

## ABSTRACT

*According to National data, indicates the number of unemployment graduate from SMK are disappointing. In year 2012, 40 percent of unemployment in indonesia came from SMK. From the results of a survey conducted by the Asian development bank, it happened because of the graduates from SMK are not meet the need or requirement that company or employment needs. ISO 9001:2015 is a international standard that can be implement to ensure and to improve company quality. Applying ISO 9001:2015 standard can improving effectiveness in applying quality management system to process that responsible and that is learning activity that not suitable to the plan because there is no monitoring to make ensure the output same according to the plan and the output is the graduate student . This research focuses on designing process of monitoring Learning act teacher based on ISO 9001:2015 clause 8.5.1 and clauses 9.1.1 Control of production and service provision and Monitoring, measurement, analysis and evaluation general. The data used in this research are profile data, structure, job description, vision and mission , potensial risk data, actual business process and objective process of company. While to fulfilling the requirement, the data used are requirement ISO 9001:2015 clause clause 8.5.1 and clauses 9.1.1, monitoring theory, and resources theory. Actual business process data and requirement are processed to acquire gap and proposal gap, while risk potential data is carried out by risk assesment so that the risk register. The design process then made improvement using busineses process improvement method at apply improvement technique stage. At this stage the activity are being analyzed to finde the value added each process and given the suggestion using the tools found in the improvement technique wheel. This research produce suggestion of monitoring learning activity teacher in SMK Telkom Bandung. That process is made in the form of SOP that can be used as a guide for monitoring and for documentation, for monitoring activity. this research produce a job description suggestion and job specification for quality management. To achieve efficiency at monitoring learning activity teacher activity, created an web-based application that can give resources information for teacher need to student and for the storage media for monitoring documentation using joget workflow.*

**Kata Kunci : *Monitoring Learning Guru, ISO 9001:2015, Risk Based Thinking, Business Process Improvement , Standard Operating Procedure, Joget Workflow***