

# PERANCANGAN STANDARD OPERATING PROCEDURE (SOP) PADA PROSES PENGADAAN JASA DI CONTRACT SECTION PT ABC

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## **Abstrak**

PT ABC adalah perusahaan penghasil LNG (Liquid Natural Gas) terbesar di Indonesia dan di dunia. Perubahan dan reorganisasi besar-besaran yang terjadi di PT ABC memberikan dampak yang cukup besar bagi setiap divisi dan department yang ada, termasuk juga bagi Contract Section yang bertanggung jawab dalam proses pengadaan jasa di PT ABC. Dalam pelaksanaan kegiatan pengadaan, Contract Section belum memiliki Standard Operating Procedure (SOP). Penelitian ini bertujuan untuk merancang SOP dan memberikan usulan perbaikan untuk system pengadaan jasa di Contract Section.

Berdasarkan proses bisnis yang dilakukan oleh Contract Section dalam proses pengadaan jasa, maka dirancang SOP yang mengatur semua tahapan yang ada. Perancangan ini menghasilkan 9 SOP yang dibutuhkan oleh Contract Section. Penggunaan E-jasa dan pengiriman risalah-risalah rapat melalui email merupakan usulan perbaikan yang dapat diterapkan di Contract Section.

**Kata Kunci: pengadaan jasa, Standard Operating Procedure (SOP), perancangan**

## *Abstract*

ABC is a company producing LNG (Liquid Natural Gas), the largest in Indonesia and worldwide. Changes and large-scale reorganization that occurred in the ABC provides a considerable impact for each division and department are there, including the Contracts Section is responsible in the process of procurement services at ABC. In the implementation of procurement activities, Contract Section not yet have a Standard Operating Procedure (SOP). This study aims to devise SOPs and provide suggestions for improving the system of procurement services in Contract Section.

Based on the business processes performed by the Contract Section in the process of procurement of services, then the SOP is designed to manage all the stages there. This design menghasilkan 9 SOPs required by the Contract Section. Use of E-services and meetings treatises delivery via email is an improvement proposal that can be applied in the Contract Section.

**Keywords: procurement services, Standard Operating Procedure (SOP), design**