

ABSTRACT

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PROFESSIONAL WORK REPORT ANALYZING THE PROCESS FLOW OF MAKING STANDARD OPERATING PROCEDURE AT PT VISUDA KARYA SEJATI

Standard Operating Procedure or SOP is a document that contains work procedures that are carried out systematically in their work and must be adhered to procedures so that they can get the most effective work results possible. SOP is a written document that contains systematic step-by-step work procedures and a series of instructions regarding routine and repetitive activities that are systematic and a series of instructions regarding routine and repetitive activities that should be carried out by the organization. This Professional Work Report was written by practitioners while working at PT Visuda Karya Sejati entitled Professional Work Report Analysis of the Flow of the Sop Making Process at Pt Visuda Karya Sejati which contains the work of practitioners compiling a SOP to ensure the operational activities of the organization or company run smoothly.

Keywords: SOP, Standard Operating Procedure, Internship