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COVER PAGE AND DECLARATION

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How to Streamline Work Process and Improve Workflow

It is also dependent efficiency and quality of the company or a manufacturing facility on the workflow. The more the manager and management deal in a regular and clearer manner in each process, the more efficient the work and the team in general. This saves a lot of time for each employee and the work team as a whole, and enables each individual to do more work without stress, anxiety or frustration, and this leads to greater efficiency and subsequently to greater profits.. To streamline company or business processes and increase workflow, evaluate the entire process from top to bottom and look for opportunities for improvement.

Assess Existing Processes

Open your wide eyes and check what you do. Ask current employees for feedback about what make them upset and do your best during the day. From filing system to warehouse organization, take inventory of full office fees. Evaluate the life and performance of computer hardware and software. Assess paper usage in Form Drawing, where the form is used, processed, and archived. all is part of the overall process, but each field has its own process or set of processes. As you gather details, create a file for each specific review area. This is going to rearrange the data for the next process: analyzing the final result

Analyze Results

After receiving your evaluation data, evaluate your work procedures. Employees may say that the ordering process is slowing down because computers are frozen. Customers may complain about waiting times over the phone. Your warehouse can be a mess with frustrated employees always looking for things that were not probably stored. For an example, during the evaluation phase, you found that you have 3 trashcans collected each week. That is a lot of paper and shredding costs. The

analysis of the results should cover the determination of the price of shredding papers and ink, the location and likely time for employees to deal with printing and shredding, and the erasure of stored data. These costs should be compared to new programs to reduce paper usage in the IT center and to determine the cost of the balance and the period of investment in new operations?

Prioritize Key Areas of Focus:

After analyzing the final results, rate each operation in order of importance. This will assist you focus on the areas that have the greatest potential to improve your workflow. For some corporate or organizing a warehouse and creating a process to properly manage it can be a high priority. For other companies, creating a customer retention management program can provide hours of follow-up and compliance for salespeople.

Automate and Streamline:

Take every single process in order of priority and see how it works. You are looking for some line or steps that you can remove to make the process work perfectly. This should include automation this can include finalizing a paper order form and placing the entire order on a PC to automatically flow from delivery to sale. Call the employees who work in the department to follow this process and provide ideas about wasting time. The people working on one procedure are a great source of details Try the process in person or try someone new to the process. A new pair of eyes can see the waste areas that complete the process.

Prepare to Adjust

Change the processes based on your results. Once the new process is done, train the employees and elucidate that there is a new process to let everyone happy and more productive. Implementing new procedures takes time, so be forbearing, because employees can sometimes turn back to the old, relaxed ways. Remind them of the process and keep them informed. You may find that the newest process works wonders, but most of the time, you need to make edit along the way. For an example, you might have the process of transfer thank you ticket card to your new customers. As part of process development, I set up an automated system to do this. While this will keep you time, the service have not be too personal. At the end, you may need to found a best service or a combination of automation and manual phases to achieve best of possible you can achieve from thanks card. Closure: every chemical waste container should be tightly locked at all times; if the user is not in the process of throwing waste into the container. The only specialize way to accomplish this is with a screw cap that is tightly attached to the container. If the container is leaking, it cannot be locked.

Operational Streamline for Big Green Tractor

Characteristics of the constituent company of the company and therefore its manufacturing strategy, its general direction (market or product), diversification pattern (product, market, or process), attitude towards growth (acceptance of low growth rate), and there is a competitor. Choose between. Strategies (high profit margin vs. high volume of production) Once the vision or core priorities are identified, the manufacturing arm of the company must adjust its structure and management to advance the company's goals. Examining the emergence of “product-centered” and “action-oriented” organizations, the author describes the development of a “manufacturing mission” under which a manufacturing organization supports management needs.

Cost analysis

Is a great starting point. In this exercise, the manufacturer analyzes the components used in production, trying to focus on the items that have an opportunity to dispense money and save money or provide a part or component so that the model/cost can be reduced while maintaining the fit/function. We are here to guide you through the cost analysis of your blog. Instead of this analysis, pricing metrics may be preferred for components that offer the highest value to the manufacturer. The ultimate goal relates each element of cost to the underlying business or engineering decision (where the plant is located, how supplier contracts are negotiated, how the product is packaged, and how it is manufactured). We highlight some cost-saving prototyping vectors below. However, identifying these high-level types poses only an analytical problem at the core of cost reduction: identifying cost-reducing opportunities while still being viable by decision makers

Lower Labor Cost:

Labor cost can be decrease in many way. For an example, using a minimum labor-intensive design, assigning an employee to multiple machines in a department or cell, and moving them to the industrialization section or facilitating them with lower labor costs. Design resolution have consequences for labor cost, as a one part that requires manual soldered, for an example, can greatly raise costs when unnecessary skilled labor is required. High labor productivity: Smart incentives play a necessary role in determining accurate hiring practices, commitment to training, professional development, and process efficiency. Reduce the cost of materials: Materials play a diversified role in reducing the cost. In addition to the additional cost, materials require more, and transportation costs increase through additional weight and labor/equipment costs when unique processing is required

Supplier Negotiation:

The higher cost may be caused by external costs that the manufacturer has no direct control over.

However, smart negotiation strategies can help encourage service providers to cut the cost. You can know more about the reason of why there is a good producer cost management platform on our blog to get the best cost. Supply Chain Time: In addition to negotiations, supply chain variables such as department cost, transport, tariffs, and exchange rating variables all go to determine the final price.

Energy Savings:

Energy cost can be different from facility to other facility, and there will be totally different steps of energy consumption in other operations.

Secondary/Scrap Markets:

Selling leftovers, by-products, or even waste for potential reuse such as re-milling allowance, can help generate more profit margin for the producer.

Lean Manufacturing Practices: Originating with Toyota's production practices in the last third of the twentieth century, the principles of Lean Manufacturing centered on eliminating waste - cost that does not pay value - from every stage of the manufacturing process. We summarize this concept in more detail below.

Elements of Lean Manufacturing:

Different business theorists have laid out a different path to direct production, but their basic knowledge focuses on the company's commitment to eliminating waste. The various sources of waste described below are useful for visualizing how different potential cost drivers relate to a complex web of design and business decisions.

Overproduction:

Oversight (or production of a good after schedule) leads to lower final selling prices as overgrown stocks are marked, reducing profit margins

Inventory:

Meanwhile, this excessive product causes increased storage costs, which increases the cost.

Unnecessary Transportation: Transportation is not necessarily useless because the transportation of the product is part of the value chain which is reflected in the final value. However, the product should never be moved unnecessarily. For example, manufacturing a part in one plant and assembling it in another may be simple, but it is only worth the increased transportation costs depending on the production quantity.

Bugs are essential for assembly but should be checked with caution - a less expensive cycle can lead to increased cost overruns if more errors that are critical occur that either require modification or lead to a more unattractive component than others lead. Shortages must be dissected by working along with direct cycle costs at each stage.

Motion:

Any lost movement process can result in an increased cost.

Waiting time:

Idle employees, machinery, and capital all show a direct waste of the manufacturer.

Greener Process:

To address and reform environmental concerns, today's organizations have directed a number of models aimed at managing the green supply chain in a systematic manner. The most necessary reason for adopting the strategic is to low the environmental issues. It is a concept that understands the relationship between supply chain operations and between the environments. This section provides a detailed discussion of the application of green supply chain transportation and highlights the green light on supply chain management and its foundation in addition to the factors that support the overall quality of environmental management. Focus on public debate and expand examples of green transportation GSCM. We find that the discussion aims that most markets prefer gas emissions rather than focusing on the application of transport technologies. Some of the biggest recent transportation trends and movements that have been identified in green supply chain management are slow shipping, cruise improvement and also improve efficiency in port operations. anyway, the GSCM dales Mountain Bill Lin (DHL) model of green transport and some Mutual example of green transport in the Ingvar Compared, elaterid gunnery (IKEA) green transport model, which serve as essential steps in managing transport and the environment are:



Industrial standards on disposal of chemical waste:

1 _Chemical waste can be very dangerous if not handled properly, as chemical waste comes

In several categories, either they are classified as solid, liquid, gaseous, etc. Few general criteria

Which should be adhered to for the disposal of chemical waste are:

Chemical waste identification: chemical waste is known as "hazardous waste"

Which must be clearly defined to know how to deal with and get rid of them

Because each type of waste has its own policies and procedures for doing so. (Gilliam, 2018)

Designation of hazardous waste storage area: identification of a designated area for chemicals

Waste that is easily accessible and close to public transport operations necessary

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In order to eliminate any dangerous situations from happening and to be under

Responsibility of trained personnel. (Gilliam, 2018)

2 _Choosing a hazardous waste disposal partner: a hazardous waste disposal partner

An administrator can be selected to handle the secondary phase of waste where it is in

Responsible for proper disposal and recycling. This will be a social partner

Proficient in this aspect to facilitate the process industry. (Gilliam, 2018)

Although ...

**Proper management needs to protect health and safety, surrounding people and the environment.

There are state laws and regulations that require all chemical waste companies to receive training and follow waste management and disposal procedures.

Waste Chemicals:

The following information in this document applies to chemical waste only. You must manage the chemicals that will be used in the process or experience safely; however, if waste, the following information does not apply. Keep in mind that just because you do not use a chemical does not necessarily mean it's not waste. For example:

Expired Materials:

If a chemical container has an approved expiration, and that chemical cannot be used when it expires, it must be disposed of.

Extraneous Materials:

If the process or experiment in which a chemical is used is no longer practiced, and that chemical will not be used for another purpose, that chemical is considered waste. Some examples include:

When he leaves the inspection, he leaves behind a chemical container for the experiment that no longer exists, or oil containers for a tool piece that has been removed.

Once you know that a chemical is of no value - for whatever reason - then the data in this file apply and the options for regulating waste must be completed

Volume:

The amount of waste generated is not relevant. For chemical waste, 1 mL is regulated in the same way as 1 gallon.

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Responsibilities:

Every person at Boston University produces chemical waste is responsible for proper management of waste chemicals. These responsibilities include maintaining proper housekeeping in the area of accumulation of chemical waste. Principal agents and department heads are responsible for ensuring

the training of staff working under their supervision and following university protocols. The lab Safety Coordinator ensures weekly inspections of all chemical waste accumulation areas and is the link between the lab and the EHS Department to answer questions and solve problems. Required for service.

Representatives of the Department of Health, Safety and Environment are experts in the field of harmful and chemical waste management and supervision of the disposal program. Responsibilities steps to providing and written guidance defining hazardous waste management processes at the University. Work with site staff and interns to solve biochemical overflow problem, provide supply and response questions, and support training to chemical waste generators on campus. Remove chemical waste from laboratories and other places on campus where it is produced and managed to its final off-site destination. Create and maintain all settlement records as required by the regulations.

Classification of Chemical Waste:

Once the chemical is defined as waste, the next step is to classify it. At the end, chemical waste is one of the four treatment categories:

Collected as a Hazardous Waste:

In accordance with the regulations and rules of organizations Federalism are registered with the chemical nature of the risk and management practices indicate that it should be treated as waste risk Describe most of the details contained in this document are rules that must be followed when dealing with hazardous waste. Hazardous waste harms people or the environment and carries the full burden of environmental regulation.

Hazardous waste can lead to mismanagement, environmental When implementing procedures, terms such as (this waste is dangerous) should be used to describe chemical waste and radioactive waste is not dangerous unless it is mixed with chemical waste. Hazardous waste is normally produced at Boston University. The collection and management of chemical waste in the form of hazardous waste ensures the highest level of Environmental Protection and a safe means of managing chemical waste.

Collected as a Non-hazardous Waste:

A chemical that does not appear in the federation for its hazardous characteristics or is not listed as a hazardous waste is not at all safe for disposal in ordinary bins. It is necessary to have legislation for the disposal of hazardous waste to protect the cleanliness and safety of the environment, for example, ethidium bromide does not exhibit dangerous features technically, but it is not permissible to deal with it in any way as an ordinary trash. And also materials such as nanoparticles for which safety information is not yet available. In many cases, these materials must be collected because they cause harm to society and cause an increase in carbon dioxide

Toxic:

A toxic "attribute" is where certain chemicals begin to form in the principles. To determine whether chemical waste has toxic properties, it is necessary to check the federal list of toxic substances known as "D"lists. Massachusetts also adds some chemicals to the list. In general, any of the substances in this list should be collected for disposal, regardless. Even if it is not regulated as hazardous, waste technically, nothing to do with the environment.

Hazardous Wastes:

The most important question to respond when dealing with chemical waste is:" should My Chemical Waste be collected and considered dangerous. "You need to know the answer to this question because it is the first step in the process called 'waste identification' which is a mandatory step for chemical waste management. To determine whether chemical waste should be collected as hazardous, you should have information about chemical properties and behavior. This knowledge is essential for the safe operation of the laboratory, and the literature is available in the form of safety data sheets (SDS or MSDS) at your workplace, which can help you. Contact EHS for help if you are unsure or unsure about the properties or properties of chemical waste. Never assume that chemical waste can be safely disposed of or that ordinary waste can be disposed of in drainage. Always be careful; collect and control hazardous waste, it is the safest and most responsible way to collect chemical waste. The biochemical surplus must be confidential and treated as dangerous if it displays any of the four features described below or is specifically listed in the proceedings.

How Green Technology Is Transforming Traditional Manufacturing Methods Is:

Manufacturing, along with other industrial processes, one of the main industrial sectors targeted by using green technologies. Traditional manufacturing methods are transformed into thin,

environmentally friendly protection machines that benefit the planet and profits. What exactly is green technology?

Plunkett Research defined green technology Innovative systems and services are also being applied across industry sectors to improve sustainability and increase efficiency. It also shows teams of environmental expert's significant and clear improvements in increasing energy efficiency, maintaining the degree of quality and purity of water, and reducing waste, carbon emission and toxic gases. These technologies and systems recycle a variety of materials and also support and encourage recycling and reuse

Electronic expert teams can be divided into several categories, including energy. Water; environmental and pollution appliances and services. Engineering, architecture and design.

Energy:

Renewable and alternative energy is provided and stored through the use of environmentally friendly building materials and processes

Water:

Most water is saved by conserving and recycling water. However, drinking water production is promoted through alternative sources such as seawater dehydration

Environmental, Pollution Devices and Services:

Waste disposal and disposal has changed over the years to emphasize the recycling and recycling of past waste by the environment, pollution equipment and services

Pollution services include reduction or disposal of toxic waste and emission control. Services include

compliance audit, inspection, and engineering, testing and consulting. Other areas affected by the Green is a product design and re-engineering to comply with the new rules.

Engineering, Architecture, and Design:

Expert technical teams are making changes in product design, industrial process design as well as product automation in an effort to increase efficiency in HVAC products and building design.

Green technology requires manufacturing skill and expertise to efficiently produce solar arrays, energy storage and other technologies. You must reduce the number of parts that make up the green technology. Green technology must be built for mass production and efficiency.

Necessary to reduce the cost of production of green technology to the extent that it can make its business sustainable. Search for green technologies available and integrated in the manufacturing industry every day, making new businesses are eligible for many government and help to attract and retain customers.

As traditional manufacturing has always been, it is changing to include new technologies that increase efficiency and reduce costs. It now integrates green technology because it saves not only money, but also land. This is the right thing to do.

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Updated September 11, 2017

HOW TO GET LEAN COST SAVING TIPS FOR MANUFACTURERS

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