

ABSTRACT

The standardization of work time helps to find and reduce wasteful movements and time in the workplace, such as chatting, cell phone use, insufficient rest, or unproductive tasks. This research aims to map the process of displaying products from the warehouse to the shelves and calculate and determine the standard working time for employees of the Operations Division of PT XYZ Branch who are in charge of displaying Frisian Flag Milk and Sharon Bread products.

The data collection process was carried out five times in three weeks with interviews and observations that took 20 samples of each product to analyze data such as data sufficiency tests and control charts. Several time deviations were found in the display process of Frisian Flag Milk products on all observation days in different activities. Whereas in the process of displaying Sharon Bread products, only deviations in working time were found on the 4th observation day, which proves that the process needs to have a standard working time so that the activity work time is more uniform. So, further analysis is carried out with the calculation of performance rating, allowance time, normal time, and standard time.

The result of the standard time calculation for the Frisian Flag Milk product display process is 15.83 minutes and the Sharon Bread product for 9.18 minutes for each 20-unit product. Standard Operating Procedures (SOP) of PT XYZ to improve the efficiency of existing operations. Rules that bind employees to only perform activities in accordance with existing standards should be tightened so that time and effort become more efficient in both busy and quiet supermarket conditions.

Keywords: *work time standard, standard time, product display process, time and motion study*