

**DESIGN OF STANDARD OPERATING PROCEDURE (SOP)  
PRODUCTION PROCESS OF BANANA BOLEN IN UMKM  
ISTANA BOLEN IN SUMBERSARI DISTRICT  
JEMBER REGENCY**

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**ABSTRACT**

*Istana Bolen MSME are one of the MSMEs in Jember Regency that produces Banana Bolen. The objectives of the study are (1) To identify the stages of the banana bolen production process at the Istana Bolen UMKM in Sumbersari District, Jember Regency. (2) To design the Standard Operating Procedure for the banana bolen production process at Istana Bolen. (3) To evaluate the implementation of the Standard Operating Procedure for the banana bolen production process at the Istana Bolen UMKM. This study uses quantitative and qualitative descriptive methods with the Miles and Huberman data analysis model. The sampling technique uses the grounded research technique. The results of the study are (1) The banana bolen production process includes structured and systematic steps, starting from preparing tools and materials, weighing raw materials, making pastry skins, forming pastry skins, filling bolen, baking, cooling, and packaging. (2) The formulation and design of SOPs for the bolen production process creates several SOP such as employee Preparation SOP, production preparation SOP, bolen processing SOP and bolen packaging SOP. (3) The result of the evaluation is that employees are more disciplined in using Personal Protective Equipment, banana selection is carried out with clear quality criteria, the production process, especially in the baking process, is more controlled, and the storage of raw materials is carried out according to the type and neatly recorded.*

**Keywords:** *Standard Operating Procedure, Production Process, Banana Banana Bolen, MSME*