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# Operational Procedures and Guide

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## **Introduction.**

Companies may face major problems and challenge if they fail to develop and implement strategies that ensure their long-term growth and sustainability. The case shows the Big Green Tractor is one of the large organizations, which operates in the tractor manufacturing industry. Organizational sustainability is one of the biggest drives right now for companies to target growth and opportunities while operating in the business market. It is therefore imperative that we make many efforts within the organization, which includes streamlining of processes and many more. To develop effective plans and disseminate such practices and gain distinction in its business markets. What is clear is that the organization has been facing huge problems of declining growth since the past few years. So, it is necessary to draw up an appropriate plan for such practices. Highlight issues related to the organization is low compliance with rules and standards. The purpose of a report will be to provide several solutions and recommendations, which can be used to address issues and challenges currently present within Big Green tractor. The report places strong emphasis on recommending cost-effective manufacturing process procedures. Reducing defects in the manufacturing process and highlights many of the tools of the 21<sup>st</sup> century.

### **Operational industrial streamline guide for Big Green Tractor.**

I would like to propose in the beginning, we must get acquainted with the international policies and regulations that urge the best ways to carry out tasks inside the factory in the Big Green Tractor.

For example, an ISO Certification has standards and specifications, including that the plant's tasks are carried out in a specific manner that follows safety and health procedures and results in a quality that cannot be accepted lower than if we were to obtain ISO, and similar, authoritative organizations in our field.

Many mistakes can be avoided if we know that they are a sign of danger and should be avoided, we must collect our experiences and develop a strategic operational plan for the factory and transfer it to all individuals, and not repeat the same mistakes and make every employee start from scratch, we should integrate new employees into our company easily and quickly learn their tasks, ease of delegation in the event of resignation or promotion of an employee. Raising

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productivity, following up and evaluating the performance of employees. Just as you cannot punish a child for not explaining to them why their behaviors were considered wrong in advance, we cannot hold an employee responsible without explaining to them the framework, the method, the time required to complete it, and the operational steps that the factory is following, they may taken another route from which need more time.

We will hold meetings with administrative board to write operational plans and procedures, and then with employees to do this inside the Big Green Tractor factory, and here we will ensure higher objectivity and non-bias to the habits of the organization and the way in which tasks are carried out. We will track the efficiency of each method we have collected, track it over more than one employee, compare efficiency to productivity, and beyond. We will get the results through which we choose the best way to adopt and analyze them for the procedural steps, we will schedule each step-in details.

- We start with the name of the procedure, and who among the staff will do it.
- Mention their job roles, and the expected time to complete any tasks.
- We will choose the best way write the action steps is sequence.
- Build a table against each step taken and in the form of a to-do list in which any employee inside the factory will put it in a sign (-) as soon as it completed.

### **More cost-efficient manufacturing process.**

- **Return on investment priorities:** one of the main activities that can be undertaken to target cost efficiency in a plant is to prioritize the return on investment. In this way, we may assign priorities and ratings to different processes related to tractor manufacturing. Based on the priority given to a specific process, investment decisions can be made in the organization will only invest in operations, which may provide high returns on investment.
- **Implement lean manufacturing:** we can consider lean manufacturing practices in the order to control the manufacturing cost. By achieving this method, we can remove low value works and less important operations from our production plant, it can be analyzed that lean manufacturing may allow Big Green Tractor to focus on practices and process, which are

critical to tractor manufacturing. In this way the extra expenses that are likely to be incurred by the company can be reduced.

- **Reducing material cost:** one of the amazing ways that can be used inside Big Green tractor, to become cost-effective is to reduce the cost of materials, and that the organization is very focused obtaining materials and spare parts, which can be used for manufacturing, this enormous cost can be reduced through effective negotiations with suppliers. The respective managers may solicit bids from the suppliers end and submit contracts to the supplier with the lowest bid. It can be analyzed that the organization may consider several suppliers to obtain the same parts and materials. Thus, suppliers can be purchase to reduce, resulting in lower manufacturing cost of tractors.
- **Selling scrap to vendors:** its is also great practice for the Big Green Tractor to become cost effective while operating in the business markets. Various studies indicate that the manufacturing and production departments of enterprises generate scrap in large quantities which is often ignore by the company, we have to look at The Big Green Tractor in the practices od selling the scrap procedure during the manufacture of the tractor to the respective vendors, of course for this propose we may deploy in the organization a team of technical workers, who can communicate with sellers and sell cost of manufacturing can be reduced, and the profitability of The Big Green Tractor can be enhanced. So we aspire to reduce the cost in the company in general and to exploit any opportunity that we can present and implement it to the fullest, and one of these practices is selling scrap to suppliers in INDONESIA.

### **Plan for minimize defects throughout manufacturing process.**

**Standardization:** it has been found in many studies that standers in the right way are applicable to production, manufacturing and compiling a manual of goods within an organization, we will take this into account, the following criteria can be another amazing way to reduce the occurrence of a defect in a manufacturing process within an organization is factory. The organization needs to follow these standers and ensure that manufacturing is going in the right

direction, and all rules and regulations are being followed. In this way, the possibility of defects in the manufacturing of tractors may be reduced and thus we perform standardization without any defects.

**Implementation of the quality management system:** at the first we should to meet with the management to arrange regular meetings with the personnel working in the factory is manufacturing and assembly lines to determine the salient reasons behind the reported defects. Also, we will develop easy and understandable plans that include suggesting ways to address defects and possible solutions in such meetings, which may ultimately improve quality and reduce the possibility of defects occurring in The Big Green Tractor.

It can be understood that the practices of inspecting manufactured Tractors and scheduling meetings will be highly effective in addressing defects appropriately, we will require managers in the organization to formulate and implement an effective quality management system. We form a separate division dedicated to ensuring that Tractors are procedure with high quality standers, in this way we will be able to implement manual and robotic inspection practices inside the plant in INDONESIA.

**Audits and Customized Training:** various study indicate that training and development sessions lead to fewer errors, which reduces the possibility of manual defects. Therefore, the department of human resources and professionals' management in The Big Green Tractor should conduct a skills gap analysis for employees working within the manufacturing plan and organize training courses for them even if they travel to other countries to learn and practices. Personal training can be remarkably effective in reducing defects in the manufacturing process inside the factory. From here we can analyze that not all processes associated, the employees and workers working in the production department will be required to carry out manual labor. Personal training practices may enhance and hone the existing skills of these employees within the factory in INDONESIA.

- **Audits of materials sourced from suppliers:**

one of the most important ways to reduce defects in the manufacturing process is to perform audits of materials sourced from suppliers. We will have to carry out quality audits of the materials that are obtained from the vendors. The examination will allow us defect whether the

materials brought in such as spare parts and many more into the factory are free of any problem. It can be understood that the practices of conducting audits may allow management department to focus on potential areas of defects or issues in materials. Hence, suppliers can be notified about the quality of materials, and potential defects can be identified and resolved during the manufacturing process.

Also, we should focus on evaluating whether the use of the purchased materials will lead to any problem related to the malfunctioning of the tractors after being sold, which are manufactured by The Big Green Tractor.

### **The guide used 21<sup>st</sup> century tools to create greener process.**

#### **Reagent guides and solvent selection tools**

With the use of reagent and solvent selection tools, we will be able to evaluate the toxicity level of various chemicals which are used in the manufacture of tractors such a paints, acids, bases and many, and many more. These are other tools that can be used within the organization in INDONESIA to implement environmentally friendly operations in the company is factories. The products of these tools can be analyzed to select chemicals that may have the lowest level of toxicity and the least harmful effects on the environment and people. In this way, various tools such as solvent selections tools, process mass density calculator, robots and software can be used to create environmentally friendly processes while working on The Big Green Tractor.

#### **Process mass density calculator**

this tool is highly efficient in determining the reduction of the need for materials during the manufacture of goods within production areas. One notable tool that can be used in a factory to greener manufacturing processes is the process mass density calculator. So it is normal in The Big Green Tractor to use this tool for acknowledgment of need for materials like tractor spare parts etc. it can be analyzed that the value of the purchasing index provided be the tool will indicate the need for investment for the enterprise for a specific purchase, if the indicator value is found to be low, the organization may reduce the purchase and adjust the specifications of the tractors accordingly. It can be understood that a decrease in the purchase of materials will lead to a reduction in the emission of toxic substances and energy consumption. Therefore, the process mass density calculator is the basic tool that can be proposed and applied to the organization to

create environmentally friendly process in the production units, thus we are preserving the general environment at the company level in general.

### **Modern technologies**

Modern technologies such as robots are one of the important technologies that are implemented in the manufacturing plans of companies, the organization is currently using advanced software tools and systems, which may indicate the green practices that the company is deploying. The combinations of robotics and software can be hugely effective in assessing the carbon footprint of The Big Green Tractor manufacturing plans, especially as we are in the 21<sup>st</sup> century.

Therefore, we may also recommend smart software systems some actions that can be taken to reduce emissions, not only this but robotics, technology and automated tools can be of great importance to The Big Green Tractor company to reduce pollution to be green surroundings, the smart software can evaluate cutting processes for materials such as sheet iron, aluminum and more to reduce waste, in this way modern technologies and software tools may help The Big Green Tractor overcome the problems it currently faces and thus the use of the plant by addressing issues of waste management and implementing environmentally friendly practices.

### **Develop a socially responsible operational guide for the Big Green Tractor for their pollutants.**

- **Work to buy an energy-efficient machine:** we to focus in the organization on replacing old machines with new version or technology that consumes less energy, so we can spread an environmentally friendly approach. It is the most upscale strategy that can be considered in The Big Green Tractor plant. However, such purchases can be expensive project for the company and may greatly affect the revenues of the organization, but this one-time investment will allow The Big Green Tractor to improve its social responsibility and image in the target business market knowing that new machine, especially in modern times, may consume less fuel to operate due to emissions standards set by international agencies. As a result, the organization may improve its corporate social responsibility and reduce pollution in line with the Government in INDONESIA.



- **Reducing carbon emissions from in-factory manufacturing:** as far as The Big Green Tractor corporate social responsibility recommendations are considered, we must set goals and objectives to reduce carbon emissions from the production and manufacturing plant, because we are required to do, for this reason we should develop plans in which a strong focus is placed on reducing the carbon containing emissions of vehicles from the company is manufacturing plant. Achieving annual targets will enhance and maintain the company is environmental sustainability. For this purpose, a variety of practices may be considered, which include replacing old machinery and technology with new one. In addition, fuel with a higher octane content can be used if necessary in production plants, which is more environmentally friendly. It can be understood that reducing carbon emissions is a time consuming process due to the need for The Big Green Tractor to set annual milestones that put the effort in the same direction, thus we contribute to reducing environmental pollution at all levels for the Government of INDONESIA as well as for workers and our surroundings.
- **Follow the guidelines of the agencies and cooperate with them:** it is assumed that the practices of developing alliances with international agencies will enable us to reduce carbon emissions, electricity and the purchasing of fuel-saving machines in The Big Green Tractor in corporate social responsibility. Allying with international and local agencies working for the protection of the environment can be one of the most noticed processes or strategies for The Big Green Tractor company to develop and implement corporate social responsibility. Not only do we conduct audits to assess our current carbon emissions levels and follow the instructions, rules and regulations set by these agencies, but these practices may also help us adopt new tractor manufacturing protocols and improve assembly lines in ultra-efficient ways. Also, it can be argued that allying with these agencies may also reduce the legal and regulatory responsibilities, which The Big Green Tractor company in INDONESIA is currently facing.

**The guide complies with industry standers for chemical waste disposal.**

### **Recycling.**

Waste recycling practices can be effective in reusing chemicals so another notable step towards managing or disposing of an organization is chemical waste is recycling. It has been found from

many case studies that not all chemicals procedure as waste are completely unusable for a company, apart from this recycling practices may also help reduce the cost that The Big Green Tractor company is likely to spend to purchase the same chemicals in the future. But strict protocols need to be followed in the organization where it fails and safety and health of employees and workers may be compromised. Given the standers and company may require special permission from the Government in Indonesia for certain chemicals to begin recycling.

### **treatment of industrial waste**

Various studies conducted on the management of industrial waste indicate that there can be many chemicals that cannot be discharged into water bodies directly. Also, solid waste containing carcinogens cannot be thrown into the ground, which poses a great danger to everyone, we have to do the waste management procedures of the manufacturing plant, is the processing and treatment, not only that, but organizations active in health and social care in the government of INDONESIA will reduce procedures for the organization. Therefore, we are going to consider chemical treatment strategies so that its level of toxicity can be reduced, in the process these chemicals are subjected to a reaction with another chemicals or reagents. Although these processing and treatment of industrial waste activities may allow the enterprise to incur more expenses, but it remarkably effective in promoting The company is social responsibility, thus we preserve the environment and society also within the territory of INDONESIA.

### **Safe landfills**

Chemicals and waste are supposed to be stored or containerized in safe landfills, so global agencies have developed several landfills where chemicals and materials are produced from companies can be stored, which can be used in the future with modifications subject to proper rules and methods. With regard to the disposal of chemicals waste generated by the company is factory. It can be said that safe landfill is one of the most viable options before us, we will have to follow a safe landfill technology that can be used in The Big Green Tractor to transport chemical waste in containers. It can be analyzed that chemical waste can be exposed to secure underground landfill containers. Therefore, there are certain standers set by the international organization for this propose, these standards include the use of an impermeable cover to protect the environment above the ground from dangerous operational procedures and direct chemical vapors. In addition, secure landfills must be developed in a way that does not touch the

groundwater level and ensures the protection of the environment and population in the areas adjacent to The Big Green Tractor.

Therefore we follow these steps to bury the garbage to ensure the health of the community and the disposal of waste.

### **Green alternatives to the traditional manufacturing.**

#### **Facility upgrade**

First we have to focus on insulation and another measures, which can be used to reduce the power loss scenario and therefore one of the amazing practices that can be considered in The Big Green Tractor includes the modernization of the facility for the production of tractors. In this way, the manufacturing facility can be upgraded due to the ability of The Big Green Tractor to lower the level of emissions due to less energy requirement. Thus, it can be analyzed that there are many green alternatives to the traditional manufacturing process that can be considered within The Big Green Tractor. This may raise the level of work within the company and promote it within Indonesia.

#### **Embracing green energy**

Its concept is to replace the outdated factory manufacturing process thus it is the most feasible option for The Big Tractor. There are many sources of green energy, which include thermal energy, solar energy, wind terrestrial energy, and many more. These energy products are developed from renewable sources, which are permanent, at the same time, the energy produced through these sources is also cost-effective since The Big Green Tractor does not need to spend much capital, we have to implement the use of this energy in The Big Green Tractor through which the organization may get sustainability as well as cost effectiveness while operating in the business market.

Moreover, Indonesia has a rich supply of green energy, for this reason the use of green energy can be enhanced within the enterprise plant, with these measures, we embrace green energy and reduce the cost together.

#### **Conclusion**

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Initially the focus was on reducing operational cost by streamlining operations, the strategic managers of the company should gain cost efficiency by reducing the cost materials and automation because there are many important issues related to sustainability and high operational cost in The Big Green Tractor, also consider several practices to reduce defects in all manufacturing process such as quality management system and personal training. In addition, there are many tools can be recommended to the organization in harnessing environmentally friendly operations, so the report will help us understand that many of the private practices with responsibility social companies can take into account within the plant, which may include reducing carbon emissions, electricity and many others, these practices may allow the organization meet fewer legal and regulatory obligations which include various industry standers protocols that can be considered in The Big Green Tractor safe landfills, recycling procedures and many more ways, most importantly some green alternatives can also be considered in the organization, which may replace the traditional manufacturing processing The Big Green Tractor. These alternatives may include adopting green energy such as solar energy and many others. Besides, their use in The Big Green Tractor is also an environmentally friendly alternative to the environment.

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