

PRODUCTION ADMINISTRATION PROCESS IN METAL COMPANY

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Article Information

Article History:

Received, 15 February 2022

Revised, 25 February 2022

Accepted, 6 March 2022

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ABSTRAK

The purpose of this study is to find out how the production administration process is carried out by metal metal companies, to find out problems or obstacles in the production administration process at metal metal companies, to find solutions and overcome problems or obstacles in the production administration process at metal metal companies. The research methodology used is descriptive qualitative which aims to describe the conditions and analyze the production administration process in metal metal companies. This research requires data related to the author's study which is sourced from literature studies, field studies, documentation techniques. The results of the research regarding the production administration process at metal metal companies, namely the Production Administration Process at metal metal companies, are inputting daily production report data, inputting non-standard goods data, inputting machine damage data and archiving production documents. The obstacles that often occur are incomplete product number writing, error codes from the quality control section that are not in accordance with procedures, and incomplete engine number writing. Efforts to overcome the obstacles that often occur in the production administration process at metal metal companies, provide solutions by ensuring the product number is in accordance with SAP (System Application and Product In Data Processing), opening quality control production reports and updating machine numbers regularly.

Kata Kunci: *administrative processes, production, metals*

1. INTRODUCTION

In the face of increasingly rapid company development, sometimes companies underestimate important company documents. So it often happens that company data is damaged or lost due to incorrect document storage, such as the difficulty of finding the required data quickly. In the scope of the company, there are many units that affect the development of the company, such as production, quality control, warehouse, and other units, sometimes a lot of data in production activities is underestimated, causing a big impact.

The Production Administration Process is a source of management of several objects such as labor, production reports, attendance attendance, non-standard goods reports and recapitulation of goods produced by production, all of which are the subject of standard production administration activities. The process of inputting data through forms that have been filled in by production employees and still using manuals or handwriting is an obstacle. Therefore, production administration activities should not be considered trivial and must receive professional attention in the activities of a company.

The administrative process is a very important activity in management and is always applied in a company. In order for the administrative process to run smoothly, the company must make good administrative process steps. With these steps, it is expected to provide goals and benefits in the development of the company. The company is an organization founded by a person or group of people or other entities whose activities are to produce and distribute to meet human economic needs.

Considering many things related to the production administration process for the continuity of activities in a company. Therefore, the author tries to discuss this problem with the title "Production Administration Process in Metal Metal Companies".

2. LITERATURE REVIEW

ADMINISTRATION PROCESS

According to Soewarno Handayani (2015: 21) "The process is something that demands changes from a developmental event that is carried out continuously which can change inputs into outputs that have added value that is beneficial to consumers". According to Inu Kencana Syafie and Welasari (2015: 21) "The process is a collection of work activities that should be structured, systematic, harmonious and orderly in accordance with the interrelated space and time to process and how to complete a certain output or service according to the expertise and resources available." According to Lupiyoadi (2014: 25) "The process is a combination of all activities generally consisting of procedures, work schedules, activities and routine matters, where services are produced and delivered to consumers". According to Ricardus Eko Indrajit and Richardus Djokopranoto (2014:216) "Process is the way or by what input is converted into output. It is also how the company combines all of its resources in such a way that it produces the output that customers need." Meanwhile, according to Mathius Tandiontong (2016: 290) "A process is a series of activities carried out to produce outputs that have value for customers by using various types of inputs". Based on the above understanding, it can be concluded that the process is a series of activities in creating goods, services or activities that change form by creating or adding to the benefits of an item or service that will be used to meet human needs.

According to Rasto (2015: 50) there are several types of processes as follows:

1. Primary process is for the completion of daily work. Some examples of this type are order processing, billing and purchasing processes.
2. Secondary process is to facilitate the work done by the primary process. Some examples of this type are mail processing, telephone services and archive services.

Process Objectives According to Rasto (2015: 50) there are several processes as follows:

1. Ensure the smooth flow of information in the right order.
2. Avoid the possibility of cheating.
3. Provide appropriate control limits.
4. Enables insertion of lost information with
5. system requirements.
6. Adjusting inaccurate information.

Administration comes from Latin, namely *ad* and *ministrare* which means providing services or assistance, which in English is called administration which means to serve, which means to serve as well as

possible. According to Andri Feriyanto, and Endang Shynta Triana (2015:1) "Administration is the whole process of cooperation between two or more human beings based on a certain rationality to achieve predetermined goals". According to Soewarno Handyaningrat (2015:1), "Administration narrowly comes from the word *administratie* (Dutch) which includes taking notes, correspondence, light bookkeeping, typing, administrative technical agendas". According to White in Donni Juni Priansa, Fenny Damayanti (2015: 3) Administration is a process that is common to the efforts of groups, both government and private, both civilian and military, both medium and small size. According to Anton Athoillah (2013: 144), "Administration is an administration related to all material needs of the organization as well as related to all aspects that exist in its implementation business, which are directly related to the planning process, facilities or infrastructure needed and other media. Thus all the activities of the institution must be perfectly administered". Meanwhile, according to The Laing Gie (2014: 1) broadly administration is a series of activities carried out by a group of people in cooperation to achieve certain goals. Based on the above understanding, it can be concluded that administration is an activity of compiling and recording information obtained systematically, which serves to record things that occur in the organization as report material for leaders, in which it is a writing activity, sending and storing information contained in an organization through cooperation related to the vision and mission of an organization.

In carrying out administrative tasks, some people assume that the administrative process only arises when there is cooperation. Not so if the opinion is accepted that the element is an absolute part of something, it will be immediately seen that cooperation is not an administrative element, but an ideal condition. That is, it should be emphasized that the achievement of goals will be more efficient and economical if everyone involved is willing to work together. However, even without cooperation, for example in terms of completing tasks that are forced, administrative processes have occurred. According to Andri Feriyanto and Endang Shynta Triana (2015:2) administrative cooperation can be classified into two groups, namely:

1. Sincere and voluntary cooperation

Basically administration is imposed on work related to service in various service activities for all organizational needs in an effective and efficient manner.

2. Forced cooperation

Types of activities that utilize human activities in a pattern of cooperation in an effort to achieve the goals that have been set.

According to Andri Feriyanto and Endang Shynta Triana (2015: 3) The facilities and infrastructure needed in an administrative process depend on various factors such as:

1. Number of people involved in the process

There is cooperation carried out by a group of people and cooperation is carried out based on a structured division of labor.

2. The nature of the goal to be achieved

Activities to achieve a goal or process of organizing work to achieve a predetermined goal.

3. The scope of tasks to be carried out

Types of work related to offices, clerks, or administration, in an effort to organize all organizational activities.

According to Anton Athoillah (2013:145) the important elements contained in the administration are as follows:

1. An overall process, joint activities within the organization which include planning, organizing, directing, monitoring, and reporting by using or utilizing available facilities.
2. There is a way of working together in order to achieve goals effectively and efficiently, which means bringing good and appropriate results, in accordance with predetermined organizational goals.
3. All organizational activities from those that include large businesses, such as policy formulation, business direction, coordination, consultation, correspondence, control, to problem solving.

PRODUCTION

The production department as one of the management functions that determines the creation of products and also influences the increase and decrease in sales. This means that the products produced must always follow the desired market standards, not be produced on the basis of pursuing targets alone. For business companies, it is more important to pursue continuous productivity than to pursue high profits in a short time. Because with a stable continuity, it is expected to be able to realize stable profit gains. According to Irham Fahmi (2014:2) "Production is something that is produced by a company in the form of goods or services within a period of time which is then calculated as added value for the company".

Meanwhile, according to Irham Fahmi the notion of production can be divided into two, namely:

1. Production in a narrow sense is changing the form of goods into new goods, this gives rise to form utility
2. Production in a broad sense is a business that creates utility because of place, time, possession.

According to Ais Zakiyudin (2013:164) "Production is the activity of processing raw materials or raw materials into finished goods and ready to be sold. Making a product must be done carefully, including how to make a superior product or service so that it is in great demand by consumers. According to Sofjan Assauri (2014:21) "Production is the process of achieving and exploiting resources to produce or produce goods or services that are useful as an effort to achieve organizational goals and objectives". Meanwhile, according to Rusdiana (2014: 28) "Production is the creation or addition of the value of an item, form, time and place on the factors of production so that it is more useful for meeting human needs". Based on the above understanding, it can be concluded that production is the process of achieving organizational goals through the direction and control of a series of activities that use available resources to convert inputs into outputs of goods and services.

According to Irham Fahmi (2014: 3) the main task of the production department in relation to achieving company goals in general is to try to achieve low production costs, high production quality, quick response to requests, and flexibility to make a variety of goods according to taste. and customer specifications.

According to Rusdiana (2014: 21) production functions include:

1. Processing is the method used for input processing
2. Supporting services are facilities in the form of organization necessary for determining the techniques and methods to be carried out so that the processing process can be carried out effectively and efficiently.

3. Planning is the determination of the relationship and organization of production activities carried out at a certain time or period

4. Supervision is a function to ensure the implementation as planned.

According to Rusdiana, (2014: 23) there are three interrelated aspects in the scope of production, namely as follows:

1. Structural Aspect

Aspect that shows the configuration of the components that make up the production management system and their interactions with each other.

2. Functional Aspect

Aspects related to management and organization of structural components or their interactions ranging from planning, implementation, control and improvement in order to obtain optimum performance.

3. Environmental Aspect

Provide another dimension to the production system in the form of the importance of paying attention to developments and trends that occur outside the system.

3. RESEARCH METHOD

The type of research used is descriptive qualitative research. Descriptive qualitative research is research that is used to analyze data by describing or describing the data that has been collected properly without intending to make generally accepted conclusions or generalizations (Sugiyono, 2012). According to Mukhtar (2013:10) descriptive qualitative research method is a method used to find knowledge of research subjects at a certain time. The writer in this study used descriptive qualitative research because the researcher wanted to know and get the depth of information related to the topic (Sugiyono, 2012)

Data collection techniques in this study are observation and interviews. Observations in this study are participant observation. Interviews in this study, namely through semi-structured interviews, the interviewer has prepared a topic and a list of interview guide questions before the interview activity is carried out, researchers need to explore further a topic based on the answers given by participants. Data collected from interviews with informants.

The data analysis model in this study follows the concept of activities in qualitative data analysis carried out interactively and continuously at each stage of the research until it is complete. The components and data analysis in this study are:

1. Data reduction.

The data obtained from the report is quite large, so it needs to be recorded carefully and in detail. Reducing data means summarizing, choosing the main things, focusing on the things that are important, looking for themes and patterns.

2. Data Presentation

After the data is reduced, the next step is to display the data. In qualitative research, the presentation of data can be done in the form of a short, chart, relationship between categories, and with a narrative text. By displaying the data, it will be easier to understand what happened and plan further work based on what has been understood

3. Verification or Data Inference

The initial conclusions put forward are still tentative and will change if strong evidence is found to support them at a later stage. However, if the conclusions raised at an early stage are supported by valid and consistent evidence when the researcher returns to the field to collect data, then the conclusions put forward are credible conclusions.

4. RESULTS AND ANALYSIS

PRODUCTION ADMINISTRATION PROCESS IN METAL COMPANY

The production administration process at a metal company starts from the production department which receives a work card (worksheet) from the production supervisor before carrying out the production process, the operator takes the material that has been provided in the trolley according to the production order number and picking list contained on the work card (worksheet) . Then the production operator performs the production process in accordance with the procedures established by the company by taking into account the work instructions (IK). After carrying out the production process, the production operator makes a production report that must be reported daily to the production administration. When making a production report, there are several things that the production operator must pay attention to, such as the date of production, the number of production goods, the type of production and the number of the machine used.

Production Administration receives daily reports from the production department, before entering production administration data, it checks first whether all production operators have made production reports and production reports made according to the date. After checking, the administration will input the data in the Microsoft Excel program. After inputting the results of the production report, the production administration receives a non-standard item form from the quality control report, the non-standard item must be in accordance with the condition of the item, the item error code, the material number used by the production department and the number of items from the results of quality control checks. Furthermore, the production administration receives a Maintenance Job Order (MJO) from the maintenance section consisting of two copies, the first sheet is archived by the maintenance administration and the second sheet is archived by the production administration which is part of the production administration task. machine, machine breakdown constraints, date and time machine breakdown occurred, solutions for machine breakdowns and the name of the maintenance operator who repaired the damaged machine.

Quality Control receives goods from the production department, then the goods are checked according to company procedures. If the goods are rejected or non-standard then the goods are returned to the relevant production department for rework. If the condition of the rejected item still meets the quality control standards and can still be sent with the approval of the superior, the quality control creates a non-standard item form and includes a decision in the column contained in the non-standard item form. If the item is good or meets the standard, it will be sent to the finished goods warehouse. to be processed to the next stage.

Maintenance repairs existing machines in the production section, after completing machine repairs, the Maintenance operator writes a report into the Maintenance Job Order form, the maintenance job order form is divided into two copies, one is archived by the Maintenance department and the other form is given to the production administration. The maintenance who repairs the machine must include information on the

maintenance job order sheet completely in accordance with the conditions in the field and include the name of the maintenance as accurate evidence that the machine is damaged. The production administration inputs the existing data in the maintenance job order form after it is inputted then the job order maintenance form is archived in the archives.

OBSTACLES IN THE ADMINISTRATION PROCESS OF METAL PRODUCTION COMPANIES

1. When inputting the results of the production report, there is an incomplete product number in writing.
2. When taking the form of non-standard goods in the quality control room, an error code was found that was not in accordance with company regulations.
3. There is an incomplete machine number in the Maintenance Job Order (MJO) form

SOLUTIONS TO FACING CONSTRAINTS OF THE PRODUCTION ADMINISTRATION PROCESS OF METAL COMPANIES

1. PPIC (Planning Production Inventory Control) ensures that the product number matches the data in the SAP (System Application and Product in Data Processing) before the Work Cart is given to production so that when recording the production report the data is correct.
2. The quality control operator opens the daily quality control report data and adjusts the error code that has been set by the company.
3. The maintenance operator regularly updates the broken machine codes to make it easier for the production operator to record the machine number.

5. KESIMPULAN

Based on all the observation activities that have been carried out by the author regarding the Production Administration Process at the Metal Metal Company, the results of the discussions that have been described in the previous chapters, the authors draw the following conclusions:

1. Production Administration Process at Metal Metal Company is inputting daily production report data, inputting non-standard goods data, inputting machine damage data and archiving production documents.
2. The obstacles that often occur are incomplete product number writing, error code from the quality control section that is not in accordance with the procedure, and incomplete engine number writing.
3. Efforts to overcome obstacles that often occur in the production administration process at Metal Metal Companies, provide solutions by ensuring product numbers are in accordance with SAP (System Application and Product In Data Processing), opening quality control production reports and updating machine numbers regularly. routine.

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