

## CHAPTER III OPERATIONAL PLAN

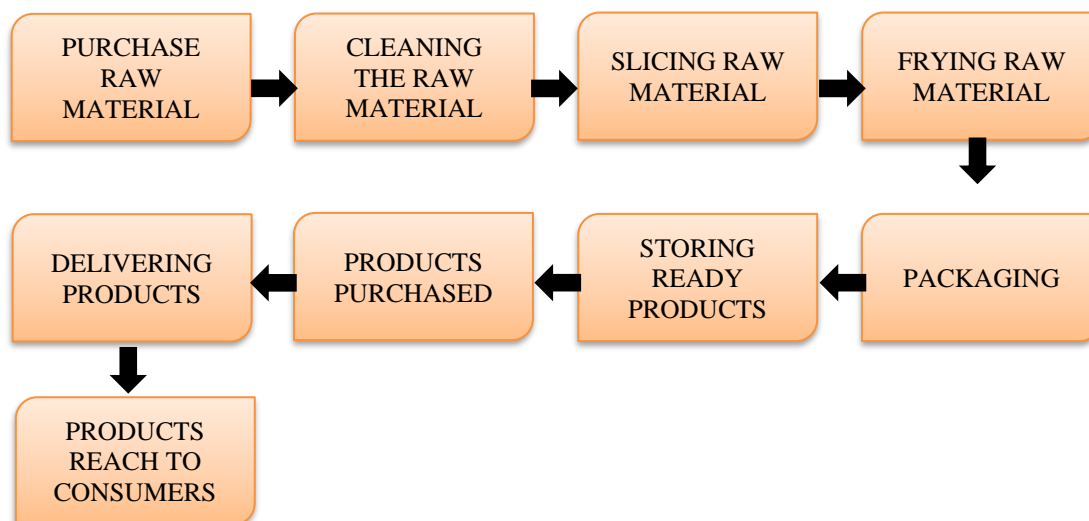
### 3.1 Location & Facilities

Ke.Bi is primarily located in Gading Serpong, Tangerang. Because this business started with a home-based business type, for the first time this business will make the home owner the production site as well as the main office for Ke.Bi. The location is in Gading Serpong, Jalan Pelepah Kuning 8. This house will be used as a production site and also for other activities such as managing online stores related to this business, and in the future we hope that Ke.Bi can have its own place for production locations and offline outlets.

Complementary facilities needed by companies include office tables, kitchen tables, CCTV, shelves, work chairs, wifi, dryer machines to facilitate business processes and also build an effective work situation for employees.

### 3.2 Manufacturing / Service Methods

In the product production process, there are standards that must be followed for the length of production. With products that have different taste variations, we also set a standard manufacturing that must be followed to create a product.



***Chart 3.1 Ke.Bi Operation Flowchart***

For the operation flowchart that applies to the Ke.Bi manufacturing process, first start with buying all the raw materials needed for the production process. After the raw materials are purchased, the production staff will clean and peel all the ingredients. After all the ingredients needed are clean, the next step is slicing the potatoes and shallots. In carrying out activities in the kitchen, staff must also ensure that the kitchen is clean and all the tools used in the production process are clean and sterile for use during production. Then after that, the raw material that is ready can be directly fried using the deep frying method. After all the ingredients are ready, Ke.Bi can immediately put them into the packaging that has been provided, and in the packaging process, you must also ensure that the products are packaged neatly and without any damage. Products that are ready to be sold will be stored and awaiting buyer orders through the online shopping platform. After the customer buys, the product will be sent to the destination address using a courier that works with Ke.Bi and after that the product will arrive in the hands of the buyer. During the delivery process, Ke.Bi will also ensure that the product reaches the customer's hands under standard conditions without any damage.

### 3.3 Supplies and Suppliers

A supplier in business is a person or a company that provides retailers and distributors with high-quality products and services from manufacturers at competitive prices. Deliverables from them come in the form of raw materials, which manufacturers then transform into finished goods that are ready for sale. All products that are used to operate a business are considered supplies, along with equipment.

**Table 3. 1 Equipment & Appliances List**

| No. | Supply                  | Qty | Units | Supplier           |
|-----|-------------------------|-----|-------|--------------------|
|     | <b>Facilities Needs</b> |     |       |                    |
| 1   | Stove                   | 3   | Pcs   | ACE Hardware       |
| 2   | Cooking Gas tank 3kgs   | 5   | Pcs   | AGAPE Store        |
| 3   | Handphone               | 1   | Pcs   | OPPO Id            |
| 4   | Laptop                  | 1   | Pcs   | IT Galeri          |
| 5   | CCTV set                | 1   | Pcs   | ACE Hardware       |
|     | <b>Furniture</b>        |     |       |                    |
| 6   | Kitchen Table           | 1   | Pcs   | Global Home Center |
| 7   | Office Table            | 1   | Pcs   | Dehome Furniture   |
| 8   | Chair                   | 1   | Pcs   | Dehome Furniture   |
| 9   | Rack                    | 1   | Pcs   | Dehome Furniture   |
|     | <b>Appliances</b>       |     |       |                    |
| 10  | Food Processor          | 1   | Pcs   | ACE Hardware       |
| 11  | Dryer Machine           | 2   | Pcs   | Mesin UKM          |

|    |                     |       |     |               |
|----|---------------------|-------|-----|---------------|
| 12 | Hand Sealer         | 2     | Pcs | ACE Hardware  |
|    | <b>Kitchenware</b>  |       |     |               |
| 13 | Spoon               | 1     | Pcs | ACE Hardware  |
| 14 | Strainer            | 2     | Pcs | ACE Hardware  |
| 15 | Chopping Board      | 2     | Pcs | ACE Hardware  |
| 16 | Knife               | 1     | Pcs | ACE Hardware  |
| 17 | Peeler              | 2     | Pcs | ACE Hardware  |
| 19 | Pot                 | 1     | Pcs | ACE Hardware  |
| 20 | Tampah Datar        | 2     | Pcs | UD Pasar Lama |
| 21 | Tampah Cekung       | 2     | Pcs | UD Pasar Lama |
| 22 | Frying Pan          | 1     | Pcs | ACE Hardware  |
|    | Raw Materials       |       |     |               |
| 23 | Potato              | 10    | Kg  | UD Pasar Lama |
| 24 | Ebi                 | 2000  | Gr  | UD Pasar Lama |
| 25 | Shallots            | 10000 | Gr  | UD Pasar Lama |
| 26 | Garlic              | 4000  | Gr  | UD Pasar Lama |
| 27 | Salt                | 2000  | Gr  | UD Pasar Lama |
| 28 | Sugar               | 2000  | Gr  | UD Pasar Lama |
| 29 | Dried Chili         | 2000  | Gr  | UD Pasar Lama |
| 30 | Seaweed Powder      | 2000  | Gr  | audies.market |
| 31 | Roasted Beef Powder | 2000  | Gr  | audies.market |
| 32 | Roasted Corn Powder | 2000  | Gr  | audies.market |
|    | Packaging           |       |     |               |
| 33 | Seal Plastic        | 100   | Pcs | Dkmpacking    |
| 34 | Sticker & Labels    | 100   | Pcs | Pastello      |

### 3.4 Control Procedures

In running a company, control over the activities carried out is very important. To support this, every business needs to carry out what is called control procedures. Control Procedure is a policy and procedure that helps ensure that management orders have been carried out.

#### 3.4.1 Operational Protocol:

- a. Every worker who will carry out production activities is required to wash their hands with soap, wear a mask, hairnet and gloves.
- b. Workers are prohibited from removing protective equipment during the production process except during break hours.
- c. During production activities, always pay attention to the cleanliness and hygiene of the production environment.
- d. Protective equipment such as masks, hairnets, and gloves must be immediately discarded/replaced when they are in an unfit condition and may not be used repeatedly.

#### 3.4.2 Packaging Procedure:

- a. Products that are ready for packaging must be immediately weighed and put into packaging.
- b. Make sure the clip in the packaging is tightly closed and do a double seal using a seal machine.
- c. Make sure all the sticker packaging is attached and nothing is damaged.
- d. When there is a shipping process, immediately check the product

packaging again before putting it in the shipping box. During the delivery process, the box will be equipped with bubble wrap to protect the product during the delivery process.

The next procedure that is carried out is in terms of inventory. In inventory, records are needed that cover all activities that occur within the company. The following is an example of the inventory form used.

**Table 3.2 Ke.Bi Inventory Form**

| Inventory Form |        |      |             |     |          |      |
|----------------|--------|------|-------------|-----|----------|------|
| Date           | Items  | Unit | Description |     | Activity | By   |
|                |        |      | IN          | OUT |          |      |
| 29/11/2022     | Potato | 5 kg | In          |     | Storing  | Tika |
|                |        |      |             |     |          |      |

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To maintain the quality of the products sold are always good, a clamp is also carried out on the products that will later be marketed. To do the checking, several stages of checking will be carried out until the product is confirmed as

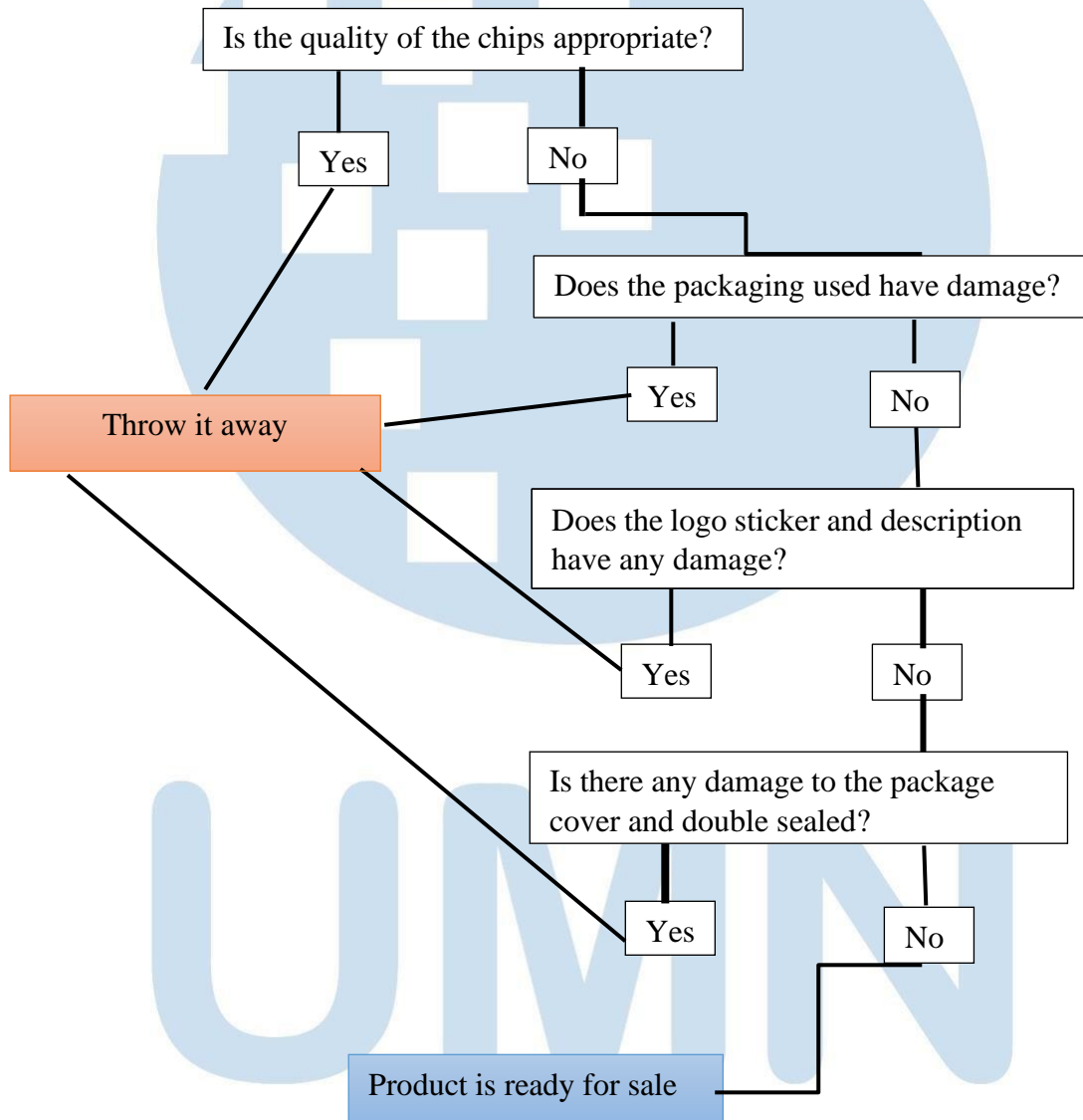
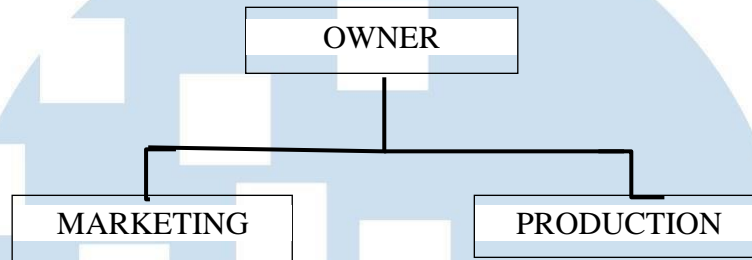


Chart 3.2 Ke.Bi Hazard Analysis Chart

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### 3.5 Staffing



*Chart 3.2 Ke.Bi Staffing Chart*

The chart above is a chart for the distribution of staff working in the Ke.Bi office. Ke.Bi consists of the Owner and is also assisted by two other people who assist in marketing and production tasks. For the production department itself, the owner will also be involved in producing the product which will be assisted by one production staff, and for all marketing activities will be handled by one worker.

For each worker has their own job desk, the following is an existing jobdesk for all the workers:

A. Marketing

- a) Handling Order and Invoice
- b) Making promotion content
- c) Handling product order
- d) Handling Ke.Bi Social Media

B. Production

- a) Handling Ke.Bi production process



b) Sorting the product

c) Packaging the product

For staff salaries, we use wages that are calculated based on the number of working days, where in a week the employees will come in for 5 days, which means that in a month the employees will come in for 22 days. In a day the employees will receive a salary of Rp. 75,000.

$$\text{Staff Salaries} : \text{Rp. } 75.000 \times 22 \text{ days} = \text{Rp. } 1.650.000$$

For that each staff will get a salary of Rp. 1,650,000 every month.. With this set wage, workers will get wages with a count of working hours 8 hours a day five working days a week.

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