

## **AKTIVITAS PERGUDANGAN DALAM DEPARTEMEN SPAREPART**

### **PT. BUMEN REDJA ABADI SIDOARJO**

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### **INTISARI**

Laporan ini didapatkan dari praktek kerja lapangan di departemen *sparepart* PT. Bumen Redja Abadi Sidoarjo dengan melakukan observasi pada aktivitas pergudangan PT. Bumen Redja Abadi Sidoarjo yang dilakukan selama 5 bulan praktek kerja lapangan. Praktek kerja lapangan bertujuan untuk mendapatkan pengalaman secara nyata bagaimana dunia kerja yang sesungguhnya.

Gudang merupakan tempat yang penting dalam pendistribusian barang perusahaan. Banyak barang keluar dan masuk dalam gudang. Aktivitas pada pergudangan memiliki 3 fungsi utama yaitu, perpindahan (*movement*), *storage*, dan *shipping*. Perpindahan (*movement*) memiliki beberapa fungsi utama seperti, *receiving*, *put away*, *order picking*, *packing order*, *transfer information*, dan *shipping*. Aktivitas pergudangan pada PT. Bumen Redja Abadi Sidoarjo terdapat permasalahan yang terjadi khususnya pada proses *order picking* dan *packing order*. Permasalahan pada *order picking* dan *packing order* yaitu petugas gudang sering kali mengalami kelalaian dalam kuantitas *sparepart*, sehingga ketika diterima customer *sparepart* mengalami kekurangan kuantitas dan mendapatkan komplain. Pada aktivitas pergudangan lainnya seperti, proses *receiving* berjalan dengan optimal, proses *put away* berjalan dengan lancar, *storage* berjalan dengan optimal, *shipping* berjalan lancar, dan *transfer information* berjalan dengan baik. Rekomendasi yang dapat diberikan dengan menambahkan *scan barcode*, penambahan komputer, serta penambahan karyawan baru.

Kata Kunci: Gudang, Manajemen Pergudangan, Aktivitas Operasional Gudang.

## **WAREHOUSING ACTIVITIES IN THE SPAREPARTS DEPARTMENT OF**

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#### **ABSTRACT**

*This report was obtained from field work practice in the spare parts department of PT. Bumen Redja Abadi Sidoarjo by observing the warehousing activities of PT. Bumen Redja Abadi Sidoarjo which was carried out for 5 months of field work practice. Field work practice aims to gain real experience of how the real world of work is.*

*Warehouse is an important place in the distribution of company goods. Lots of goods in and out of the warehouse. Warehousing activities have 3 main functions, namely, movement, storage, and shipping. Movement (movement) has several main functions such as, receiving, put away, order picking, packing orders, transfer information, and shipping. Warehousing activities at PT. Bumen Redja Abadi Sidoarjo has problems that occur, especially in the process of picking orders and packing orders. The problem with picking orders and packing orders is that warehouse staff often experience negligence in the quantity of spare parts, so that when received spare parts customers experience a shortage of quantity and receive complaints. In other warehousing activities, such as, the receiving process runs optimally, the put away process runs smoothly, storage runs optimally, shipping runs smoothly, and information transfers run well. Recommendations that can be given by adding barcode scans, adding computers, and adding new employees.*

*Keywords: Warehouse, Warehouse Management, Warehouse Operational Activities*