



PROCEDURE FOR INSTALLING LAND BOUNDARY MARKERS AS A MARKING ACTIVITY AT PT KERETA API INDONESIA (PERSERO) DAOP 5 PURWOKERTO

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Abstract

This article discusses the procedure for installing land boundary stakes as an effort to mark assets managed by PT Kereta Api Indonesia (Persero) Daop 5 Purwokerto. As a company responsible for the management of land assets, PT Kereta Api Indonesia (Persero) through the Asset Guard Unit installs land boundary pads to mark ownership rights and takeover by unauthorized parties. This research aims to examine the procedures for installing land boundary markers to ensure asset protection from misuse or disputes. The results show that procedural installation of land boundary markers can prevent unilateral claims, reduce the potential for land disputes, and ensure more optimal asset management. Therefore, it is important to implement established procedures to maintain and protect land assets owned by PT Kerata Api Indonesia (Persero) Daop 5 Purwokerto.

Keywords: Procedure, Company, Asset Guarding Unit.

Abstrak

Artikel ini membahas prosedur pemasangan patok batas tanah sebagai upaya penandaan aset yang dikelola oleh PT Kereta Api Indonesia (Persero) Daop 5 Purwokerto. Sebagai perusahaan yang bertanggung jawab atas pengelolaan aset tanah, PT Kereta Api Indonesia (Persero) melalui Unit Penjaga Aset memasang bantalan batas tanah untuk menandai hak kepemilikan dan pengambilalihan oleh pihak yang tidak berwenang. Penelitian ini bertujuan untuk mengkaji tata cara pemasangan penanda batas tanah untuk memastikan perlindungan aset dari penyalahgunaan atau sengketa. Hasil penelitian menunjukkan bahwa pemasangan penanda batas tanah yang dilakukan secara prosedural dapat mencegah klaim sepihak, mengurangi potensi sengketa tanah, dan memastikan pengelolaan aset yang lebih optimal. Oleh karena itu, penting untuk menerapkan prosedur yang telah ditetapkan untuk memelihara dan melindungi aset tanah milik PT Kerata Api Indonesia (Persero) Daop 5 Purwokerto.

Kata kunci: Prosedur, Perusahaan, Unit Penjaga Aset.

A. INTRODUCTION

PT Kereta Api Indonesia (Persero) is a State-Owned Enterprise (SOE) that provides rail transportation services for

passengers or goods. The company has a number of assets that must be safeguarded so that they are not lost or taken over by unauthorized parties.



In this case, one of the most important assets to protect is land assets, considering that there are often unilateral claims to land owned, either through forced seizure or disputes arising from these actions. Therefore, the protection of PT Kereta Api Indonesia (Persero) land assets must be a priority to prevent potential legal problems and ensure the continuity of the company's operations.

The Asset Guarding Unit is responsible for maintaining land assets by installing land boundary stakes as a sign of ownership.

The author chose this topic because the installation of land boundary stakes is a strategic step in asset protection, to ensure that asset ownership rights are maintained, and to prevent disputes or unilateral claims that can interfere with the sustainability of company operations.

B. IMPLEMENTATION AND METHODS

This internship was carried out at PT Kereta Api Indonesia (Persero) Daop 5 Purwokerto in the Asset Guarding Unit. The internship lasted for four months from August 5, 2024. December 5, 2024 with the main focus on the procedure for installing land boundary stakes.

The author is a student of Universitas Jenderal Soedirman D3 Office Administration Study Program who has an understanding of the office world such as correspondence, administration, secretarial, computer management, office management, supervision, planning and organizing (Veronika, n.d.).

The method applied in this internship involves hands-on work practice, which provides practical experience and skills in a real work environment, as well as soil measurement activities carried out in ponds.

Various administrative and operational tasks are also carried out,

such as recapping pictures of the asset rental situation, entering PBB SPPT bill data on excel, assisting in the accountability preparation process, assisting in checking contract drawings attachments and classification of SPPT/PBB grouping.

In addition, there are also tasks in managing data and documents, such as entering the minutes of asset handover on excel, recapping monthly *asset mapping* data, approving asset blocks on the asset portal, making warning letters, helping to stamp and assisting in the data media transfer process.

With this approach, the author is expected to understand how direct work practices, administrative and operational tasks as well as tasks in data and document management.

C. RESULTS AND DISCUSSION

The results of the internship activities show that during the implementation of activities at PT Kereta Api Indonesia (Persero) Daop 5 Purwokerto, the author carried out work practices related to Office Administration, namely PT Kereta Api Indonesia (Persero) has property investments, one of which is Land Assets. The investment is used for leasing for consumers which will later become rental income for the company.

But on the other hand, land has a scarce nature (scarcity), the number of human needs or demands is increasing, not proportional to the right land supply (cannot be produced). This causes land to have a very high economic value and can be one of the promising investment fields. However, the fact is that currently there are still many vacant land/idle land that has not been used optimally.

Therefore, many irresponsible parties admit that land owned by PT Kereta Api Indonesia (Persero) can be detrimental and can cause land disputes. Because, from the irresponsible party there is no

valid evidence of the recognized land.

In this case, one of the main tasks and functions is that the Asset Guard Unit guards the land assets of PT Kereta Api Indonesia (Persero) by means of marking in the form of installing land boundary markers on the outermost side of the land assets. This is done with a good and correct procedure for installing stakes.

In the sense that the activity procedure is a part of the system which is a series of actions that involve several people in one or several parts that are determined to ensure that a business activity or transaction can occur repeatedly and be carried out uniformly (S.Kom, Ridwan Iskandar, 1991).

The protection of land assets in the Purwokerto Operation Area 5 is carried out by installing land boundary markers, in the system all land areas included in the management of the Purwokerto Operation Area 5 have been recorded in the Asset Inventory (the activity of recording or managing the physical and digital assets of an organization in a systematic, orderly and orderly manner) in the form of the Asset Portal application.

In this activity, it is necessary to carry out good and correct procedures in accordance with the provisions of PT Kereta Api Indonesia (Persero) Daop 5 Purwokerto. Here's the procedure Marking activities in the form of installing land boundary markers:

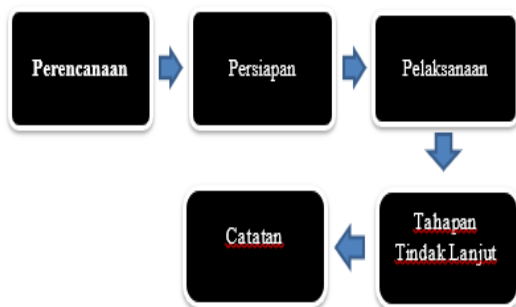


Figure 1 Marking Activity Procedure

1. Planning is the process of making a plan to achieve certain goals, including:

- a) Collect data on the stakes that have been installed according to the existing conditions and collect data on the needs of the stakes in their area,
- b) Conducting a survey and determining the location point of the installation of the stake and/or maintenance, along with the number of units required for installation and/or maintenance as outlined in the sketch drawing,
- c) Submit proposals for the installation of new pegs and/or maintenance of pegs in their area to the Assistant Manager in charge of Asset Guard and Certification.

1. Preparation is equipment, supplies, planning, actions and efforts to do something, including:

- a) Preparing the ownership base documents,

Complete the letter of assignment from the superior/person in charge,

- b) Setting up measuring equipment,
- c) Complete the notification letter of the plan to install the stake to the relevant section/unit (Head of Station, Security and other related sections/units) and to the Region (Lurah or equivalent, RT/RW),
- d) Submit a notification letter of the plan to install stakes



to the relevant sections/units and regions no later than H- (one day before the implementation of the stakes installation activities).

2. Implementation is an activity that is carried out in a planned, orderly and directed manner to achieve the desired goals, including:

a. Preparatory Activities:

- 1) Ensuring the presence of personnel of related sections/units and the division of duties of each of these personnel,
- 2) Ensure the completeness of equipment and documents,
- 3) Ensuring the obligation to use Personal Protective Equipment (PPE) on the railway operational line and maintaining safety.

b. Stakes Installation and/or Maintenance Activities:

- 1) Conducting a survey of the location of the installation of stakes,
- 2) Assisting *the Assistant Manager* in charge of Asset Guard and Certification in inspecting and ensuring the specifications of the pegs to be installed and Carry out maintenance according to with the provisions,
- 3) Ensure proper and correct installation and maintenance of stakes,
- 4) Documentation using the camera application coordinates the stake mounting object (before and after installation),
- 5) Collect all documentation as mentioned in point (b) number (4)

and save it in the form of *a soft file*.

3. The Follow-up Stage is an activity plan that will be carried out after carrying out reflection and evaluation of previous activities, including:

- a) Report *updates* on the progress of the implementation of installation and/or maintenance of pegs to the Assistant Manager in charge of Asset Maintenance and Certification according to the attachment,
- b) Conducting inspections of all installed stakes in accordance with the installation and/or maintenance program of the stakes
- c) Providing assistance in testing activities.

4. A note is a brief description of something written to help with memory or future reference, including:

- a) Land boundary markers are installed at every corner of the land boundary, and for straight sides can be installed with a minimum distance of 50 (fifty) meters between the stakes and if deemed necessary can be installed at a certain point along the boundary line of the land plot,
- b) Kilometer markers are installed along the Asset located on operational or non-operational crossings (dead crossings, with a distance of 100 (one hundred) meters between stakes).

D. CONCLUSION

Conclusion

Based on the results of the internship and analysis of the problems that occurred at PT Kereta Api Indonesia (Persero) Daop 5 Purwokerto, precisely in the Asset Guard Unit, it can be concluded that in this asset guard unit, its main task is to maintain and protect the assets belonging to PT Kereta Api Indonesia (Persero). This includes land assets.

One of the steps taken to maintain the integrity and security of the land assets is to install land boundary markers in accordance with the procedures that have been implemented by PT Kereta Api Indonesia (Persero), especially in the Daop 5 Purwokerto area.

This step is carried out as a preventive effort to prevent land grabbing by irresponsible parties and to avoid potential land disputes related to the ownership or boundaries of land owned by PT Kereta Api Indonesia (Persero).

The installation of land boundary markers also aims to provide clarity and legal certainty regarding the status of ownership of land assets, so that it can reduce the risk of conflicts or problems that can harm the company.

Suggestion

To increase the effectiveness and efficiency of performance in the Asset Guard Unit related to existing problems and obstacles in the procedures for installing land boundary markers, the following recommendations can be taken:

1. Training for Professionals in Stake Installation:

Training related to the standardization of the installation of land boundary markers for railway employees needs to be

held, especially those responsible for asset protection. This training is intended to equalize understanding and knowledge regarding the procedure for installing land boundary markers in all areas of Daop and Diverve.

2. Adequate Use of Computers:

Several computers in the asset guard unit were damaged and needed immediate repairs to ensure the smooth work of the employees.

3. Recruiting in the Asset Guard Unit, especially in the Administration section:

In this case, the author feels that there needs to be an additional employee in the administrative department, considering that the asset guard unit currently only has one employee in that section. Administrative work is considered very difficult if it is done by only one person. Based on the author's experience during the internship, the author is more involved in the unit administration process and realizes that additional manpower in this section is very necessary to facilitate smooth operations.

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