

**DESIGN OF GOOD MANUFACTURING PRACTICES (GMP)  
AND SANITATION STANDARD OPERATING PROCEDURE  
(SSOP) DOCUMENTS IN SIPUJUK FARM  
FISH PROCESSING UNIT**

**FINAL PROJECT REPORT**

*A Report submitted in fulfillment of the requirement for the award of the degree of  
Bachelor in Department of Industrial Engineering, Faculty of Engineering,  
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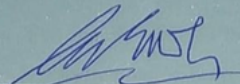
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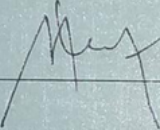
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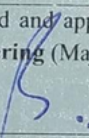


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## ABSTRACT

*One of the efforts of the Indonesian government to protect and ensure food safety for the community is to stipulate Government Regulation of the Republic of Indonesia No. 86 of 2019 concerning Food Safety. As a smoked fish producer based in Padang, the Sipujuk Farm Fish Processing Unit must meet a basic feasibility program or guideline in the food processing process, namely Good Manufacturing Practice (GMP) in accordance with the needs of the Sanitation Standard Operating Procedure (SSOP). Based on field observations, currently Sipujuk Farm still does not meet GMP and SSOP. So, this final project aims to design GMP and SSOP documents for UPI Sipujuk Farm, which consist of Standard Operating Procedures (SOP), Work Instructions (WI), and Record Forms (RF). These documents are also required to obtain an MD (Makanan Dalam/Domestic Food) permit certificate issued by the Food and Drug Supervisory Agency of the Republic of Indonesia (Badan Pengawasan Obat dan Makanan Republik Indonesia/BPOM RI).*

*Solving the problem in the final project begins by conducting an assessment using the BPOM RI guidelines which include the implementation of GMP and SSOP at Sipujuk Farm. The next stage is to identify business and production processes, details of activities, the person in charge of activities through the preparation of the RACI Matrix and mapping of GMP aspects that need to be documented. The mapping was carried out based on the Good Manufacturing Practices for Food Production (GMP-FP) guidelines. Mapping aspects of the GMP guidelines resulted in 8 aspects that need to be documented. These aspects are then combined with aspects of the SSOP. The final stage is the identification of document requirements for Sipujuk Farm activities that require documents based on a combination of GMP and SSOP aspects that need to be documented and designing these documents.*

*The results of this final project are three document designs required by Sipujuk Farm based on GMP and SSOP guidelines. The documents designed consist of SOPs, Work Instructions, and Record Forms covering production, facilities, and employees. The details of the document are 7 SOPs, 12 Work Instructions, and 17 Record Forms.*

**Keywords:** *GMP, Record Form, Smoked Fish, SOP, SSOP, Work Instructions*



## ABSTRAK

Salah satu usaha pemerintah Indonesia untuk melindungi dan menjamin keamanan pangan bagi masyarakat adalah dengan menetapkan Peraturan Pemerintah Republik Indonesia No. 86 Tahun 2019 tentang Keamanan Pangan. Sebagai penghasil ikan asap yang berpusat di Padang, Unit Pengolahan Ikan (UPI) Sipujuk Farm harus memenuhi suatu program kelayakan dasar atau pedoman dalam proses pengolahan pangan, yaitu Good Manufacturing Practice (GMP) yang sesuai dengan kebutuhan Sanitation Standard Operating Procedure (SSOP). Berdasarkan observasi lapangan, saat ini UPI Sipujuk Farm masih belum memenuhi GMP dan SSOP. Maka, Tugas Akhir ini bertujuan untuk merancang dokumen GMP dan SSOP untuk UPI Sipujuk Farm, yang terdiri dari Standar Operasional Prosedur (SOP), Instruksi Kerja (IK), dan Formulir Rekaman (FR). Dokumen-dokumen tersebut juga dibutuhkan untuk mendapatkan sertifikat izin MD (Makanan Dalam) yang dikeluarkan oleh Badan Pengawas Obat dan Makanan Republik Indonesia (BPOM RI).

Penyelesaian masalah pada Tugas Akhir dimulai dengan melakukan asesmen menggunakan panduan BPOM RI yang mencakup tentang penerapan GMP dan SSOP di UPI Sipujuk Farm. Tahapan selanjutnya adalah mengidentifikasi proses bisnis dan produksi, rincian aktivitas, penanggung jawab aktivitas melalui penyusunan RACI Matrix dan pemetaan aspek GMP yang perlu didokumentasi. Pemetaan dilakukan berdasarkan pedoman Cara Produksi Pangan Olahan yang Baik (CPPOB). Pemetaan aspek pedoman GMP menghasilkan 8 aspek yang perlu didokumentasi. Aspek-aspek tersebut kemudian digabungkan dengan aspek-aspek pada SSOP. Tahapan akhir adalah identifikasi kebutuhan dokumen untuk aktivitas UPI Sipujuk Farm yang membutuhkan dokumen berdasarkan gabungan aspek GMP dan aspek SSOP yang perlu didokumentasi dan mendesain dokumen-dokumen tersebut.

Hasil dari Tugas Akhir ini berupa tiga desain dokumen yang dibutuhkan oleh UPI Sipujuk Farm berdasarkan panduan GMP dan SSOP. Dokumen yang didesain terdiri atas SOP, Instruksi Kerja, dan Formulir Rekaman yang mencakup produksi, fasilitas, serta karyawan. Rincian dari dokumen tersebut adalah 7 SOP, 12 Instruksi Kerja, dan 17 Formulir Rekaman.

**Kata kunci:** Formulir Rekaman, GMP, Ikan Asap, Instruksi Kerja, SOP, SSOP

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