

IENG210/MANE200

REPORT EVALUATION FORM

Student ID Number :

Evaluator: _____

Student Name - Surname :

Date : ____ / ____ / 201__

Note 1: You must answer all Questions and Tasks below. Otherwise *best* answers will be dropped for every missing **Q** and/or **T**.

Note 2: If the firm does not provide some of its data or documents, you must write this in your report, assume them and proceed answering.

CHAPTERS	Section Headings	Q/T	Question Description	N	P	M	G	E	Remarks	
1. Introduction		Q1	INTRODUCTION							
2. Data about the Company	2.1. 2.2. 2.3. 2.4. 2.5. 2.6.	Q2	Title							
			Address and web homepage							
			Brief history of the firm							
			Employment data							
			Approximate annual sales, market share, competitors							
			Main products of the firm and raw materials used							
3. General Principles of Management and Organization	3.1. Organization of the Company	T1	Obtain the Organizational Chart of the company (if not available prepare it yourself) and explain the functions and responsibilities of all units in the chart							
		T2	Provide a list of all the units of the company (units are administrative units, workshops, inventories, and others like maintenance, quality related, power supply, cleaning, etc.). Explain the relations among the functional units in the company							
		Q3	Make a list of IE & MANE (Management Engineers) employed in the firm. Provide titles and responsibilities							
		Q4	Prepare a table showing the functions & responsibilities of Engineers other than IE/MANE							
	3.2 Professional Ethics	Q5	Does the company have a published "code of ethics"? Does the company have an ethical issue reporting procedure within the company? If yes, explain. If no, what can you suggest?							
4. Manufacturing Systems	4.1. Manufacturing Engineering	T3	Visit one workshop and follow the path of the product within the workshop. Provide a flow chart on the processes. List the machines used in this workshop.							
		Q6	Explore the relations of this workshop with other units. Relations should include obtaining raw materials and semi-finished goods from previous units and providing semi-finished and finished goods to other units.							
		Q7	Explain the Finished Goods inventory policy of the company.							
	4.2 Waste Management	Q8	What does the company do with waste?							
		4.3 Energy	Q9	Does the company use renewable energy (solar, wind etc.)? If not, is it possible? Explain.						
			4.4 Water consumption	Q10	What is the monthly water consumption? Is it possible to decrease it? Explain.					
5. Administrative Systems	5.1. Administration	T4	Visit an Administrative unit and explain its responsibilities in detail.							
		Q11	Explore the relations of this Administrative unit with all other units. Which decisions are made in the visited Administrative unit?							
6. General opinion	6.1	Q12	What do you like most in the work of the company? Explain.							
	6.2	Q13	What should be improved at the company?							
7. Conclusion		Q14	CONCLUSION							
8. Reference List		Q15	REFERENCE LIST (the Reference List must be quoted in the text of the report)							
9. Appendix		Q16	APPENDIX							
Question's Total										
Question's average										
Tasks Total										
Task's average										