

**WORK INSTRUCTION
TRAINING
COMPUTER LABORATORY**



**INDUSTRIAL ENGINEERING DEPARTMENT
ENGINEERING FACULTY
BRAWIJAYA UNIVERSITY
2016**

WORK INTRUCTION
INTERNAL TRAINING ACTIVITIES
COMPUTER LABORATORY
DEPARTMENT INDUSTRIAL ENGINEERING
FACULTY OF ENGINEERING
BRAWIJAYA UNIVERSITY



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I. Purpose

The purpose of Training Computer Laboratory at the Department of Industrial Engineering Faculty of Engineering, Brawijaya University are:

1. As the implementation tri dharma college to increasing hardskill academic community in the Department of Industrial Engineering Faculty of Engineering, Universitas Brawijaya.

II. Related Parties

The parties involved in training activities Computer Laboratory Department of Industrial Engineering Faculty of Engineering, Brawijaya University are as follows:

1. Head of the Computer Laboratory Department of Industrial Engineering Faculty of Engineering, Universitas Brawijaya.
2. Computer Laboratory Supervisor Research Department of Industrial Engineering Faculty of Engineering, Universitas Brawijaya.
3. The Assistant Coordinator of the Computer Laboratory of Industrial Engineering Faculty of Engineering, Universitas Brawijaya.
4. Computer Laboratory Assistant Department of Industrial Engineering Faculty of Engineering, Universitas Brawijaya.

III. Reference

Training Activity is implementation of tri dharma college in increasing hardskill civitasak ademika.

IV. Scope

Training activity Computer Laboratory of Industrial Engineering Faculty of Engineering of UB, Brawijaya University starting from the provision of material to direct practice.

V. Mechanisms and Procedures

5.1 Requirement

Requirements imposed are all training activities that will be held must be approved by the Head of the Laboratory and has been known by the Head of the Department of Industrial Engineering Faculty, Brawijaya University.

5.2 Conditions

Conditions apply

1. The type of training that will be held related to computer programming or other subjects related to science in Industrial Engineering.
2. All training that will be held at the Computer Laboratory is an activity that has been approved by the Head of the Laboratory and has been known by the Head of the Department of Industrial Engineering Faculty of Brawijaya University.

VI. Procedures of Training

6.1 Procedures

1. Assistant to design the type of training that will be held.
2. Assistant consultation with the Head of the Laboratory on the type of training will be held.
3. Head of the Laboratory approving training activities.
4. Assistant contacting presenters who will provide the material on training activities
5. Assistant submitted a proposal to the Head of the Department of Industrial Engineering.
6. The Head of the Department approved the proposal of training activities.
7. Assistant announce about training activities.
8. Implementation of training activities as the work program of Computer Programming Laboratory UB's Department of Industrial Engineering.

6.2 Diagram Alir

