

## ABSTRACT

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*Mateha Production, a Production House in Bandung City that specializes in documentation, has taken an important step to enhance its production. In the rapidly advancing digital era, they realize the importance of having structured documentation. To achieve this goal, Mateha Production has conducted research to develop Production Standard Operating Procedures (SOPs). The research process involved various teams within the company, including HRD, Finance, Marketing, and Production. The Production team is responsible for managing the overall production process. After the analysis process, there will be 3 SOP that will be made. This SOP will encompass the workflow steps that need to be followed by all teams involved in production.*

*Keywords: SOP Production, Mateha Production, Workflow*