



Documentation of Student Admission Procedures or College Students on The Job Training at Batam Aero Technic

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ARTICLE INFO	ABSTRACT
Received: August, 2023 Accepted: August, 2023 Published: August, 2023	This study report discusses the documentation for admission procedure of students or college students On the Job Training (OJT) at Batam Aero Technic. The background in taking this research topic is due to the irregularity of the admission procedures for students or On the Job Training (OJT) college students at Batam Aero Technic. The purpose of this study is to find out the procedure for accepting students or college students On the Job Training (OJT). This research used descriptive method and the data collection method was conducted by interview method and documentation method. The result of this study is an overview or documentation that is poured through a flowchart regarding the stages of student admission procedures or On the Job Training (OJT) college students at Batam Aero Technic.
Keywords: Documentation, Procedures, OJT Student Admission or Students	

INTRODUCTION

Human Resources (HR) is the precious asset of God, the main capital, the main force to utilize the basic human potential that serves as a subject to carry out an activity to achieve a goal. Human Resources (HR) is one of the resources containing 1 or more people who are tasked with carrying out an activity (Hidayati, 2020). HR is a potential that becomes the driving force of the organization. Every company certainly has employees or permanent workers so that its operational activities run smoothly. However, in some companies also accept students or college students On the Job Training (OJT) or commonly called internships which are certainly very useful for the interns and companies.

On the Job Training (OJT) or internship is a form of learning outside of school, which is usually carried out learning in a company or industry environment that has benefits for students or students to develop competencies by going directly into the world of work armed with knowledge possessed during the education period within a few months accompanied by a professional worker who is proficient in the work being done. Internships are usually carried out by grade 2 vocational students or final year students as one of the requirements to complete the education process.

To carry out an On-the-Job Training (OJT) or internship, of course, there must be a procedure or stage of work. Each company has its own SOP regarding the recruitment of students or students to carry out internships.

Batam Aero Technic is a company engaged in aircraft maintenance or repair services that open opportunities for students and students, especially those who have aviation or aircraft education backgrounds. The idealism of the implementation of the internship is a minimum of 3 months per period and the longest is 1 year. However, some educational institutions often ask forcibly accept interns within a period of 1 month only. In addition, when the internship process is underway, it is often students or students from certain educational institutions who ask for accelerated internship time that is not in accordance with the agreement and initial planning for various reasons. This will cause irregularities in the admission procedure for students or internships and companies will find it difficult to accept MOUs (Memorandums of Understanding) from related educational institutions and in the future the students or students concerned cannot carry out internships at Batam Aero Technic because of the element of emotionalism carried out by the educational institution. For this reason, the author will make documentation regarding student admission procedures or students as an illustration or reference for HRD Staff to carry out the process.

The role of students or college students On the Job Training (OJT) is very important, because besides being able to help the work of staff or other employees, it can also be an additional manpower in order to support operational activities smoothly. The lack of manpower is very disruptive to the company's operational system, especially Batam Aero Technic is a service company where its operational activities are selling services. It is very clear that Human Resources (HR) are needed here. The result of the lack of manpower is that it can make the company's production output low and make sales data or service income fall, and if it occurs continuously, it can cause losses.

SOP stands for Standard Operating Procedure. SOPs are guidelines, procedures, and work instructions that are fixed and routinely carried out in the company that are useful for ensuring all work runs smoothly, safely and organized. According to Budiharjo (2014), basically SOP (Standard Operating Procedure) is software that has a function to manage a stage of work procedures. Because work procedures are routine, fixed, and do not change, these work procedures are standardized into written documents called Standard Operating Procedures or SOPs. SOPs are formed so that employees can work according to their rules and not carelessly. The implementation of SOPs in each division of the work unit has good benefits for the company. If all employees in each division are able to carry out SOPs according to their provisions, it can be ensured that efficiency and effectiveness can be achieved as a whole in the company.

Standard Operating Procedure or commonly abbreviated as SOP is a guideline or reference that contains sequential work instructions in accordance with company or organizational policies to benefit employees in order to create a safe, smooth, and orderly work activity.

According to Rifka (2017), SOP or Standard Operating Procedure is a written regulation that functions to regulate the behavior of members of a company or organization. In other words, SOPs can be interpreted as a means to avoid things such as miss communication, conflicts, and work problems in an organization.

According to Putra (2020), Standard Operating Procedure or commonly called SOP is a data or document that has a relationship with the work process that will be carried out systematically and sequentially with the aim of completing a job and getting efficient and effective work results.

According to Arnina (2016), Standard Operating Procedures (SOP) is a series of work guidelines that are published which are then standardized into documents regarding the procedures for administering company administration, how and when it should be done, where and by whom it is carried out.

SOPs are needed in a company or organization, because it is a reference for employees to carry out a work activity in order to maintain the effectiveness and efficiency of the results produced. If there is no SOP, how chaotic and messy the company's operational activities will be and result in many losses suffered by the company.

SOPs are the most important thing for the success of operational activities in a company or organization. Making SOPs is not only immediately made without references and guidelines. The ones used as a foundation in the preparation of SOPs are as follows:

1. Government Regulation of the Republic of Indonesia Number 28 of 2021 concerning the Implementation of the Industrial Sector.
2. Regulation of the Minister of Manpower of the Republic of Indonesia Number 28 of 2014 concerning Procedures for Making and Ratifying Company Regulations and Drafting and Registering Collective Labor Agreements.
3. Law of the Republic of Indonesia Number 13 of 2003 concerning Manpower.
4. CASR (*Civil Aviation Safety Regulations*) Part 145.
5. ISO 9001:2015 about Quality Management System.

The creation of an SOP certainly has a purpose. The purpose of preparing SOPs is for an operational activity to run systematically and organized so as to reduce the occurrence of errors in work. According to Rifka (2017), the main purpose of SOP is to facilitate every work procedure and reduce the occurrence of errors in the work process. The objectives of the SOP include the following:

- a. Provide convenience for inspection and supervision of every work process.
- b. It is general so as to facilitate the understanding of staff or others.
- c. It can be easier to find out if there is a failure, work processes that are not running efficiently, and other possibilities that cause misappropriation of employee power.
- d. Maintaining a high consistent nature for every worker in each division of his work unit.
- e. Can reinforce the flow, flowchart, work description, authority, and responsibility of each worker in the division of his work unit.
- f. Minimize the occurrence of errors in the work process.

The benefit of the SOP is to provide detailed and sequential significant information to support the company's operational activities and ensure that all work

operational activities get protected in accordance with the provisions. According to Maulana (2021), the benefits of SOPs are as follows:

a. Clarity of Procedure.

SOPs are very useful for an organization because they can provide a clear, detailed, and ordered written statement containing an explanation of an activity procedure.

b. Standardization of Activities.

Companies can benefit from the existence of SOPs, which can generalize all activities carried out by each party in an organization which then the work that has been done has the same standards as others.

c. Simplify Evaluation.

Can provide convenience for superiors, supervisors or managers to provide evaluation and assessment of the work of a party in their organization.

d. Maintaining Quality.

SOPs can help companies or organizations to regulate work control so that the quality of the company or organization can be maintained.

e. Increase Employee Independence.

The benefit of SOPs is that they can make it easier for workers to become more independent individuals and not constantly depend on the intervention of company management.

According to Tambunan (2013), The elements of SOP preparation are as follows:

a. Purpose

The foundation of each procedure and step in the SOP is the objective.

b. Policy

Policy affirmation aims to provide support for the implementation of procedures efficiently, effectively and specifically in each procedure.

c. Operational Instructions

There are operational instructions to provide direction for users how to read and understand the contents of the SOP document.

d. Parties Involved

To prepare an SOP, it is necessary to form a team or group so that if there is a change in the SOP it can be easily communicated.

e. Form

Form is a blank document standardization that functions as a SOP control tool and as a tool for conducting audits.

f. Input

Furthermore, media facilities are prepared to assume that data quality meets the requirements in accordance with company or organizational policies.

g. Process

Data and information contained in the input, then converted into knowledge or information needed by users to make decisions and carry out an activity by achieving predetermined goals.

h. Report

Reports in an SOP, usually very specific and specific, will not be the same as reports produced in other procedures.

i. Validation

Validation is important in decision making in carrying out activities in an organization or company with the aim of ensuring that all decisions that have been taken are valid.

j. Control

To be able to implement SOPs, the controls implemented must include all forms of control.

According to Mulyadi (2016), the elements of the internal control system are as follows:

- 1) Functional responsibilities that firmly separate from the organizational structure.
- 2) Provide adequate protection of Assets, Debts, Income and Expenses over the system of authority and recording procedures.
- 3) Application of sound practices in carrying out duties and functions in each division or organizational unit.
- 4) Workers who have quality in accordance with their responsibilities.

According to Sailendra (2015), there are several stages in making SOPs as follows:

- 1) The preparation stage is carried out to find out what the needs of preparing Standard Operating Procedures (SOPs) are.
- 2) The organizational team formation stage, carried out to select and determine people from the team in each divisional unit who have responsibility for the implementation of actions that have been made at the preparation stage.
- 3) The planning stage aims to create, compile and establish methodologies, plans, strategies and work programs that will be used by the SOP preparation team.
- 4) Preparation stage, this is an important stage in the preparation of an SOP. In this section, the SOP will be made in accordance with the planning and agreement that has been established at the beginning which results in a *draft* SOP guideline.

On the Job Training (OJT) or internship is a form of learning in an industrial or company environment by implementing existing sciences in schools to develop the potential or ability of students or students.

According to Magdalena (2022), Internship program is a learning activity that combines learning activities and practice (learning by doing) in order to form students' knowledge, skills, and attitudes.

The legal basis on which the internship program is based is as follows:

- a. Manpower Law No. 13 of 2003 Articles 21-29.
- b. Law No. 11 of 2020 concerning Job Creation.
- c. Minister of Manpower Regulation No. 36 of 2016 concerning the Implementation of Domestic Apprenticeships.
- d. Regulation of the Minister of Manpower and Transmigration Number PER.08 / MEN / V / 2008 Year 2008 concerning Procedures for Licensing and Implementation of Internships Abroad.
- e. Permendikbud No. 50 of 2020 concerning Field Work Practices for Students.
- f. Decree No. 020/DIR/BpMBTH/BAT/IX/2017 concerning Field Work Practices.

The purpose of this internship program is so that students or students can get knowledge and experience that do not exist in school, can get hard skills such as overcoming problems by thinking critically, being able to analyze a problem, being

able to operate computer technology, and others. Also get soft skills such as being polite and ethical in accordance with guidelines, mastering how to communicate or good public speaking, being able to work together in teams and personally, being able to manage time because there are deadlines in each task, and many more.

According to Setyawan & Munari (2020), The purpose of the internship learning process is to be able to have a knowledge, experience, skills and changes in mental attitudes in a particular field of work that are expected After participating in the internship learning process, participants can do their own tasks as evidence that they have the ability to do a worker in accordance with their apprenticeship

METHOD

According to Anshori & Iswati (2017), the object of study is something that is researched. The object of research is something that can be in the form of objects or living things that are studied to obtain research data. The author conducted research in the HRD division room from July 2022 to January 2023. The author conducted research starting from the request for the implementation of On-the-Job Training (OJT) at Batam Aero Technic, administrative selection, statement whether or not an apprenticeship was accepted at Batam Aero Technic and the granting of On-the-Job Training (OJT) certificates.

Data is a fact or variable that can be used to provide or receive information. According to Bagaskoro (2019), Data is an unprocessed raw material that sometimes cannot be accepted by the common sense of the recipient of the data, facts can be independent and unrelated to each other. The data used by the author for this study are proposals for Batam Aero Technic fieldwork practice procedures (Hangar Lion Group) and proposals for internship programs in the Batam Aero Technic (BAT) environment.

The data collection method carried out by the author is:

a. Interview Method

Interview is a data collection technique by providing a question that will be answered by the informant about an object of research. According to Fadhallah (2021), An interview is a communication carried out by 2 or more people who have the aim of obtaining information or collecting data with one acting as an interviewer and the other acting as an interviewee. The author conducted an interview in the HRD room involving the Leader of HRS BAT HR Development and staff of HRS BAT HR Development by asking several questions regarding the admission of students or students On the Job Training. The author conducts this interview using a semi-structured interview method or better known as a free interview.

b. Documentation Method

Documentation is the process of collecting data or documents available about an information needed for the object of research. The documents that the author needs when carrying out research are proposals for Batam Aero Technic (Hangar Lion Group) fieldwork practice procedures, proposals for work internship programs in the Batam Aero Technic (BAT) environment, statement letters of compliance with rules, cover letters from related agencies, and reply letters of acceptance of internship implementation from HRD Batam Aero Technic.

c. Data Analysis Method

In this study, the author used a descriptive method. Descriptive method is a research method carried out by describing or explaining a thing or phenomenon under study. According to Roosinda, et al. (2021), Descriptive research is a study conducted to visualize a subject, situation, behavior or phenomenon, which has the aim of answering questions related to a particular research problem. This research requires an analysis and explanation that occurs in the process of accepting students or college students On the Job Training (OJT). Therefore, this study aims to obtain a clear sketch or picture of the procedure for accepting students or college students On the Job Training (OJT) at Batam Aero Technic.

RESULTS AND DISCUSSION

a. Narrative of Ongoing on the Job Training (OJT) Admission Procedures

After the author conducted an interview with the Leader of HRS BAT HR Development and HRS BAT HR Development Staff as HRD staff in charge of receiving students or students On the Job Training (OJT) at Batam Aero Technic with the topic of the flow of procedures for admission of students or college students On the Job Training (OJT) at Batam Aero Technic, it can be summarized in the narrative below:

1. Educational institutions or personnel send internship request emails by providing information in the form of OJT period, student or student name and major. By attaching a proposal, an educational institution's operational license and an educational institution accreditation certificate via email.
2. HRS BAT will review proposals and required documents and will provide feedback via email with a minimum time of 1 week and a maximum of 2 weeks (working days).
3. If the proposal and required documents are accepted, HRS BAT will provide information to send an official cover letter from the educational institution via email reply and if no information is provided regarding the delivery of a cover letter indicating that the internship cannot be carried out.
4. After sending a cover letter from the educational institution, HRS BAT will send a reply letter to the acceptance of the internship to the educational institution or personnel who have been signed by the Head of HR Support BTH starting 3 working days from the process of sending an official cover letter and provide information related to the internship in the form of files that must be brought, the time and location of the internship opening and others via email and usually the time of notification of the acceptance of the apprenticeship and the day First, apprenticeships are given 1 week for document preparation and so on.
5. Furthermore, the educational institution provides apprenticeship information to its personnel so that all the required documents can be prepared.
6. The first day of the internship began, HRS BAT and safety conducted a briefing on company regulations and K3 Work. HRS BAT will request the requested apprenticeship file, fill out a compliance statement letter and provide an ID Card.
7. After that, students or students will be distributed to divisions relevant to their majors and meet with company supervisors. Therefore, the supervisor or

supervisor concerned will send the schedule of the student or students for work scheduling.

8. If the internship activity is about to be completed, students or students must submit an internship report and internship assessment form filled out by the supervisor or supervisor concerned a maximum of 1 week before the internship time is completed.
9. After the administration process is complete, HRS BAT will make an On the Job Training (OJT) certificate by attaching the value listed on the internship assessment form as proof that it has carried out an internship at Batam Aero Technic.

b. Flowchart Preparation

The process of accepting student or college students On the Job Training (OJT) often occurs several problems, one of which is the educational institution or personnel asking for internships to be carried out only in 1 or 2 months and there is often an acceleration of internship time in the middle of ongoing internships that are not in accordance with the agreement and initial plan. Therefore, to avoid problems like this again, the author helps companies by compiling flowcharts for student or college students' admissions On the Job Training (OJT) as an illustration that can be used as a guide or guideline in carrying out OJT admission activities. The following is a flowchart of student admissions or college students On the Job Training (OJT):

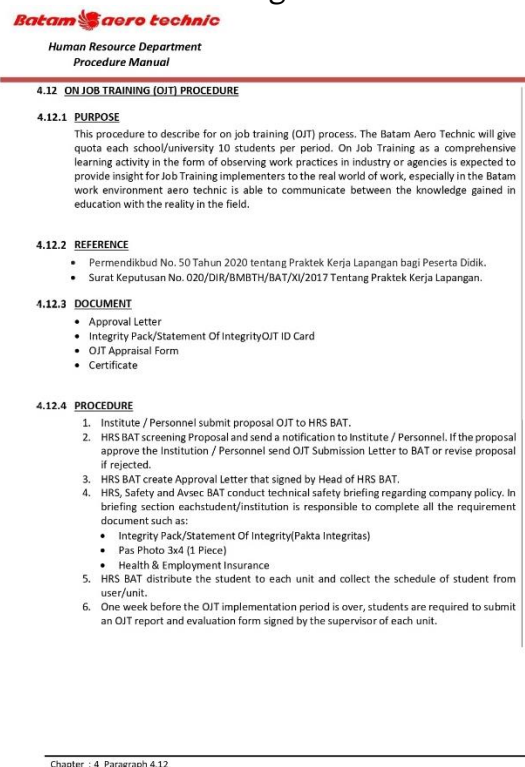
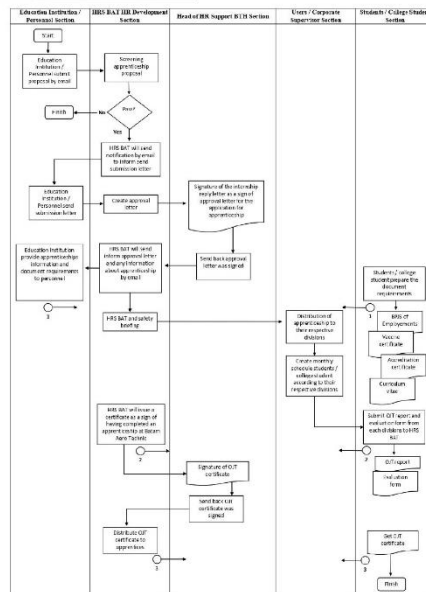


Figure 1 Standard Operating Procedures

4.12.5 ON THE JOB TRAINING FLOWCHART



Chapter : 4 Paragraph 4.12

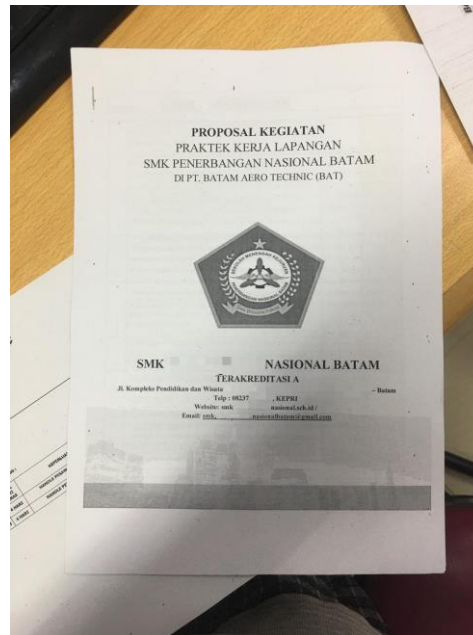
Figure 2 Flowchart SOP

c. Documents Used

Documents related to the procedure for admission of students or On the Job Training (OJT) students are as follows:

1) Internship proposal.

It is the most important file in the apprenticeship application procedure, usually submitted by the relevant educational institution or its own personnel. Contains the name of the intern, student or student number, majors of apprenticeship period participants, track record of related educational institutions, operational licenses of educational institutions and accreditation of educational institutions.



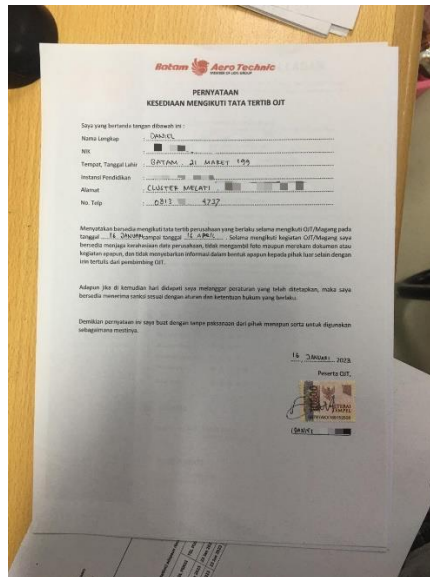
Picture 4. 3 Internship Proposal

2) Cover letter.

Is an official letter from an educational institution that serves as an introduction to apprenticeship apprentices.



Picture 4. 4 Cover Letter



5) Evaluation form

An assessment test, the assessment form is given when you are about to complete the internship, usually given a week before the internship ends. The assessment form is an assessment of interns during the internship process given by supervisors or field supervisors as well as an evaluation of interns.

KEMAH KEMAH		KEMAH KEMAH	
KEMAH KEMAH		KEMAH KEMAH	
1	KEMAH KEMAH	100	100
2	KEMAH KEMAH	80	80
3	KEMAH KEMAH	75	75
4	KEMAH KEMAH	80	80
5	KEMAH KEMAH	80	80

6) On the Job Training (OJT) certificate.

It is an official letter from Batam Aero Technic as a sign that it has completed the internship in accordance with the relevant period and contains accumulated assessments from supervisors or field supervisors and can be used properly.



Picture 4. 9 OJT Certificate

d. Mechanism for Preparing Standard Operating Procedure (SOP) for Students or College Students On the Job Training (OJT) at Batam Aero Technic

- 1) Preparatory stage, carried out to determine the need for the preparation of Standard Operating Procedures (SOPs). This time, the preparation of SOPs for student admissions or On the Job Training (OJT) college students aims to be able to benefit the interns and the company itself. For the intern will get knowledge that does not exist in public schools and for companies can be useful to help employees in the company. In order for this to run smoothly and systematically, it is necessary to make an SOP so that the admission of students or On the Job Training (OJT) college students runs regularly considering the recruitment of interns is not from the company's internal parties.
- 2) Organizational team building stage, carried out to select the person responsible for executing. In Batam Aero Technic, the one responsible as the apprenticeship implementation team is the HRD BAT HR Development team.
- 3) Planning stage, carried out to prepare a plan and work program that will be carried out by the implementation team for the preparation of SOPs. At this time, the HRD BAT HR Development team developed a methodology and apprenticeship work program in accordance with company policy.
- 4) Drafting stage. At this stage, the preparation of planned SOPs will be carried out. SOPs that have been prepared in the previous stage will be implemented by collecting various information related to the preparation of SOPs so as to produce an SOP. Procedures are arranged by following the flow of activities so as to reduce the occurrence of things that are not in accordance with the plan and flow. For this reason, the author attaches Standard Operating Procedures (SOP) for student admission or On the Job Training (OJT) college students at Batam Aero Technic. In accordance with applicable laws and regulations, therefore the following is an annex to the SOP for student admission or On the Job Training (OJT) college students at Batam Aero Technic.

e. Internal Control System Elements

1) Organizational Structure

The organizational structure in Batam Aero Technic in the HRD division has a separation of duties and responsibilities. As in the admissions section of students or college students On the Job Training (OJT). The admissions department or On the Job

Training (OJT) students and Head of HR Support BAT have different duties and responsibilities.

2) Authorization System

In Batam Aero Technic has a system that regulates the distribution of authority for authorization for the implementation of each incident. As is the case with the admission of students or college students, On the Job Training (OJT) is carried out with the authorization of officials who have the authority to approve it. On the Job Training (OJT) admissions department will seek approval from BAT's Head of HR Support who has authority over the internship application process.

3) Healthy Practices.

Every employee in Batam Aero Technic has carried out work practices that are in accordance with the rules and healthy and have carried out work practices in accordance with their duties and responsibilities.

CONCLUSION

Conclusion

Based on the discussion in chapter IV, it can be concluded that the cause of irregularities in the procedure for accepting students or On the Job Training (OJT) college students at Batam Aero Technic is due to the absence of flowchart documentation procedures as an illustration or reference for procedures for accepting students or college students On the Job Training which causes student admission activities or On the Job Training (OJT) college students to be hampered and disrupt the company's operational activities. To help that not happen again, the author made documentation of the procedure for accepting students or college students On the Job Training (OJT) at Batam Aero Technic.

Suggestion

The advice that the author can give is, it is hoped that in the future this flowchart documentation can be used properly, as a reference to accept students or college students On the Job Training (OJT) and no more personnel or institutes ask for the acceptance of interns only 1 month per period because they already have a valid legal basis as evidence to be able to refuse apprenticeship acceptance in accordance with company rules and no more related personnel or institutes ask Accelerated apprenticeship time that is not in accordance with the agreement and initial agreement which makes the company's operational activities disrupted due to sudden information from the personnel concerned. The suggestion for further research is that it would be better to conduct more detailed interviews related to SPI so that the SOP produced is based on SPI.

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