

ABSTRACT

Micro, Small and Medium Enterprises or MSMEs that already have a large contribution and are the backbone of the country's economy. MSMEs Bin Darwis Mubarak (BDM) is a small business engaged in the apparel textile industry with a focus on men's clothing. The BDM MSMEs sell various types of men's clothing and are resellers. Based on the results of interviews with owners, various activities in the process of stocking goods are documented in the form of records. However, the recording is still carried out and made traditionally so that the recording is not systematic and in a manual format and has not applied the reference standard. This makes it difficult for business owners to find out information or track and monitor the types of goods that sell best on the market. That way, this final project will provide a documented information design in accordance with the requirement of ISO 9001: 2015 for the stock of goods process and use the Business Process Management approach in analyzing business processes in BDM MSMEs. This design will later be created with simple technology using the Google Sheets application in form a dashboard.

Keywords: *Documented Information, ISO 9001:2015, Goods Stock Process*