DEVELOPMENT OF NEW STANDARD OPERATION PROCEDURE CONFIGURATION FOR DISASSEMBLY WORK

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UNIVERSITI TEKNIKAL MALAYSIA MELAKA 2018

C Universiti Teknikal Malaysia Melaka



DEVELOPMENT OF NEW STANDARD OPERATION PROCEDURE CONFIGURATION FOR DISASSEMBLY WORK

Submitted in accordance with the requirement of the University Teknikal Malaysia Melaka (UTeM) for the Bachelor Degree of Manufacturing Engineering (Hons.)

by

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DECLARATION

I hereby, declared this report entitled "Development of New Standard Operation Procedure Configuration for Disassembly Work" is the results of my own research expect as cited in reference.

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APPROVAL

This report is submitted to the Faculty of Manufacturing Engineering of Universiti Teknikal Malaysia Melaka as a partial fulfilment of the requirements for the degree of Bachelor of Manufacturing Engineering (Hons.). The member of the supervisory committee is as follow:

.....

(Dr Fairul Azni Bin Jafar)



ABSTRAK

Prosedur Operasi Standard (SOP) adalah satu komponen penting dalam mana-mana sistem operasi yang berkualiti. Bertulis kepada proses yang seragam memberi panduan untuk memastikan bahawa aktiviti yang dijalankan dalam cara yang konsisten, dengan itu membawa kepada produk yang boleh dipercayai dan kualiti perkhidmatan. SOP yang dibentuk perlu mematuhi sepenuhnya garis panduan sesuatu amalan organisasi. SOP dalam bentuk kertas bercetak adalah manual sepenuhnya dan ianya yang boleh menyampaikan beberapa kelemahan dan batasan terhadap pengguna. Oleh itu, tujuan projek ini dibuat adalah untuk membangunkan SOP separa automatik berkonsepkan digital untuk menggantikan SOP tradisional. Ini bertujuan bagi mengatasi kelemahan SOP berasaskan kertas cetak. Laporan ini juga mengambil kira teknik yang diperlukan untuk mencapai matlamat projek ini. Terdapat dua produk dipilih sebagai model iaitu lanjutan soket dan telefon talian untuk kerja-kerja pemasangan, kemudian menyediakan SOP berasaskan kertas yang dicetak sekali mengetahui urutan pemasangan dan komponen yang mengandungi dalam produk. Selain itu, langkah-langkah pemasangan akan melaksanakan di SOP berdasarkan digital dicadangkan yang dibangunkan dengan menggunakan Microsoft Power Point kerana kos dan faktor mudah. Selepas mencadangkan konfigurasi SOP baru, koleksi data akan dijalankan oleh tiga puluh peserta untuk melaksanakan kerja-kerja pemasangan dan analisis akan dijalankan untuk menganalisis prestasi. Prestasi tersebut adalah menganalisis dengan menggunakan masa yang diambil untuk menyiapkan kerja pemasangan. Oleh itu, hasilnya pada dasarnya menunjukkan perbandingan mengenai prestasi pemasangan antara SOP kertas yang dicetak berasaskan dan cadangan SOP digital berasaskan. Dalam tambahan, hasilnya juga menganalisis pencapaian kerja pemasangan dengan menggunakan peralatan tangan yang berbeza yang pemutar skru manual dan separa automatik pemutar skru. Pendek kata hasilnya menunjukkan bahawa SOP berdasarkan digital yang dapat membantu dalam kerja-kerja pemasangan dengan mengurangkan masa keseluruhan sebanyak 15% untuk lanjutan soket dan 26% untuk telefon talian.

ABSTRACT

Standard Operating Procedure (SOPs) is a vital component in any quality operation system. Written instructions on standardized processes provide guidance to ensure that activities are conducted in a proper way, hence leading to reliable product and service quality. SOPs should be prepared in full compliance with guidelines and regulations as well as must upload current organizational practices. However, traditional printed paper based SOP is a fully manual in application in which it can deliver some disadvantages and limitations to users. Therefore, the purpose to come out with this project is to develop semi-automated SOP that is in digital based to replace traditional SOP which to eliminate the limitations of printed paper based SOP. This report also included the technique that required to approach the aim of this project. There have two product are chosen as the model for disassembly work which are extension trailing socket and landline telephone, then prepare the printed paper based SOP once know the disassembly sequences and the components that contain in the products. Moreover, the disassembly steps will be perform in proposed digital based SOP which developed by using Microsoft Power Point due to cost and convenient factor. After propose a new SOP configuration, a series of data collection are conducted with thirty participants to perform the disassembly work and analyses are conducted to analyse it performance. The performance is analyse by using the time taken to complete the disassembly work. Thus, the result basically shows the comparison about the performance of disassembly between the printed paper based SOP and proposed digital based SOP. In additional, the result also analyse the achievement of disassembly work by using different hand tools which are manual screwdriver and semi-automated screwdriver. In short the result shows that the digital based SOP able to help in disassembly work by reduce the overall time required by 15% for extension trailing socket and 26% for landline telephone.

DEDICATION

This report is dedicated to my beloved parents, who educated me and enabled me to reach at this level.

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LIST OF ABBREVIATIONS

BOM	-	Bill of material
EPA	-	Environmental protection agency
HACCP	-	Hazard analysis critical control point
ID	-	Identification
OSHA	-	Occupational safety and health administration
QA	-	Quality Assurance
ROI	-	Return on investment
SOP	-	Standard operation procedure
USB	-	Universal series bus

LIST OF SYMBOLS

%	-	Percent
min	-	Minute
sec	-	Second

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CHAPTER 1 INTRODUCTION

1.1 Chapter Overview

This chapter discusses about the introduction and idea to develop new Standard Operation Procedure (SOP) configuration which is in semi-automated form for disassembly work. This chapter includes background of study, research motivation, problem statement, objective, scope, and report structure of this study. The basic fundamental of the relationship between assembly and disassembly work, and SOP will be discussed in background of the study. Meanwhile research motivation will describe about why this research work or study is needed. Problem statement is a part of summarized to propose a solution to the problem. The objectives and scope of study will give details about what this study focus on. The last subtopic of this chapter is report structure that will describe the overall sequence or arrangement of the report for this research.

1.2 Background of Study

SOP is a step by step activities to a certain operation that defines the activities necessary to complete tasks in accordance with industry regulations, common laws or even the standard for maintaining own business. SOP as a set of documents describe about practices and the need to be followed in word and soul by all worker entirely. Industrial, laboratories, business associations and government organizations also have their own arrangement of SOP which are depend on the agency or company vision, mission and requirements, but all of them have one normal or essential objective, which is to give the most ideal administration or product to customers as far as quality. In manufacturing environment, the most evident case of a SOP is the step by step production line procedures used to make products as well as train staff or worker. Besides that, SOP is also one of the communication tools between the peoples who are responsibility or take part in that task.

SOP is needed in assembly or disassembly work since SOP is able to provide a more safety working environment. SOP write in clearly condition alongside appropriate training that able to lessen the chances of mischances or injury since tasks are written and also may diminish legitimate risk should an accident happen. SOP also able to increase productivity and efficiency on assembly or disassembly work due to the leader can save time retraining or reminding the workers what should be done once a day. These will make the job finished with more profitable and more prone to accomplish crest execution. Well written SOPs not only can provide clearly outline and direction of how the procedure or each steps of assembly or disassembly work need to do but also can convey sound reasons of why the activity ought to perform positively.

Other than that, SOP also common used in business area due to SOP is important to the growth or development of a business. SOP able to create benchmarks for the quality of output for every staff and helps to make sure that every team member knows exactly what are the expected outcomes. If a business fail to create or having an SOP that could cause the company lose profit and even clients as well as the quality of work. SOP act as a checklist of sorts for staffs to follow in order to do well on their tasks that may cause employees will be more productive and inspired to work. Hence, SOP is essential for business environment rather than only for manufacturing industry.

1.3 Research Motivation

In general, most of the agency or industry is using printed paper type of SOP for their daily task. However, there are some disadvantages or limitations on printed paper based SOP. Manual SOP files require a lot of physical storage space and typically need to be stored close to hand so that the users can be accessed as quickly as possible. If the SOP files located not around the workstation area may cause severe productivity losses when retrieving the SOP documents. Besides that, SOP developed in paper form is prone to damage, such as in industry, documents can be damaged from the wear and tear of regular handling. Thus, the

SOP documents need to change or renew in uniformly duration which will affect the cost and the time factor for doing the changing or renew SOP job. The limitation of manual SOP also included the editing problems for SOP, when the SOP need to be updated or revise for the new information purpose, editing becomes a messy and time consuming process.

Moreover, paper based SOP also is a burden for our environment and nowadays most of the industries are operating with prioritize sustainability and consider environmentally friendly. Hence, the existence of semi-automated SOP can make sure that the amount of paper use can be minimized. The SOP developed in digital based can deliver the benefit of ease of retrieval and access. Unlike paper based SOP that must be searched manually, the proposed SOP can be retrieved using keywords included in either the file name or the content no matter where the document is located (Breuel, 2006). Therefore, the limitation of the printed paper based SOP motivates the idea to come out with a digital based SOP to overcome those limitations.

1.4 Problem Statement

This research is to develop a new configuration of standard operating procedure (SOP) which is SOP in semi-automated form to replace the previous manual SOP during disassembly work. Product assembly and disassembly work are the most crucial operation in a product lifecycle. Assembly is the process of constructing a product from its component parts while disassembly is the reverse of assembly and adapt some of the basic principles of assembly to the disassembly process. Hence, an optimisation of SOP of assembly and disassembly work is vital as it has important significant on productivity, product quality and efficiency (Veerakamolmal and Gupta, 1998). The manual SOP will influences the result of assembly and disassembly work perform in inconsistency quality, efficiency as well as time consuming, whereby it is believed that those limitation can be overcame by a semi-automated SOP. Due to maximizing the efficiency of SOP on performing work, analysis work need to be done to identify the optimum SOP for either manual SOP or semi-automated SOP.

Numerous studies have described various softwares in market that are available to be used to prepare the semi-automated SOP for performing work. Subsequently, the SOP need to be designed in user friendly for performance of work can be improved concerning an objective, which can be operating time or cost. Effective methodologies are to find an optimal software with low cost to prepare the semi-automated SOP for performing work and this is one of the purpose of this research. Currently, this project will not involve any software due to consideration on cost factor, however the semi-automated SOP for this project will be done by using Microsoft Power Point which is much cheaper than any SOP development software but it still able to help user achieve good quality of work. Microsoft Power Point also have an advantage to be used in this project that it is easy to use compared with any software therefore able to eliminate the training time to learn the other SOP software.

1.5 Objective

The objectives of this research are listed as follows:

- To develop a formation of digital standard operating procedure (SOP) by using Microsoft Power Point displayed on touch screen panel.
- ii. To analyze performance work between the proposed digital based standard operating procedure (SOP) with the traditional printed paper based standard operating procedure (SOP).

1.6 Scope of Study

This project will cover several scope of development that are:

- i. Although the new SOP configuration is relevant to be used for job such as assembly work, disassembly work, and repairing job, but for this project, the new SOP configuration is developed with regards to disassembly work only.
- ii. The SOP developed without using any software due to factor of cost and convenient to use.
- iii. The respondents selected to perform the disassembly work for the analysis purpose are coming from engineering field, female and height in range of 155cm to 165cm.

- iv. As this project is still in the preliminary stage, no collaboration with any manufacturing industry is carry out. Anyway, there is a possibility that this project might be introduce to real manufacturing industry upon the success of this project.
- v. The disassembly sequence based on reverse assembly.
- vi. The entire disassembly work is using basic hand tools.
- vii. Electrical components as the model in disassembly work.
- viii. No specific environmental features are controlled in the experiment lab.

1.7 Report Structure

This project report is organized into six chapters. This report will divide into 2 parts which are Final Year Project 1 and Final Year Project 2. Final Year Project 1 including Chapter 1 (Introduction), Chapter 2 (Literature Review), and Chapter 3 (Methodology). While Final Year Project 2 consists of Chapter 4 (Result and Discussion) and Chapter 5 (Conclusion).

Chapter 1 (Introduction) describe the idea and motivation to develop semi-automated SOP. This chapter also includes its problem background, research motivation, problem statement, objectives, and project scope. A problem statement is summarized to propose a solution to the problem. The solution is stated as the objectives of developing this project. Thus, the scope is covered the functionalities provided by this project.

In Chapter 2 (Literature Review) is reviewing researches done previously, facts and existing system that are related to the project. The resources are taken from books, journals and internet. Then, Chapter 3 (Methodology) is explaining all the steps and approaches that are used in this research. It starts with the chapter overview, overall methodology, literature review, disassembly modelling, prepare standard operating procedure, upload and show standard operating procedure on workstation as well as analysis.

The developed SOP will be presented in Chapter 4 (Result and Discussion) and also included the analysis and discussion of result, while Chapter 5 (Conclusion) will discuss about the conclusion of this project in the form of whether the objectives are achieve or not and in addition of future suggestion in order to improve this research work.