utk membuat B/L bersih), Cargo Damage Report (Laporan kerusakan barang jika terjadi)* | *+5* |  |  | *10* |  |  |
| **5** | **Penentuan jenis kapal***Approved type of ships* | **+10** |  |  | **20** |  |  |
|  | Tindakan Jika dalam kondisi rusak atau tidak sesuai*Action if the emergency situation occurs/broken and non conformity* | *+10* |  |  | *20* |  |  |
| **6** | **Pengambilan Keputusan***Making decisions* | **+5** |  |  | **20** |  |  |
|  | PengambilanKeputusanSesuaiSituasidanKondisimuatan/barang*Take a right decisions according the situation of cargoes* | *+10* |  |  | *20* |  |  |
| **7** | Persetujuan dan Pemuatan ke Kapal*Loading and Discharge* | **+10** |  |  | **20** |  |  |
|  | Pemeriksaan Fisik*Hi co Scan* | *+10* |  |  | *20* |  |  |
| **8** | Pembayaran, Pajak dan Bea dan menyiapkan dokumen*Buyer, Taks Letter of Credits and preparing L/C = Letter of Credit (jaminan dari penerima dr bank untuk mengambil barang), Delivery Order/Consignee (Pengambilan barang dari penerima) Claim (tuntutan ganti rugi 5 hari dlm kurun waktu dr proses muat)* | **+10** |  |  | **20** |  |  |
|  |  | *+10* |  |  | *20* |  |  |
|  |  | **60** | **Total** | **100** |  |  |

**Time factor**

|  |  |  |  |
| --- | --- | --- | --- |
| <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 )**