

***Designing SOP (Standard Operating Porcedure) Production Process of  
Dumpling Sheet at the Muncul Jaya IRT in Jember Regency***

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**ABSTRACT**

*This study aims to design the right dumpling sheet production process SOP to be applied to the production department in IRT Muncul Jaya and will be a reference or guideline for production employees in carrying out the production process. This type of research is a qualitative descriptive study where the aim is to describe, record and analyze and interpret based on actual facts. This study uses the Miles and Huberman method. The sampling technique in this research is using purposive sampling technique. The research instrument in in the form of a questionnaire where the questionnaire used for interviews ith respondents in open. Collecting data using observation, interview and production data techniques. Dumping skin is a sheet made from a mixture of wheat flour, tapioca flour, water and salt which is tinned and cut into squares. This research produces suggestion for improvement in the format of narrative and flowchart that serve as guidelines for employees. From these improvements, the result of the dumpling sheet SOP design were obtained, namely the preparation of raw materials, cutting, weighing, packaging.*

**Keyword :** *Dumpling Sheet, SOP design, Miles and Huberman.*