

AN ANALYSIS OF DISCOURSE STRUCTURE OF TEXT IN CIRCULAR LETTER ABOUT THE RULES IN TERMINAL UMUM DABN PELABUHAN PROBOLINGGO

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Abstract: The port is a work area that has a high level of work risk in its operation. PT. Delta Artha Bahari Nusantara as the operator of Terminal Umum DABN Pelabuhan Probolinggo issued circular letter about the rules to protect the environment, workers and smooth port activities, it is necessary to have rules and regulations at the port. This study interested to analyze the text structure of Circular Letter About The Rules In Terminal Umum DABN Pelabuhan Probolinggo to see about the macro structure, superstructure, and micro structure that consist in the text in circular letter. This study theory uses critical discourse analysis with the Van Dijk model. This study uses a descriptive qualitative approach in analyzing the problem. The research was conducted using the critical discourse analysis method, so that study can understand how PT. Delta Artha Bahari Nusantara issued Surat Edaran Tentang Tata Tertib Di Lingkungan Kerja Terminal Umum DABN Pelabuhan Probolinggo by analyzing the text in the circular letter. The design use in this study is qualitative research. The data source of this research is text form of the circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo. Terminal Umum DABN Pelabuhan Probolinggo is the location for collecting data using documentation. The several steps in writing the analysis of this study is make a data classification and interpretation then re-checking to get the validation. The data analysis description method of the study is informal. The discourse structure contained in the text of circular letter will explain the macro structure, superstructure and micro structure in terms of thematic, schema and semantic analysis also finding the coherences that consist in the text of Surat Edaran Tentang Tata Tertib Di Lingkungan Kerja Terminal Umum DABN Pelabuhan Probolinggo.

Keywords: *Critical Discourse Analysis, Circular Letter, Terminal Umum DABN Pelabuhan Probolinggo*

INTRODUCTION

The Probolinggo Port is build and developed as a backup for the transportation system due to the Lapindo Sidoarjo mud disaster. However, in its development, this port play more roles and become one of the driving forces of the economy. The Ministry of Transportation PT. Delta Artha Bahari Nusantara (DABN) has been appointed as the operator of the Probolinggo Port, which is now officially named Terminal Umum DABN Pelabuhan Probolinggo. The business sector of PT. DABN is a port service that includes berthing services, dock services, stacking services and handling services.

The port is a work area that has a high level of work risk in its operation. Therefore the factors of occupational safety and health, as well as loading and unloading operational performance, are essential to be a concern. To protect the environment, workers and smooth port activities, it is necessary to have rules and regulations at the port. PT. Delta Artha Bahari Nusantara as the operator of Terminal Umum DABN Pelabuhan Probolinggo strives to maintain order, security, and safety for employees, workers, service users, and even visiting guests. For this reason, a circular letter regarding the rules of conduct contains notifications, directions, instructions, and recommendations regarding the rules and regulations that must be complied with so that all components in the port can run according to directions for smooth operational activities.

The compliance with the rules can be appropriately implemented after the publication of this circular letter. It occurs when loading and unloading activities arise. The workers already understand the function of Personal Protective Equipment quite well and apply it to minimize the risk of work accidents.

Critical Discourse Analysis (CDA) is one of the studies in researching and analyzing language to see the function and purpose of discourse. Discourse is composed of objects or ideas poured into discourse to lead to a broader perspective for the recipient of the discourse. Critical discourse analysis studies the relationship between discourse and ideology, namely beliefs, attitudes, behaviors, and perspectives. So, critical discourse analysis also means analyzing the existence of certain motives in a discourse.

According to Van Dijk (2001), Critical Discourse Analysis focuses on the strengths and inequalities created by social phenomena. Therefore, Critical Discourse Analysis can analyze discourse on other disciplines in politics, race, gender, hegemony, culture, and social class. The field of study is centered on the principles of critical discourse analysis: action, context, history, power, and ideology (Rohana & Syamsuddin, 2015). In this study, critical discourse analysis is used as a method for analyzing the circular letter.

This study analyzes the dimensions of text in the circular letter about discipline using critical discourse analysis by Van Dijk model as a tool. Critical discourse analysis attempts to explain a text on social phenomena to determine the

interests listed and summarized therein. Discourse as a social practical form can be analyzed with Critical Discourse Analysis to determine the relationship between speech and socio-cultural development in different social domains in the linguistic dimension (Rohana & Syamsuddin, 2015). Critical Discourse Analysis analyzes phenomena in a discourse related to colonial society namely exploring the reasons why a speech has a certain structure that is socially related between the parties included in the address.

In this study, further research will be carried out on critical discourse analysis of the rules at Terminal Umum DABN Pelabuhan Probolinggo to analyze and find out the text dimension of circular letter by knowing the macro structure, super structure and micro structure.

METHOD

This study is design to get an answer about the critical discourse analysis of circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo. Therefore, the design use in this study is qualitative research. Qualitative research is research that produces analytical procedures that do not use statistical analysis procedures.

Qualitative research produces descriptive data about this study. Qualitative descriptive (QD) is focused on answering research questions related to who, what, where and questions how an event or experience occurs until finally it is studied in depth to find patterns that emerge in these events.

Data in this study is the text form in circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo. The data source of this research is the circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo. This circular letter as primary data. The primary data in the text consists of theme, schema, semantic, and syntax. The source of primary data is the text in circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo. The secondary data of this research are definition of theme, schema, semantic, syntax, and stylistic. The source of secondary data is searching in internet such as journal, articles, some related book, library, and document related to research problem.

The collection data used in this research is documentation. The collection method of this study use documentation, because it is form of investigate written objects. Data collection through document analysis techniques is carried out by reading, recording, and collecting data from written data sources. Based on the above understanding, the circular letter regarding rules at the Terminal Umum DABN Pelabuhan Probolinggo includes internal official documents.

This study needs the document of circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo for define the macro structure, super structure, micro structure. To determine the macro structure, namely by looking for the general meaning of a text by observing the topics raised in one text. While the superstructure is the framework of a text consisting of an introduction, content, conclusion and conclusion, then to determine the microstructure, look for the meaning of a text that can be observed from the choice of words, sentences, and styles used in one text. The explanation above is the step of the analysis data of this research.

The way to test the validity of the data in this study is to re-check the data with documents of circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo. The data analysis description method of the study is informal. Data analysis description method to describe data that obtained description analyzed of discourse structure of circular letter about the rules in Terminal Umum DABN Pelabuhan Probolinggo. The analysis use word to reveal and describe about analysis. There is picture too on analysis, but it just show to readers about the visitors who complied with the circular letter.

ANALYSIS AND FINDINGS

This chapter explains the research results and discusses critical discourse analysis in the text structure of Circular Letter About The Rules In Terminal Umum DABN Pelabuhan Probolinggo, as explained below.

Macro Structure of text in Circular Letter About The Rules In Terminal Umum DABN Pelabuhan Probolinggo

Macrostructure is the global/general meaning of a text that can be understood by looking at the topic of a text. The global meaning of a discourse is included in the part of the thematic element. the theme that is visible is a circular letter from PT Delta Artha Bahari Nusantara issued a circular letter addressed to all users of Terminal Umum DABN Pelabuhan Probolinggo. The service users referred to in the circular letter with the service number UM.020/DABN.PROB/II/2022 includes employees, guests, laborers, and work partners/investors as in the following text:

*Tentang
Tata Tertib di Lingkungan Kerja Terminal Umum Delta Artha
Bahari Nusantara Pelabuhan Probolinggo*

The theme in the Circular Letter is about rules of procedure during activities in the work environment. The circular letter conveys the intent of the critical rules in carrying out activities in the work environment of Terminal Umum DABN Pelabuhan Probolinggo, which are by the QHSE guidelines and regulations of Kepala Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas IV Pelabuhan Probolinggo as the regulator.

Super Structure of text in Circular Letter About The Rules In Terminal Umum DABN Pelabuhan Probolinggo

The scheme in the circular letter is arranged to form a complete text that includes the opening, content, and closing. It can be seen that PT. Delta Artha Bahari Nusantara brings its readers to every detail of the important points listed in the circular letter to convey information about the rules of procedure during activities in the work environment of Terminal Umum DABN Pelabuhan Probolinggo. In the opening section, PT. Delta Artha Bahari Nusantara clearly and directly conveys the intent and purpose of the issuance of the circular letter as stated below,

*Dalam rangka menjaga ketertiban, keamanan, dan keselamatan
karyawan, pengguna jasa, dan tamu di Terminal Umum DABN
Pelabuhan Probolinggo*

The rules of procedure are made to maintain the order, security, and safety of employees, service users, and guests who carry out port operational activities in the work environment of Terminal Umum DABN Pelabuhan Probolinggo. In the content section, it can be seen that before this circular was made, previous regulations were considered necessary to be updated in more detail according to existing conditions, as stated below.

dan melengkapi Surat Edaran nomor:

*UM.097/DABN.PROB/IV/2021 tanggal 21 April 2021 tentang
Peraturan lalu lintas kendaraan yang masuk dan keluar wilayah
Terminal Umum DABN Pelabuhan Probolinggo,*

The previous circular only conveyed traffic regulations for vehicles entering and leaving the port area for port service activities such as loading and unloading and other activities in the field, warehouse, and dock. Because it was felt that more detailed regulations were needed following existing conditions, a Circular Letter Number: UM.020 / DABN.PROB / II / 2022 about Tata Tertib di Lingkungan Kerja Terminal Umum DABN Pelabuhan Probolinggo.

In the closing section, PT. Delta Artha Bahari Nusantara reiterates who must and is required to comply with the rules and regulations in the Circular Letter as stated below.

*semua orang yang masuk dan keluar Terminal Umum DABN
Pelabuhan Probolinggo diwajibkan untuk memenuhi,*

What is meant in the statement of all people entering and leaving includes employees of PT. Delta Artha Bahari Nusantara, stevedores/laborers, and visitors/investors.

Micro Structure of text in Circular Letter About The Rules In Terminal Umum DABN Pelabuhan Probolinggo

Semantic elements are seen in each written point, each explaining briefly the critical regulations that must be obeyed and provide direction also instructions regarding procedures in carrying out activities while in the work environment of Terminal Umum DABN Pelabuhan Probolinggo, as in the text below:

1. Semua tamu wajib lapor ke pos keamanan PT. DABN;

Although the statement was written briefly, it is clear what Semua Tamu means, namely employees of PT Delta Artha Bahari Nusantara, stevedoring workers/laborers, shipping agents, unloading companies, and other guests who have interests in the DABN General Terminal of Probolinggo Port.

5. Batas kecepatan pada Area 1 (gate masuk hingga cause way maksimal 40km/jam) dan Area 2 (trestle hingga dermaga maksimal 20km/jam);

The statement above is another semantic element that explains the driving speed limit as already on the signs in the port area. The purpose and objective of point no. 5 is to maintain the smooth flow of vehicle traffic and prevent accidents. The explanation in this point is written in short and precise detail for easy understanding so that simple sentences can influence service users.

9. Menjaga kebersihan dan membuang sampah pada tempat yang disediakan;

Statement point 9 explains the need to maintain cleanliness, which must be carried out starting from the entrance to Terminal Umum DABN Pelabuhan Probolinggo, the office environment, the open storage and warehouse, and the jetty area.

4. Menggunakan peralatan kerja yang sesuai dan disertai dengan sertifikat SIO dan SLO yang masih berlaku;

The above statement is the procedure refers to regulations regarding the operation and suitability of heavy equipment conditions and operator expertise to implement occupational health and safety for loading and unloading activities and worker safety.

10. Produktivitas B/M harus sesuai dengan standarisasi yang ditetapkan oleh Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas IV Probolinggo.

The above statement is a mandatory provision regarding the productivity value of loading and unloading activities, which must be carried out to avoid ship queues that can result in demurrage. The syntactic elements in this study consist of using active sentences in each sentence written in the circular. Active sentences are sentences whose subjects perform the actions or verbs in the sentence. PT Delta Artha Bahari Nusantara uses active sentences to convey mandatory rules in each point listed in the circular, as explained below..

8. Mematuhi safety sign pada area TU DABN Pelabuhan Probolinggo;

9. Menjaga kebersihan dan membuang sampah pada tempat yang disediakan;

10. Dilarang memancing di area TU DABN Pelabuhan Probolinggo;

11. Dilarang melakukan tindak kriminal atau asusila di dalam TU DABN Pelabuhan Probolinggo;

12. Jika melihat/menemukan/mengalami accident, incident dan keadaan darurat segera informasikan kepada rekan kerja, security, HSE yang berwenang pada area tersebut;

In this study, PT Delta Artha Bahari Nusantara provides instructions and directions in the circular letter regarding matters that need to be immediately followed up or reported to several parties responsible for activities carried out in the port area related to emergency conditions such as work accidents, work plan reports and recapitulation of loading and unloading activity productivity. The coherence sentence in the circular letter in the text is stated in the second sentence, saying the cause of the occurrence/action expressed in the first sentence, as in the statement below.

1. Semua tamu wajib lapor ke pos keamanan PT. DABN;
12. Jika melihat/menemukan /mengalami accident, incident dan keadaan darurat segera informasikan kepada rekan kerja, security, HSE yang berwenang pada area

- tersebut;*
- 3. Wajib melakukan pengisian form kegiatan yang ditetapkan oleh PT. DABN;*
 - 10. Produktivitas B/M harus sesuai dengan standarisasi yang ditetapkan oleh Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas IV Probolinggo.*

Point 1 above explains that all guests must report the intent and purpose of what will be done in the port to the security officer. In the following process, the security will provide a visitor ID card after the guest fills in the guest book at the security post. This aims to identify who the guests are who enter. Furthermore, in point 12, unique and fast handling is needed if a work accident or damage to facilities and equipment must be immediately reported to the relevant parties such as the occupational health and safety team, operational division or general division. This is related to further actions for further handling. Point 3 states the obligation of each shipping agent and stevedoring company to fill out the activity form set by PT Delta Artha Bahari Nusantara. The form relates to occupational health and safety addressed to the QHSE team as a control over loading and unloading activities at the dock. Point 10 states the standardization set by Kepala Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas IV Pelabuhan Probolinggo to control the performance and productivity of loading and unloading so that it can maximize the function of using the dock. The sentences in the points above, listed in the circular, use demonstrative words such as to, to, and by to indicate follow-up to matters requiring special attention.

In the circular letter, there is no closing sentence containing a reaffirmation regarding compliance with existing regulations and what sanctions will be received if every employee, worker, service user, or laborer does not comply with the regulations. So it is still not known for sure how the overall compliance results from the issuance of the circular letter

CONCLUSION

Based on the research on the text in the circular letter regarding the publishing regulations in the work environment of Terminal Umum DABN Pelabuhan Probolinggo, the following research results can be concluded are macro structure is the theme of the circular letter regarding the publishing regulations in the work environment of the Terminal Umum DABN Pelabuhan Probolinggo. The theme concerns essential rules that must be obeyed and implemented when carrying out port operational activities in the

open storage, warehouse, and jetty, which are addressed to all users of Terminal Umum DABN Pelabuhan Probolinggo. This is for implementing occupational health and safety guidelines and regulations from Kepala Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas IV Pelabuhan Probolinggo.

The superstructure is a scheme or flow. The scheme in the circular text explains the flow from the opening to the closing. The opening section clearly states the intent and purpose of creating and publishing the circular in the work environment of Terminal Umum DABN Pelabuhan Probolinggo. Furthermore, the content section states that the circular is an improvement/addition to the previous regulations. The new regulation explains more complex important points, containing directions and instructions during activities at Terminal Umum DABN Pelabuhan Probolinggo. The closing section states who must comply with the rules and circular, including employees, laborers, partners, and loading and unloading companies that carry out loading and unloading activities both in the open storage, warehouse, and jetty.

The Microstructure in the circular text consists of semantics and syntax. Semantic elements can be seen in each regulation point, which is explained in detail, even in short sentences. Each point listed provides a detailed compliance flow from the entrance gate to the end of the dock. In addition to the details, each point clearly explains its intent and purpose. In the syntactic elements, each sentence in the circular text uses an active sentence. Several sentences have coherence to convey the flow/direction of communication/reporting of several events that must be prioritized.

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