

UNIVERSITAS INTERNASIONAL BATAM

Faculty of Economy
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Odd Semester 2019/2020

DESIGNING STANDARD OPERATING PROCEDUR PT. FITRAH SEJATI PERKASA

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ABSTRACT

This report has the aim of making SOPs that can be applied to businesses in order to facilitate the employees of PT.Fitrah Sejati Perkasa in doing work. Thus the writer wants the company to be able to design a Standard Operating Procedure (SOP) to help solve the problems found in PT.Fitrah Sejati Perkasa.

This program starts in November 2019 until January 2020. The initial step in carrying out practical work is to observe and interview in order to get to know the environment and problems in PT. Fitrah Sejati Perkasa, then the writer will design a Standard Operating Procedure (SOP) that can be applied by PT.Fitrah Sejati Perkasa. The SOP that is designed does not only contain the sequence of work done in making bricks but also contains a breakdown of the time that must be done in making bricks. So that it can maximize the results of making bricks and the bricks produced have good quality.

Finally, the SOP is printed and displayed at PT.Fitrah Sejati Perkasa. After an analysis of several days since the SOP was displayed. The results from the bricks obtained have increased and the employees have done the work effectively and efficiently. PT. Fitrah Sejati Perkasa will also continue to implement the SOP that has been designed, so that the results of the bricks can continue to increase.

Keywords: Brick company, Standard Operating Procedure, brick quality