

**HOCHIMINH CITY UNIVERSITY OF TECHNOLOGY AND EDUCATION
FACULTY OF ECONOMICS**



**Internship Report:
IMPLEMENT LEAN MANUFACTURING TECHNIQUES TO
MINIMIZE WASTES AND DEVELOP
STANDARD OPERATING PROCEDURES (SOP)
FOR THE BEDDING PRODUCT
AT II-VI VIETNAM CO., LTD**

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Mode of Study : Full-time

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INTERNSHIP REPORT ABSTRACT

In an increasingly competitive economic environment, businesses are required to continuously improve in order to enhance productivity and minimize waste in production. The combination of Lean Manufacturing and Six Sigma has been successfully adopted by many global corporations such as Toyota, Walmart, IBM, and Lenovo to optimize processes and improve competitiveness. Based on practical observations at the System Department of II-VI Vietnam Co., Ltd., the author identified several inefficiencies and inconsistencies in the assembly process of the Bedding product line. The author, in the role of a Production Intern, participated in the improvement project with the goal of identifying waste-related issues, analyzing their root causes, and proposing improvement solutions to enhance production efficiency. The study applied Lean Manufacturing methodology combined with statistical tools, practical observation techniques, interviews with operators and engineers, video recording, time studies, and video analysis to thoroughly evaluate the assembly process. The research results revealed redundant steps and bottlenecks, leading to the development of a Standard Operating Procedure (SOP) for each workstation. This SOP helps standardize operations, reduce preparation time, and support training as well as productivity evaluation of workers. The project provides practical value by improving the production process, reducing costs, and enhancing operational quality at II-VI Vietnam Co., Ltd.