

ABSTRACT

Wahyunda Marta Dewa, 2017, NIT: 50135104.K, “*The Effect of Documentation Activity Againsts Drafting Contractor Safety Management System (CSMS) At PT. Hafar Daya Samudera*”, Minithesys of Port and Shipping Department, Diploma IV Programme, Semarang Merchant Marine Polytechnic, 1th Supervisor: Okvita Wahyuni, S.ST., M.M., 2nd Supervisor: Dr. Capt. Sahabuddin Sunusi, MT, M.Mar.

Documentation is a collection of records of the work and store a written description of a program including the name of the program, the function of the program, as well as the input or output required. Documentation also relates to a specific activity in the form of collection, processing, storage and dissemination or dissemination of information. This study focuses on documentation activities that may affect the process of arranging *Contractor Safety Management System (CSMS)* in PT. Hafar Daya Samudera. The discussion written in this research is the importance of doing documentation activities and any factors that influence the process of arranging *Contractor Safety Management System (CSMS)*.

The researcher uses qualitative descriptive writing method to describe and describe the object under study. The researcher is involved in the search data by observing and analyzing the facts and characteristics of objects and subjects are researched directly. This method is intended to get a comprehensive and clear picture of the effect of documentation activities on the preparation of *Contractor Safety Management System (CSMS)* in PT. Hafar Daya Samudera. Data collection techniques used in this research are *Observation, Interview, Documentation, and Library Studies*.

From the results of research that has been done that the researcher of the fact that the factors that influence the preparation of *Contractor Safety Management System (CSMS)* is the lack of availability of documents, and documents required difficult to be found. To overcome these things PT. Hafar Daya Samudera make an effort to expedite the activity that is increasing activity documentation at every activity, and improvement in procedure of document storage.

Keyword: Documentation, Contractor Safety Management System