

ABSTRACT

ISO 9001:2015 is an international standard that sets the requirements of a quality management system where an organization needs to demonstrate its ability to consistently provide products that meet customer requirements and applicable regulations. The procurement policy institute (LKPP) has a general purpose in the preparation of procurement documents by conducting the process of selecting procurement documents of goods / services in accordance with the procurement conducted, and preparing and establishing the completeness of the documents.

The occurrence of constraints in information control is documented in the procurement process that occurs in the PT Project. XYZ is obtained gap from the actual condition with requirement ISO 9001:2015 in clause 7.5 concerning instructions or information in the storage of document files has not been shown by the company PT. XYZ and there are several documents that support the effectiveness of the procurement process that has not been done in the procurement process in this project.

The approach of research methodology is business process management by looking at the results of the process that occurred. The research begins by determining the gap between the requirements of ISO 9001:2015 clause 7.5 with the actual conditions of the company and the gap between the actual documents and the terms of the sop preparation document according to the Agency for procurement policy goods / services. Next, after obtaining the gap that has been determined, the design of the results of the gap has been obtained, and make the design of additional documents from the results of the gap based on the requirements of the document drafting SOP LKPP. After that, verification is done to the company whether the results of the design is in accordance with the needs of the company. Then, the analysis of the results of the process design that gets the output of the process design results. And finally, the implementation analysis is done using significiance.

The results of this research obtained two gaps that are not in accordance with the requirements iso 9001:2015 clause 7.5 and the need for additional documents on the implementation of the procurement process. Recommendations from the research that has been done, namely, pt project company. XYZ can review the control of documents documented in the procurement process and document information about documents that should be available.

Keywords— Procurement, Documented Information, ISO 9001:2015, Business Process Management (BPM)