ABSTRACT

Department of Industrial Engineering ITS’s documents are very important to be reported as the proof of accreditation of the Department. But some problems still remain appeared, such as categorizing the stack of documents and still have not been integrated between the documents’ management. Besides, the documents are often lost, stuck or hard to be searched. Therefore, it comes to the needs for the document management system to be integrated and systematic.

This research aims to implement a lean administration to eliminate the existing wastes. Current business processes of each activity are identified in order to obtain some non value adding activities are indicated as wastes. The waste of the most influential for effectiveness are the waste category of waiting as much as 29%, defects by 20%, Excessive Inventory by 17% and 16% inappropriate proccessing. The main cause of each category of waste based on the identification by Root Cause Analysis (RCA) is the absence of a clear standard
operating procedures and no applications that can manage documents in an integrated database.

Effective document management, performed by making the application that integrates web-based database. Document management system that has been designed based on the principle of pokayoke to prevent errors in input data. From these results, e-document system can eliminate the wastes, such as defect, waiting and excessive inventory. Then, it all will be supported with the new procedure to eliminate waste in the form of waiting and inappropriate processing.

**KEYWORDS**

E-Document system, Lean Administration , Root Cause Analysis (RCA).