

ABSTRAK

Dalam kegiatan logistik memiliki lingkup yang luas salah satunya meliputi lokasi tempat penyimpanan atau pergudangan. Sehingga demi menunjang aktivitas pergudangan yang baik diperlukan *Standar Operasional Prosedur* (SOP) yang jelas dan siap untuk dieksekusi (*executable*) saat dioperasikan oleh tenaga kerja di gudang. Pelabuhan Kalimas juga memiliki gudang untuk mendukung kegiatan logistik yang terdapat di pelabuhan, salah satunya adalah Gudang 607 yang menyumbang profit paling besar untuk Pelabuhan Kalimas. Namun pada pelabuhan ini belum disertai dengan *Standar Operasional Prosedur* (SOP) tentang aktivitas pergudangan yang dapat mempengaruhi proses aliran keluar-masuk barang. Karena masih terdapat praktek-praktek dalam kegiatan pergudangan yang tidak sesuai dengan aturan, seperti kegiatan penyampaian kegiatan berulang, pembuatan dan penandatanganan laporan kegiatan yang dilakukan berulang-ulang, serta proses pencarian barang yang lama sehingga berdampak pada banyaknya pemborosan atau *waste* berupa *overprocessing* yang terjadi pada aktivitas Gudang 607 Pelabuhan Kalimas. Untuk menyelesaikan masalah aktivitas pergudangan yang ada di Pelabuhan Kalimas, peneliti melakukan perancangan *Standar Operasional Prosedur* (SOP) dengan pendekatan siklus *Business Process Management* (BPM) berdasarkan pada peraturan Direksi dan peraturan *General Manager* perusahaan. Dengan Hasil perbaikan perancangan *Standar Operasional Prosedur* (SOP) yang telah buat, setelah itu dilakukan validasi *Standar Operasional Prosedur* (SOP) melalui *Focus Group Discussion* (FGD) sudah menghasilkan proses bisnis yang lebih baik daripada proses bisnis eksisting karena mampu mengefisiensikan waktu aktivitas yang dilakukan sebesar 73 menit atau 1,22 jam serta mampu menghilangkan 6 kegiatan *overprocessing* dalam aktivitas di Gudang 607 Pelabuhan Kalimas.

Kata Kunci: Gudang, SOP, BPM

ABSTRACT

Logistics activities have a broad scope, one of which includes the location of storage or warehousing. So that in order to support good warehousing activities, clear and ready-to-execute Standard Operating Procedures (SOP) are needed when operated by the workforce in the warehouse. Kalimas Port also has warehouses to support logistics activities at the port, one of which is Warehouse 607, which contributes the most profit to Kalimas Port. However, this port has not been accompanied by Standard Operating Procedures (SOP) regarding warehousing activities, which can affect the process of incoming and outgoing goods. Because there are still practices in warehousing activities that are not in accordance with the rules, such as activities for submitting repetitive activities, making and signing activity reports that are carried out repeatedly, as well as a long process of searching for goods, it has an impact on a lot of waste or waste in the form of overprocessing that occurs in Warehouse 607 Kalimas Port activities. To solve the problem of warehousing activities in Kalimas Port, researchers designed a Standard Operating Procedure (SOP) with a Business Process Management (BPM) cycle approach based on the regulations of the Board of Directors and the regulations of the company's General Manager. With the results of the improvements in the design of the Standard Operating Procedures (SOPs) that have been made, the SOPs were validated through Focus Group Discussions (FGD), which have resulted in better business processes than existing business processes because they are able to streamline the time activities carried out by 73 minutes, or 1.22 hours, and eliminate six overprocessing activities in the activity at Warehouse 607 Kalimas Port.

Keywords: Warehouse, SOP, BPM