

ABSTRACT

The work environment in a company is a working condition to provide a comfortable atmosphere and work situation for employees in achieving the goals desired by a company. PT XYZ is a manufacturing company established in 2011, this company focuses on producing halal industrial products. Based on interviews with workers in the production area, workers complained about problems related to the physical work environment. Therefore, the researcher took samples on lighting factors and disturbance factors, the results of which were that there were several work areas that did not meet the specified standards and criteria. The study aims to design a Physical Work Environment Maintenance SOP that has been adjusted to ISO 14001: 2015 Clause 9.1.1 concerning the Environmental Management System and Permenaker No. 5 of 2018. The design of this SOP uses the Business Process Management (BPM) method which consists of 4 stages, namely Process Identification, Process Discovery, Process Analysis, and Process Redesign. This study produces a Physical Work Environment Maintenance SOP that includes physical work environment maintenance procedures along with supporting documents in optimizing the SOP. Supporting documents consist of physical work environment maintenance plan form, physical work environment maintenance checklist form, budgeting list form, findings and corrective action form, final work environment maintenance report. The results of the SOP design in this study are expected to help provide structured and detailed guidance that includes identification of non-conformities, improvement processes, and evaluation of corrective actions. As well as assisting the company and related stakeholders in taking appropriate action steps, so that the quality of maintenance can be improved.

Keywords: ISO 14001:2015, Permenaker, Maintenance, Physical Work Environment, Business Process Management (BPM).