

DAFTAR ISI

HALAMAN PENGESAHAN

SURAT PERNYATAAN KEASLIAN TUGAS AKHIR

ABSTRAK	Error! Bookmark not defined.
KATA PENGANTAR	Error! Bookmark not defined.
DAFTAR ISI	iv
DAFTAR TABEL	vii
DAFTAR GAMBAR	viii
DAFTAR DIAGRAM.....	ix
DAFTAR LAMPIRAN.....	x
BAB I PENDAHULUAN.....	Error! Bookmark not defined.
1.1 Latar Belakang.....	Error! Bookmark not defined.
1.2 Ruang Lingkup Kerja Praktik.....	Error! Bookmark not defined.
1.3 Rumusan Masalah.....	Error! Bookmark not defined.
1.4 Tujuan Tugas Akhir	Error! Bookmark not defined.
1.5 Manfaat Tugas Akhir	Error! Bookmark not defined.
BAB II STUDI PUSTAKA.....	Error! Bookmark not defined.
2.1 Pergudangan	Error! Bookmark not defined.
2.1.1 Pengertian Pergudangan.....	Error! Bookmark not defined.
2.1.2 Aktivitas Pergudangan	Error! Bookmark not defined.
2.2 <i>Standard Operational Procedure</i> (SOP).....	Error! Bookmark not defined.
2.2.1 Tujuan SOP	Error! Bookmark not defined.
2.2.2 Manfaat SOP	Error! Bookmark not defined.
2.2.3 <i>Flowchart</i>	Error! Bookmark not defined.
2.2.4 Monitoring, Perbaikan dan Pengembangan Sistem Tata Kerja.....	Error! Bookmark not defined.

2.3	Instruksi Kerja	Error! Bookmark not defined.
-----	-----------------------	-------------------------------------

2.3.1	Perbedaan SOP dan Instruksi Kerja.....	Error! Bookmark not defined.
2.3.2	Format Instruksi Kerja	Error! Bookmark not defined.
2.4	<i>Quality Check (QC) Seven Tools</i>	Error! Bookmark not defined.
BAB III KERANGKA KERJA PRAKTIK		Error! Bookmark not defined.
3.1	Lokasi dan Waktu Kerja Praktik	Error! Bookmark not defined.
3.2	Lingkup Kerja Praktik.....	Error! Bookmark not defined.
3.2.1	Profil dan Sejarah Perusahaan.....	Error! Bookmark not defined.
3.2.2	Penempatan Kerja dan Deskripsi Pekerjaan	Error! Bookmark not defined.
3.3	Teknik Pemecahan Masalah.....	Error! Bookmark not defined.
3.3.1	Teknik Pengumpulan Data.....	Error! Bookmark not defined.
3.3.2	Sumber Data.....	Error! Bookmark not defined.
3.3.3	Metode Analisis.....	Error! Bookmark not defined.
BAB IV PEMBAHASAN.....		Error! Bookmark not defined.
4.1	Uraian Pekerjaan.....	Error! Bookmark not defined.
4.2	Pemecahan Masalah.....	Error! Bookmark not defined.
4.2.1	Kondisi Aktual Proses <i>Incoming General Cargo</i>	Error! Bookmark not defined.
4.2.2	<i>Standard Operating Procedure (SOP) Incoming general cargo ..</i>	Error! Bookmark not defined.
4.2.3	Perbandingan Kondisi Aktual dengan SOP	Error! Bookmark not defined.
4.2.4	Analisis Penyebab Masalah Pada Proses <i>Incoming General Cargo</i>	Error! Bookmark not defined.
4.2.5	Menentukan Penyebab yang Paling Berpengaruh	Error! Bookmark not defined.
4.2.6	Analisis Kelayakan SOP	Error! Bookmark not defined.

4.3	Usulan Perbaikan	Error! Bookmark not defined.
4.3.1	Usulan Perbaikan SOP <i>Incoming General Cargo</i>	Error! Bookmark not defined.
4.3.2	Analisis Kelayakan SOP Usulan	Error! Bookmark not defined.
4.3.3	Usulan Instruksi Kerja pada Proses <i>Incoming General Cargo</i>	Error! Bookmark not defined.
BAB V KESIMPULAN		Error! Bookmark not defined.
5.1	Kesimpulan.....	Error! Bookmark not defined.
5.2	Saran	Error! Bookmark not defined.
Daftar Pustaka		Error! Bookmark not defined.
LAMPIRAN		Error! Bookmark not defined.

DAFTAR TABEL

Tabel 2.1 Tabel Simbol-simbol <i>Flowchart</i>	Error! Bookmark not defined.
Tabel 2.2 Perbedaan Prosedur dan Instruksi Kerja	Error! Bookmark not defined.
Tabel 4.1 Uraian Pekerjaan	Error! Bookmark not defined.
Tabel 4.2 Perbandingan kondisi aktual dengan SOP ..	Error! Bookmark not defined.
Tabel 4.3 Hasil <i>voting</i> penyebab paling berpengaruh.	Error! Bookmark not defined.
Tabel 4.4 Tabel analisis kelayakan SOP	Error! Bookmark not defined.
Tabel 4.5 Keuntungan dan resiko penambahan aktivitas	Error! Bookmark not defined.
Tabel 4.6 Tabel analisis kelayakan SOP usulan	Error! Bookmark not defined.
Tabel 4.7 Usulan Instruksi Kerja (IK) <i>checker unloading</i>	Error! Bookmark not defined.
Tabel 4.8 Usulan Instruksi Kerja (IK) <i>document processing</i>	Error! Bookmark not defined.

DAFTAR GAMBAR

Gambar 2.1 Siklus Pengembangan Sistem Tata Kerja	Error! Bookmark not defined.
Gambar	4.1
<i>airlines</i>	Error! Bookmark not defined.
Gambar 4.2 Sistem PT JAS data incoming	Error! Bookmark not defined.
Gambar 4.3 <i>Baggage Tow Tractor (BTT)</i>	Error! Bookmark not defined.
Gambar 4.4 Porter <i>Unloading</i> Barang	Error! Bookmark not defined.
Gambar 4.5 Memberikan <i>checklist incoming general cargo</i> pada <i>airlines</i>	Error!
	Bookmark not defined.
Gambar 4.6 <i>Update</i> lokasi.....	Error! Bookmark not defined.
Gambar 4.7 <i>Release Air Waybill</i>	Error! Bookmark not defined.
Gambar 4.8 Nomor <i>Air Waybill</i>	Error! Bookmark not defined.
Gambar 4.9 <i>Document Delivery Order (DDO)</i>	Error! Bookmark not defined.
Gambar 4.10 <i>Cargo Delivery Order (CDO)</i>	Error! Bookmark not defined.
Gambar 4.11 Karyawan <i>checker unloading</i> bermain HP	Error! Bookmark not defined.
	defined.

DAFTAR DIAGRAM

Diagram 3.1 Diagram Kerja Tugas Akhir.....	Error! Bookmark not defined.
Diagram 4.1 Alur aktual di PT Jasa Angkasa Semesta.....	Error! Bookmark not defined.
Diagram 4.2 SOP <i>incoming general cargo</i>	Error! Bookmark not defined.
Diagram 4.3 <i>Fishbone diagram</i>	Error! Bookmark not defined.
Diagram 4.4 SOP usulan aktivitas <i>incoming general cargo</i>	Error! Bookmark not defined.

DAFTAR LAMPIRAN

Lampiran 1 Surat Keterangan Selesai Kerja Praktik ..	Error! Bookmark not defined.
Lampiran 2 Lembar Penilaian Kerja Praktik.....	Error! Bookmark not defined.
Lampiran 3 Lembar Bimbingan Kerja Praktik	Error! Bookmark not defined.
Lampiran 4 Struktur Organisasi	Error! Bookmark not defined.
Lampiran 5 Data Wawancara	Error! Bookmark not defined.
Lampiran 6 Rekapitulasi <i>Brainstorming</i>	Error! Bookmark not defined.
Lampiran 7 Hasil <i>Voting</i> Tertutup	Error! Bookmark not defined.
Lampiran 8 SOP Perusahaan	Error! Bookmark not defined.
Lampiran 9 Diagram Alir SOP Perusahaan	Error! Bookmark not defined.
Lampiran 10 Diagram Alir Kondisi Aktual	Error! Bookmark not defined.
Lampiran 11 Dokumen <i>Manifest</i>	Error! Bookmark not defined.
Lampiran 12 Dokumen <i>Checklist Incoming general cargo</i>	Error! Bookmark not defined.
Lampiran 13 <i>Air Waybill</i>	Error! Bookmark not defined.
Lampiran 14 <i>Document Delivery Order</i>	Error! Bookmark not defined.
Lampiran 15 <i>Cargo Delivery Order</i>	Error! Bookmark not defined.
Lampiran 16 Layout PT JAS Halim	Error! Bookmark not defined.
Lampiran 17 Dokumentasi Perbaikan.....	Error! Bookmark not defined.
Lampiran 18 Dokumentasi Selama Kerja Praktik	Error! Bookmark not defined.