

CHAPTER 7

CONCLUSION AND RECOMMENDATION

7.1. Conclusion

1. The current organizational structure of PT. ABC is divided into 2 parts, the published structures and the observation structures. The published structures are the structure made by the company, the observation structures are the structure made by the researcher based on the observation because the published ones haven't made yet. The published structures are for preparation and weaving department, while the observation structures are for inspection and finishing department. The conditions of the structures are having too big or too small vertical and horizontal differentiation, and having no coordination line and information line.
2. The suggested organizational structures give different result compared to the current condition. The suggested structures decrease or increase the vertical and horizontal differentiation so it fits the department's characteristics, and provide clear coordination and information line.
3. The company does not have any written job descriptions, it was gathered by observing the employees. Currently, some different positions do the same thing and make the job is done by more than 1 employee. The positions of some employees also can not be identified because they do the same jobs with some different positions.
4. Suggested job descriptions were developed for all positions mentioned in the suggested organizational structure. Employees in different positions can do the same jobs of their subordinates only, and the job descriptions provide clear instruction about who to coordinate and share information with.

7.2. Recommendation

1. Make similar structures for departments with the same intention (i.e. production).
2. Implement the structure correctly, employees give suggestion to their workmates if they want to command employees that are not their subordinates.
3. The next research can do further research of SOP referred to the suggested structure and job descriptions.

4. The next research can observe the production departments deeper by giving allowance to observe more departments especially that relate with the production.



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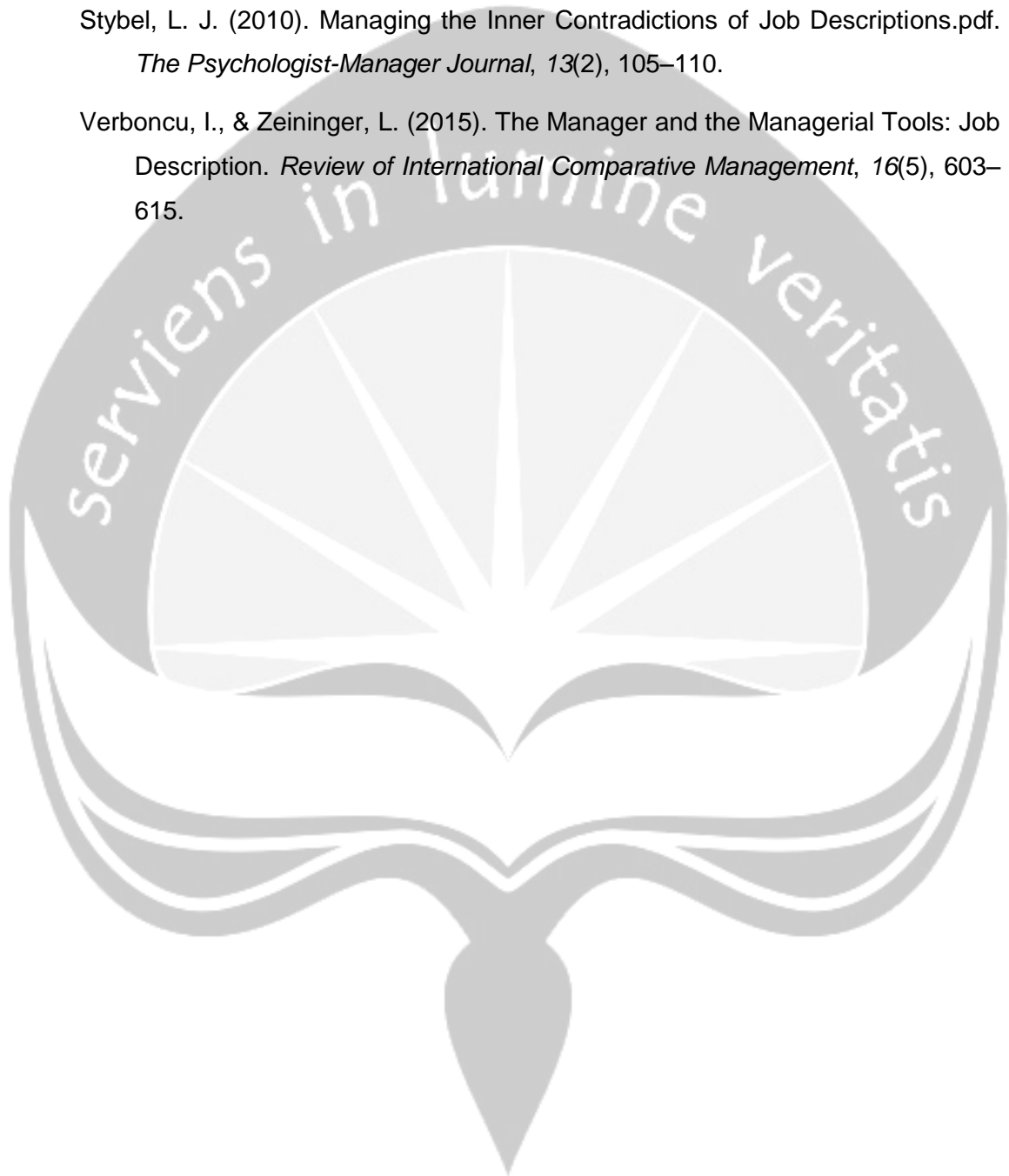
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APPENDIX

Appendix 10

Job descriptions for preparation department





Appendix 14

Questionnaires for preparation department

Saya Aurelia Jessica dari Universitas Atma Jaya Yogyakarta, sedang melakukan observasi di PT. Samitex Sewon Yogyakarta tentang struktur organisasi dan uraian pekerjaan. Saya mohon kesediaan Anda untuk mengisi kuesioner ini sebagai data observasi saya. Untuk meminimalisir pengisian kuesioner lebih dari satu kali oleh orang yang sama, mohon Anda menuliskan jabatan Anda (atau lokasi Anda bekerja bila tidak mengetahui jabatannya) serta nama dan tanda tangan Anda di bawah ini. Jawaban Anda pada kuesioner ini **terjamin kerahasiaannya** dan **tidak akan memberi pengaruh apapun pada pekerjaan Anda.**

Jabatan/ Lokasi pekerjaan: _____

Nama dan tanda tangan:

* Lingkari yang Anda pilih

INFORMASI PERSONAL

1. Pendidikan terakhir: SD/ SMP/ SMA/ SMK/ D3/ S1/ Lainnya, _____ *
2. Berilah tanda centang (V) pada kolom Pemeriksaan jika Anda melakukan pekerjaan yang disebutkan, serta pada kolom SOP bila pekerjaan itu memiliki SOP yang wajib Anda ikuti.

Uraian Pekerjaan	Pemeriksaan	SOP
Mengoperasikan mesin warping		
Mencatat kerusakan atau cacat benang di boom		
Membersihkan area sekitar benang dan mesin warping menggunakan kompresor		
Mengoperasikan mesin kanji		
Membuat larutan kanji		
Mengoperasikan mesin palet		
Mengolor benang palet yang masih bersih		
Mencucuk benang agar siap ditenun		
Mengambil dan memasang boom ke alat cucuk		
Meminta identitas boom yang dicucuk di administrasi produksi		
Melaporkan hasil catatan kerusakan atau cacat ke administrasi produksi		
Membuang afal yang terkumpul ke tempat yang disediakan		
Menyapu area warping dan kanji		
Membersihkan debu benang yang ada di mesin kanji		
Merekap cacat pada boom proses warping dan kanji		
Merekap posisi mesin		

Mencatat identitas boom cucuk		
Menghitung jumlah benang yang dibutuhkan untuk suatu order		
Merekap spare part masuk		
Merekap rencana boom persiapan yang turun		
Mencatat jumlah boom yang sudah dikaji		
Mengecek mesin setelah selesai digunakan		
Memperbaiki mesin yang rusak atau error		
Mengontrol jalannya proses produksi		
Mengontrol jalannya proses produksi per grup		
Membantu menangani masalah yang terjadi		
Mengoperasikan mesin tenun		
Mengarahkan operator mesin untuk mencapai target efisiensi		
Memotong kain yang sudah ditenun untuk dibawa ke inspeksi		
Mengontrol mesin agar dapat bekerja dengan maksimal		
Membersihkan mesin tenun		
Menyapu area tenun		
Memberikan pelatihan dan pendampingan karyawan baru		
Membina dan mendampingi operator mesin		
Mengecek dan memperbaiki benang dari persiapan yang belum sempurna		
Mengontrol dan menambahkan oli pada mesin		
Lainnya:		

3. Berilah tanda centang (V) pada kolom Terjadi bila Anda pernah mengalami masalah yang disebutkan, serta pada kolom Keterlibatan apa bila Anda dilibatkan dalam memberikan solusi atas masalah tersebut.

Masalah	Terjadi	Keterlibatan
Mesin tiba-tiba tidak bisa beroperasi		
Efisiensi mesin menurun tanpa sebab yang jelas		
Jumlah kecacatan/ kerusakan meningkat		
Terlalu banyak waktu lembur		
Bahan baku sering terlambat masuk		
Hasil produksi dari proses sebelumnya sering terlambat		
Hasil produksi dari proses sebelumnya memiliki banyak kecatatan/ kerusakan/ kekurangan		
Ada karyawan yang absen dan tidak ada yang dapat menggantikannya sehingga pekerjaan menjadi terhenti		
Lainnya:		

4. Berilah tanda centang (V) pada kolom Memberi jika Anda pernah memberikan usulan yang disebutkan, serta pada kolom Diterapkan jika usulan Anda itu diterapkan atau dilakukan oleh perusahaan.

Usulan Perbaikan/ Pengembangan	Memberi	Diterapkan
Mengubah jumlah karyawan		
Mengubah jumlah mesin		
Mengubah jumlah jabatan kerja		
Menambah jumlah shift kerja		
Membuat struktur organisasi per divisi/ bagian		
Membuat uraian pekerjaan tiap jabatan di sebuah divisi/ bagian		
Menambah kursi untuk duduk bagi operator mesin		
Mengganti tata letak mesin-mesin		
Mengganti mesin dengan mesin yang lebih canggih		
Membuat penjadwalan produksi		
Lainnya:		

5. Berapa kali dalam sebulan diadakan rapat/ koordinasi?

Jawaban: _____

ALUR INFORMASI

1. Kepada siapa saja Anda memberikan dan menerima informasi serta mempertanggungjawabkan perubahan/ perkembangan dan kemajuan pekerjaan Anda? Berikut ini adalah **contoh kasus dan cara pengisian tabel**:

Anda adalah karyawan admin produksi, Anda harus mempertanggungjawabkan atau melaporkan hasil pekerjaan Anda pada Kepala Bagian Persiapan yaitu Pak Slamet dan Direktur 1 yaitu Pak Andy, Anda akan memberitahu tentang jumlah boom yang harus diproduksi pada seluruh operator mesin warping, serta Anda harus mengetahui jumlah cacat/ kerusakan benang selama proses produksi dari seluruh operator mesin di persiapan dan jumlah benang yang masih ada di gudang dari Kepala Bagian Gudang yaitu Pak Suryadi. Maka tabel harus diisi seperti di bawah ini.

CONTOH TABEL:

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama:			
1. Pak Slamet (Kabag Persiapan)			V
2. Pak Andy (Direktur 1)			V
Rekan kerja, yang bernama:			
1. Pak Suryadi (Kabag Gudang)		V	
Bawahan, yang bernama:			
1. Seluruh operator mesin warping	V	V	

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama:			
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
Rekan kerja, yang bernama:			
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
Bawahan, yang bernama:			
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
Lainnya:			

INFORMASI TEKNOLOGI, MESIN, DAN ALAT BANTU

- Di bawah ini adalah macam-macam teknologi, mesin, dan alat bantu. Berilah tanda centang (V) pada kolom Digunakan jika Anda memakai teknologi, mesin, dan alat bantu tersebut dalam pekerjaan Anda. Kemudian pada kolom Keahlian Khusus, berilah tanda centang (V) apa bila teknologi, mesin, dan alat bantu itu membutuhkan keahlian khusus dalam mengoperasikannya.

Teknologi, Mesin, dan Alat Bantu	Digunakan	Keahlian Khusus
Komputer		
Kompresor		
Balok kayu		
Kursi/ tangga kecil		
Gunting, selotip		
Rel boom		
Mesin warping/ kanji/ palet/ cucuk/ tenun		
Forklift		
Sapu		
Set perkakas (tang, obeng, atau kunci inggris, dll)		
Lainnya:		

INFORMASI PERUSAHAAN

1. Apakah hal yang telah menjadi budaya di lingkungan kerja Anda? Berilah tanda centang (V) pada kolom Pemeriksaan jika budaya itu ada di lingkungan kerja Anda.

Budaya di Lingkungan Kerja	Pemeriksaan
Saya memakai semua alat perlindungan diri (sumbat telinga, sepatu, dll)	
Saya bekerja sama membantu sesama karyawan	
Saya tidak pernah mengerjakan pekerjaan yang seharusnya menjadi tanggung jawab orang lain	
Saya berdiskusi dengan banyak pihak untuk mendapat solusi dari suatu masalah	
Saya akan melemparkan tanggung jawab ke pihak lain atas masalah yang terjadi	
Saya datang tepat waktu sesuai jam kerja yang ditetapkan	
Saya akan menengahi pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Saya akan mengadu domba pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Lainnya:	

2. Adakah pendidikan/ pelatihan dari luar yang perusahaan berikan kepada Anda? Bila ada, pendidikan apa dan dari mana yang diberikan? (Boleh lebih dari satu)

APPENDIX

Appendix 1

SOP and job descriptions in preparation department

i. SOP for operating warping machines

- a). Put on the yarn cones carefully, can not be broken or dirty. Have to be straight, do not put it disorganized because it will lead the cones to be skew and make the yarn broken in warping process.
- b). Yarn has to pass the provided yarn ring.
- c). Yarn automatic and ring has to be sprayed by the compressor every time changing the yarn to make the automatic sensitive and the ring spins smoothly.
- d). Connect the yarn correctly, small, and strong.
- e). Comb carefully.
- f). Set the warping beam parallel, yarn can not be too tight or too far from the edge.
- g). Do not be too fast when starting the machine, speed up slowly.
- h). Always control the beam tension, at the end, the tension has to be pulled to back.
- i). Make sure to cut the yarn in a correct length.
- j). Write the beam identity fit with the strand, length, group, date, lot, and yarn type.
- k). Place the beam carefully, the yarn can not hit the other beams, beam disk meets with the other disk.
- l). Cover the beam with plastic before going to sizing process.
- m). Set the tension of the edge yarn or add eight strands from the edge for every changes of yarn amount.
- n). Make sure the ring spin smoothly and free from dirt.

ii. SOP for operating sizing machines

- a). Set the beam suitable with the construction. Write the yarn type, amount of strand for each warping beam, check with the order.
- b). Set the beam in a straight and center position among the all beams.

c). Use all the breaks so the yarn that enters the size box is not too loose and tense.

d). Use all the rolls at the size box. Set the depth of Emersi rolls, press steel tension at 1-2kg/cm (to avoid broken yarn at size box and not cause cross yarn at weaving).

e). Check the solution: viscosity, refractor, temperature for rayon is 65°C-70°C and cotton 85°C-90°C.

f). It is important to check the concentration of sizing solution periodically using refractor meter. Check the concentration every time the beam is changed, it avoids the wrong mixing or the condensation to enter the sizing solution.

g). Set the yarn tension after setting the size box, it is important for the yarn to not too loose or tense because it defines the tense of yarn. Maximum 4% for draft rayon and maximum 2.5% for draft cotton.

h). Set the temperature of cylinder; 100°C-120°C for rayon and 110°C-140°C for cotton.

i). Installation use the formula N-1, for instance there will be 7 installed beams for 8 beams.

j). Comb the yarn equally.

k). Set the weaving beam to not too close or far from the disk.

l). Cut the beam as ordered/ specification.

m). Place the beam and write the identity at the beam card.

n). Place the beam safely so the beam will be not dirty.

o). Fill the after wax and set it at 60°C-70°C.

p). Set the press tension for the weaving beam at 2-3kg/cm.

q). Check the steam because it is unstable.

r). Set the speed if the steam is down.

iii. SOP for making sizing solution

a). For comb construction of 76 or 64

- Constat: 50 kg
- Acrylic: 17 kg
- Wax: 3 kg
- Water: 600 liters

- Solution will be 800-850 liters, viscosity has to be 7-8, and the temperature of size box is 60-65.

b). For comb construction of 80

- Constat: 50 kg
- Acrylic: 17 kg
- Wax: 3 kg
- Water: 600 liters
- First time making uses 600 liters, the next making uses 625 liters. Solution will be 800-850 liters, viscosity has to be 7-8, and the temperature of size box is 60-65.



Appendix 2

Job descriptions in preparation department

i. Warping machine operator and head of operator group

- a). Operate warping machine
- b). Note the defect of yarn in the beam
- c). Clean area around the yarn and machine using compressor
- d). Throw the collected waste at provided place
- e). Sweep the warping and sizing area
- f). Summarize the defect at beam from warping and sizing process
- g). Calculate total yarn needed for an order
- h). Summarize planning of preparation beam that will be done
- i). Repair the broken machine
- j). Control the production process
- k). Control the production process per group/ shift
- l). Help to solve problem
- m). Direct the machine operator to achieve efficiency target
- n). Control the machine so it has maximum performance
- o). Training and guiding for new employee
- p). Check and repair yarn in bad condition

ii. Palette machine operator and head of operator group

- a). Operate palette machine
- b). Drag out/ stretch the clean yarn of palette
- c). Throw the collected waste at provided place
- d). Repair the broken machine
- e). Control the production process
- f). Control the production process per group/ shift
- g). Direct the machine operator to achieve efficiency target
- h). Training and guiding new employee
- i). Coaching and guiding machine operator
- j). Check and repair yarn in bad condition

iii. Beak machine operator and head of operator group

- a). Beak the yarn so it will be ready to be weaved
- b). Take and install the beam to the beak machine
- c). Ask beam identity that will be beaked at the administration
- d). Throw the collected waste at provided place

iv. Sizing machine operator and head of operator group

- a). Operate sizing machine
- b). Make sizing solution
- c). Throw the collected waste at provided place
- d). Clean the yarn dust at the sizing machine
- e). Summarize the defect at beam from warping and sizing process
- f). Note the total beams that have been sized
- g). Check the machine after being used
- h). Help to solve problem
- i). Training and guiding new employee

v. Maintenance operator

- a). Clean area around the yarn and machine using compressor
- b). Operate palette machine
- c). Summarize the position of machines
- d). Check the machine after being used
- e). Repair the broken machine
- f). Help to solve problem
- g). Control the machine so it has maximum performance
- h). Control and add machine oil

vi. Administration

- a). Note the defect of yarn in the beam
- b). Summarize the defect at beam from warping and sizing process
- c). Summarize the position of machines
- d). Calculate total yarn needed for an order
- e). Summarize planning of preparation beam that will be done
- f). Note the total beams that have been sized

vii. Cleaning service

- a). Throw the collected waste at provided place
- b). Sweep the warping and sizing area

viii. Head of department and head of shift

- a). Operate warping machine
- b). Note the defect of yarn in the beam
- c). Clean area around the yarn and machine using compressor
- d). Operate sizing machine
- e). Make sizing solution
- f). Operate palette machine
- g). Drag out the clean yarn of palette
- h). Calculate total yarn needed for an order
- i). Check the machine after being used
- j). Repair the broken machine
- k). Control the production process per group/ shift
- l). Help to solve problem
- m). Direct the machine operator to achieve efficiency target
- n). Control the machine so it has maximum performance
- o). Training and guiding new employee
- p). Coaching and guiding machine operator

Appendix 3

Job descriptions for weaving department

i. Weaving machine operator

- a). Control the production process
- b). Operate weaving machine
- c). Control the machine so it has maximum performance

ii. Yarn nurse

- a). Note the defect of yarn in the beam
- b). Report the list of defects to the administration
- c). Throw the collected waste at provided place
- d). Check the machine after being used
- e). Repair the broken machine
- f). Control the production process
- g). Control the production process per group/ shift
- h). Cut weaved fabric to be brought to inspection
- i). Clean the weaving machine
- j). Check and repair bad condition yarn from previous process
- k). Control and add machine oil

iii. Maintenance operator

- a). Check the machine after being used
- b). Repair the broken machine
- c). Help to solve problem
- d). Control the machine so it has maximum performance

iv. Head of maintenance

- a). Control the production process
- b). Control the production process per group/ shift
- c). Help to solve problem
- d). Control the machine so it has maximum performance
- e). Summarize new spare part entry
- f). Coaching and guiding machine operator

v. Head of yarn nurse

- a). Note the defect of yarn in the beam
- b). Help to solve problem
- c). Direct the machine operator to achieve efficiency target
- d). Summarize the position of machines
- e). Summarize new spare part entry
- f). Training and guiding new employee
- g). Coaching and guiding machine operator

vi. Head of operator group

- a). Help to solve problem
- b). Operate weaving machine
- c). Direct the machine operator to achieve efficiency target
- d). Training and guiding new employee
- e). Coaching and guiding machine operator
- f). Note the percentage
- g). Make the PC at the zero level

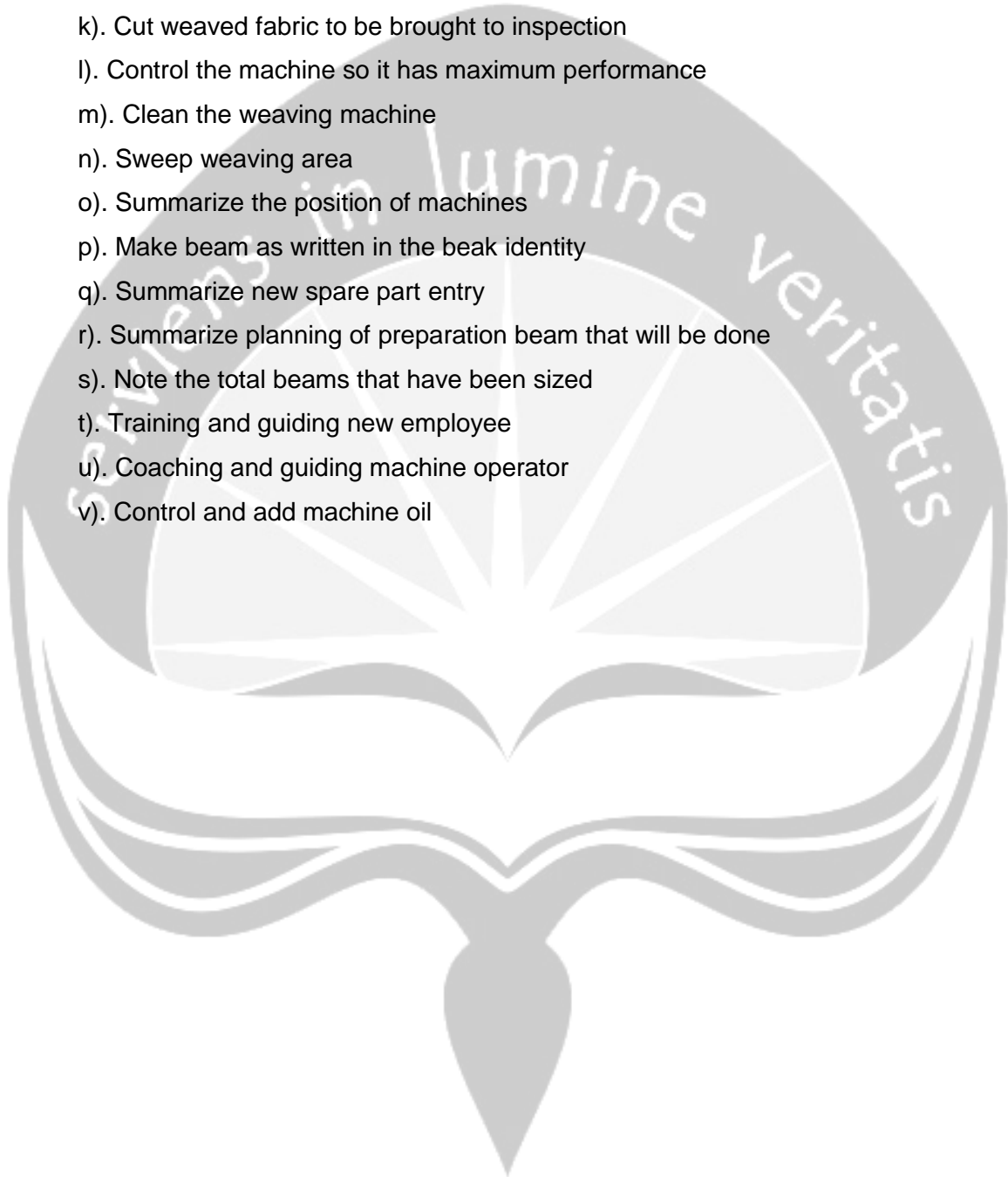
vii. Human resource development

- a). Control the production process
- b). Control the production process per group/ shift
- c). Operate weaving machine
- d). Cut weaved fabric to be brought to inspection
- e). Training and guiding new employee
- f). Guiding and watching the employees to be better

viii. Weaving coordinator and head of shift

- a). Note the defect of yarn in the beam
- b). Report the list of defects to the administration
- c). Throw the collected waste at provided place
- d). Check the machine after being used
- e). Repair the broken machine
- f). Control the production process
- g). Control the production process per group/ shift

- h). Help to solve problem
- i). Operate weaving machine
- j). Direct the machine operator to achieve efficiency target
- k). Cut weaved fabric to be brought to inspection
- l). Control the machine so it has maximum performance
- m). Clean the weaving machine
- n). Sweep weaving area
- o). Summarize the position of machines
- p). Make beam as written in the beak identity
- q). Summarize new spare part entry
- r). Summarize planning of preparation beam that will be done
- s). Note the total beams that have been sized
- t). Training and guiding new employee
- u). Coaching and guiding machine operator
- v). Control and add machine oil



Appendix 4

Job descriptions for inspection department

i. Inspection machine operator

- a). Make list of defects found in the fabric
- b). Note the length of folded fabric in meter
- c). Throw the collected waste at provided place
- d). Do the inspection process manually or using machine
- e). Clean the inspection machine
- f). Sweep the inspection area

ii. Folding machine operator

- a). Make list of defects found in the fabric
- b). Note the length of folded fabric in meter
- c). Throw the collected waste at provided place
- d). Repair the broken machine
- e). Help to solve problem
- f). Do the inspection process manually or using machine
- g). Operate folding fabric machine
- h). Direct the machine operator to achieve efficiency target
- i). Control the machine so it has maximum performance
- j). Clean the inspection machine
- k). Sweep the inspection area

iii. Beam operator

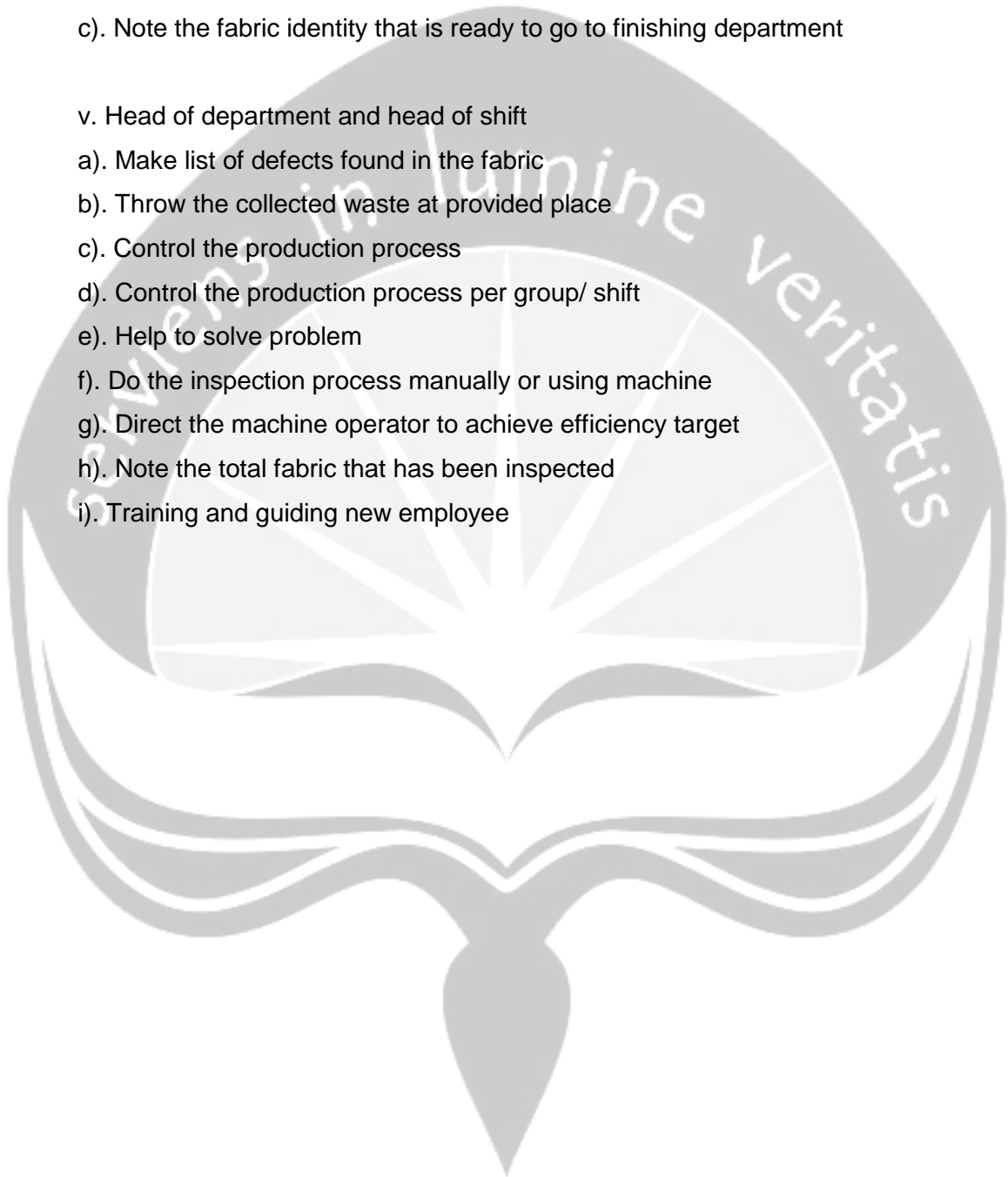
- a). Take the fabric beam to do the inspection
- b). Throw the collected waste at provided place
- c). Control the production process
- d). Do the inspection process manually or using machine
- e). Direct the machine operator to achieve efficiency target
- f). Clean the inspection machine
- g). Sweep the inspection area

iv. Administration

- a). Make list of defects found in the fabric
- b). Note the length of folded fabric in meter
- c). Note the fabric identity that is ready to go to finishing department

v. Head of department and head of shift

- a). Make list of defects found in the fabric
- b). Throw the collected waste at provided place
- c). Control the production process
- d). Control the production process per group/ shift
- e). Help to solve problem
- f). Do the inspection process manually or using machine
- g). Direct the machine operator to achieve efficiency target
- h). Note the total fabric that has been inspected
- i). Training and guiding new employee



Appendix 5

Job descriptions for finishing department

i. CU operator

- a). Report the list of defects to the administration/ head of department
- b). Throw the collected waste at provided place
- c). Cook the needed solution
- d). Prepare the solution recipe that has to be cooked
- e). Repair the broken machine
- f). Control the production process
- g). Control the production process per group/ shift
- h). Help to solve problem
- i). Operate machine
- j). Control the machine so it has maximum performance
- k). Clean the machine
- l). Sweep area around the machine
- m). Replace operator who is absent

ii. Washing machine operator

- a). Note the length of fabric in yard
- b). Throw the collected waste at provided place
- c). Check the machine after being used
- d). Repair the broken machine
- e). Control the production process
- f). Help to solve problem
- g). Clean the machine
- h). Sweep area around the machine

iii. Monforts machine operator

- a). Cook the needed solution
- b). Control the production process
- c). Operate machine
- d). Clean the machine
- e). Sweep area around the machine
- f). Note the fabric identity that is done the finishing process

g). Note the total fabric that is done the finishing process

iv. Maintenance operator

- a). Check the machine after being used
- b). Repair the broken machine
- c). Clean the machine
- d). Take and arrange the folded fabric at the provided area
- e). Control and maintain machines periodically

v. Head of maintenance

- a). Note the defect found in the fabric
- b). Report the list of defects to the administration/ head of department
- c). Throw the collected waste at provided place
- d). Check the machine after being used
- e). Repair the broken machine
- f). Control the production process
- g). Control the production process per group/ shift
- h). Help to solve problem
- i). Control the machine so it has maximum performance
- j). Clean the machine
- k). Sweep area around the machine
- l). Take and arrange the folded fabric at the provided area
- m). Summarize new spare part entry
- n). Training and guiding new employee
- o). Coaching and guiding machine operator
- p). Control and maintain machines periodically

vi. Head or deputy head of shift

- a). Check the machine after being used
- b). Check the fabric construction when the average of weight is different
- c). Control the production process per group/ shift
- d). Control the machine so it has maximum performance
- e). Note the fabric identity that is done the finishing process
- f). Note the total fabric that is done the finishing process

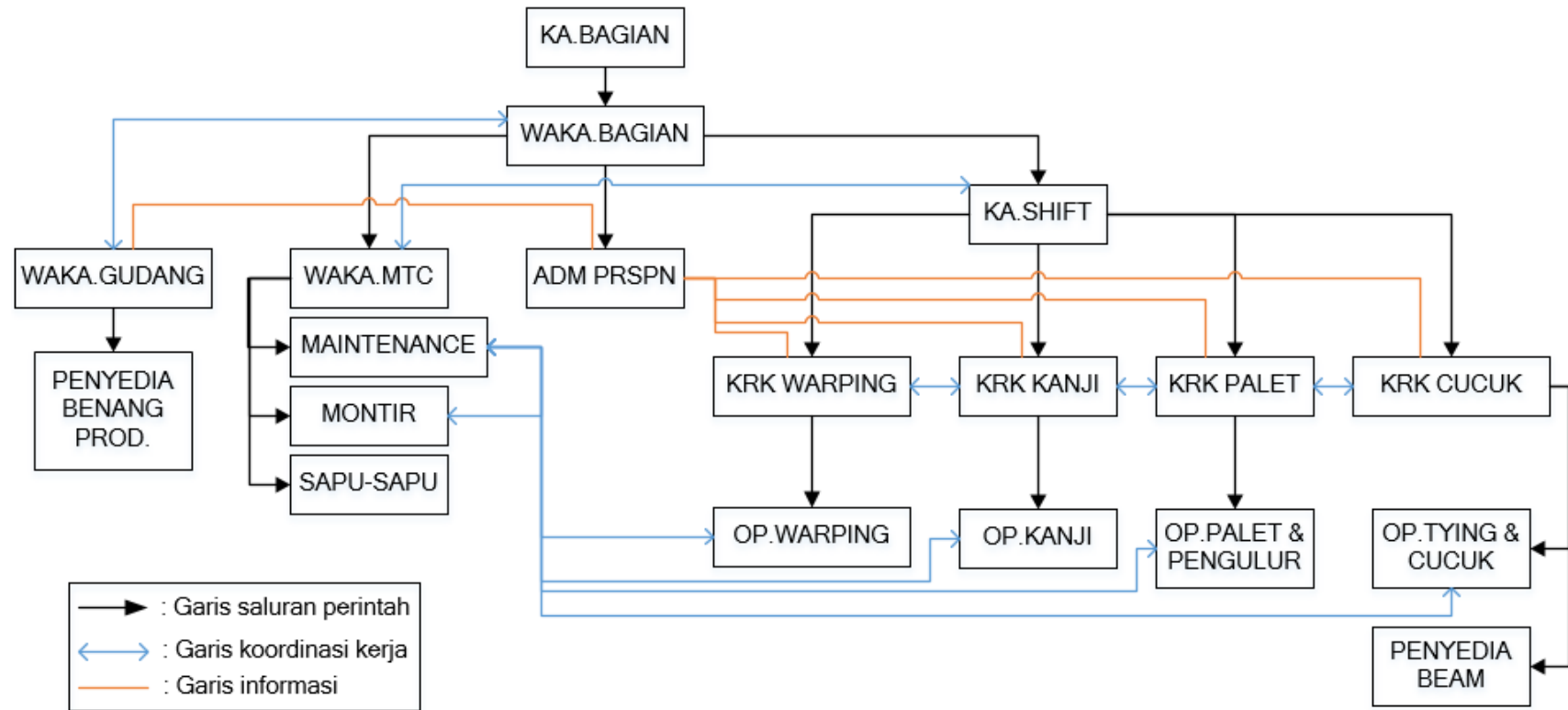
- g). Control and maintain machines periodically
- h). Replace operator who is absent

vii. Head of department

- a). Note the defect found in the fabric
- b). Note the length of fabric in yard
- c). Report the list of defects to the administration/ head of department
- d). Throw the collected waste at provided place
- e). Repair the broken machine
- f). Check the fabric construction when the average of weight is different
- g). Help to solve problem
- h). Direct the machine operator to achieve efficiency target
- i). Control the machine so it has maximum performance
- j). Clean the machine
- k). Sweep area around the machine
- l). Summarize the total fabric in yard for each operator
- m). Training and guiding new employee
- n). Coaching and guiding machine operator

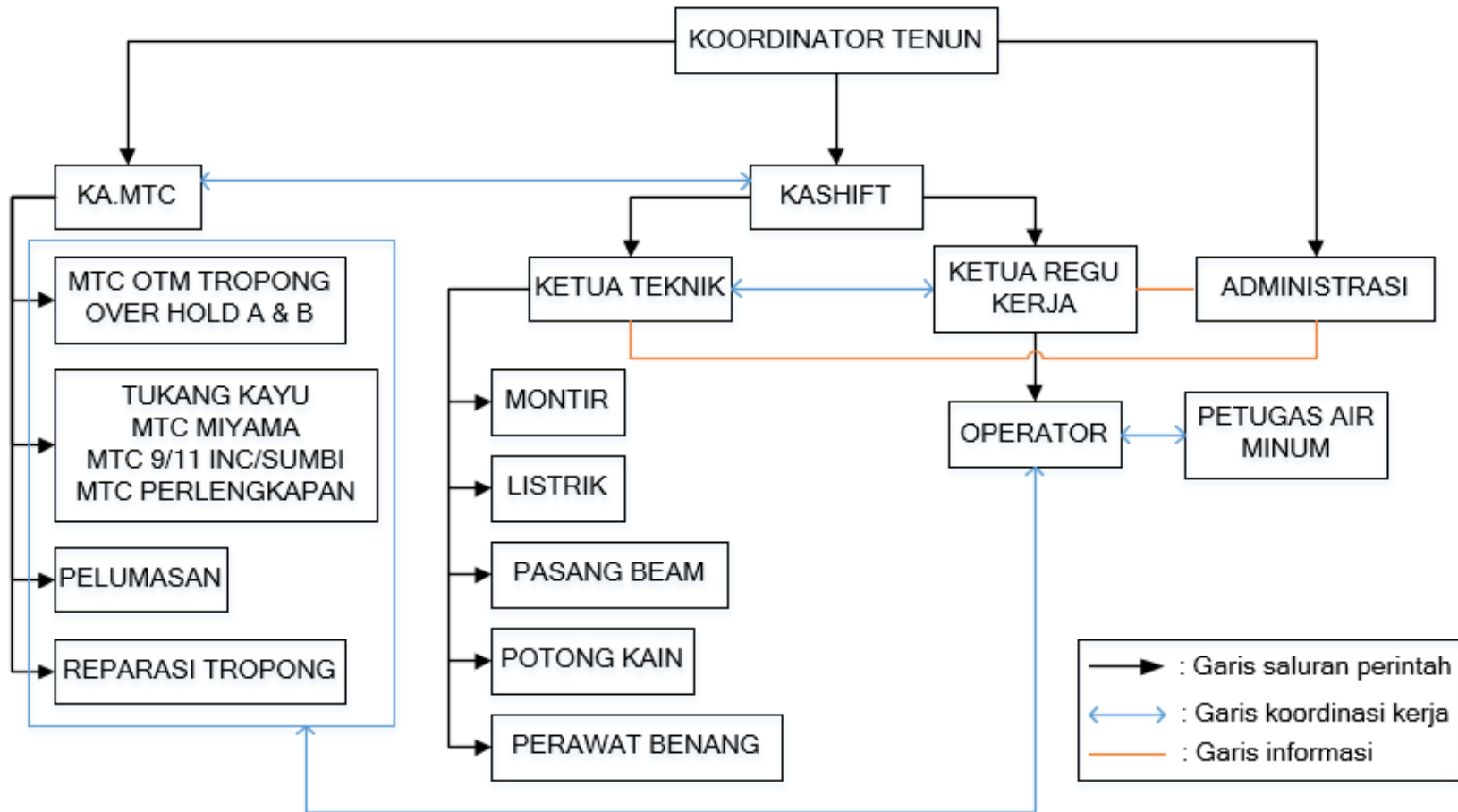
Appendix 6

Suggested organizational structure for preparation department



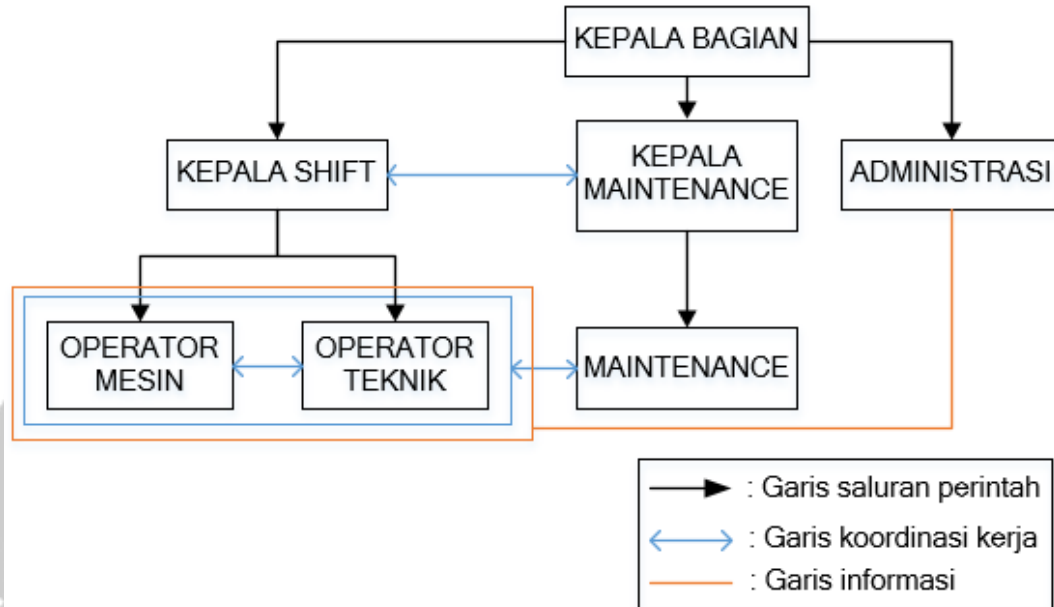
Appendix 7

Suggested organizational structure for weaving department



Appendix 9

Suggested organizational structure for finishing department



Appendix 10

Job descriptions for preparation department

Appendix 11

Job descriptions for weaving department

Appendix 12

Job descriptions for inspection department

Appendix 13

Job descriptions for finishing department



JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Warping machine operator

Department:

Preparation

Description:

Warping machine operator role is operating the warping machine. Warping process is the first step in production, make sure you do the jobs carefully because mistakes in this process will affect the others step. Check the raw material carefully, defects are not allowed.

Responsibilities:

- a. Operate warping machine
- b. Note the defect of yarn in the beam
- c. Clean area around the yarn and machine using compressor
- d. Throw the collected waste at provided place
- e. Sweep the warping and sizing area
- f. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- g. Check the machine after being used
- h. Control the production process
- i. Help to solve problem
- j. Control the machine so it has maximum performance
- k. Training and guiding for new employee
- l. Check and repair yarn in bad condition
- m. Coordinate with maintenance operators and repairers to do maintenance or repair machine
- n. Note the scheduled maintenance, check whether the maintenance activity is done or not

Activity flow:

Supervisors: Head of warping operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Warping Head of operator group

Department:

Preparation

Description:

Warping Head of operator group role is controlling the other warping machine operators while operating the warping machine. Warping process is the first step in production, make sure you do the jobs carefully because mistakes in this process will affect the others step. Check and control the work of other operators.

Responsibilities:

- a. Same as the warping machine operator
- b. Control the production process per operator group
- c. Direct the machine operator to achieve efficiency target
- d. Check the note of scheduled maintenance
- e. Coordinate with other Head of operator group to solve (if any) problem
- f. Coordinate with administration employees to give information about defects

Activities flow:

Supervisors: Head of shift

Workmates: Other Head of operator group

Subordinates: Warping machine operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Palette machine and stretcher operator

Department:

Preparation

Description:

Palette machine and stretcher operator role is operating the palette machine to make the woof yarn. Palette process is the first step in production together with warping process, make sure you do the jobs carefully because mistakes in this process will affect the others step. Check the raw material carefully, defects are not allowed.

Responsibilities:

- a. Operate palette machine
- b. Drag out/ stretch the clean yarn of palette
- c. Note the defect of yarn in the beam
- d. Throw the collected waste at provided place
- e. Sweep the warping and sizing area
- f. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- g. Check the machine after being used
- h. Control the production process
- i. Help to solve problem
- j. Control the machine so it has maximum performance
- k. Training and guiding new employee
- l. Coaching and guiding machine operator
- m. Check and repair yarn in bad condition
- n. Coordinate with maintenance operators and repairers to do maintenance or repair machine
- o. Note the scheduled maintenance, check whether the maintenance activity is done or not

Activities flow:

Supervisors: Head of palette and stretcher operator group

Workmates: Other machine operators

Subordinates: -

Title:

Palette Head of operator group

Department:

Preparation

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Description:

Palette Head of operator group role is controlling the other palette and stretcher machine operators while operating the palette machine. Palette process is the first step in production together with warping process, make sure you do the jobs carefully because mistakes in this process will affect the others step. Check and control the work of other operators.

Responsibilities:

- a. Same as the palette machine and stretcher operator
- b. Training and guiding new employee
- c. Control the production process per operator group
- d. Direct the machine operator to achieve efficiency target
- e. Check the note of scheduled maintenance
- f. Coordinate with other Head of operator group to solve (if any) problem
- g. Coordinate with administration employees to give information about defects

Activities flow:

Supervisors: Head of shift

Workmates: Other Head of operator group

Subordinates: Palette and stretcher machine operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Beak and tying machine operator

Department:

Preparation

Description:

Beak and tying machine operator role is operating the beak and tying machine. Make sure you do the jobs carefully because mistakes in this process will affect the weaving process. Check the gun and dropper carefully because it is the sensor in weaving process.

Responsibilities:

- a. Beak the yarn so it will be ready to be weaved
- b. Ask beam identity that will be beaked at the administration
- c. Note the defect of beam
- d. Throw the collected waste at provided place
- e. Sweep the beak area
- f. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- g. Check the machine after being used
- h. Control the production process
- i. Help to solve problem
- j. Training and guiding new employee
- k. Coaching and guiding machine operator
- l. Coordinate with maintenance operators and repairers to do maintenance or repair machine
- m. Note the scheduled maintenance, check whether the maintenance activity is done or not

Activities flow:

Supervisors: Head of beak operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Beam supplier operator

Department:

Preparation

Description:

Beam supplier operator role is providing the beam for the beak and tying operator. Make sure you bring the beam carefully because dirt on the beam can make fabric become defect.

Responsibilities:

- a. Move the beam that will be beaked from sizing area to beak area
- b. Move the beam that has been beaked from beak area to weaving area
- c. Install (before beak process) and uninstall (after beak process) beam from beak machine
- d. Throw the collected waste at provided place
- e. Sweep the beak area
- f. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- g. Check the machine after being used
- h. Control the production process
- i. Help to solve problem
- j. Training and guiding new employee

Activities flow:

Supervisors: Head of beak operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Beak Head of operator group

Department:

Preparation

Description:

Beak Head of operator group role is controlling the other beak and tying machine operator while operating the beak and tying machine. Make sure you do the jobs carefully because mistakes in this process will affect the weaving process. Check and control the work of other operators.

Responsibilities:

- a. Same as beak machine operator
- b. Control the production process per group
- c. Direct the machine operator to achieve efficiency target
- d. Check the note of scheduled maintenance\
- e. Coordinate with other Head of operator group to solve (if any) problem
- f. Coordinate with administration employees to give information about defects

Activities flow:

Supervisors: Head of shift

Workmates: Other Head of operator group

Subordinates: Beak machine operators, beam supplier's operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Sizing machine operator

Department:

Preparation

Description:

Sizing machine operator role is operating the sizing machine. Make sure you do the jobs carefully especially for making the sizing solution, read the recipe. Check the sizing solution as often as possible because it is forbidden to have no sizing solution when operating the machine.

Responsibilities:

- a. Operate sizing machine
- b. Make sizing solution
- c. Sweep the warping and sizing area
- d. Throw the collected waste at provided place
- e. Clean the yarn dust at the sizing machine
- f. Note the defect of yarn in the beam
- g. Note the total beams that have been sized
- h. Check the machine after being used
- i. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- j. Control the production process
- k. Help to solve problem
- l. Training and guiding new employee
- m. Coordinate with maintenance operators and repairers to do maintenance or repair machine
- n. Note the scheduled maintenance, check whether the maintenance activity is done or not

Activities flow:

Supervisors: Head of sizing operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Sizing Head of operator group

Department:

Preparation

Description:

Sizing Head of operator group role is controlling the other sizing machine operator while operating the sizing machine. Make sure you do the jobs carefully because mistakes in this process will affect the weaving process. Check and control the work of other operators.

Responsibilities:

- a. Same as the sizing machine operator
- b. Control the production process per group
- c. Direct the machine operator to achieve efficiency target
- d. Check the note of scheduled maintenance
- e. Coordinate with other Head of operator group to solve (if any) problem
- f. Coordinate with administration employees to give information about defects

Activities flow:

Supervisors: Head of shift

Workmates: Other Head of sizing operator group

Subordinates: Sizing machine operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Maintenance operator

Department:

Preparation

Description:

Maintenance operator role is maintaining the machines in preparation department. Make sure you do the jobs carefully to detect any reparation activity earlier if it is needed.

Responsibilities:

- a. Check the machine after being used
- b. Throw the collected waste at provided place
- c. Help to solve problem
- d. Control the machine so it has maximum performance
- e. Control and add machines' oil
- f. Control spare parts condition, clean it if can
- g. Note the scheduled maintenance, check whether the maintenance activity is done or not
- h. Coordinate with machine operators to do maintenance or repair activity

Activities flow:

Supervisors: Deputy head of maintenance

Workmates: Other maintenance operators, repairer operators, cleaning services

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Repairer operator

Department:

Preparation

Description:

Repairer operator role is repairing the broken machine in preparation department. Make sure you do the jobs carefully. Find ways to replace the broken part while waiting the new spare part from the supplier, discuss it with your supervisor if you can not perform it.

Responsibilities:

- a. Check the machine after being used
- b. Repair the broken machine part/ whole machine
- c. Note the date, cause, time to solve/ repair the broken machine part/ whole machine
- d. Help to solve problem
- e. Control the machine so it has maximum performance
- f. Coordinate with machine operators to do repair activity

Activities flow:

Supervisors: Deputy head of maintenance

Workmates: Other repairer operators, maintenance operators, cleaning services

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Cleaning service

Department:

Preparation

Description:

Cleaning service role is cleaning the area of preparation department. Help the machine operators to clean the machine if needed.

Responsibilities:

- a. Throw the collected waste at bigger place
- b. Sweep the preparation area
- c. Help the work of maintenance and repairer if needed

Activities flow:

Supervisors: Deputy head of maintenance

Workmates: Other cleaning services, maintenance operators, repairer operators

Subordinates: -



JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Deputy head of maintenance

Department:

Preparation

Description:

Deputy head of maintenance role is controlling the work of maintenance and repairer operator in preparation department. Note the step by step in repairing the machine for each problem to conduct the same step if it happens again. Coordinate with Head of shift if any sudden preparation is needed.

Responsibilities:

- a. Same with maintenance operator and repairer operator
- b. Coordinate with Head of shift to solve big problem of machine
- c. Coordinate with Head of shift conduct sudden reparation
- d. Control the machine so it has maximum performance
- e. Control the scheduled maintenance
- f. Control the note of reparation machine
- g. Note solutions to handle problems of machine so if it happens again the correct solution can be done faster

Activities flow:

Supervisors: Deputy head of department

Workmates: Head of shift, administration employees

Subordinates: Maintenance operators, repairer operators, cleaning services

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Administration

Department:

Preparation

Description:

Administration role is summarizing the defect found from all production steps in preparation department. Inform the summary to the employees and report it to the Director 1.

Responsibilities:

- a. Get information about defect of yarn from all Heads of operator group
- b. Summarize the defect at beam from warping and sizing process
- c. Summarize machines' position
- d. Calculate total yarn needed for an order
- e. Summarize planning of preparation beam that will be done
- f. Note the total beams that have been sized
- g. Get information about the raw material from the Deputy head of warehouse
- h. Control the quality of raw material that will be used for an order
- i. Help to solve problem
- j. Training and guiding for new employee

Activities flow:

Supervisors: Deputy head of department

Workmates: Head of shift, Deputy head of maintenance, Deputy head of warehouse

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of shift

Department:

Preparation

Description:

Head of shift role is controlling the production process per shift in preparation department. Help the operators to achieve the target and to have higher productivity.

Responsibilities:

- a. Control the production process per group/ shift
- b. Do the machine operator's job if needed
- c. Help to solve problem
- d. Direct the machine operator to achieve efficiency target
- e. Control the machine so it has maximum performance
- f. Training and guiding new employee
- g. Coaching and guiding machine operator
- h. Coordinate with deputy head of maintenance to perform additional or sudden maintenance or reparation activity
- i. Gather feedback from employees about problems or suggestions

Activities flow:

Supervisors: Deputy head of department

Workmates: Deputy head of maintenance, administration employees

Subordinates: Head of operator groups

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Deputy head of department

Department:

Preparation

Description:

Deputy head of department role is controlling the production process in preparation department. Help the operators to achieve the target and to have higher productivity. Discuss with your supervisor about making production schedule and job rotation.

Responsibilities:

- a. Control the production process
- b. Do the machine operator's job if needed
- c. Help to solve problem
- d. Direct the machine operator to achieve efficiency target
- e. Control the machine so it has maximum performance
- f. Training and guiding new employee
- g. Coaching and guiding machine operator
- h. Check the work of all operators and Head of shift suddenly to know whether the operators do the correct things or not
- i. Perform periodic meeting and coordination with subordinates to solve (if any) problems or to discuss operator's suggestion
- j. Make production scheduling
- k. Analyze the root of problem(s)
- l. Make job rotation for employees (if needed)

Activities flow:

Supervisors: Head of department

Workmates: Deputy head of warehouse

Subordinates: Deputy head of maintenance, administration, Head of shift

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of department

Department:

Preparation

Description:

Head of department role is controlling the production process in preparation department. Check and control the work of Deputy head of department especially the production schedule and job rotation, compare it with the reality and evaluate if there is any difference.

Responsibilities:

- a. Same with Deputy head of department
- b. Perform periodic meeting and coordination with subordinates to solve (if any) problems or to discuss operator's suggestion
- c. Perform additional meeting and coordination if needed
- d. Control the production process periodically
- e. Check the production schedule with the reality
- f. Check the job rotation works well on the employees

Activities flow:

Supervisors: Director 1

Workmates: -

Subordinates: Deputy head of department

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Weaving machine operator

Department:

Weaving

Description:

Weaving machine operator role is operating the warping machine. Check the gun and dropper, make sure it works well because it is the sensor of weaving process.

Responsibilities:

- a. Operate weaving machine
- b. Note the defect of yarn in the beam
- c. Throw the collected waste at provided place
- d. Sweep the warping and sizing area
- e. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- f. Check the machine after being used
- g. Control the production process
- h. Help to solve problem
- i. Control the machine so it has maximum performance
- j. Training and guiding for new employee
- k. Check and repair yarn in bad condition
- l. Coordinate with maintenance operators to do maintenance or repair machine
- m. Note the scheduled maintenance, check whether the maintenance activity is done or not
- n. Coordinate with mineral water operators to supply mineral water for machine operators

Activity flow:

Supervisors: Head of operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of operator group

Department:

Weaving

Description:

Head of operator group role is controlling the other machine operators while operating the machine. Check and control the work of other operators, help them if they face problems.

Responsibilities:

- a. Same as the machine operators
- b. Note the percentage
- c. Make the PC at the zero level
- d. Control the production process per group
- e. Direct the machine operator to achieve efficiency target
- f. Check the note of scheduled maintenance
- g. Coordinate with administration employees to give information about defects
- h. Coordinate with head of technical to support the weaving process

Activity flow:

Supervisors: Head of shift

Workmates: Other Head of operator group

Subordinates: All machine operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Yarn nurse

Department:

Weaving

Description:

Yarn nurse role is checking the yarn from the preparation process. Make sure you do the jobs carefully, check the yarn in detail and repair it if there is any mistake found.

Responsibilities:

- a. Note the defect of yarn in the beam
- b. Report the list of defects to the administration
- c. Throw the collected waste at provided place
- d. Check the machine after being used
- e. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- f. Control the production process
- g. Check and repair bad condition yarn from previous process

Activity flow:

Supervisors: Head of engineering

Workmates: Other yarn nurses

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Fabric cutting operator

Department:

Weaving

Description:

Fabric cutting operator role is cutting the fabric to end the weaving process. Make sure you do the jobs carefully, check the cutter condition periodically.

Responsibilities:

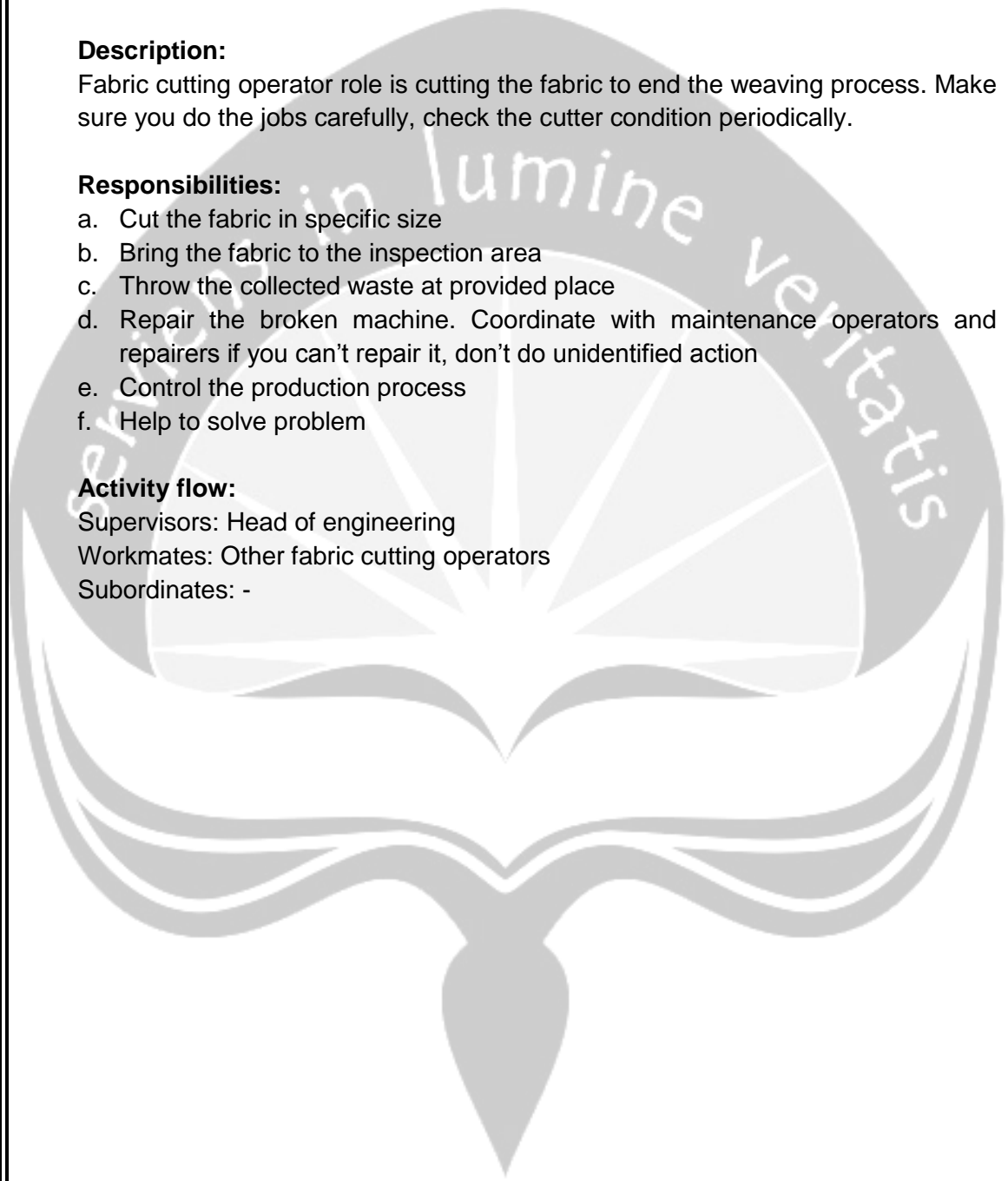
- a. Cut the fabric in specific size
- b. Bring the fabric to the inspection area
- c. Throw the collected waste at provided place
- d. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- e. Control the production process
- f. Help to solve problem

Activity flow:

Supervisors: Head of engineering

Workmates: Other fabric cutting operators

Subordinates: -



JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Beam installer

Department:

Weaving

Description:

Beam installer role is installing and uninstalling the beam for the weaving process. Make sure you do the jobs carefully, mistakes during install and uninstal process lead to machine errors.

Responsibilities:

- a. Move the beam that has been beaked from beak to weaving area
- b. Install (before weaving process) and uninstall (after weaving process) beam from weaving machine
- c. Throw the collected waste at provided place
- d. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- e. Check the machine after being used
- f. Control the production process
- g. Help to solve problem

Activity flow:

Supervisors: Head of engineering

Workmates: Other beam installers

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Electricity operator

Department:

Weaving

Description:

Electricity operator role is controlling the electricity for weaving machines. Make sure you do the jobs carefully, wear your protective equipment to avoid any injuries.

Responsibilities:

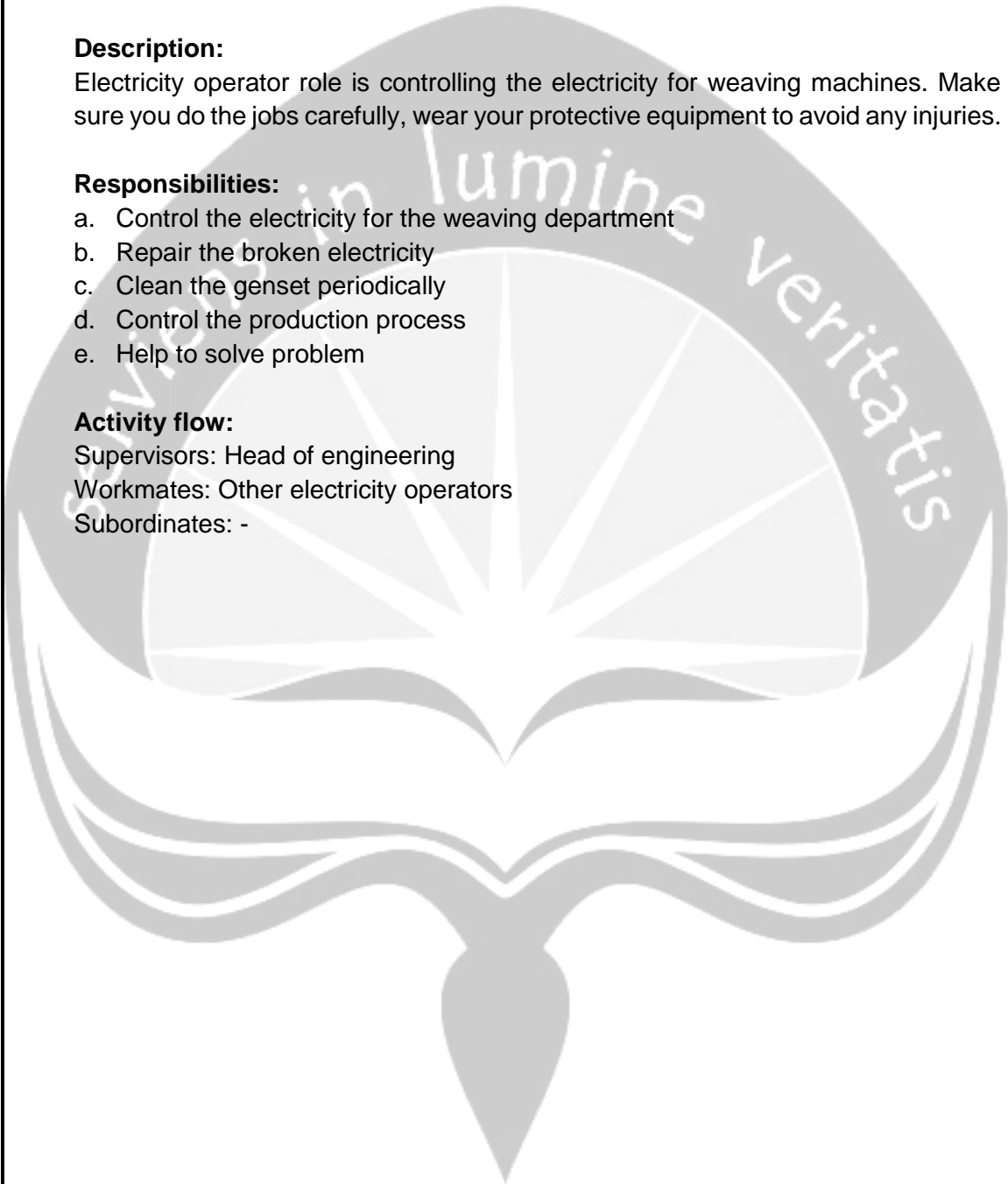
- a. Control the electricity for the weaving department
- b. Repair the broken electricity
- c. Clean the genset periodically
- d. Control the production process
- e. Help to solve problem

Activity flow:

Supervisors: Head of engineering

Workmates: Other electricity operators

Subordinates: -



JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Repairer operator

Department:

Weaving

Description:

Repairer operator role is repairing the machines in weaving department. Work together with the maintenance operators also. Make sure you do the jobs carefully, wear your protective equipment to avoid any injuries.

Responsibilities:

- a. Check the machine after being used
- b. Throw the collected waste at provided place
- c. Repair the broken machine part/ whole machine
- d. Help to solve problem
- e. Control the production process
- f. Control the machine so it has maximum performance
- g. Coordinate with machine operators to do repair activity
- h. Note the date, cause, time to solve/ repair the broken machine part/ whole machine

Activity flow:

Supervisors: Head of engineering

Workmates: Other repairer operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of engineering

Department:

Weaving

Description:

Head of engineering role is controlling the technical production process in weaving department. Work together with Head of operator group to perform harmonized process. Help the operators to work carefully and to have higher productivity.

Responsibilities:

- a. Same as maintenance and repairer operator
- b. Note solutions to handle problems of machine so if it happens again the correct solution can be done faster
- c. Control the production process per group/ shift
- d. Coaching and guiding repairer operators
- e. Coordinate with head of operator group to support the weaving process
- f. Control the reparation notes

Activity flow:

Supervisors: Head of shift

Workmates: Head of operator group

Subordinates: Repairer operators, electricity operators, beam installer operators, fabric cutting operators, yarn nurses

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Maintenance operator

Department:

Weaving

Description:

Maintenance operator role is maintaining the machines in weaving department. Make sure you do the jobs carefully to detect any reparation activity earlier if it is needed.

Responsibilities:

- a. Check the machine after being used
- b. Throw the collected waste at provided place
- c. Help to solve problem
- d. Control the production process
- e. Control the machine so it has maximum performance
- f. Control and add machines oil
- g. Control spare parts condition, clean it if can
- h. Note the scheduled maintenance, check whether the maintenance activity is done or not
- i. Coordinate with machine operators to do maintenance activity

Activity flow:

Supervisors: Head of maintenance

Workmates: Other maintenance operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of maintenance

Department:

Weaving

Description:

Head of maintenance role is controlling the work of maintenance operators in weaving department. Check the protective equipment of the operators, make sure they wear it properly. Coordinate with Head of shift to control the maintenance process.

Responsibilities:

- a. Same with maintenance operator
- b. Control the production process per group/ shift
- c. Note new spare part entry
- d. Coaching and guiding maintenance's operator
- e. Coordinate with head of shift to solve big problem of machine
- f. Coordinate with head of shift conduct sudden machines' reparation
- g. Control the machine so it has maximum performance
- h. Control the scheduled maintenance

Activity flow:

Supervisors: Weaving coordinator

Workmates: Head of shift

Subordinates: All maintenance operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Administration

Department:

Weaving

Description:

Administration role is summarizing the defect found from all steps in weaving department. Inform the summary to the employees and report it to the Director 1.

Responsibilities:

- a. Get information about defect of yarn from heads of operator group and heads of technical
- b. Summarize the defect at beam
- c. Summarize machines' position
- d. Summarize new spare part entry
- e. Help to solve problem
- f. Training and guiding for new employee
- g. Coaching and guiding machine operator

Activity flow:

Supervisors: Weaving coordinator

Workmates: Heads of operator group, head of engineering

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of shift

Department:

Weaving

Description:

Head of shift role is controlling the production process per shift in weaving department. Help the operators to achieve the target and to have higher productivity. Make the production schedule and job rotation carefully.

Responsibilities:

- a. Control the production process per group/ shift
- b. Do the machine operator's job if needed
- c. Help to solve problem
- d. Direct the machine operator to achieve efficiency target
- e. Control the machine so it has maximum performance
- f. Training and guiding new employee
- g. Coaching and guiding machine operator
- h. Coordinate with head of maintenance to perform additional or sudden maintenance activity
- i. Gather feedback from employees about problems or suggestions
- j. Make production scheduling
- k. Analyze the root of problem(s)
- l. Make job rotation for employees (if needed)
- m. Perform periodic meeting and coordination with subordinates to solve (if any) problems or to discuss operator's suggestion

Activity flow:

Supervisors: Weaving coordinator

Workmates: Head of maintenance

Subordinates: Head of engineering, Heads of operator group

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Weaving coordinator

Department:

Weaving

Description:

Weaving coordinator role is controlling the production process in weaving department. Check and control the work of Head of shift especially the production schedule and job rotation, compare it with the reality and evaluate if there is any difference. Control the operators directly for some periods only.

Responsibilities:

- a. Same as head of shift
- b. Control the production process periodically
- c. Check the work of all operators and head of shift suddenly to know whether the operators do the correct things or not
- d. Perform additional meeting and coordination if needed
- e. Check the production schedule with the reality
- f. Check the job rotation works well on the employees

Activity flow:

Supervisors: Director 1

Workmates: -

Subordinates: Head of maintenance, Head of shift, administration

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Inspection machine operator

Department:

Inspection

Description:

Inspection machine operator role is operating the inspection machine. Make sure you do the jobs carefully because mistakes in this process can not be found at the next step.

Responsibilities:

- a. Do the inspection process manually or using machine
- b. Make list of defects found in the fabric
- c. Repair the defect(s) found in the fabric. If it can't be repaired, separate the fabric to be rechecked by the head of shift
- d. Throw the collected waste at provided place
- e. Clean the inspection machine
- f. Sweep the inspection area
- g. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- h. Check the machine after being used
- i. Control the production process
- j. Help to solve problem
- k. Training and guiding for new employee
- l. Coordinate with maintenance operators to do maintenance machine
- m. Note the scheduled maintenance, check whether the maintenance activity is done or not
- n. Coordinate with other operators to do the next process and backup each other

Activity flow:

Supervisors: Head of operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Folding machine operator

Department:

Inspection

Description:

Folding machine operator role is operating the folding machine. Make sure you have the right weight and information of the fabric.

Responsibilities:

- a. Operate folding fabric's machine
- b. Note the length of folded fabric in meter
- c. Throw the collected waste at provided place
- d. Clean the folding machine
- e. Sweep the inspection area
- o. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- p. Check the machine after being used
- f. Control the production process
- g. Help to solve problem
- h. Training and guiding for new employee
- i. Coordinate with maintenance operators to do maintenance machine
- j. Note the scheduled maintenance, check whether the maintenance activity is done or not
- k. Coordinate with other operators to do the next process and backup each other

Activity flow:

Supervisors: Head of operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Sewing machine operator

Department:

Inspection

Description:

Sewing machine operator role is operating the sewing machine. Make sure you do the jobs carefully because mistakes in this process can not be found at the next step.

Responsibilities:

- a. Operate sewing machine
- b. Note the length of folded fabric in meter
- c. Throw the collected waste at provided place
- d. Clean the sewing machine
- e. Sweep the inspection area
- q. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- r. Check the machine after being used
- f. Control the production process
- g. Help to solve problem
- h. Training and guiding for new employee
- i. Coordinate with maintenance operators to do maintenance machine
- j. Note the scheduled maintenance, check whether the maintenance activity is done or not
- k. Coordinate with other operators to do the next process and backup each other

Activity flow:

Supervisors: Head of operator group

Workmates: Other machine operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of operator group

Department:

Inspection

Description:

Head of operator group role is controlling the other machine operators while operating the machine. Check and control the work of other operators, make sure they work carefully.

Responsibilities:

- a. Same as the machine operators
- b. Control the production process per group
- c. Direct the machine operator to achieve efficiency target
- d. Control the machine so it has maximum performance
- e. Check the note of scheduled maintenance
- f. Coordinate with other head of operator group to solve (if any) problem
- g. Coordinate with administration employees to give information about defects
- h. Coaching and guiding machine operator
- i. Coordinate with deputy head of maintenance to perform additional or sudden maintenance or reparation activity

Activity flow:

Supervisors: Head of shift

Workmates: Other Heads of operator group, Head of maintenance

Subordinates: All machine operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Administration

Department:

Inspection

Description:

Administration role is summarizing the defect found from all steps in inspection department. Inform the summary to the employees and report it to the Director 1.

Responsibilities:

- a. Get information about defect from all heads of operator group
- b. Summarize the list of defects found in the fabric
- c. Summarize the length of folded fabric in meter
- d. Note the fabric's identity that is ready to go to finishing department
- e. Help to solve problem
- f. Training and guiding for new employee

Activity flow:

Supervisors: Deputy head of department

Workmates: Head of shift, Heads of operator group

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Maintenance operator

Department:

Inspection

Description:

Maintenance operator role is maintaining the machines in inspection department. Make sure you do the jobs carefully to detect any reparation activity earlier if it is needed.

Responsibilities:

- a. Check the machine after being used
- b. Repair the broken machine part/ whole machine
- c. Control the machine so it has maximum performance
- d. Control and add machines' oil
- e. Control spare parts condition, clean it if can
- f. Throw the collected waste at provided place
- g. Help to solve problem
- h. Coordinate with machine operators to do maintenance or repair activity
- i. Note the date, cause, time to solve/ repair the broken machine part/ whole machine
- j. Note the scheduled maintenance, check whether the maintenance activity is done or not

Activity flow:

Supervisors: Head of maintenance

Workmates: Other maintenance operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of maintenance

Department:

Inspection

Description:

Head of maintenance role is controlling the work of maintenance operators in inspection department. Check the protective equipment of the operators, make sure they wear it properly.

Responsibilities:

- a. Same with maintenance operator
- b. Control the production process per group/ shift
- c. Note new spare part entry
- d. Coaching and guiding maintenance's operator
- e. Coordinate with head of operator group conduct sudden machines' reparation
- f. Control the machine so it has maximum performance
- g. Control the scheduled maintenance
- h. Control the note of reparation machine
- i. Note solutions to handle problems of machine so if it happens again the correct solution can be done faster

Activity flow:

Supervisors: Head of shift

Workmates: Head of operator group

Subordinates: All maintenance operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of shift

Department:

Inspection

Description:

Head of shift role is controlling the production process per shift in inspection department. Help the operators to achieve the target and to have higher productivity. Gather the feedbacks from employees periodically.

Responsibilities:

- a. Control the production process per group/ shift
- b. Direct the machine operator to achieve efficiency target
- c. Control the machine so it has maximum performance
- d. Coaching and guiding machine operator
- e. Gather feedback from employees about problems or suggestions

Activity flow:

Supervisors: Deputy head of department

Workmates: Administration

Subordinates: Heads of operator group

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Deputy head of department

Department:

Inspection

Description:

Deputy head of department role is controlling the production process in inspection department. Help the operators to achieve the target and to have higher productivity. Make the production schedule and job rotation carefully.

Responsibilities:

- a. Control the production process
- b. Do the machine operator's job if needed
- c. Help to solve problem
- d. Direct the machine operator to achieve efficiency target
- e. Control the machine so it has maximum performance
- f. Training and guiding new employee
- g. Coaching and guiding machine operator
- h. Check the work of all operators and head of shift suddenly to know whether the operators do the correct things or not
- i. Perform periodic meeting and coordination with subordinates to solve (if any) problems or to discuss operator's suggestion
- j. Make production scheduling
- k. Analyze the root of problem(s)
- l. Make job rotation for employees (if needed)

Activity flow:

Supervisors: Head of department

Workmates: -

Subordinates: Head of shift, administration

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of department

Department:

Inspection

Description:

Head of department role is controlling the production process in inspection department. Check and control the work of Deputy head of department especially the production schedule and job rotation, compare it with the reality and evaluate if there is any difference. Control the operators directly for some periods only.

Responsibilities:

- a. Same with deputy head of department
- b. Perform additional meeting and coordination if needed
- c. Control the production process periodically
- d. Check the production scheduling before implementing
- e. Check the production schedule with the reality
- f. Check the job rotation works well on the employees

Activity flow:

Supervisors: Director 1

Workmates: -

Subordinates: Deputy head of department

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Machine operator

Department:

Finishing

Description:

Machine operator role is operating the machine. Finishing process is the last step in production, make sure you do the jobs carefully.

Responsibilities:

- a. Operate machine
- b. Note the list of defects
- c. Note the length of folded fabric in yard (for folding machine operator)
- d. Throw the collected waste at provided place
- e. Sweep the finishing area
- f. Repair the broken machine. Coordinate with maintenance operators and repairers if you can't repair it, don't do unidentified action
- g. Control the production process
- h. Check the machine after being used
- i. Help to solve problem
- j. Coordinate with the technical operators to support and backup each other

Activity flow:

Supervisors: Head of shift

Workmates: Other machine operators and technical operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Technical operator

Department:

Finishing

Description:

Technical operator role is supporting the machine operators especially in cooking the solutions. Finishing process is the last step in production, make sure you do the jobs carefully.

Responsibilities:

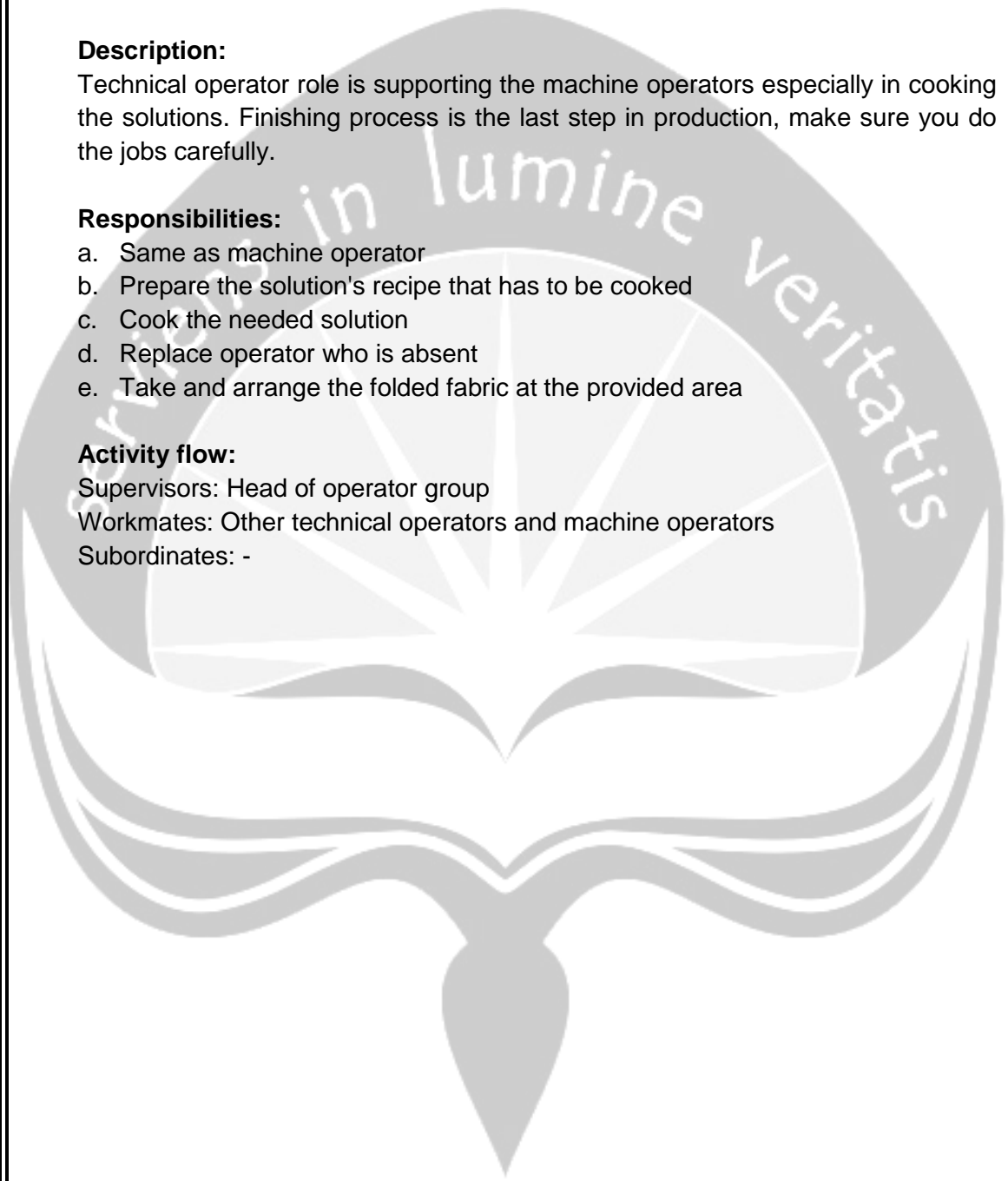
- a. Same as machine operator
- b. Prepare the solution's recipe that has to be cooked
- c. Cook the needed solution
- d. Replace operator who is absent
- e. Take and arrange the folded fabric at the provided area

Activity flow:

Supervisors: Head of operator group

Workmates: Other technical operators and machine operators

Subordinates: -



JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Maintenance operator

Department:

Finishing

Description:

Maintenance operator role is maintaining the machines in finishing department. Make sure you do the jobs carefully to detect any reparation activity earlier if it is needed.

Responsibilities:

- a. Check the machine after being used
- b. Repair the broken machine part/ whole machine
- c. Control the machine so it has maximum performance
- d. Control and add machines' oil
- e. Control spare parts condition, clean it if can
- f. Throw the collected waste at provided place
- g. Help to solve problem
- h. Coordinate with operators to do maintenance or repair activity
- i. Note the date, cause, time to solve/ repair the broken machine part/ whole machine
- j. Note the scheduled maintenance, check whether the maintenance activity is done or not

Activity flow:

Supervisors: Head of maintenance

Workmates: Other maintenance operators

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of maintenance

Department:

Finishing

Description:

Head of maintenance role is controlling the work of maintenance operators in finishing department. Check the protective equipment of the operators, make sure they wear it properly.

Responsibilities:

- a. Same with maintenance operator
- b. Training and guiding new employee
- c. Coaching and guiding machine operator
- d. Control the production process per group/ shift
- e. Note new spare part entry
- f. Coordinate with head of shift to conduct sudden machines' reparation
- g. Control the scheduled maintenance
- h. Control the note of reparation machine
- i. Note solutions to handle problems of machine so if it happens again the correct solution can be done faster

Activity flow:

Supervisors: Head of department

Workmates: Head of shift

Subordinates: All maintenance operators

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Administration

Department:

Finishing

Description:

Administration role is summarizing the defect found from all steps in finishing department and the identity of fabric. Inform the summaries to the employees and report it to the Director 1.

Responsibilities:

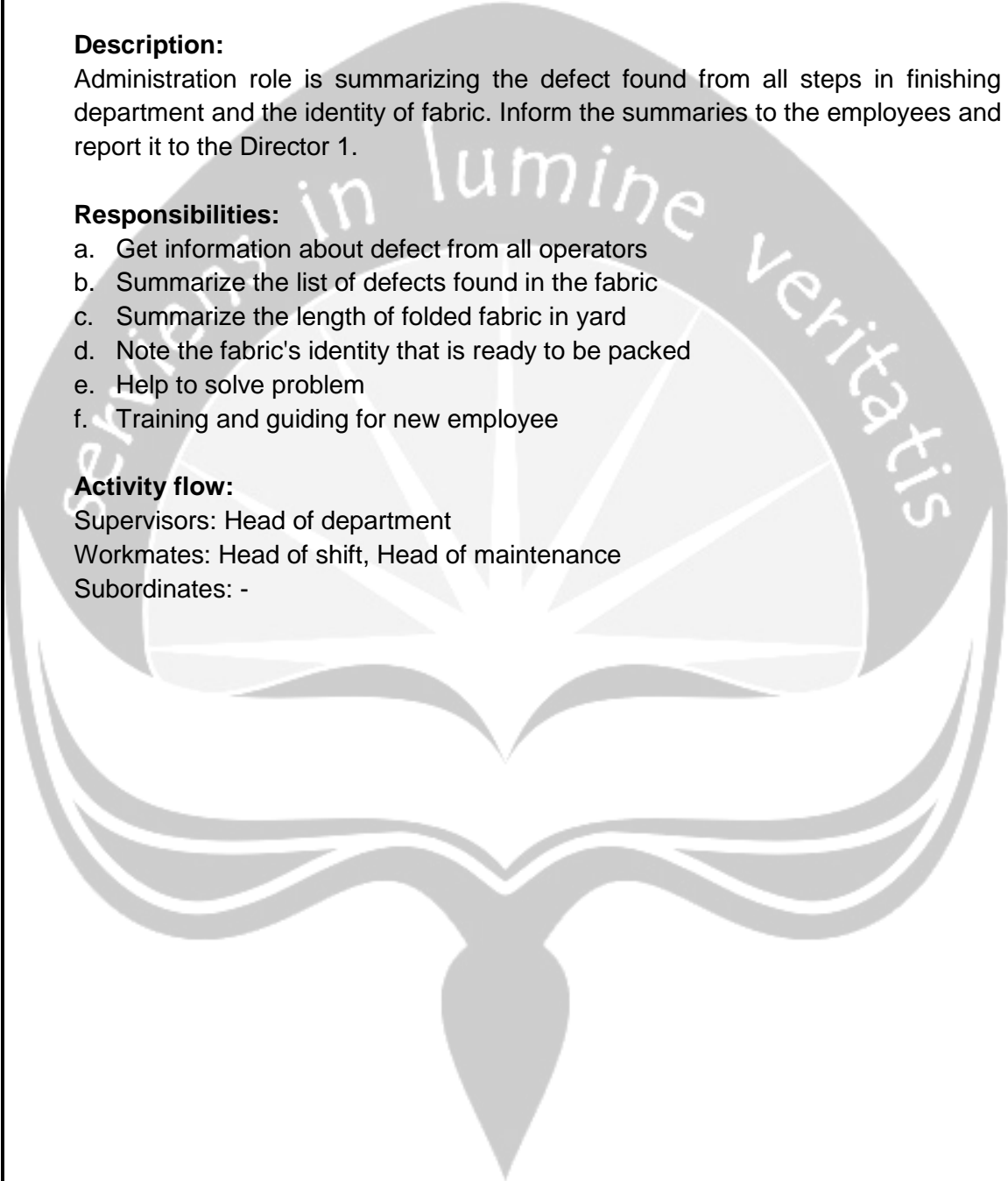
- a. Get information about defect from all operators
- b. Summarize the list of defects found in the fabric
- c. Summarize the length of folded fabric in yard
- d. Note the fabric's identity that is ready to be packed
- e. Help to solve problem
- f. Training and guiding for new employee

Activity flow:

Supervisors: Head of department

Workmates: Head of shift, Head of maintenance

Subordinates: -



JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of shift

Department:

Finishing

Description:

Head of shift role is controlling the production process per shift in finishing department. Help the operators to achieve the target and to have higher productivity. Make sure you make the production scheduling and job rotation carefully.

Responsibilities:

- a. Control the production process per group/ shift
- b. Direct the machine operator to achieve efficiency target
- c. Control the machine so it has maximum performance
- d. Coaching and guiding machine operator
- e. Gather feedback from employees about problems or suggestions
- f. Make production scheduling
- g. Analyze the root of problem(s)
- h. Make job rotation for employees (if needed)

Activity flow:

Supervisors: Head of department

Workmates: Head of maintenance, administration

Subordinates: -

JOB DESCRIPTIONS OF PT. ABC

Approved by Director 1

July 26, 2017

Title:

Head of department

Department:

Finishing

Description:

Head of department role is controlling the production process in finishing department. Check and control the work of your subordinates especially the production schedule and job rotation, compare it with the reality and evaluate if there is any difference. Control the operators directly for some periods only.

Responsibilities:

- a. Control the production process periodically
- b. Check the fabric construction when the average of weight is different
- c. Help to solve problem
- d. Direct the machine operator to achieve efficiency target
- e. Control the machine so it has maximum performance
- f. Training and guiding new employee
- g. Coaching and guiding machine operator
- h. Check the work of all operators and head of shift suddenly to know whether the operators do the correct things or not
- i. Perform periodic meeting and coordination with subordinates to solve (if any) problems or to discuss operator's suggestion
- j. Check the production scheduling before implementing
- k. Check the production schedule with the reality
- l. Check the job rotation works well on the employees

Activity flow:

Supervisors: Director 1

Workmates: -

Subordinates: Head of shift, Head of maintenance, administration

APPENDIX

Appendix 14

Questionnaires for preparation department

Saya Aurelia Jessica dari Universitas Atma Jaya Yogyakarta, sedang melakukan observasi di PT. Samitex Sewon Yogyakarta tentang struktur organisasi dan uraian pekerjaan. Saya mohon kesediaan Anda untuk mengisi kuesioner ini sebagai data observasi saya. Untuk meminimalisir pengisian kuesioner lebih dari satu kali oleh orang yang sama, mohon Anda menuliskan jabatan Anda (atau lokasi Anda bekerja bila tidak mengetahui jabatannya) serta nama dan tanda tangan Anda di bawah ini. Jawaban Anda pada kuesioner ini **terjamin kerahasiaannya** dan **tidak akan memberi pengaruh apapun pada pekerjaan Anda.**

Jabatan/ Lokasi pekerjaan: _____

Nama dan tanda tangan:

* Lingkari yang Anda pilih

INFORMASI PERSONAL

1. Pendidikan terakhir: SD/ SMP/ SMA/ SMK/ D3/ S1/ Lainnya, _____ *
2. Berilah tanda centang (V) pada kolom Pemeriksaan jika Anda melakukan pekerjaan yang disebutkan, serta pada kolom SOP bila pekerjaan itu memiliki SOP yang wajib Anda ikuti.

Uraian Pekerjaan	Pemeriksaan	SOP
Mengoperasikan mesin warping		
Mencatat kerusakan atau cacat benang di boom		
Membersihkan area sekitar benang dan mesin warping menggunakan kompresor		
Mengoperasikan mesin kanji		
Membuat larutan kanji		
Mengoperasikan mesin palet		
Mengolor benang palet yang masih bersih		
Mencucuk benang agar siap ditenun		
Mengambil dan memasang boom ke alat cucuk		
Meminta identitas boom yang dicucuk di administrasi produksi		

Melaporkan hasil catatan kerusakan atau cacat ke administrasi produksi		
Membuang afal yang terkumpul ke tempat yang disediakan		
Menyapu area warping dan kanji		
Membersihkan debu benang yang ada di mesin kanji		
Merekap cacat pada boom proses warping dan kanji		
Merekap posisi mesin		
Mencatat identitas boom cucuk		
Menghitung jumlah benang yang dibutuhkan untuk suatu order		
Merekap spare part masuk		
Merekap rencana boom persiapan yang turun		
Mencatat jumlah boom yang sudah dikanji		
Mengecek mesin setelah selesai digunakan		
Memperbaiki mesin yang rusak atau error		
Mengontrol jalannya proses produksi		
Mengontrol jalannya proses produksi per grup		
Membantu menangani masalah yang terjadi		
Mengoperasikan mesin tenun		
Mengarahkan operator mesin untuk mencapai target efisiensi		
Memotong kain yang sudah ditenun untuk dibawa ke inspeksi		
Mengontrol mesin agar dapat bekerja dengan maksimal		
Membersihkan mesin tenun		
Menyapu area tenun		
Memberikan pelatihan dan pendampingan karyawan baru		
Membina dan mendampingi operator mesin		
Mengecek dan memperbaiki benang dari persiapan yang belum sempurna		
Mengontrol dan menambahkan oli pada mesin		
Lainnya:		

3. Berilah tanda centang (V) pada kolom Terjadi bila Anda pernah mengalami masalah yang disebutkan, serta pada kolom Keterlibatan apa bila Anda dilibatkan dalam memberikan solusi atas masalah tersebut.

Masalah	Terjadi	Keterlibatan
Mesin tiba-tiba tidak bisa beroperasi		
Efisiensi mesin menurun tanpa sebab yang jelas		
Jumlah kecacatan/ kerusakan meningkat		
Terlalu banyak waktu lembur		
Bahan baku sering terlambat masuk		
Hasil produksi dari proses sebelumnya sering terlambat		

Hasil produksi dari proses sebelumnya memiliki banyak kecatatan/ kerusakan/ kekurangan		
Ada karyawan yang absen dan tidak ada yang dapat menggantikannya sehingga pekerjaan menjadi terhenti		
Lainnya:		

4. Berilah tanda centang (V) pada kolom Memberi jika Anda pernah memberikan usulan yang disebutkan, serta pada kolom Diterapkan jika usulan Anda itu diterapkan atau dilakukan oleh perusahaan.

Usulan Perbaikan/ Pengembangan	Memberi	Diterapkan
Mengubah jumlah karyawan		
Mengubah jumlah mesin		
Mengubah jumlah jabatan kerja		
Menambah jumlah shift kerja		
Membuat struktur organisasi per divisi/ bagian		
Membuat uraian pekerjaan tiap jabatan di sebuah divisi/ bagian		
Menambah kursi untuk duduk bagi operator mesin		
Mengganti tata letak mesin-mesin		
Mengganti mesin dengan mesin yang lebih canggih		
Membuat penjadwalan produksi		
Lainnya:		

5. Berapa kali dalam sebulan diadakan rapat/ koordinasi?

Jawaban: _____

ALUR INFORMASI

1. Kepada siapa saja Anda memberikan dan menerima informasi serta mempertanggungjawabkan perubahan/ perkembangan dan kemajuan pekerjaan Anda? Berikut ini adalah **contoh kasus dan cara pengisian tabel:**

Anda adalah karyawan admin produksi, Anda harus mempertanggungjawabkan atau melaporkan hasil pekerjaan Anda pada Kepala Bagian Persiapan yaitu Pak Slamet dan Direktur 1 yaitu Pak Andy, Anda akan memberitahu tentang jumlah boom yang harus diproduksi pada seluruh operator mesin warping, serta Anda harus mengetahui jumlah cacat/ kerusakan benang selama proses produksi dari seluruh operator mesin di

persiapan dan jumlah benang yang masih ada di gudang dari Kepala Bagian Gudang yaitu Pak Suryadi. Maka tabel harus diisi seperti di bawah ini.

CONTOH TABEL:

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama: 1. Pak Slamet (Kabag Persiapan) 2. Pak Andy (Direktur 1)			V V
Rekan kerja, yang bernama: 1. Pak Suryadi (Kabag Gudang)		V	
Bawahan, yang bernama: 1. Seluruh operator mesin warping	V	V	

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Rekan kerja, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Bawahan, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Lainnya:			

INFORMASI TEKNOLOGI, MESIN, DAN ALAT BANTU

1. Di bawah ini adalah macam-macam teknologi, mesin, dan alat bantu. Berilah tanda centang (V) pada kolom Digunakan jika Anda memakai teknologi, mesin, dan alat bantu tersebut dalam pekerjaan Anda. Kemudian pada kolom

Keahlian Khusus, berilah tanda centang (V) apa bila teknologi, mesin, dan alat bantu itu membutuhkan keahlian khusus dalam mengoperasikannya.

Teknologi, Mesin, dan Alat Bantu	Digunakan	Keahlian Khusus
Komputer		
Kompresor		
Balok kayu		
Kursi/ tangga kecil		
Gunting, selotip		
Rel boom		
Mesin warping/ kanji/ palet/ cucuk/ tenun		
Forklift		
Sapu		
Set perkakas (tang, obeng, atau kunci inggris, dll)		
Lainnya:		

INFORMASI PERUSAHAAN

1. Apakah hal yang telah menjadi budaya di lingkungan kerja Anda? Berilah tanda centang (V) pada kolom Pemeriksaan jika budaya itu ada di lingkungan kerja Anda.

Budaya di Lingkungan Kerja	Pemeriksaan
Saya memakai semua alat perlindungan diri (sumbat telinga, sepatu, dll)	
Saya bekerja sama membantu sesama karyawan	
Saya tidak pernah mengerjakan pekerjaan yang seharusnya menjadi tanggung jawab orang lain	
Saya berdiskusi dengan banyak pihak untuk mendapat solusi dari suatu masalah	
Saya akan melemparkan tanggung jawab ke pihak lain atas masalah yang terjadi	
Saya datang tepat waktu sesuai jam kerja yang ditetapkan	
Saya akan menengahi pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Saya akan mengadu domba pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Lainnya:	

2. Adakah pendidikan/ pelatihan dari luar yang perusahaan berikan kepada Anda? Bila ada, pendidikan apa dan dari mana yang diberikan? (Boleh lebih dari satu)



Appendix 15

Questionnaires for weaving department

Saya Aurelia Jessica dari Universitas Atma Jaya Yogyakarta, sedang melakukan observasi di PT. Samitex Sewon. Saya mohon kesediaan Anda untuk mengisi kuesioner ini sebagai data observasi saya. Untuk meminimalisir pengisian kuesioner lebih dari satu kali oleh orang yang sama, mohon Anda menuliskan jabatan Anda (atau lokasi Anda bekerja bila tidak mengetahui jabatannya) serta nama dan tanda tangan Anda di bawah ini. Jawaban Anda pada kuesioner ini **tidak akan memberi pengaruh apapun pada pekerjaan Anda.**

Jabatan/ Lokasi pekerjaan: _____

Nama dan tanda tangan:

* Lingkari yang Anda pilih

INFORMASI PERSONAL

1. Pendidikan terakhir: SD/ SMP/ SMA/ SMK/ D3/ S1/ Lainnya, _____ *
2. Berilah tanda centang (V) pada kolom Pemeriksaan jika Anda melakukan pekerjaan yang disebutkan, serta pada kolom SOP bila pekerjaan itu memiliki SOP yang wajib Anda ikuti.

Uraian Pekerjaan	Pemeriksaan	SOP
Mencatat kerusakan atau cacat benang di boom		
Melaporkan hasil catatan kerusakan atau cacat ke administrasi produksi		
Membuang afal yang terkumpul ke tempat yang disediakan		
Mengecek mesin setelah selesai digunakan		
Memperbaiki mesin yang rusak atau error		
Mengontrol jalannya proses produksi		
Mengontrol jalannya proses produksi per grup		
Membantu menangani masalah yang terjadi		
Mengoperasikan mesin tenun		
Mengarahkan operator mesin untuk mencapai target efisiensi		
Memotong kain yang sudah ditenun untuk dibawa ke inspeksi		
Mengontrol mesin agar dapat bekerja dengan maksimal		

Membersihkan mesin tenun		
Menyapu area tenun		
Merekap posisi mesin		
Mencatat identitas boom cucuk		
Merekap spare part masuk		
Merekap rencana boom persiapan yang turun		
Mencatat jumlah boom yang sudah dikaji		
Memberikan pelatihan dan pendampingan karyawan baru		
Membina dan mendampingi operator mesin		
Mengecek dan memperbaiki benang dari persiapan yang belum sempurna		
Mengontrol dan menambahkan oli pada mesin		
Lainnya:		

3. Berilah tanda centang (V) pada kolom Terjadi bila Anda pernah mengalami masalah yang disebutkan, serta pada kolom Keterlibatan apa bila Anda dilibatkan dalam memberikan solusi atas masalah tersebut.

Masalah	Terjadi	Keterlibatan
Mesin tiba-tiba tidak bisa beroperasi		
Efisiensi mesin menurun tanpa sebab yang jelas		
Jumlah kecacatan/ kerusakan meningkat		
Terlalu banyak waktu lembur		
Bahan baku sering terlambat masuk		
Hasil produksi dari proses sebelumnya sering terlambat		
Hasil produksi dari proses sebelumnya memiliki banyak kecatatan/ kerusakan/ kekurangan		
Ada karyawan yang absen dan tidak ada yang dapat menggantikannya sehingga pekerjaan menjadi terhenti		
Lainnya:		

4. Berilah tanda centang (V) pada kolom Memberi jika Anda pernah memberikan usulan yang disebutkan, serta pada kolom Diterapkan jika usulan Anda itu diterapkan atau dilakukan oleh perusahaan.

Usulan Perbaikan/ Pengembangan	Memberi	Diterapkan
Mengubah jumlah karyawan		
Mengubah jumlah mesin		

Mengubah jumlah jabatan kerja		
Menambah jumlah shift kerja		
Membuat struktur organisasi per divisi/ bagian		
Membuat uraian pekerjaan tiap jabatan di sebuah divisi/ bagian		
Menambah kursi untuk duduk bagi operator mesin		
Mengganti tata letak mesin-mesin		
Mengganti mesin dengan mesin yang lebih canggih		
Membuat penjadwalan produksi		
Lainnya:		

5. Berapa kali dalam sebulan diadakan rapat/ koordinasi?

Jawaban: _____

ALUR INFORMASI

1. Kepada siapa saja Anda memberikan dan menerima informasi serta mempertanggungjawabkan perubahan/ perkembangan dan kemajuan pekerjaan Anda? Berikut ini adalah **contoh kasus dan cara pengisian tabel:**

Anda adalah karyawan admin produksi, Anda harus mempertanggungjawabkan atau melaporkan hasil pekerjaan Anda pada Kepala Bagian Persiapan yaitu Pak Slamet dan Direktur 1 yaitu Pak Andy, Anda akan memberitahu tentang jumlah boom yang harus diproduksi pada seluruh operator mesin warping, serta Anda harus mengetahui jumlah cacat/ kerusakan benang selama proses produksi dari seluruh operator mesin di persiapan dan jumlah benang yang masih ada di gudang dari Kepala Bagian Gudang yaitu Pak Suryadi. Maka tabel harus diisi seperti di bawah ini.

CONTOH TABEL:

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama: 1. Pak Slamet (Kabag Persiapan) 2. Pak Andy (Direktur 1)			V V
Rekan kerja, yang bernama: 1. Pak Suryadi (Kabag Gudang)		V	
Bawahan, yang bernama: 1. Seluruh operator mesin warping	V	V	

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama:			
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
Rekan kerja, yang bernama:			
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
Bawahan, yang bernama:			
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____
Lainnya:			

INFORMASI TEKNOLOGI, MESIN, DAN ALAT BANTU

1. Di bawah ini adalah macam-macam teknologi, mesin, dan alat bantu. Berilah tanda centang (V) pada kolom Digunakan jika Anda memakai teknologi, mesin, dan alat bantu tersebut dalam pekerjaan Anda. Kemudian pada kolom Keahlian Khusus, berilah tanda centang (V) apa bila teknologi, mesin, dan alat bantu itu membutuhkan keahlian khusus dalam mengoperasikannya.

Teknologi, Mesin, dan Alat Bantu	Digunakan	Keahlian Khusus
Komputer		
Kompresor		
Balok kayu		
Kursi/ tangga kecil		
Gunting, selotip		
Rel boom		
Mesin warping/ kanji/ palet/ cucuk/ tenun		
Sapu		
Set perkakas (tang, obeng, palu, atau kunci inggris, dll)		

Lainnya:		
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INFORMASI PERUSAHAAN

1. Apakah hal yang telah menjadi budaya di lingkungan kerja Anda? Berilah tanda centang (V) pada kolom Pemeriksaan jika budaya itu ada di lingkungan kerja Anda.

Budaya di Lingkungan Kerja	Pemeriksaan
Saya memakai semua alat perlindungan diri (sumbat telinga, sepatu, dll)	
Saya bekerja sama membantu sesama karyawan	
Saya tidak pernah mengerjakan pekerjaan yang seharusnya menjadi tanggung jawab orang lain	
Saya berdiskusi dengan banyak pihak untuk mendapat solusi dari suatu masalah	
Saya akan melemparkan tanggung jawab ke pihak lain atas masalah yang terjadi	
Saya datang tepat waktu sesuai jam kerja yang ditetapkan	
Saya akan menengahi pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Saya akan mengadu domba pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Lainnya:	

2. Adakah pendidikan/ pelatihan dari luar yang perusahaan berikan kepada Anda? Bila ada, pendidikan apa dan dari mana yang diberikan? (Boleh lebih dari satu)

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Appendix 16

Questionnaires for employees at inspection department

Saya Aurelia Jessica dari Universitas Atma Jaya Yogyakarta, sedang melakukan observasi di PT. Samitex Sewon. Saya mohon kesediaan Anda untuk mengisi kuesioner ini sebagai data observasi saya. Untuk meminimalisir pengisian kuesioner lebih dari satu kali oleh orang yang sama, mohon Anda menuliskan jabatan Anda (atau lokasi Anda bekerja bila tidak mengetahui jabatannya) serta nama dan tanda tangan Anda di bawah ini. Jawaban Anda pada kuesioner ini **tidak akan memberi pengaruh apapun pada pekerjaan Anda.**

Jabatan/ Lokasi pekerjaan: _____

Nama dan tanda tangan:

* Lingkari yang Anda pilih

INFORMASI PERSONAL

1. Pendidikan terakhir: SD/ SMP/ SMA/ SMK/ D3/ S1/ Lainnya, _____ *
2. Berilah tanda centang (V) pada kolom Pemeriksaan jika Anda melakukan pekerjaan yang disebutkan, serta pada kolom SOP bila pekerjaan itu memiliki SOP yang wajib Anda ikuti.

Uraian Pekerjaan	Pemeriksaan	SOP
Mencatat kerusakan atau cacat pada kain		
Mencatat jumlah meteran kain yang sudah dilipat		
Mengambil boom kain untuk dilakukan inspeksi		
Melaporkan hasil catatan kerusakan atau cacat ke administrasi		
Membuang afal yang terkumpul ke tempat yang disediakan		
Mengecek mesin setelah selesai digunakan		
Memperbaiki mesin yang rusak atau error		
Mengontrol jalannya proses produksi		
Mengontrol jalannya proses produksi per grup		
Membantu menangani masalah yang terjadi		
Menjalankan proses inspeksi kain secara manual atau dengan mesin		
Mengoperasikan mesin lipat kain		
Mengarahkan operator mesin untuk mencapai target efisiensi		

Mengontrol mesin agar dapat bekerja dengan maksimal		
Membersihkan mesin inspeksi		
Menyapu area inspeksi		
Mengambil dan menata kain yang sudah dilipat pada area yang disediakan		
Merekap posisi mesin		
Merekap spare part masuk		
Mencatat identitas kain yang siap masuk ke tahap finishing		
Merekap jumlah meteran kain tiap operator		
Mencatat jumlah kain yang sudah diinspeksi		
Memberikan pelatihan dan pendampingan karyawan baru		
Membina dan mendampingi operator mesin		
Mengontrol dan menambahkan oli pada mesin		
Menjahit ujung kain yang selesai diinspeksi		
Lainnya:		

3. Berilah tanda centang (V) pada kolom Terjadi bila Anda pernah mengalami masalah yang disebutkan, serta pada kolom Keterlibatan apa bila Anda dilibatkan dalam memberikan solusi atas masalah tersebut.

Masalah	Terjadi	Keterlibatan
Mesin tiba-tiba tidak bisa beroperasi		
Efisiensi mesin menurun tanpa sebab yang jelas		
Jumlah kecacatan/ kerusakan meningkat		
Terlalu banyak waktu lembur		
Bahan baku sering terlambat masuk		
Hasil produksi dari proses sebelumnya sering terlambat		
Hasil produksi dari proses sebelumnya memiliki banyak kecatatan/ kerusakan/ kekurangan		
Ada karyawan yang absen dan tidak ada yang dapat menggantikannya sehingga pekerjaan menjadi terhenti		
Lainnya:		

4. Berilah tanda centang (V) pada kolom Memberi jika Anda pernah memberikan usulan yang disebutkan, serta pada kolom Diterapkan jika usulan Anda itu diterapkan atau dilakukan oleh perusahaan.

Usulan Perbaikan/ Pengembangan	Memberi	Diterapkan
Mengubah jumlah karyawan		
Mengubah jumlah mesin		
Mengubah jumlah jabatan kerja		
Menambah jumlah shift kerja		
Membuat struktur organisasi per divisi/ bagian		
Membuat uraian pekerjaan tiap jabatan di sebuah divisi/ bagian		
Menambah kursi untuk duduk bagi operator mesin		
Mengganti tata letak mesin-mesin		
Mengganti mesin dengan mesin yang lebih canggih		
Membuat penjadwalan produksi		
Lainnya:		

5. Berapa kali dalam sebulan diadakan rapat/ koordinasi?

Jawaban: _____

ALUR INFORMASI

1. Kepada siapa saja Anda memberikan dan menerima informasi serta mempertanggungjawabkan perubahan/ perkembangan dan kemajuan pekerjaan Anda? Berikut ini adalah **contoh kasus dan cara pengisian tabel:**

Anda adalah karyawan admin produksi, Anda harus mempertanggungjawabkan atau melaporkan hasil pekerjaan Anda pada Kepala Bagian Persiapan yaitu Pak Slamet dan Direktur 1 yaitu Pak Andy, Anda akan memberitahu tentang jumlah boom yang harus diproduksi pada seluruh operator mesin warping, serta Anda harus mengetahui jumlah cacat/ kerusakan benang selama proses produksi dari seluruh operator mesin di persiapan dan jumlah benang yang masih ada di gudang dari Kepala Bagian Gudang yaitu Pak Suryadi. Maka tabel harus diisi seperti di bawah ini.

CONTOH TABEL:

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama:			
1. Pak Slamet (Kabag Persiapan)			V
2. Pak Andy (Direktur 1)			V

Rekan kerja, yang bernama: 1. Pak Suryadi (Kabag Gudang)		V	
Bawahan, yang bernama: 1. Seluruh operator mesin warping	V	V	

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Rekan kerja, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Bawahan, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Lainnya:			

INFORMASI TEKNOLOGI, MESIN, DAN ALAT BANTU

1. Di bawah ini adalah macam-macam teknologi, mesin, dan alat bantu. Berilah tanda centang (V) pada kolom Digunakan jika Anda memakai teknologi, mesin, dan alat bantu tersebut dalam pekerjaan Anda. Kemudian pada kolom Keahlian Khusus, berilah tanda centang (V) apa bila teknologi, mesin, dan alat bantu itu membutuhkan keahlian khusus dalam mengoperasikannya.

Teknologi, Mesin, dan Alat Bantu	Digunakan	Keahlian Khusus
Komputer		
Kompresor		
Balok kayu		
Kursi/ tangga kecil		
Gunting, selotip, sisir, atau pinset		
Mesin lipat/ inspeksi		

Sapu		
Set perkakas (tang, obeng, palu, atau kunci inggris, dll)		
Lainnya:		

INFORMASI PERUSAHAAN

1. Apakah hal yang telah menjadi budaya di lingkungan kerja Anda? Berilah tanda centang (V) pada kolom Pemeriksaan jika budaya itu ada di lingkungan kerja Anda.

Budaya di Lingkungan Kerja	Pemeriksaan
Saya memakai semua alat perlindungan diri (sepatu, masker, dll)	
Saya bekerja sama membantu sesama karyawan	
Saya tidak pernah mengerjakan pekerjaan yang seharusnya menjadi tanggung jawab orang lain	
Saya berdiskusi dengan banyak pihak untuk mendapat solusi dari suatu masalah	
Saya akan melemparkan tanggung jawab ke pihak lain atas masalah yang terjadi	
Saya datang tepat waktu sesuai jam kerja yang ditetapkan	
Saya akan menengahi pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Saya akan mengadu domba pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Lainnya:	

2. Adakah pendidikan/ pelatihan dari luar yang perusahaan berikan kepada Anda? Bila ada, pendidikan apa dan dari mana yang diberikan? (Boleh lebih dari satu)

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Appendix 17

Questionnaires for finishing department

Saya Aurelia Jessica dari Universitas Atma Jaya Yogyakarta, sedang melakukan observasi di PT. Samitex Sewon. Saya mohon kesediaan Anda untuk mengisi kuesioner ini sebagai data observasi saya. Untuk meminimalisir pengisian kuesioner lebih dari satu kali oleh orang yang sama, mohon Anda menuliskan jabatan Anda (atau lokasi Anda bekerja bila tidak mengetahui jabatannya) serta nama dan tanda tangan Anda di bawah ini. Jawaban Anda pada kuesioner ini **tidak akan memberi pengaruh apapun pada pekerjaan Anda.**

Jabatan/ Lokasi pekerjaan: _____

Nama dan tanda tangan:

* Lingkari yang Anda pilih

INFORMASI PERSONAL

1. Pendidikan terakhir: SD/ SMP/ SMA/ SMK/ D3/ S1/ Lainnya, _____ *
2. Berilah tanda centang (V) pada kolom Pemeriksaan jika Anda melakukan pekerjaan yang disebutkan, serta pada kolom SOP bila pekerjaan itu memiliki SOP yang wajib Anda ikuti.

Uraian Pekerjaan	Pemeriksaan	SOP
Mencatat kerusakan atau cacat pada kain		
Mencatat jumlah yard kain		
Melaporkan hasil catatan kerusakan atau cacat ke administrasi/ kabag		
Membuang afal yang terkumpul ke tempat yang disediakan		
Mengecek mesin setelah selesai digunakan		
Memasak larutan yang dibutuhkan		
Menyiapkan resep larutan yang harus dimasak		
Memperbaiki mesin yang rusak atau error		
Mengecek konstruksi kain saat nilai rata-ratanya berbeda jauh		
Mengontrol proses produksi		
Mengontrol jalannya proses produksi per grup		
Membantu menangani masalah yang terjadi		
Mengoperasikan mesin bakar bulu/ waxing scouring bleaching/ steamer/ folding/ washing/ heat setting		

Mengarahkan operator mesin untuk mencapai target efisiensi		
Mengontrol mesin agar dapat bekerja dengan maksimal		
Membersihkan mesin		
Menyapu area sekitar mesin		
Mengambil dan menata kain yang sudah dilipat pada area yang disediakan		
Merekap spare part masuk		
Mencatat identitas kain yang sudah selesai finishing		
Merekap jumlah yard kain tiap operator		
Mencatat jumlah kain yang sudah selesai finishing		
Memberikan pelatihan dan pendampingan karyawan baru		
Membina dan mendampingi operator mesin		
Mengontrol dan maintenance mesin secara berkala		
Menggantikan operator yang tidak masuk kerja		
Lainnya:		

3. Berilah tanda centang (V) pada kolom Terjadi bila Anda pernah mengalami masalah yang disebutkan, serta pada kolom Keterlibatan apa bila Anda dilibatkan dalam memberikan solusi atas masalah tersebut.

Masalah	Terjadi	Keterlibatan
Mesin tiba-tiba tidak bisa beroperasi		
Efisiensi mesin menurun tanpa sebab yang jelas		
Jumlah kecacatan/ kerusakan meningkat		
Terlalu banyak waktu lembur		
Bahan baku sering terlambat masuk		
Hasil produksi dari proses sebelumnya sering terlambat		
Hasil produksi dari proses sebelumnya memiliki banyak kecatatan/ kerusakan/ kekurangan		
Ada karyawan yang absen dan tidak ada yang dapat menggantikannya sehingga pekerjaan terhenti		
Lainnya:		

4. Berilah tanda centang (V) pada kolom Memberi jika Anda pernah memberikan usulan yang disebutkan, serta pada kolom Diterapkan jika usulan Anda itu diterapkan atau dilakukan oleh perusahaan.

Usulan Perbaikan/ Pengembangan	Memberi	Diterapkan
Mengubah jumlah karyawan		
Mengubah jumlah mesin		
Mengubah jumlah jabatan kerja		
Menambah jumlah shift kerja		
Membuat struktur organisasi per divisi/ bagian		
Membuat uraian pekerjaan tiap jabatan di sebuah divisi/ bagian		
Menambah kursi untuk duduk bagi operator mesin		
Mengganti tata letak mesin-mesin		
Mengganti mesin dengan mesin yang lebih canggih		
Membuat penjadwalan produksi		
Lainnya:		

5. Berapa kali dalam sebulan diadakan rapat/ koordinasi?

Jawaban: _____

ALUR INFORMASI

1. Kepada siapa saja Anda memberikan dan menerima informasi serta mempertanggungjawabkan perubahan/ perkembangan dan kemajuan pekerjaan Anda? Berikut ini adalah **contoh kasus dan cara pengisian tabel:**

Anda adalah karyawan admin produksi, Anda harus mempertanggungjawabkan atau melaporkan hasil pekerjaan Anda pada Kepala Bagian Persiapan yaitu Pak Slamet dan Direktur 1 yaitu Pak Andy, Anda akan memberitahu tentang jumlah boom yang harus diproduksi pada seluruh operator mesin warping, serta Anda harus mengetahui jumlah cacat/ kerusakan benang selama proses produksi dari seluruh operator mesin di persiapan dan jumlah benang yang masih ada di gudang dari Kepala Bagian Gudang yaitu Pak Suryadi. Maka tabel harus diisi seperti di bawah ini.

CONTOH TABEL:

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama:			
1. Pak Slamet (Kabag Persiapan)			V
2. Pak Andy (Direktur 1)			V

Rekan kerja, yang bernama: 1. Pak Suryadi (Kabag Gudang)		V	
Bawahan, yang bernama: 1. Seluruh operator mesin warping	V	V	

Pihak yang berkaitan	Memberi info ke	Menerima info dari	Bertanggung jawab ke
Atasan, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____
Rekan kerja, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____
Bawahan, yang bernama: 1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____
Lainnya:			

INFORMASI TEKNOLOGI, MESIN, DAN ALAT BANTU

1. Di bawah ini adalah macam-macam teknologi, mesin, dan alat bantu. Berilah tanda centang (V) pada kolom Digunakan jika Anda memakai teknologi, mesin, dan alat bantu tersebut dalam pekerjaan Anda. Kemudian pada kolom Keahlian Khusus, berilah tanda centang (V) apa bila teknologi, mesin, dan alat bantu itu membutuhkan keahlian khusus dalam mengoperasikannya.

Teknologi, Mesin, dan Alat Bantu	Digunakan	Keahlian Khusus
Kursi/ tangga kecil		
Gunting, selotip, spidol, atau bolpen		
Sisir, pinset, atau teler		
Mesin lipat/ inspeksi		
Sapu		
Set perkakas (tang, obeng, palu, atau kunci inggris, dll)		
Ember		
Roller kain		

Lainnya:		
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INFORMASI PERUSAHAAN

1. Apakah hal yang telah menjadi budaya di lingkungan kerja Anda? Berilah tanda centang (V) pada kolom Pemeriksaan jika budaya itu ada di lingkungan kerja Anda.

Budaya di Lingkungan Kerja	Pemeriksaan
Saya memakai semua alat perlindungan diri (sepatu, masker, dll)	
Saya bekerja sama membantu sesama karyawan	
Saya tidak pernah mengerjakan pekerjaan yang seharusnya menjadi tanggung jawab orang lain	
Saya berdiskusi dengan banyak pihak untuk mendapat solusi dari suatu masalah	
Saya akan melemparkan tanggung jawab ke pihak lain atas masalah yang terjadi	
Saya datang tepat waktu sesuai jam kerja yang ditetapkan	
Saya akan menengahi pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Saya akan mengadu domba pihak-pihak yang bermasalah dengan pekerjaan maupun dengan orang lain	
Lainnya:	

2. Adakah pendidikan/ pelatihan dari luar yang perusahaan berikan kepada Anda? Bila ada, pendidikan apa dan dari mana yang diberikan? (Boleh lebih dari satu)

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