



Preparation of SOP for Container Checking at PT Kepri Depo Logistik

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ARTICLE INFO	ABSTRACT
Received: August, 2023 Accepted: August, 2023 Published: August, 2023	This study report discusses the procedures for preparing container checks and making standard operating procedures, especially in checking customer order criteria at PT Kepri Depo Logistik. The background of this writing is the frequent return of containers by customers due to non-compliance with ordering criteria, checks that are still carried out sober and supported by repair processes that have not run well while the company does not have clear procedures related to the ordering and checking system. The purpose of this study is to find solutions to problems that occur in companies related to checking and ordering activities that have not been effective and efficient. This study used Descriptive Method. The results suggest that companies should make Standard Operating Procedures (SOPs) regarding ordering and checking activities in which a list of container criteria checks can be made into a written format before being sent to customers.
Keywords: Standard Operational Procedure, Maintenance and Repair, List	

INTRODUCTION

The growth of the logistics industry in Batam is increasing, especially in the field of shipping goods through a containerization system. Government Regulation of the Republic of Indonesia Number 46 of 2007 concerning Batam Free Port and Batam Free Trade where one of the objectives in transportation by ship is to transport cargo by sea quickly with the aim that the company gets large profits as determined by the company. The use of many containers by shipping companies and exporters throughout the country has several advantages, namely more efficient and very guaranteed security where containers have been developed in various forms and desired needs in the market. Container depots are one of the supply chains whose existence is very important to complete the needs of producers to consumers. The stacking field used to serve container loading and unloading is one of the main facilities used to store containers originating from ships or originating from the stacking field to ships.

Batam City Regional Regulation Number 01 of 2008 concerning the Implementation and Operation of Container Depots is an area outside the port work environment that is used as a place for stacking, storage, cleaning or purification activities, loading, unloading and maintenance and repair (maintenance & repair) as well as other activities that support the smooth handling of container contents and The container is empty.

PT Kepri Depo Logistik is one of the companies engaged in truck transportation services with containers as a facility for shipping goods both from depot to depot, depot to customer, depot to port or vice versa, in addition to existing opportunities, the depot owned by PT Kepri Depo Logistik also provides maintenance and repair, cleaning or purification services. Containers transported out of the port in the form of ship unloading or from customers must conduct a survey in the depot. Furthermore, checking the Container by a team of surveyors is carried out which if the condition of the EDM Container (empty damage) must be repaired but if the condition of EAV (available empty) the Container can be used immediately. Containers that have been repaired will be stacked at the stacking depot and will come out if they meet customer criteria.

In every delivery of EAV (available empty) Containers to one of the customers, namely PT A, there are still frequent cases of returning Container reject (re-work) this is due to the lack of accuracy in the process of checking containers when leaving the depot area, one of the hygiene factors and also repairing damage to containers that are missed by the Repair team which still cannot be run properly and correctly, causing delays in the Container delivery process.

In response to this, Standard Operating Procedures are needed which have an important role, namely as a guideline or reference to carry out tasks and work in accordance with the function of the work Gabriele (2018). With the creation of procedures regarding checking container criteria for customer needs, this can facilitate effectiveness in every employee work process.

Procedures have an important role for the company in completing all operational activities. The function of the procedure is the stage of a work process in carrying out an activity aimed at creating a better work flow.

According to Tathagati (2014), Standard operating procedures (SOPs) are guidelines or references for carrying out tasks and work in accordance with the function of the work. With the SOP, all activities in a company can be well designed and can run according to the company's wishes. SOP can be defined as a document that describes the operational activities carried out on a daily basis, with the aim that the work is carried out correctly, precisely, and consistently, to produce products according to predetermined standards.

According to Sailendra (2015), Standard Operating Procedures (SOP) are guidelines used to ensure that the operational activities of each organization in a company run smoothly. Every company should have a guide for implementing jobdesk in each department. Standard Operating Procedure (SOP) is a system that

aims to facilitate work in a company. In general, this system describes the flow in the process of doing a job from beginning to end.

According to Nurdin & Gulo (2016), Container is a specially designed packaging with a certain size, can be used repeatedly, used to store and simultaneously transport the cargo inside. The philosophy behind containers is to wrap or carry cargo in the same container and make all vehicles able to transport it as one, whether the vehicle is a ship, train, truck or other transport that can carry quickly, safely and efficiently or if possible, door to door (door to door).

The maximum weight of a 20 feet dry container is 24,000 kg, and for 40 feet (including high cube container) is 30,480 kg so the net load weight or transportable payload is 21,800 kg for 20 feet and 26,680 kg for 40 feet.

Depot is an area or place in the port or outside the port that is used to stack empty containers by carrying out the process of issuing, receiving, maintaining and repairing empty containers. According to Sariguna & Hidayat (2018), a container depot or terminal is a complex system with dynamic interactions between various handling container terminals are meeting places between transportation modes, containers are transported by ships, trucks or trains and then temporarily stored in the stacking field to then be sent by the same or different transportation.

Regulation of the Minister of Transportation of the Republic of Indonesia Number 83 of 2016 concerning the Implementation and Operation of Container Depots explained that a container depot is a place inside or outside the port Working Environment Area that functions for storage, stacking, cleaning and washing activities, maintenance and repair, loading and unloading as well as other activities that support the smooth handling of filled containers (full and/or empty containers).

Container Depot Business is a business activity that includes storage, stacking, cleaning, and repair of containers. Container depot activities can be carried out inside or outside the working environment area (DLKr) of the port. Container depot business activities are carried out by business entities consisting of: State-Owned Enterprises (BUMN), Regional-Owned Enterprises (BUMD), Limited Liability Companies (PT) or Cooperatives established specifically for container depot businesses. Container depot business activities must have a valid license from the Provincial Governor at the place where the company is domiciled, Business licenses are granted after meeting administrative and technical requirements.

METHOD

According to Sugiyono (2017), the object of research is one of the scientific targets that has certain uses and purposes about something objective. In this study, the author carries out duties and responsibilities in the field admin section, starting from August 3, 2020 to March 3, 2021. The author conducted research starting from the movement of containers into the stacking field, making improvements to the process of removing containers. The author will make a checking SOP in the process of container production at PT Kepri Depo Logistik.

According to Arikunto (2013) Data are all facts and figures that can be used as material to compile information. The data used by the author in the preparation of this proposal are documents related to the stacking process to the process of issuing containers, namely surat jalan in, list of ordering criteria by email from customer, surat jalan out Depo.

In this study, the author used a descriptive method. According to Darmadi (2013) Descriptive is a research method that seeks to describe and interpret objects according to what they are. When the container enters the stacking field by showing a road letter in the container, here the author can first sort out the use of the container before stacking, then the container damage inspection stage by the surveyor team, the author can classify the type of repair to the container, then during the ordering stage by the customer, here the author will connect the list of customer needs criteria with the condition and estimated repair of the container that has been Complete repairs before distributing to customers.

RESULTS AND DISCUSSION

From the results of surveys in the field, as well as interviews with several respondents, the author will explain about container rental procedures, container repair procedures, and problems that often arise in carrying out these procedures, To further clarify the existing problems and data obtained from the results of this study will be stated one by one as follows:

Container Rental Process at PT Kepri Depo Logistik

In the process of renting containers from the customer to the company, it is usually done via email by conveying the required ordering criteria which will then be submitted to the depot for checking, Here the author does give a brief overview of the container rental process:

- a. Before the container is sent to the customer, the container is first repaired by the repair team.
- b. Afterthat, if there is a container order to the depot, the operational admin contacts the surveyor to inform several criteria for customer needs.
- c. Containers that meet the ordering criteria will be recorded by the surveyor and send the container number to the operational admin so that the customer can record the container according to his needs.
- d. Furthermore, the container is checked before being sent to the customer.

The problem that often arises in leasing and the company's response to the return of containers by customers so far is always receiving back the container where if due to missed repairs it will be repaired again and resent or replaced the container to the customer.

Container Repair Process

The process flow of the beginning of the container entering the stacking field, checking the condition of the container, making repairs and quality checks that are still being carried out so far are as follows:

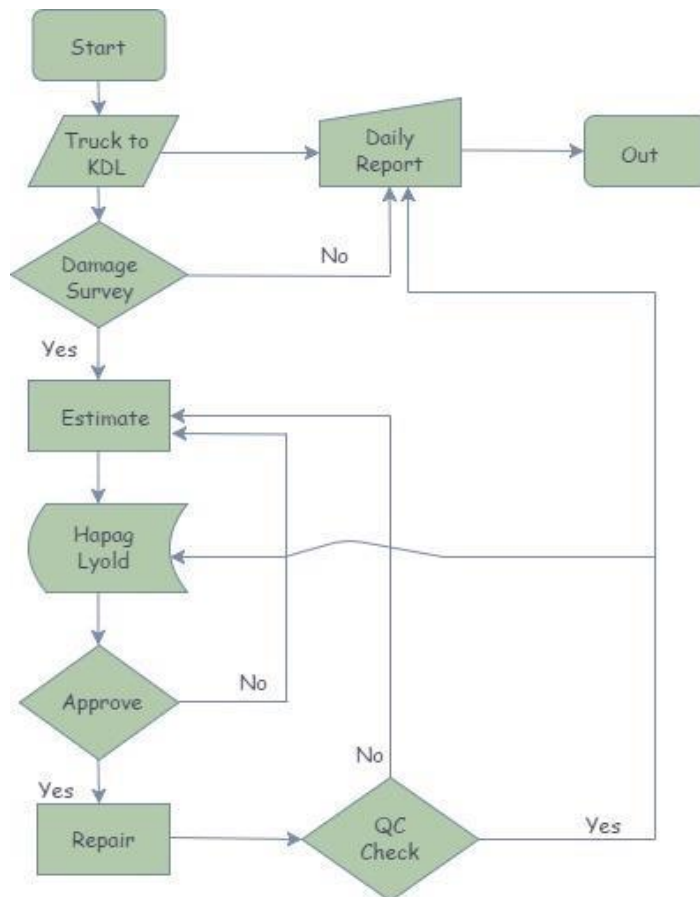


Figure 4. 2 Container Movement Flowchart

Problem Solutions

Based on the problems previously explained, the author proposes to PT Kepri the logistics depot several solutions to the existing problems, namely:

1. Create Standard Operating Procedures related to container ordering and dispensing so that all processes run in accordance with established standards so that all losses and problems can be minimized. The author presents the recommended Standard Operating Procedures for PT Kepri Depo Logistik.
2. Making a container checklist related to ordering customer needs, a checklist is made so that every container expense check is carried out based on benchmark customer needs criteria.

CONCLUSION

Conclusion

From the results of research and discussion that the author has done regarding container returns and container repair flows in the "preparation of Container checking SOPs at PT Kepri Depo Logistik" based on the discussion, it is concluded that the container return process that still often occurs must be changed by making a reference list checking customer needs criteria in the container removal

checking process and the repair process must be carried out correctly in accordance with the rules that have been implemented.

Suggestion

Based on the conclusions above, the author suggests that improving the Container repair process has an important role in improving service at a repair depot and requires the application of FIFO for the Container dispensing process. Making Standard Operating Procedures for checking and ordering containers in which there is a list of checking customer criteria.

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