*Standard Operating Procedure*

Data Analysis Services



Faculty of Agricultural Technology

University Of Brawijaya

Malang

2017

# IDENTIFICATION SHEET

|  |  |  |
| --- | --- | --- |
|  | UNIVERSITY OF BRAWIJAYA | Code/No: UN10/F10/44/HK.01.02.a/003 |
| Date: 4 April 2017 |
| PROCEDURES OF DATA ANALYSIS SERVICES | Revision: 0 |
| Page: 1 from 11 |

DATA ANALYSIS SERVICES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Process** | **Person in Charge** | | | **Date** |
| **Name** | **Position** | **Signature** |
| 1. Formulation | Dr.Ir. Bambang Susilo, M.Sc.Agr | Head of Laboratory |  | 6 April 2017 |
| 1. Examination | La Choviya Hawa, S.TP, MP, Ph.D | Head of Department |  | 6 April 2017 |
| 1. Approval | Dr. Ir. Sudarminto S.Y | Dean |  | 6 April 2017 |
| 1. Determination | Dr. Ir. Sudarminto S.Y | Dean |  | 6 April 2017 |
| 1. Control | Retno Damayanti, STP, MP | Head of QA Unit |  | 6 April 2017 |

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# Purpose

Standard Operational Procedures in Data Analysis Service is made as a reference for the parties concerned to perform data analysis, testing, calibration, or clinical diagnostic in the Laboratory of Food Processing Techniques and Agricultural Products. In addition, this procedure is made to fulfill laboratory functions as a data analysis, testing, calibration, and clinical diagnostic service

# Related Scope and Unit

Standard Operating Procedures for Maintenance and Repair of Equipment includes activities in the Laboratory of Food Processing Techniques and Agricultural Products, Faculty of Agricultural Technology in terms of data analysis, testing, calibration, or clinical diagnostic either conducted by students, lecturers, or researchers from other institutions / companies originating from outside the department of TEP UB

# Related Quality of Standars

Operational Standards This procedure refers to the Academic Standard Document of the Faculty of Agricultural Technology and the Document of Education Guidance of the Faculty of Agricultural Technology, Universitas Brawijaya.

# Terms and Definitions

1. The head of the laboratory is a structural worker who is responsible for coordinating all laboratory activities, leading the development of science and managing laboratory resources.
2. Laboran/laboratory assistant is a functional person who based on the requirements of education and expertise in charge of facilitating lecturers and assistants in practical activities, as well as research.
3. The sample owner is a lecturer, student or institution/company outside the department of TEP UB who conducting research / sample analysis in the laboratory.

# Sequence of The Procedur

1. The researcher / owner of the sample shall register by enclosing the registration form for the sample and confirm the completion schedule of the sample analysis to the laboratory
2. The laboratory assistant conducts sample analysis in accordance with the request of the researcher / sample owner listed on the sample registration form.
3. The laboratory assistant reports the results of the sample analysis to the Head of Laboratory
4. The Head of Laboratory shall authorize the results of the sample analysis reported by the laboratory assistant and return to the laboratory to be handed over to the service user.
5. The laboratory assistant submits the sampling data to the service user.
6. The researcher / sample owner completes the administrative and financial process in accordance with the applicable regulations
7. The researcher / owner of the sample fills in the form of criticism and suggestion. saran.

# Flow CHart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Mulai |  |  |
|  | |  |  |  |
| Laboratory Assistant | | Registration of the sample to laboratory assistant |  | Form of sample registration |
|  | |  |  |  |
| Laboratory Assistant | | Sample analysis (depending on the test variable) |  |  |
|  | |  |  |  |
| Laboratory Assistant | | Report of the sample analysis result (depending on the test variable) |  |  |
|  | |  |  |  |
| Head Of The Laboratory | | Validation from The Head Of Laboratory (1 day) |  | Result of the sample analysis |
|  | |  |  |  |
|  | | **A** |  |  |
|  | | **A** |  |  |
|  |  | |  |  |
| Laboratory Assistant | Acceptance of test result data by service users (depending on the test variables) | |  | Result of the sample analysis |
|  |  | |  |  |
| Sample’s Owner | Administrative and financial settlement (20 minutes) | |  | Form of registration and receipt |
|  |  | |  |  |
| Sample’s Owner | Fill in the form of criticism and suggestions (10 minutes) | |  | Form of Criticism and Suggestion |
|  |  | |  |  |
|  | End | |  |  |

# Reference

1. Academic Standards Document of Agricultural Tecnology Faculty
2. Educational Guidelines of Agricultural Tecnology Faculty, University of Brawijaya

# Appendix

1. Form of Sample Registration
2. Form of Sample Analysis Result
3. Form of Criticism and Suggestion

**Appendix 1.** Form of Sample Registration

**LEMBAR PERMOHONAN ANALISA**

Yang bertanda tangandibawah ini :

NAMA :

NIM/NIP :

FAK/PROGRAM STUDI :

JUDUL PENELITIAN :

...............................................................................................................................

..............................................................................................................................

..............................................................................................................................

Bersama ini kami mohon untuk menganalisakan sample hasil penelitian dengan spesifikasi sebagai berikut :

JENIS ANALISA : 1. ..............................................

2. ..............................................

3. ..............................................

4. ..............................................

5. ..............................................

JUMLAH SAMPEL : ................................................

BENTUK SAMPEL : .................................................

Demikian surat permohonan kami atas perhatiannya diucapkan terima kasih.

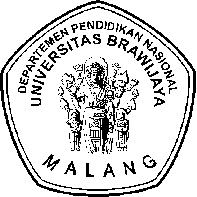
Malang, ..............................

Pemohon,

............................................

NIM/NIP.

**Appendix 2**. Result of Sample Analysis

 **LABORATORIUM TEKNIK PENGOLAHAN PANGAN DAN HASIL PERTANIAN**

**JURUSAN KETEKNIKAN PERTANIAN**

**FAKULTAS TEKNOLOGI PERTANIAN**

**UNIVERSITAS BRAWIJAYA**

**Jl. Veretan, Malang 65145, Telp. (0341) 571708 Fax. (0341) 586415**

**Kepada Yth :**

................................

NIM. ......................

Di Tempat

**LAPORAH HASIL UJI LABORATORIUM**

Nomor: .../Analisa/TPPHP/20..

Yang bertanda tangan dibawah ini menerangkan bahwa hasil pengujian :

Dari contoh :

Untuk Analisa :

Keterangan Contoh :

Diambil dari :

Oleh :

Tanggal Penerimaan Contoh :

Tanggal Pelaksanaan Analisis :

Hasil adalah sebagai berikut :

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Kode Sampel** | **Analisa X** | **Analisa Y** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Malang, ............................

Ketua, Pranata Laboratorium

Pendidikan

Dr. Ir. Bambang Susilo, M.Sc.Agr Supriyono, SP

NIP. 19620719 198701 1 001 NIP. 19630712 199903 1 001

**Lampiran 3.** Form 0f Criticism and Suggestion

|  |  |  |
| --- | --- | --- |
|  | **FORMULIR** | |
| No: TPPHP02 | Rev: 0 |
| Tgl: 1 Oktober 2014 | Hal: 1 dari 1 |
| **KUESIONER KEPUASAN PELANGGAN ANALISA DATA** | |

Pelaksanaan : Semester Ganjil/Genap tahun ajaran /

**Cara Penilaian:**

1. Tuliskan nilai angka yang Saudara berikanpada kolom yang tepat

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <49 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 |
|  |  |  |  |  |  |  |  | 83 |  |  |  |

1. Atau Saudara dapat memberikan tanda **x** atau **v** pada kolom yang tepat

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <49 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 |
|  |  |  |  |  |  | X |  |  |  |  |  |

**Tingkat nilai:**

0 – 50→kurang; 51-60→sedang; 61–70→cukup; 71 – 80 →baik; 81 – 100 →sangat baik

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Unsur yang di nilai** | **Nilai** | | | | | | | | | | | |
| <49 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 |
| 1 | Pelayanan Laboran |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Ketepatan waktu analisa |  |  |  |  |  |  |  |  |  |  |  |  |

**Saran:**