

***Designing Standard Operating Procedure (SOP)
for Small and Medium Enterprises Agroindustri Noni UD. Zam
Village Bagorejo Gumukmas District of Jember.***

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ABSTRACT

This research priority to the analysis of the design objectives not test the hypothesis. This study aims to analyze and design the Standard Operating Procedure (SOP) production process of noni. This research is a descriptive study that aims to describe things in a way to describe, record, analyze and interpret the condition of noni-making process that occurs in UD. Zam. Instruments or media this study is a questionnaire that is a set of questions or a written statement to the respondent's answer (Sugiono, 2013). This research uses questionnaires that are closed and open. Furthermore, the results of this questionnaire are recorded in a log book or notebook. This research object is UD. Zam is located in the Village Bagorejo Gumukmas District of Jember. UD. Zam is a company that manages noni is a health drink. So we need a quality guarantee for maintaining hygiene products, therefore, necessary SOP in the running production process. This research resulted in the proposed improvements to the flowchart, document, and the draft Standard Operating Procedure in order to improve the company's internal control. SOP can serve as guidelines in conducting operations so that the production process can be run well.

Keywords : *Agroindustri Noni, Standard Operating Procedure.*