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**PROJECT RESULT ADMINISTRATION PROCEDURES IN THE
STRENGTHENING COLUMN DIVISION OF PT HANDAL KARYA ABADI**

Siti Zahra Giffanisa, Dian Berliansyah Putra, Heri Aryadi
Universitas Bina Sarana Informatika
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Abstract

This study aims to determine the administrative procedures, obstacles, and solutions for projects in the reinforcement colo division of PT Handal Karya Abadi. The method used in this study is descriptive qualitative using interview data, observation, and documentation studies. Data were taken from the period of August 2023 to December 2023. Based on the results of the study, it can be concluded that the administrative procedures for projects in the reinforcement colo division of PT Handal Karya Abadi have been running according to Standard Operating Procedures. Administrative needs are very important considering there are quite a lot of processes related to work in the field. The Handover Minutes can be obtained when the field work has been completed to report ready for installation and the purchase order has been received from the Client. The completeness of this document is one of the administrative requirements that must be met to reach the final term, so that the payment is 100% paid off and can be forwarded to the finance & accounting department to continue the process.

Keywords: *Prosedur, Administrasi, Proyek*

Abstrak

Penelitian ini bertujuan untuk mengetahui prosedur administrasi, kendala, dan solusi atas proyek pada divisi colo perkuatan PT Handal Karya Abadi, Metode yang digunakan dalam penelitian ini adalah deskriptif kualitatif dengan menggunakan data wawancara, observasi, dan studi dokumentasi. Data yang diambil mulai periode Agustus 2023 sampai dengan Desember 2023. Berdasarkan hasil penelitian tersebut, dapat disimpulkan bahwa prosedur administrasi atas proyek pada divisi colo perkuatan PT Handal Karya Abadi sudah berjalan sesuai Standart Operation Prosedur. Keperluan administrasi sangat penting mengingat terdapat cukup banyak proses terkait pekerjaan di lapangan. Berita Acara Serah Terima bisa didapat apabila pekerjaan lapangan telah selesai melakukan report ready for installation dan purchase order sudah diterima dari Client. Kelengkapan dokumen ini menjadi salah satu syarat administrasi yang harus dipenuhi untuk mencapai Termin terakhir, sehingga pembayaran menjadi lunas 100% dan bisa diteruskan ke bagian finance & accounting untuk dilanjutkan prosesnya.

Kata Kunci: *Prosedur, Administrasi, Proyek*

I. INTRODUCTION

A company's financial and asset management is a key pillar in maintaining business stability, growth, and sustainability. In an increasingly complex and dynamic business era,



financial management is a strategic key to wisely managing a company's financial resources. The role of financial management extends beyond recording and spending, but also involves intelligent decision-making for fund allocation, investment, and financing that can optimize company value. Furthermore, asset management is a key focus, ensuring that every company asset is optimized to support operations and growth.

The use of technology and data analytics in financial and asset management is becoming increasingly important to provide accurate, real-time information, enabling timely and effective decision-making. Sustainability is also a crucial consideration, as companies increasingly recognize the importance of conducting business responsibly towards the environment and society. By integrating sophisticated financial and asset management, companies can achieve operational efficiency, financial resilience, and sustainable growth in an ever-evolving business environment (Bailah, 2019).

Each company undoubtedly has different procedures related to its development. Project outcome administration procedures for the COLO Perkuatan division are essential in the context of financial and asset management at PT Handal Karya Abadi Bekasi. This document is not merely a formality, but rather a key instrument for ensuring transparency, accountability, and efficiency in the goods or services handover process. With comprehensive administrative procedures, organizations can minimize the potential for disputes and conflicts that may arise from ambiguity or disagreement regarding the condition of goods or services at the time of handover. Furthermore, administrative procedures also support compliance with applicable regulations and procedures, ensuring that every transaction is conducted in accordance with applicable legal norms.

Therefore, a handover document, commonly referred to as a BAST (Berita Acara Serah Terima), is also required. The implementation of a BAST reflects a commitment to the principles of Good Governance, which prioritizes the values of transparency, participation, and accountability in resource management. Thus, a BAST is not merely an administrative instrument but also a proactive step to mitigate legal risks, maintain third-party satisfaction, and improve the overall quality of an organization's asset and financial management (Mahalisa & Basuki, 2022). Project administrative procedures are not merely a formal requirement but a strategic step to improve governance, efficiency, and security in the goods or services handover process.

With economic and technological advancements, modern businesses face pressure to be more efficient and responsive to change. One fundamental issue often encountered is a lack

of transparency, which can lead to uncertainty and unexpected financial risks, as well as difficulties in collecting payments for work completed. The importance of project administration procedures in a business is a major concern, given their crucial role in strengthening integrity, transparency, and efficiency in the project process and in safeguarding the company's future assets. Based on these conditions, proper project administration must be implemented to ensure it becomes an asset to the business.

II. THEORETICAL STUDY

A procedure is a step-by-step activity structured according to its role to clarify problem-solving. Procedures are crucial for governments, organizations, and companies because they facilitate the proper and optimal resolution of problems according to plan (Sari & Sazly, 2021).

A procedure is also defined as a sequence of clerical activities, typically involving several people in one or more departments, designed to ensure the uniform handling of recurring company transactions (Irawan, Roy, Kusuma Dewi, I., 2020).

A series of activities or actions performed repeatedly or consistently in the same manner and order can also illustrate the concept of a procedure, as procedures are considered crucial for an organization to ensure everything can be done uniformly (Musri & Mulia, 2022).

According to Paridq, "Administration is any joint effort to utilize all resources effectively and efficiently, including activities that form a framework for policies issued by managers; administrative affairs" (Satrio, Hasibuan, Anwar Us, & Rizki, 2021).

Administration is an activity within the administrative sphere related to correspondence, archiving, recording, payments, and various types of forms. Administration is a science. The idea of the supremacy of political leadership over bureaucracy arises from the functional differences between politics and administration, and the assumption of the superiority of political and administrative functions (Ariyanti et al., 2020).

Administration is the process of organizing resources so that work tasks within any organization can be carried out effectively. The administrative process carries out three main functions related to three general levels in the formal hierarchy (Belferik et al., 2023).

According to Ismael, a project is defined as a series of activities that take place over a specific period of time, with the allocation of available resources, and aimed at carrying out predetermined tasks (Fazis & Tugiah, 2022).

A business or enterprise is temporary in nature from the initial date of the work. Although temporary in its implementation, the results of a project can have long-term impacts on the company. This is done to achieve important goals, objectives, and expectations that must be met using the available budget and resources (Castollani, Puro, & Lesmana, 2020).

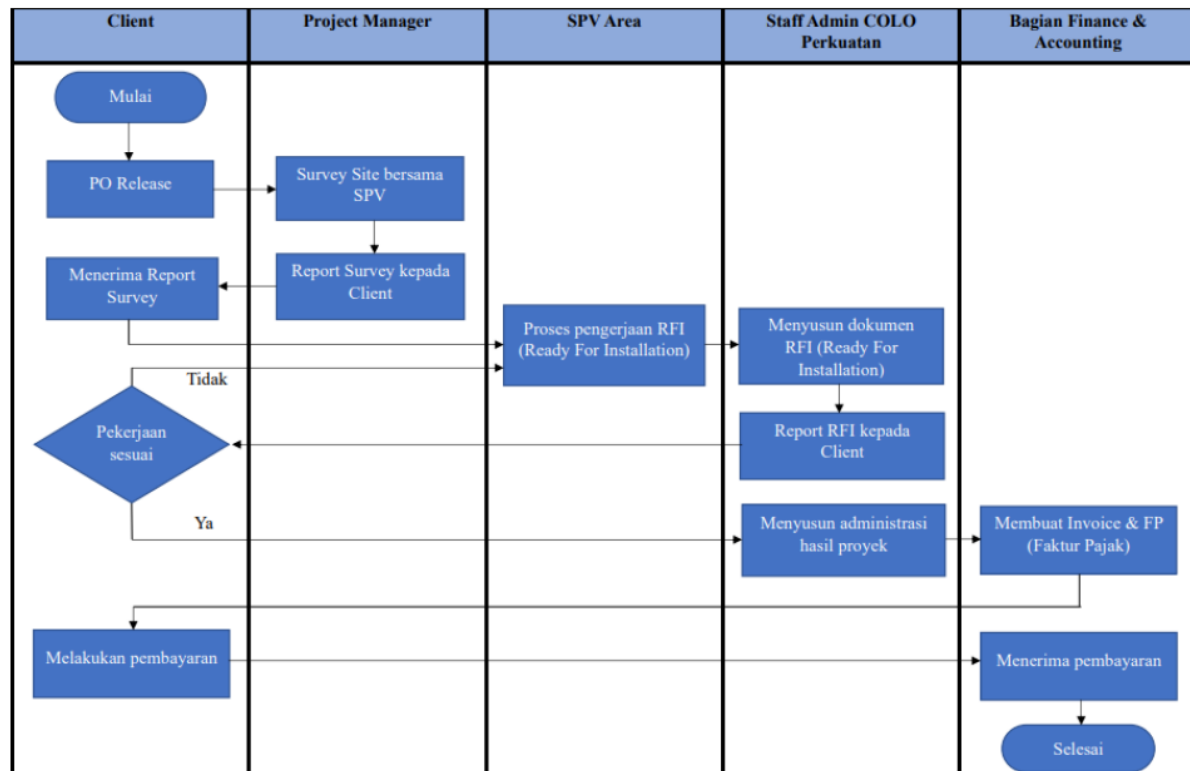
III. RESEARCH METHODS

Research methods are scientific methods for obtaining data with specific goals and benefits (MSDM, n.d.). This qualitative descriptive research method relates to the procedures, techniques, and tools used, including interviews, observation, and documentation (Sugiyono, 2017).

The research method used in this paper is a qualitative descriptive method through interviews, observation, and documentation conducted at the relevant company to obtain results and also a clear description of the project results administration procedures in the PT Handal Karya Abadi reinforcement co-division, obstacles related to project results administration procedures in the PT Handal Karya Abadi reinforcement co-division, and solutions to these obstacles in the project results administration procedures in the PT Handal Karya Abadi reinforcement co-division.

IV. RESEARCH RESULTS

Administrative Procedures for Project Results in the COLO Strengthening Division of PT Handal Karya Abadi, starting from completing documents such as photos and activity reports to being made into a Handover Report (BAST) document which will later be processed by the finance department to be billed for project payments. There are several administrative procedures that must be carried out regarding the project results from the COLO Strengthening Division which can be seen in the flow diagram below.



Source: PT Handal Karya Abadi, 2023

Figure 1. Project Results Administration Procedures in the COLO Reinforcement Division of PT Handal Karya Abadi

Once negotiations between the two parties (PT Handal Karya Abadi and the client) regarding the site to be worked on have concluded, a Purchase Order will be released by the client. This will then be forwarded to the finance department. Before the PO is released, the project manager first calculates the Work Plan and the office margin to adjust the PO. Once the PO is released, the finance department can proceed to submit Term 1.

After the PO is released, the Project Manager conducts a site survey. Photos of the site conditions and conditions will be taken by the Supervisor and the Project Manager from PT Handal Karya Abadi in selected areas. After receiving the survey photos, the Project Manager will compile them according to the established format and report them to the client.

After the survey is completed, the project administration staff will submit a report in the form of an RFI (Ready for Installation) file. This is done to indicate the site's completion. This data is obtained from PT Handal Karya Abadi supervisors in selected areas who will send photos of the work. After receiving the photos, the project administration staff will compile them according to the established format and report them to the client via email. After submitting the RFI via email, you will receive feedback or confirmation from the client's engineering team that "Strengthening Looks Fine" can proceed to closing. Once this

feedback is received, the project has been accepted and we can proceed to the next step. This allows finance to proceed with submitting Term 2.

To complete the submission of Term 3 from finance, we must first request a Galvanization Certificate and Fabrication Warranty from the vendor. Once the handover report is scheduled for both parties, a BA Closing ATP form will be created. This will be sent to the relevant area for signature and then sent back to PT Handal Karya Abadi for processing.

The administrative procedures for each site are the same. The steps to fulfill the requirements for Term 3 in administering the COLO Strengthening project results include completing the following documents: the RFI Document, Purchase Order, Fabrication Warranty from the Vendor, Installation Warranty, HSE Document, QHSE Briefing, ATP Report and Documentation (including BAST), Concrete Mix Design (for foundation work), Galvanization Certificate, and email confirmation from the relevant area supervisor.

To facilitate monitoring and tracking of site progress, both ongoing and previous years, a Strengthening Summary document was created. PT Handal Karya Abadi has collaborated with several companies to support their business development.

Challenges encountered in the project results administration procedures in PT Handal Karya Abadi's strengthening division included incomplete site documentation. Many sites were found to have unfinished work, with incomplete photos. Many files were disorganized or missing, and office facilities were inadequate.

In response to these challenges, management implemented a solution: instruct staff to complete pending work and strengthen coordination with Project Managers and superiors. This coordination facilitated the discovery of various opinions and the recovery of old files that were still stored in soft copies. Regarding office facilities, project administration staff were permitted to request additional facilities if deemed inadequate to expedite the work process.

V. CONCLUSION

The Project Results Administration Procedures at PT Handal Karya Abadi's COLO Reinforcement Division have been implemented in accordance with established SOPs. Project results administration procedures are not merely a formal requirement, but also a strategic step to improve governance, efficiency, and security during the goods or services handover process. They can also be used to bill clients through the finance department. Furthermore, the implementation of BAST is essential for companies in the goods and

services sector to prioritize the values of transparency, participation, and accountability. Civil Mechanical Engineering (CME) and Tower Reinforcement work are crucial and determine the project's continuity. This is because the installation of materials and the results are highly valued.

There are still unfinished projects in the field, documents are disorganized due to administrative changes, and office facilities are inadequate. However, solutions have been found, provided by both superiors and the company.

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