ABSTRACT

The objective of this project is to study the lean applications and strategies concepts for improvement and eliminate waste. Basic concepts of lean manufacturing; there are 8 wastes meanings of lean and 8 types of lean modules to be tools for improvement and waste reduction.

Based on the analyzing current environment data, we found out numerous of wastes and non-value added in organization, we developed and approached an idea for improvement of the current situation problem. Lean implementation starts from the 6S, the environment in the office after implemented becoming cleaner, tidy, documents and material are at its places and easy for judgments. As a result of implementing lean we could see some waste or unnecessary materials there. We then apply some lean concepts for further improvement by CEDAC, Kaizen and some concepts of Value adding from VSM technique to resolve the keeping stock of garment samples in the office and papers. The paperless solution improved after applying Kaizen concepts, number of papers and office facilities reduced, on the other hand, the wait time process to deliver document to supplier also reduced automatically. The sample kept in the office also decreased after eliminating duplicate sample request from each department.

There are still some problems left that are not yet improved; the next phase and further improvement could be done with the most important; that all employees or people who need to implement lean concepts must adhere to the guidelines maintain an environment in which everyone should clear his or her role and tasks, rights, obligations, impacts and responsibilities.