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INTRUCTION

The operation management is the responsible of business structure , strategy , and process to achieve the maximum profit and efficiency .

The operation managers is the one who has many different tasks such as : overseeing different department and develop goals , streamline process , responsible on the revenue and costs, development plans and overseeing supply chain , and many another tasks.

The operation management is how to use all the resources at the organization (human resources , technological resources or financial resources) in efficient way to have better productivity and better profitability .

The operation manager is the person who must has experience in many area at the organization (HR, marketing , sale , finance , after sale service ...) . This experience help the operation manager to do his/her job and perception , and use the resources of the organization to increase the productivity and profitability of the organization .

The operation management is the system or process that create goals or provide services.

The operation processing is the way to transformation the input to output (goods or services) .

The scope of operation management is include every process at the organization , that is mean , the range of operation management including many interrelated activities .

The primary task for operations management is the decision making (who will do the task ,where , when , why and how) .

The operation management is one of the most important part at the organization ,one of the most thing at the operation management is forecasting and avoid the risk , the better forecasts helps the organization to take the advantage of future opportunity and reduce potential risks .

MAIN BODY

Now we are going to establish Operational Streamline Procedural guide .

As operation manager there are group of criteria or parameters I have to focus on , and we needs to use our resources in a better ways , to achieve our goals in short time with high profitability according to the strategic objective of the organization .

First at all , we will start with how we can include more cost efficient manufacturing process .

There are many criteria or parameters we have to put them on the top and follow them at the organization .

1- To be cost efficient , it is very important to focus on the process of manufacturing , starting with product design , because once the product's design is right and accurate and without any defects , then that will leads to have less defects in the manufacturing process , in the other hand , once we have weak design , this will leads to mor defects on the manufacturing process and loss of cash and time , which is against the cost efficient that we want to make the cost efficient as our goal to achieve without loss of cash and time .

2- we need to use system for manufacturing process that organizing the process , such as SIX SEGMA and LEAN MANUFACTURING PROCESS /PRINCABLE to increase the quality and satisfaction and decrease the cost .

Using the system is giving us the efficiency in our productivity and decrease waiting in time , row material and labor , and decrease the defect in manufacturing process .

3- reduction cost of overhead at the organization ;

For example , if I had extra labors I should decrease of these unnecessary labors .

So when I will do structure or reengineering for the organization's labors , I have to know to know and be specific of every employee's job (who is doing his job , how, when , where and how) . if I found one of them without any specific job as my concept (who is doing his job , how , when , where and how) then I must to decrease useless labor to make better and more cost efficient .

4- in Big Green Tractor , we are producing tractors and these tractors in built from parts , so I must to establish standardization for the part that I am using in the manufacturing process .

Once I have higher standardization that will reflect on the supply chain and costing of parts then less replacement of the parts and less defects and less damages . Then through this point we can do costing control on the manufacturing process .

5- to have a more cost efficient in the manufacturing process , I must do analyzing for the market and products , then focus on producing with high quality and profitability .

6- the quality of manufacturing process : with higher quality of the parts that using in the production , and higher quality of system , and higher quality of process and design , then we can have higher quality of tractors with less cost and less time this what we name it as cost efficient .

7- making control and measurement on the total cost , to know if the organization was on the right track to achieve its goals and objectives depending on the steps we mentioned before .

8- improve communication : improving communication between the department allows for better tracking of complete tasks and the employees will not spend a lot of time trying to communicate with each other then this will decrease and save the time of the employees .

9- do not buy material more than we need : this help to be more cost efficient , using inventory software is help the industry to be aware and manage the stock that it needs , and the industry can adopt approach we called (just in time) which means : we buy new material only when it needed or required .

10- change expensive material to cheaper ones: that is not means to make the quality lower , it means to but cheaper material that give the industry the same result in same quality , this if happened we can be more cost efficient at the industry .

11- improve training : one we give good training for the worker in different and multiple process , then they can help each other and lower the mistake during the manufacturing process , that can leads to have more cost efficient and to be more productivity .

The negative impact of products defects will be :

- loss manufacturing time and lowered efficiency and productivity .
- extra cost involved fixing , discarding , replacing and reproducing .
- Decrease costumers satisfaction because of lower quality .
- Extra cast for labor for reproducing the product again and human power for discarding.

Now to minimize the defects in the manufacturing process we must focus on :

1- product design :

once the product design was perfect and accurate this means less or no defects in the manufacturing process . once the product design has defects this will be disaster for the manufacturing process , because every step in the producing process will enlarge the main defect this leads to have weak product with a lot of defects .

2- we must have manufacturing flexibility at the organization , with this flexibility , we can avoid to be stuck in certain point , and avoid wasting of time and cash , with out the manufacturing flexibility we will have higher over heads , higher cost and higher

expenses . for example , we must know and identify what part of production must be outsources or internally .

- 3- We must have system for manufacturing process for process monitoring , this system can help us to be aware for any problem or issue due to manufacturing process then we can solve this problem as soon as possible , then we will not waiting until we have the final product with a slot of problems and defects . this monitoring give us the chance to save time and cost . in a few words , we must have system for preventive measures .
- 4- They organization must has quality control on the final product and the manufacturing process , that will leads to make sure that the final product is completely according to my standards and specifications , by this way we can minimizing the defects at all manufacturing process .
- 5- Ask for feedback : when the worker is asking for feedback at their department then the process will be more flexible , because they can fix any mistake at the same time without any delay , this will decrease the defect of the manufacturing process and complete the task in higher productivity and efficiency .
- 6- Analyzing the outcomes : the analyzing of the process and workflow gives us the perspective on the process that is not necessary and not friendly .
- 7- Inspection : the industry must do inspecting for the manufacturing process , this inspection can leads us to the root of the defect if there was one .
- 8- Communication flow : the good communication between the production employees and design staff and engineers will reduce the defects and help to identify and solve any defect and the manufacturing process.
- 9- Row material : the industry must be careful about the row material that used for the manufacturing process , once there was defect in the row material that will lead to have defects in the final products .

All what we mentioned above are the main steps we can follow and use to be more cost efficient and minimize the defects in the manufacturing process at Big Green Tractor company .

The benefits of creating green process in manufacturing industries :

- Tax saving : in many countries , the manufacturing industries which has green process are tax free in many sides .
- Reduction of cost : specially in the renewable power using .
- Low carbon implication .

To create green process or sustainability we must focus on various tools , such as : economical tools , environmental tools , and social tools . these tools we must be careful with them in our organization if we want to create the sustainability .

Once the organization stuck with these tools , then it can improve the organization's image for marketing and more sales .

We can help Big Green Tractor to create a green process through the following :

1. Using circular manufacturing to save energy and reduce the wait . this can include :
 - Using renewable power resources to provide energy to the industry then we can reduce the pollution and the cost .
 - Using productive and regular maintenance for the machine and equipment , that will increase the life time for the machine and equipment and decrease the damage and decrease the cost for repetitively maintenance for the equipment and machine .

By following this protocol , the organization can be a part of the industries that have a green rules and that will be good for our planet .

2. Digitize internal communication :

This protocol can save a lot of papers , and pens , and decrease environmental pollution . in the same time this protocol can help to save time by sending and receiving urgent messages direct without waiting of time or human power .

In few words : digital industries are part of our green planet .

3. Using alternative or sustainable packing material and solution :

It is very common at the industry to use non sustainable material for boxing and packaging for their products , such as bubble or plastic sheets . to create green process in Big Green Tractors we must change the material for boxing and packaging and using eco-friendly material at the industry and warehouse .

4. Using smart storage option :

In our industry and warehouse we must organize the storage without and space this can save the space and give us more capacity for more products specially if the warehouse was big .

5. make the production and operation process more efficient :

when I have big operation or production process , I must make this process more efficient , once it will be more efficient , then this will decrease the waste .

in few words : efficiency manufacturing process means less organization waste that's is what we means about sustainability .

6. decrease the amount of fossil fuels :

the fossil fuel is the responsible for carbon emission , and it has short term and long term negative impact on the health of our planet and people , because the fossil fuels still the main energy source of a lot of industry worldwide .

7. finally we can be more green process by increasing the natural light , be paperless , bring disc plant , turn off electronic , lighting and heater every evening at the office to reduce the pollution and power using .

by using renewable sources for energy (such as the wind , solar , water) this can make the organization as market leaders and decrease the carbon emission by decreasing the amount of fossil fuels burning , the marketing and vendors will pick the industry as partner based on sustainability in order to clean up their own supply chain .

Disposed the Chemical Waste

The chemical waste can not be disposed in regular trash and can not be disposed as any another wastes , it needs special system and special protocol and standards for that .

The standards in chemical waste disposal :

- A. the storing : the industry must store the chemical wastes at special containers , in special environment .
there are may condition for the material that we are storing :
 - do not over fill the container , and keep about 10% of the container empty .
 - do not mix solids and liquids material .
- B. the staff who responsible for storing or disposing the chemical waste must be trained and secure with restricted protocol for the process and protected by special clothes .
- C. the chemical waste containers : the containers that used for storing must be labeled with Hazardous Waste Label , this label must contains full name of the chemical waste , the quantity , date of generation , date of disposing , which department came from .
the industry must choose the container the compatible with the material it will hold ,for example :
 - acids ; do not store in metal .
 - Hydrofluoric acid: Do not store in glass .

In the same time , the industry must choose the appropriate size of the container .

The industry must also have secondary containers , it means to place the main containers in other one , this help to avoid any spill or leak from the primary container , more protective specially if there was acids material inside the containers .

- D. the cover of chemical waste's container : the cover must be very tight and secured and con not be opened without special instrument in special steps and protocol , and must have special approval for opening the cover . the screw on caps will not leads to leaking from containers tip , using parafilm and beakers is not acceptable .
- E. storage time and quantity limits :

time : the hazardous waste must be collected in 90 days from the day that collected in the containers .

Quantity : depending on the protocol do not store more than 55 gallons in same place .

- F. in the manufacturing process , the industry must use the only volume of chemical material the is necessary for production and avoid to order more than the volume it needs , that can reduced the quantity of the chemical waste .
- G. the place that we keep the containers : the industry must has place for keeping the containers . in general every industry with green protocol used to have certain places to buried its chemical wasting in restricted protocol .

finally if we will talk about the green manufacturing process and the different between that and the traditional manufacturing process we will find that in the green manufacturing process we reduced the pollution and we will be aware for the risks and how can we deal and handle with the hazardous wastes , and how to follow the protocol in chemical waste disposed and chemical waste storage , in this way , there will not be any negative impact on the environment and human or animal being then the industry can has friendly and clean manufacturing process , also , the employees at this green organization can work and be self improving because they are working in safety , clean environment , then there will not be any over load of the labor in the same time save the cost and less defect that will lead to better productivity. So the life stand of the employee will be longer in both side the existences and productivity .

But in the traditional manufacturing process , the environmental pollution was not in the top priority , that is mean , this kind of industries were disposed the waste such as the chemical waste in very unsafe process (in the sea , without safety containers , without restricted protocol) and other hand , there was not any update or caring about how to make the manufacturing cost efficient and green process , this kind of manufacturing has many risk on the staff , it will increase the work related injury and increase the manufacturing process's pollution then the employee will not be in safe environment and will be in stress and scare all the time .

It is not enough to only take care of the factors and criteria of the green process , but it is very important at any manufacturing industry that the workers must be trained on the green technology and practices .

CONCLUSION

The operation management is very high level career which require a high level of education and experience to help the organization achieving the objectives and goals .

The operation manager is the one who can do every task in the high level part of the organization , the operation manager can be the one who is hiring staff , training , manage the inventory , business planning and strategy , monitoring the department to be sure that if they were on the right track to achieve their goals, these tasks and a lot of other task should the operation manager do at the organization .

The operation management is the way to do two main concepts : how the organization has the best manufacturing process as operation manager , and how to be economic efficient and be sustainability .

The operation management is the way that leads to know how to be the conductor and how to operate different apartment in harmony and help the organization to achieve its objectives and goals with high productivity and cost efficient in green process with safety environment .

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