

ABSTRACT

Aam Hamid Al Ghabid, I 0311001. THE DESIGN OF STANDARD OPERATING PROCEDURE FOR PRODUCTION TEST IN TECHNOLOGY INCUBATION SYSTEM: A CASE STUDY OF PIT UNS. Undergraduate Thesis. Surakarta: Undergraduate Study Program of Industrial Engineering, Faculty of Engineering, Sebelas Maret University, January 2016.

To carry out the process of technology commercialization and develop the entrepreneurial spirit of the society, Sebelas Maret University establishes a technology incubator called PIT UNS. They give some technology incubation services to their tenants, but the production test. They have no standard reference to do production test, so the services cannot be maximally given. This study proposed to design standard reference in the form of standard operating procedure (SOP). The SOP designed by benchmarking method, because they have no SOP before, so it should benchmark to others technology incubators. The benchmarking was done at BIT BPPT and ICC UTM. After doing benchmarking, then the analysis of best practice should be done to conclude between the two benchmarking subjects with the help of 5WIH tools. The next step is designing the process and SOP of production test. The focused group discussion (FGD) with the management of PIT UNS also done for socializing the designed SOP to match with the circumstances. After FGD, the SOP revised based on the discussion section on the FGD. The final SOP consists of collecting proposal of production test, assessment of the production test proposal, approval of the production test, delivery of the production test facility, execution of production test, production test execution assessment, determination of production test graduation and update the database of tenants who passed the production test. To pass the production test, the tenant will be assessed through five criterias, including man, material, machine, method, money, energy, environment and information. Facilities provided by PIT UNS in the implementation of production test are technical mentoring and mentoring to access funding source. With the SOP of production test, PIT UNS can increase the services to their tenants by implementing the designed SOP.

Keywords: *standard operating procedure, production test, technology incubation system, technology incubator.*

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