

***INTERNSHIP PROGRAM REPORT***

***THE ASSISTANCE TO COMPLETE LEGALITY REQUIREMENTS  
FOR NATIONAL STANDARDIZATION CERTIFICATE  
AT MICRO, SMALL, AND MEDIUM ENTERPRISES (UMKM) OF  
KULINER LEMAKRASO***



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**AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM  
AGRICULTURAL TECHNOLOGY DEPARTMENT  
FACULTY OF AGRICULTURE  
SRIWIJAYA UNIVERSITY  
2022**

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Submitted as one of the requirements  
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## APPROVAL SHEET

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By:

**Mouly Nurhaliza  
05031381924077**

**Palembang, August 2022**

**Approved :  
Academic Advisor**

**Dr. Budi Santoso, S.TP., M.Si  
NIP.197506102002121002**

**Acknowledged by,  
The head of Agricultural Technology Department  
Faculty of Agriculture**

**Dr. Budi Santoso, S.TP., M.Si  
NIP.19750610200212100**

## **SUMMARY**

**MOULY NURHALIZA.** The Assistance to Complete Legality Requirements for National Standardization Certificate at Micro, Small, and Medium Enterprises (UMKM) of Kuliner Lemakraso (Supervised by **Dr. Budi Santoso, S.TP.M.SI.**).

The purpose of carrying out this field practice was to know and learn how to foster UMKM to obtain SNI certification in accordance with food products. This was carried out by Merdeka Belajar (Freedom to learn)-Kampus Merdeka (Independent Campus) (MBKM) program of National Standardization Agency (BSN), an educational program formulated by Ministry of Education and Culture of Indonesia along with BSN, at the Technical Service Office of South Sumatra. This internship program was carried out at Pempek Kuliner Lemakraso with reference to SNI 7661: 2019 by conducting interviews, practice, and direct observation to the UMKM of Kuliner Lemakraso, and the data collection was obtained along with photos and document preparation.

## **INTEGRITY STATEMENT**

The undersigned below :  
Name : Mouly Nurhaliza  
Student Number : 05031381924077  
Title : The Assistance to Complete Legality Requirements for  
National Standardization Certificate at Micro, Small, and Medium Enterprises (UMKM) of  
Kuliner Lemakraso

I, the undersigned, solemnly declare that all data and information presented in this internship program are the result of my own investigation and have never been or are not being submitted as a requirement to obtain another degree elsewhere.

Thus, I make this statement consciously and without coercion from any party.

Palembang, August 2022

Mouly Nurhaliza

## **BIOGRAPHY**

**MOULY NURHALIZA**, born in Palembang South Sumatra on January 6, 2002. The writer is the only child, the daughter of Mr. Mahiruddin and Mrs. Nurbaiti Amir.

The educational history that the writer has taken was at Aisyiyah 4 Kindergarten in Palembang for 1 year and graduated in 2007. The writer continued her elementary school at Muhammadiyah 14 Balayudha Palembang for 6 years and graduated in 2013. Then, she continued at State Junior High School 9 Palembang in 2013 for 3 years and graduated in 2016. The writer continued her senior high school education at State Senior High School 1 Palembang for 3 years and graduated in 2019.

In August 2021, the writer was registered as a student at the Agricultural Products Technology Study Program, Department of Agricultural Technology, Faculty of Agriculture, Sriwijaya University through the Joint Entrance Screening Examination (USMB) of Sriwijaya University. Currently the writer is still registered as a student of the Faculty of Agriculture, Sriwijaya University.

The writer was taking part in the Kampus Merdeka Internship which was held at the National Standardization Agency of South Sumatra in 2022, and following the Field Practice which was carried out at UMKM of Lemakraso in 2022 in Palembang, South Sumatra. During the study the writer had also participated in the Student Exchange throughout Indonesia which was carried out by Kampus Merdeka (independent campus) in 2021 and was active in student organizations in the form of the Board of the Agricultural Technology Student Association as Head of the Spiritual Division. She was also as one of the administrators of the Central Board of the Indonesian Food Concern Student Association, and as a member of the Indonesian Agricultural Technology Association.

## ACKNOWLEDGEMENT

Praise to Allah S.W.T for all His gifts that have been given to the writer so that she can complete the Field Practice Report entitled "**The Assistance to Complete Legality Requirements for National Standardization Certificate at Micro, Small, and Medium Enterprises (UMKM) of Kuliner Lemakraso**" well.

The writer would like to thank both parents and academic advisor Dr. Budi Santoso, S. TP., M. Si who has guided and advised the writer to complete this field practice report. This report was written to be used as one of the requirements for obtaining a bachelor's degree in Agricultural Technology at the Faculty of Agriculture, Sriwijaya University.

Hopefully this report is useful for readers. The writer realizes that there are still many mistakes and errors in the writing of the Internship report. The writer expects criticism and suggestions from readers so that this report can be better.

Palembang, August 2022

Mouly Nurhaliza



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# CHAPTER 1

## INTRODUCTION

### 1.1 Background

The National Standardization Agency (BSN) is a Non-Ministerial Government Institution that is useful in helping to foster, develop and coordinate activities in the field of standardization and National Conformity Assessment, a brief history of BSN in the Dutch era, an official institution called *Stichting Fonds voor de Normalisatie in Nederlands Indie Dutch East Indies* and Normalisatie Road (Normalization Council) based in Bandung, which was inaugurated in 1928 during the Dutch East Indies government. At that time this institution only developed standards for building materials, transportation equipment, water lines, and electrical installations. Then this institution stopped operating during the second worldwar. Then after 3 years this institution resumed operations until after the independence of the Republic of Indonesia. The institution changed its name and in 1997. It officially became the National Standardization Agency until now, based on Presidential Decree no. 13 of 1997. (Suminto, 2019).

In its development, the application of Indonesian National Standard (SNI) is growing rapidly both for food and non-food for food that is mandatory and voluntary. For mandatory food it is food that is the main source or use at any time such as Iodized Salt for consumption (SNI 01-3556-2000), Refined Sugar (SNI 01-31402-2006), Bottled Drinking Water (SNI 01-3553-2006), Cooking Oil (SNI 01-3741-2002). Then, for non-food items are such as two-wheeled rider helmets (SNI 1811-2007), motorcycle rearview mirrors (2770.2-2009) and many others (BSN 2015). In food and non-food UMKM especially in the city of Palembang, the application of SNI is still a little developed, and is also voluntary even though the use of SNI on products is so widely available because it relates to standards, health, security and safety of users or those who consume them. UMKM are encouraged to apply product standardization certificates so that the products sold will be safe in terms of production to packaging and marketing, and have added value, namely that standardized products will be able to compete in local, national, and international markets, and have a high competitive value. (Widyatami, 2019).

## **1.2 Objective**

This internship program aimed to improve students' soft skills and to introduce the application of standardization in industry to students by directly assisting the application of SNI to UMKM supervised by BSN.

## **CHAPTER 2**

### **LITERATURE REVIEW**

#### **2.1 Indonesian National Standards (SNI)**

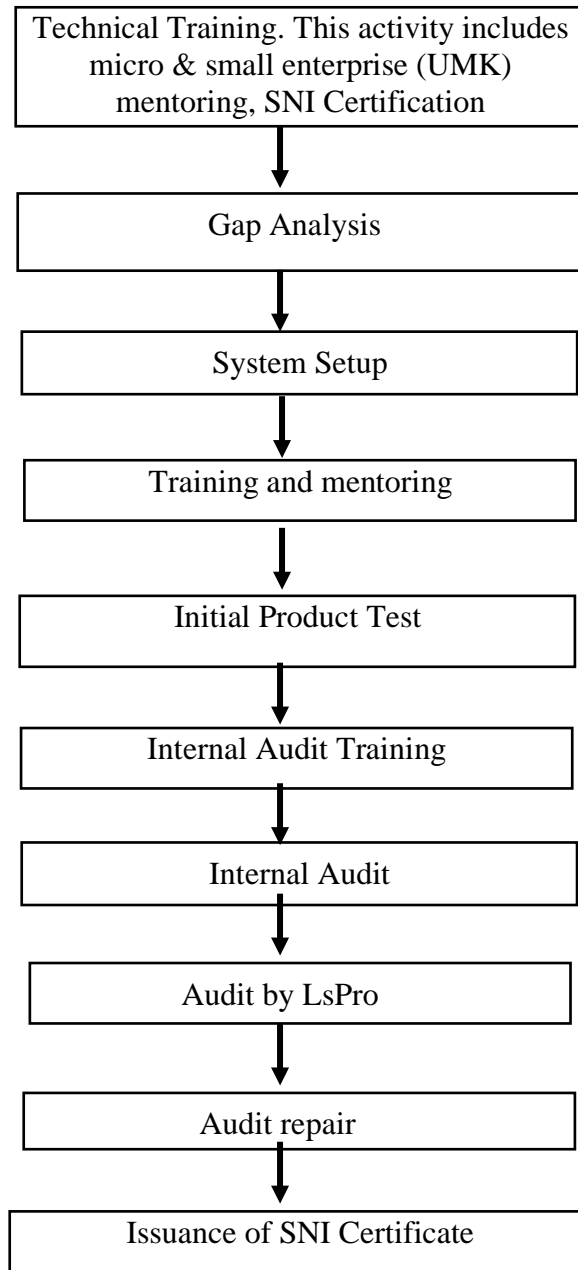
Standards are the result of consensus from various stakeholders to develop solutions to address common needs and goals whose implementation is expected to help businesses, business actors and ultimately the consumer community. From the results of BSN (2011) Standard or Standardization is something that was made and research has been carried out. Then, SNI is formulated by the Technical Committee and determined by the National Standardization Agency (BSN) then with the existence of Indonesian National Standardization. It is expected that all food and non-food products can follow standards that have been set nationally in Indonesia in order to produce products that can be competent, safe, and good. With this certificate it can create consumer trust/recognition. Increasing the competitiveness of UMKM that have standards is a good thing because the products marketed are guaranteed to be safe and the materials used are standardized. However, standardization is underestimated by business actors, for reasons that are difficult and a long process (Setiawan, 2019).

#### **2.2 SNI Submission Process**

SNI is the only standard owned by Indonesia and is used as a benchmark or barometer of the quality of an item traded in Indonesia. For this reason, in managing files and completing the requirements to get an SNI certificate, there are several conditions. First, at the initial stage is File Preparation which is preparing files that are already owned and not owned such as the legality that is already owned, namely processing feasibility certificate (SKP), home industry food (PIRT), or HALAL certificate issued by Indonesian Ulema council (MUI). Then for files that are not owned, it will be processed in File System setup. The next stage is the 1st internal audit in order to see the initial conditions of the production site and provide suggestions on which ones should be improved or not. After that, it will be prepared in the system setup. At this stage prepare the system setup file to complete the requirements. After all the files are ready and the legality is sufficient then fill out the Product Certificate Usage Mark of Indonesian National Standard (SPPT SNI)



application form. Furthermore, the SNI party conducts verification by product certification institute (LsPro) which conducts a system management audit. Then, it sends sample products to LsPro's Lab. After that, LsPro party conducts a trial to BSN and it is responsible for the results after being audited and the results of product sample testing. Lastly BSN makes a decision for certificate and officially gives SPPT SNI (Anggrain, 2021)



### 2.3 UMKM of Kuliner Lemakraso

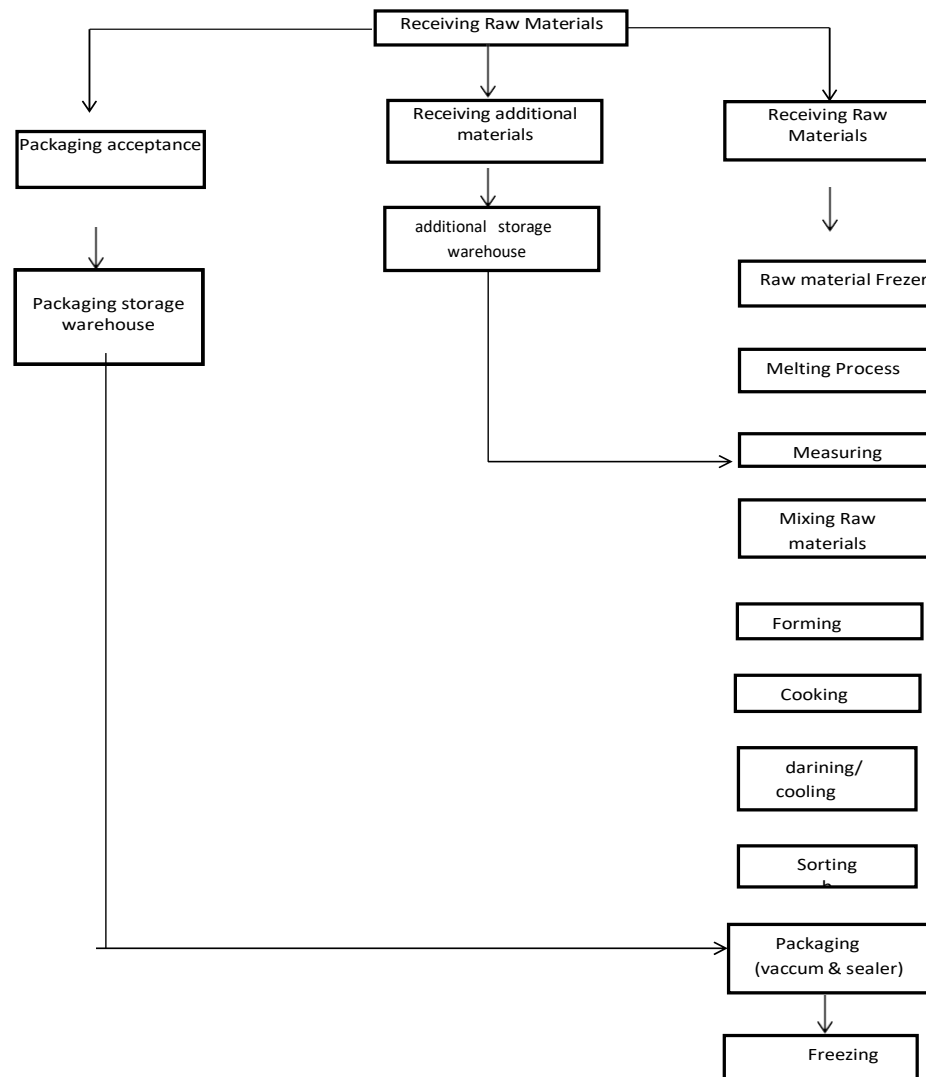
UMKM of Kuliner Lemakraso was initially established in 2018 until now. Currently Kuliner Lemakraso still focuses on Palembang specialties such as pempek, laksan, model, tekwan, ragit, and various kinds of Palembang local cakes such as kojo, suri, and many more. This is intended to get foreign consumers know Palembang culinary so that they can export food whether national/international scope. Kuliner Lemakraso is located on Dr. M Isa road where the road is very strategic and there are lots of vehicles passing by and has dense population in the area which means that this UMKM has a great opportunity so that the products produced can be probably sold on target. This UMKM market their products through social media, starting from Instagram, Facebook, WhatsApp, and other social media. Using digital marketing is very important especially as the current condition of digital marketing is very important because it is an effort to promote a brand using digital media which can reach consumers in a timely, personal, and relevant manner. Digital marketing also includes many techniques and practices contained in the category of internet marketing. Fortunately the current state of UMKM is in good condition where it has all the equipment to make a product and also packaging which means it does not lend other people's goods and this UMKM of Kuliner Lemakraso already has a business license and registered trademark rights.

### 2.4 Pempek Production Process

Pempek is a food that comes from the city of Palembang, South Sumatra. Currently pempek is known worldwide and nowadays almost in every corner of the city we can find people selling pempek even outside the Palembang area. There are various types of pempek in the market, namely pempek adaan, pempek telur, pempek kulit, and pempek kapal selam. In processing various kinds of pempek, sellers need people who are used to making pempek with the right measurement because in general the small mistake can make the texture of pempek change, which can be hard or soft. For pempek making process, the first step is to grind fish in general using snakehead fish (*Ophiocephalus sp*) meat because it is easy to find and easy to fillet. Second, the fish that has been grinded is put in a large place and mixed with tapioca flour, wheat flour along with natural flavorings such as garlic and pepper powder. Then, it is continued by stirring to mix the dough evenly. Furthermore, the process of

making pempek is continued from the dough to become certain kinds of pempek such as pempek telur, by adding eggs to the dough, pempek adaan, and pempek lenjer. Next, pempek is boiled for 10-15 minutes until it is cooked along with draining process until it is completely cooled. Lastly, the packaging is carried out directly with plastic bag or by vacuum (Baehaki, A., Nopianti, R., & Wati, L. T. 2019).

Figure 2.1 Pempek production process flow chart



## **2.5. Gap Analysis**

Gap analysis is a tool that can be used to evaluate company performance. Gap analysis is one of the most important steps in the planning and work evaluation stages. This method is one of the most commonly used methods in the internal management of an institution. Literally "gap" identifies a disparity between one thing and another. Gap analysis can be defined as a method or tool used to determine the level of performance of a company or institution. In other words, gap analysis is a method used to find out the performance of the system that is running with a standard system. In general conditions, the performance of a company or institution can be reflected in the operational system and strategies used by the institution. In short, gap analysis is useful for: 1. Assessing how big the gap is between performance actual work with an expected standard of work 2. Knowing the performance improvement needed to close the gap 3. Being one of the basis for decision making related to priorities and costs needed to meet the service standards that have been applied (Muchsam, 2011).

## **2.6. SNI 7661 : 2019**

This SNI 7661 : 2019 standard stipulates the quality and safety requirements of pempek. This standard applies to boiled, fried or grilled pempek prepared from whole fish, fish fillets or crushed fish and this does not apply to products that have undergone further processing in pempek. Pempek is a fishery product made from a mixture of at least 40% crushed fish and tapioca flour with or without other flour as well as with or without seasoning addition, which undergoes formation and cooking (SNI 7661: 2019).

## 2.7. Pempek Certification Requirements

Product certification reference requirements according to (BSN);

1. SNI for Pempek products as stipulated in the Decree of the Head of the National Standardization Agency;
2. SNI and other standards referred to in SNI
3. Regulations governing the implementation of SNI Pempek
4. Processing Feasibility Certificate (SKP);
5. For large-scale Fish Processing Units (UPI) if available, the application of the Hazard Analytical Critical Control Point (HACCP) system for pempek products
6. Other regulations related to pempek products

## 2.7. Pempek quality and safety requirements

Figure 2.2 Pempek quality and safety requirements

Test Parameter	Unit	Requirement			
<b>a. Sensory</b>	number	Min 7*			
<b>b. Chemistry</b>		Boil	Fry	Grill	
- Protein content	%	Min. 7	Min. 9	Min. 9	
- Water content	%	Max. 70	Max. 65	Max. 65	
<b>c. Microbial contamination</b>		<b>n</b>	<b>c</b>	<b>m</b>	<b>M</b>
- ALT	colony/g	5	2	10 <sup>4</sup>	10 <sup>5</sup>
- <i>Staphylococcus aureus</i>	colony/g	5	1	10 <sup>2</sup>	10 <sup>3</sup>
<b>d. Metal contamination</b>					
- Mercury (Hg)	mg/kg	Max. 0.5			
- Lead (Pb)	mg/kg	Max. 0.2			
- Cadmium (Cd)	mg/kg	Max 0.1			
<b>e. Physical contamination</b>					
- <i>Filth</i>	piece	0			
Note					
* For each sensory parameter					
For quantitative testing the requirements for the number of colonies or the (most possible number) APM value use 3 sampling classes. The requirement is that a certain number of samples are allowed to be at the marginal value (between m and M) but it is not allowed for one sample to exceed the maximum yield value (M) with the following information;					
n	: number of sample tested (5)				
c	: the number of samples allowed is at the marginal value (between m and M according to test parameters)				
m	: minimum test result value at marginal value (according to test parameters)				
M	: maximum test result value at marginal value (according to test parameters)				
Max	Maximum				
Min	Minimum				

Source : National Standardization Agency

## **2.8 Raw material requirements for Pempek**

1. All kinds of fish, crustaceans, mollusks which are fresh or frozen.
2. In the form of whole, fillet or crushed fish
3. The origin of raw materials comes from unpolluted waters
4. The quality of raw materials must be clean, free from any odor that indicates deterioration in quality, free from signs of decomposition and adulteration, and not harmful to health. Raw materials must have freshness characteristics like clean and bright appearance. For the specific type odor, it must be fresh and for specific type texture, it is compact and chewy.

## **CHAPTER 3**

### **THE IMPLEMENTATION OF INTERHSIP PROGRAM**

#### **3.1 Time and Place**

The implementation of this Internship program was carried out in the Home Industry in the form of System Setup and SNI mentoring with BSN at Kuliner Lemakraso under the supervision of the National Standardization Agency, Palembang, South Sumatra.

#### **3.2 Internship Program Method**

The method that was used in the implementation of the Internship program was to complete the file for SNI examination which was guided directly by the BSN at micro and small enterprise (UMK) of Kuliner Lemakraso, Palembang, South Sumatra.

a.) Technical Training

This activity included UMK mentoring, SNI Certification. This method was carried out through interviews and direct mentoring which were directly with the UMKM of Lemakraso party together with BSN.

b.) Gap Analysis

This method was carried out by observing directly at the production house to analyze it based on the observation.

c.) System setup

The system setup method was a collection of files that must be completed in accordance with the results of the gap analysis and conditions for UMKM to make it easier for BSN and LsPro Parties to audit and see conditions in UMKM.

d.) Training and Mentoring

This method was to conduct training on UMK of Lemakraso under the supervision of BSN directly in the field in the form of direct visits to the Kuliner Lemakraso Production House.

e.) Initial Product Test

This method was carried out by submitting samples of pempek products and samples of water used during the production process and analyzing the results of testing these products.

f.) System Management Training

This method was carried out by conducting training assisted by BSN and system management training carried out directly in the field in the form of direct visits to the Kuliner Lemakraso Production House.

g.) Production Process Training

This method was carried out by conducting interviews, observing and conducting production process training assisted by BSN directly in the field in the form of direct visits to the Kuliner Lemakraso Production House.

h.) Internal Audit Training

This method was carried out by direct training from the BSN central staff directly at the BSN office.

i.) Certificate Submission

This method was carried out after all the previous processes were completed. Therefore, the National Standardization certificate was processed by BSN.

j.) Assistance of Audit Repair

This method was carried out with audit repair assistance assisted by BSN staff with audit repair records.

### **3.3 Internship Program**

The internship program was carried out at the UMKM of Kuliner Lemakraso Palembang which was directly supervised by staff from the National Standardization Agency (BSN) Palembang, South Sumatra. They handled their respective fields so that writer could better understand the requirements and conditions of an UMKM to obtain an SNI Certificate so that the data needed for this Internship Program report can be more accurate.



## CHAPTER 4

### RESULTS AND DISCUSSION

#### 4.1. Results

The results of the internship program that were implemented and not implemented can be seen in accordance with the timeline given by BSN South Sumatra, which was carried out at UMKM of Kuliner Lemakraso

**Table 4.1. The results of implemented and unimplemented internship program**

No.	Internship Program	<u>Total</u>	
		Implemented	Not Implemented
1.	Technical Training	√	
2.	Gap Analysis	√	
3.	System Setup	√	
4.	Coaching and Mentoring	√	
5.	Initial Product Test	√	
6.	Internal Audit Training	√	
7.	Internal Audit	√	
8.	Certification Submission	√	
9.	External Audit LsPro		√
10.	Audit Improvement		√
11.	SNI Issuance		√
Total		8	3
		Programs implemented	Programs not implemented

(Table 4.1 )

#### 4.2. Discussion

The Kampus Merdeka Internship Program in collaboration with the National Standardization Agency was a program intended for students throughout Indonesia to gain experience in assisting UMKM to obtain Indonesian National Certification with the aim that these products could gain public trust and have implemented the producing procedures according to standards. Currently I have completed the program for 6 months at UMK of Pempek Kuliner Lemakraso with the aim of managing files to get Indonesian national Standard certificate on products at the UMK.

#### 4.2.1. Technical Training

Technical training was the initial training held online by BSN to explain the mechanism and flow of the SNI submission process, the result of this training was a note to the UMK owners to prepare the files needed for Gap Analysis.

#### 4.2.2. Gap Analysis

The initial identification of the condition of UMKM was carried out by interns during an initial visit to UMKM who was guided at this stage by the coach to absorb a lot of information in order to understand the current conditions of UMK. Here were the results of the gap analysis;

##### Result of gap analysis/Initial Identification

##### UMKM Profile

Name of UKM : Kuliner Lemakraso  
 Name of *owner* : Rahmi Hidayati  
 Telephone : 0813-7754-7749  
 Address of UKM : JL. DR. M Isa No. 869, Kel. Kuto batu, Kec. Ilir II Timur  
 Products : Fish Pempek

##### Legality owned

Single Business  
 Number (NIB) : Yes

Processing Feasibility  
 Certificate (SKP) : Yes

IUMK/  
 Business License : Yes

Intellectual Property  
 Right (HAKI) : Yes

#### 4.2.3. System Setup

The results of the system setup were obtained by conducting direct interviews with the owners of the UMKM of Lemakraso based on quality documents. After getting sufficient information and data, the writer filled in the data on several quality documents. For the filling out the quality document, it includes:

- Determine the layout of the production process
- Production flow for making pempek in the production room
- Description of raw materials and products produced
- Good Manufacturing Product (GMP) and Sanitation Standard Operating Procedure (SSOP)
- Tool maintenance
- Hygiene and sanitation of products and factories

#### 4.2.4. Training and Mentoring

The training and mentoring for UMK were undergone based on the results of Gap analysis and the system setup. Training was carried out by BSN to UMK by providing advice and input on the layout, production flow, and placement of correct tools and materials so that contamination would not occur. Training and mentoring were not only given to UMK, but we as interns received training such as on Cleanliness, Health, Safety, and Environment Sustainability (CHSE), Assets, and Branding as well as on making quality documents and setting up systems



Figure 4.1 Training and Mentoring at BSN and UMK

#### 4.2.3 Initial Product Test

Product testing is carried out directly to laboratories that have implemented ISO/IEC 17025 for the scope of certified products. The application of ISO/IEC 17025 can be proven through: a. Accreditation by National Accreditation Body (KAN), b. Accreditation by accreditation bodies through the signing of mutual recognition in the Asia Pacific Accreditation Cooperation (APAC) forum and the International Laboratory Accreditation Cooperation (ILAC).



Figure 4.2. Product Sample Shipment

#### 4.2.4 Internal Audit Training

There was training conducted by BSN central staff directly through online zoom. This training was carried out for us to gain experience in auditing an UKM.



Figure 4.3 Internal Audit Training

#### 4.2.5 Internal Audit

After having an audit training, we directly implemented the knowledge we gained by conducting an internal audit. We at the same time looked at the production room and production flow layout, location, and in this audit we got four findings that were not appropriate.

**Table 4.2 The Results of Internal Audit**

No	Audit Area	Nonconformity Description	Proposed Corrective Action	Completion Date
1	Production Room	The ventilation is too small and the number of blowers is not enough	There has to be an addition for ventilation and blower	June, 23 <sup>rd</sup> 2022
2	Production Room	The grinding part is peeling/moist	The wall has to be repainted with oil paint	June, 23 <sup>rd</sup> 2022
3	Production House	Footwear storage area has no cover	There has to footwear storage with cover in the production house area	June, 23 <sup>rd</sup> 2022
4	Production House	The kneading table is lower than standard and not made permanent	The kneading table must be made permanent with higher position and covered with tile	June, 23 <sup>rd</sup> 2022

Source : Kuliner Lemakraso

#### 4.2.6 Certificate Submission

The results of the entire process of the Kuliner Lemakraso file submission had met the requirements for submitting a certificate as follows;

1. UKM of Lemakraso has had GMP, NIB, Brand Certificate, PIRT, HALAL Certificate, and SKP.
2. Pempek product sample testing has been carried out.
3. Water analysis has been carried out
4. UKM has applied GMP
5. The quality document and system setup has been completed and has been implemented

Currently, the certificate application process has been submitted to LsPro and Waiting for the schedule for LsPro to audit the location of Kuliner Lemakraso.



Figure 4.4 Legality of Kuliner Lemakraso UMKM

## **CHAPTER 5**

### **CLOSING**

#### **5.1 Conclusion**

The conclusion of MBKM internship activity at the Technical Service Office of the National Standardization Agency which was carried out for 6 months from February to August was as follows;

1. The implementation of the mechanism or SNI SOP on quality standardization of pempek processing was applied as whole in the three stages which were the entry process of raw materials, production process, and the completion of final product.
2. As the reference, Kuliner Lemakraso applied SNI 7661:2019 which regulated the standardization and quality requirements of pempek
3. Kuliner Lemakraso had met the requirements for applying for SNI certification because it has fulfilled the documents which were quality documents, GMP, SOP, and it has been carried out by Internal Audit
4. The arrangement of the production space starting from the raw materials to the final product was in accordance with the requirements of SNI

#### **5.1. Suggestion**

For owners of the Kuliner Lemakraso who runs the Small and Medium Enterprise (UKM) business, it is better in the process after production to make SOPs for cleaning tools that are in accordance with SNI applied so that the quality of the product can always be guaranteed.

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# APPENDICES

## Appendix 1 Pictures of Internship Activities



(Picture of the First visit and the handover of internship members from Technical Service Office of the National Standardization Agency staffs to UKM of Kuliner Lemakraso)



(Picture of the activity of conducting discussions on quality documents)



Picture 5.9 Visit to the location of UKM of Kuliner Lemakraso



Pictures of Product Sales Store Visits



Pictures of Internal Audit Activities

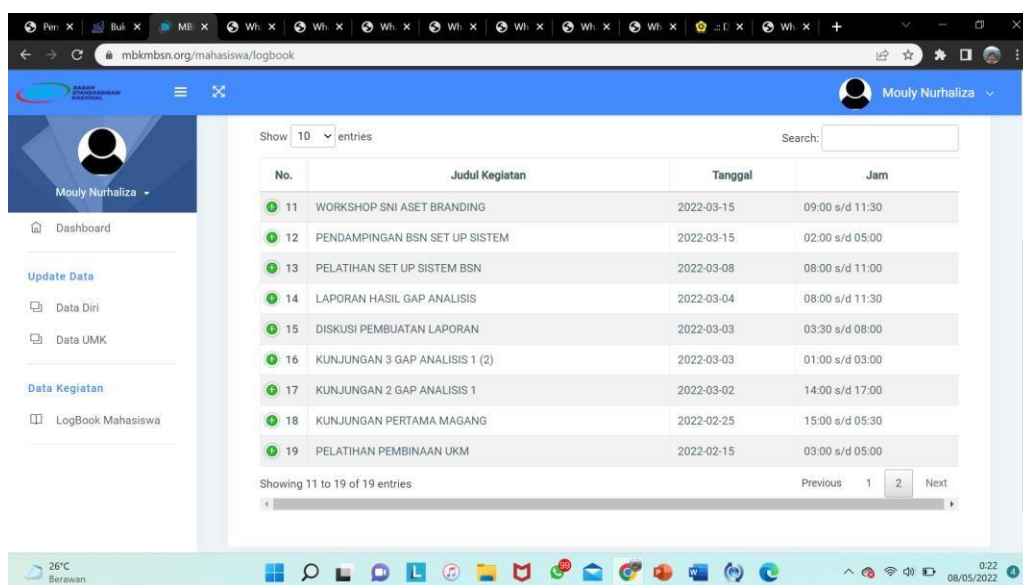
## Appendix 2. The Time Table of MBKM BSN Internship Program Activities

Date of Activity	Description of Activity
February 2 <sup>nd</sup> , 2022	<u>Launching of the MBKM BSN Internship</u>
February 3 <sup>rd</sup> , 2022	<u>1st debriefing</u>
February 15 <sup>th</sup> , 2022	<u>The mentoring training of UMKM via zoom</u>
February 25 <sup>th</sup> , 2022	<u>1st Internship Visit</u>
March 2 <sup>nd</sup> , 2022	<u>1st Gap Analysis Visit</u>
March 3 <sup>rd</sup> , 2022	<u>2nd Gap Analysis Visit</u>
March 3 <sup>rd</sup> , 2022	<u>Report Writing Discussion</u>
March 4 <sup>th</sup> , 2022	<u>Gap Analysis Results Report</u>
March 8 <sup>th</sup> , 2022	<u>System Set-up preparation training</u>
March 15 <sup>th</sup> , 2022	<u>Assistance System set-up by BSN</u>
March 15 <sup>th</sup> , 2022	<u>Workshop of SNI asset Branding</u>
March 16 <sup>th</sup> , 2022	<u>UMKM System Set-up Discussion</u>
March 20 <sup>th</sup> , 2022	<u>Editing Discussion Result Report</u>
March 22 <sup>nd</sup> , 2022	<u>Zoom on CHSE Tourism Standards</u>
March 25 <sup>th</sup> , 2022	<u>System setup discussion via google meet</u>
March 31 <sup>st</sup> , 2022	<u>2nd system setup discussion via google meet</u>
April 1st, 2022	<u>Joint Discussion at the BSN South Sumatra technical service office</u>
April 3 <sup>rd</sup> , 2022	<u>Shipment of Pempek Samples to LsPro Lampung</u>
April 3 <sup>rd</sup> , 2022	<u>Discussion and revision of quality files</u>
April 8 <sup>th</sup> , 2022	<u>Joint Discussion at the BSN South Sumatra technical service office</u>

April 23 <sup>rd</sup> , 2022	<u>Development Survey of Lemakraso UMKM</u>
May 11 <sup>th</sup> , 2022	<u>A visit with Mrs. Winarti to UMKM</u>
May 13 <sup>th</sup> , 2022	<u>GMP and HACCP Training</u>
June 14 <sup>th</sup> , 2022	<u>Completing quality documents</u>
June 21 <sup>st</sup> , 2022	<u>Internal Audit Training</u>
July 19 <sup>th</sup> , 2022	<u>Internal Audit</u>

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### Appendix 3. Log Book of BSN



The screenshot shows a web application interface for the BSN Log Book. The user is logged in as Mouly Nurhaliza. The main content area displays a table of activities with the following data:

No.	Judul Kegiatan	Tanggal	Jam
11	WORKSHOP SNI ASET BRANDING	2022-03-15	09:00 s/d 11:30
12	PENDAMPINGAN BSN SET UP SISTEM	2022-03-15	02:00 s/d 05:00
13	PELATIHAN SET UP SISTEM BSN	2022-03-08	08:00 s/d 11:00
14	LAPORAN HASIL GAP ANALISIS	2022-03-04	08:00 s/d 11:30
15	DISKUSI PEMBUATAN LAPORAN	2022-03-03	03:30 s/d 08:00
16	KUNJUNGAN 3 GAP ANALISIS 1 (2)	2022-03-03	01:00 s/d 03:00
17	KUNJUNGAN 2 GAP ANALISIS 1	2022-03-02	14:00 s/d 17:00
18	KUNJUNGAN PERTAMA MAGANG	2022-02-25	15:00 s/d 05:30
19	PELATIHAN PEMBINAAN UKM	2022-02-15	03:00 s/d 05:00

The interface also includes a search bar, a 'Show 10 entries' dropdown, and navigation buttons (Previous, 1, 2, Next). The system tray at the bottom shows the date as 08/05/2022 and the temperature as 26°C in Berawan.

Picture of Log Book of BSN