

**DESIGNING A STANDARD OPERATING PROCEDURE (SOP) IN THE
PRODUCTION PROCESS OF SINGKONG CHIPS NUGI JAYA DISTRICT
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ABSTRACT

Standard Operating Procedure (SOP) as an orderly and systematic work step as a reference for work implementation to achieve the desired goals. This research aims to design, implement and evaluate the Standard Operating Procedure (SOP) for the cassava chips production process of Nugi Jaya. This type of research is descriptive qualitative using the Miles and Huberman data analysis model. The research instrument used was an open questionnaire with interviews. What is recorded in a log book or notebook. The results of this research are (1) the process of making cassava chips starting from preparing the raw materials, peeling the cassava skin, washing the cassava, sorting and slicing, frying and dousing with salt water, slicing and spreading the spices, and packaging. . (2) formulation of Standard Operating Procedures (SOP) starting from pre-production SOP which consists of the process of preparing raw materials, peeling cassava skin, and washing cassava. Production SOP which consists of the sorting and slicing process, frying and dousing with salt water, draining and spreading the spices. Post-Production SOP which consists of the packaging process. (3) the results of the evaluation of the implementation of the SOP, namely improvements in the use of personal protective equipment (PPE), then the washing process must be ensured that it is clean, and in the frying process the temperature and frying time must always comply with the procedure. The implementation of Standard Operating Procedures (SOP) at Nugi Jaya gives a good impression to employees where cleanliness and hygiene are better maintained, and product quality is also better

Keywords : *Nugi Jaya Cassava Chips, Standard Operating Procedure (SOP)*