

**IENG310/MANE300**

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	Grading Scale					Remarks	
				None	Poor	Medium	Good	Excellent		
<b>1. Introduction</b>		Q1	INTRODUCTION							
<b>2. Data about the Company</b>	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.							
<b>3. General Principles of Management and Organization</b>	3.1. Management Functions	Q3	What management functions are performed? Discuss. Discuss any organizational problem you observed (or a potential problem)							
		T1	Provide the Organization Chart of the company (if it is not available prepare it yourself). Explain the relations among the functional units in the chart.							
			Make a list of IE & MANE (Management Engineers) employed in the firm. Provide titles and responsibilities.							
	3.2. Organization of the Company	Q4	Prepare a Table showing all engineering (other than IE/MANE) and non-engineering students performing their industrial training in the company. Summarize the "topics" they mainly focus. Include their school departments they study.							
		Q5	Explain the responsibilities, based on their departments in the Organization Chart, of all engineer (non-IE/MANE) and non-engineer Managers in the company.							
		Q6	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?							
3.3 Professional Ethics	Q7	What types of manufacturing processes exist? Briefly explain each.								
	T2	Select one process, compute and comment on "productivity" for a time period.								
	T3	List at least two machines used in production. Add their details.								
<b>4. Manufacturing Systems</b>	4.1. Manufacturing Engineering	Q8	What types of manufacturing processes exist? Briefly explain each.							
		T2	Select one process, compute and comment on "productivity" for a time period.							
		T3	List at least two machines used in production. Add their details.							
<b>5. Analysis of Production Systems</b>	5.1. Production Environment	Q9	Indicate the current production systems used in the firm. Discuss the reasons of the selection and state its advantages and disadvantages.							
		5.2. Safety	Q10	List and explain special "hazards" associated with production. If there is not any, what are the potential hazards in similar industries? Briefly explain the "safety rules and regulations" related with this industry.						
	Q11		Discuss the procedure applied in the company related with "occupational accidents".							
	Q12		Discuss the safety training received by you and new employees.							
	5.3. Work Study	Q13	Is there any possible improvements of safety management in the organization. Explain.							
		T4	Discuss productivity ratios. Any critical items (material, capital, labor)?							
			Prepare part lists (or ingredients & composition) for two products. Provide flow process charts for two (sub)assemblies.							
		Q14	Are the standard times determined in the firm? What are the purposes of using standard times in the firm? Supply data for two products. Explain how are they calculated.							
			Q15	Explain how <i>unit costs</i> are determined in general.						
	5.4. Job Evaluation and Wage Incentives	T5	Choose a product and explain in detail how its unit cost is calculated. (You do not have to use real data of the firm). How are the indirect costs (overheads) added to the unit cost?							
		Q16	Is job evaluation used in the firm? Explain how. If not used, discuss the potential benefits of its implementation. How are the jobs classified? Fully explain.							
		Q17	Provide job descriptions: One management and one skilled worker.							
	5.5. Plant Location and Layout	Q18	On what basis are the wages determined? Is the firm using any kind of incentive system? Give some examples and discuss the effect on labor. Discuss how "labor productivity" could be improved.							
			Q19	What factors were taken into account for present plant location?						
			Q20	What are the types of layout in the plant?						
5.6. Environmental Management	Q21	Explain material handling equipment used within a selected work place. How are raw materials and finished products transported?								
		Q22	Discuss the environmental impact of the products produced. Provide a list of (potential) pollutants. Suggest ways for reducing (potential) environmental hazards. Explain company's environmental management policies.							
		Q23	What does the company do with waste?							
5.7 Waste	Q24	Does the company use renewable energy (solar, wind etc.)? If not, is it possible? Explain.								
		Q25	What is the monthly water consumption? Is it possible to decrease it? Explain.							
			Q26	Describe the information flow between the departments.						
5.8 Energy	Q27	Specify information flow within a department.								
		T7	List all computer softwares used in each department and explain the reasons they are used for. Comment on the effectiveness of the software usage.							
		Q27	What is the main purpose of cost accounting analysis? Which department or person is responsible for the cost accounting system? How are costs calculated in general? In which monetary currency? Are they inflation-adjusted? Explain.							
5.9 Water consumption	Q28	CONCLUSION								
		Q28	CONCLUSION							
<b>7. Conclusion</b>		Q28	CONCLUSION							
<b>Reference List</b> (must be quoted in the text of the report)				<b>Question's Total</b>						
<b>Appendix</b>				<b>Question's average</b>						
				<b>Tasks Total</b>						
				<b>Task's average</b>						