



**LABORATORIUM SIMULASI & APLIKASI INDUSTRI**  
**JURUSAN TEKNIK INDUSTRI**  
**FAKULTAS TEKNIK**  
**UNIVERSITAS BRAWIJAYA**



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## PDCA BOOK REVIEW

•determining the books, determine the distribution of material and activity schedule of "book review", reproduce books that used for "book review", submit the resume done by each assistant to the head of the Laboratory, embedding material book review activities that have been performed by each assistant

•Finding information about the book that will be used in the book review, Make a list of distribution of material and activity schedule of book review, Setting up a book and looking for a copy to reproduce a book, Preparing outcome resume undertaken by each assistant, Collecting material activity book review that has been done by each assistant

Plan

Do

Act

Check

•Determining the book that will be used, define and inform all assistants about the distribution content and the activity schedule of book review, photocopies of books that have been used, Send the resume to the head Laboratory, Making books from the contain of book review activities that have been performed by each assistant

•Evaluate the information of the book that will be used, evaluating the distribution of the material and the schedule of activities, Calculate the number of books to be Copied, evaluating and rechecking results of the resume undertaken by each assistant, Checking the completeness of content book review activities that have been performed by each assistant



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Aktivitas	Plan	Do	Check	Action
Book Review	Determining the books that will be used in book review activities	Finding information about the book that will be used in the book review	Evaluate the information of the book that will be used	Determining the book that will be used
	determine the distribution of material and activity schedule of "book review"	Make a list of distribution of material and activity schedule of book review	evaluating the distribution of the material and the schedule of activities	define and inform all assistants about the distribution content and the activity schedule of book review
	reproduce books that used for "book review" as many as the number of assistant	Setting up a book and looking for a place to copy and reproduce a book	Calculate the number of books to be Copied	photocopies of books that have been used
	submit the resume which is done by each assistant to the head of the Laboratory	Preparing outcome resume undertaken by each assistant	evaluating and rechecking results of the resume undertaken by each assistant	Send the resume to the head Laboratory
	embedding material book review activities that have been performed by each assistant	Collecting material activity of book review that has been done by each assistant	Checking the completeness of content book review activities that have been performed by each assistant	Making books from the contain of book review activities that have been performed by each assistant