ABSTRACT

There are two majors in the Industrial Engineering Faculty that is Industrial Engineering major and Information System major. Each of major have activities, one of this activities is laboratory activity. There are a lot of knowledge in laboratory that very usefull for laboratory and Industrial Engineering themself. The example of knowledge in laboratory is knowledge of laboratory process. These processes are done by the asisstant. These asisstants earn some knowledge by doing this process, but this knowledge still formed as tacit knowledge and can be dissapeared when period of the asisstant finished. Because of that, this knowledge should be kept in the laboratory by converting them in to explicit knowledge. so the knowledge can stay in the laboratory forever. Meanwhile, the explicit knowledge more easier to learn. The laboratory process divide into three major processes that are pre-practicum process, practicum process, and pasca practicum process.

The activities of pre-practicum laboratory in the Industrial Engineering Faculty consist of ATK *and* BHP *invoke process, inventary invoke process, schedulling, practicum module creating process, and practicum registrasion process. These activities are not documented well. Furthermore, there are variance flows of these activities in one laboratory to another. The reason of differences is the behaviour differences and the experience differences of assistant doing these activities. So that, these activities need to be documented and need to be looked the best practice of pre-practicum activities in order to erase the differences flow processes of these activities and to do documentation of pre-practicum activities laboratory in Industrial Engineering faculty.*

This research uses SECI model as a method of those problem solving. There are four steps in the SECI model, such as : socialization, externalization, combination, and internalization. The asisstant knowledge about pre-practicum processes that still in the tacit knowledge formed has been captured by interview. The tacit knowledge that has been captured, will be documented as a business process pre-practicum. After the tacit knowledge has been documented, then next step (combination) is looking the best practice of business process pre-practicum and the result of best practice will be documented into Standard Operational Procedure and become the references of the pre-practicum process.

Key word : *Best practice, tacit knowledge, Standard Operation Procedure* (SOP), *Industrial Engineering faculty, pre-practicum and laboratory.*