

METU

Department of Mechanical Engineering

ME 400

Summer Practice Report

by

Rıdvan Yılmaz

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**I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as require by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.**

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# Introduction

The aim and the scope of the summer practice should be presented briefly in this chapter. This chapter shouldn’t be longer than 1 page.

# Description of the Company

In this chapter of the summer practice report, the company is introduced. This chapter shouldn’t be more than 3 pages.

## Company Name and Location

The name of the company and its address should be provided.

## Organizational Structure of the Company

The organizational structure of the company should be explained here, and its schematic should be provided in the Appendix. After a brief introduction, please discuss all the departments in the factory and their functions.

### Department of Trivela

………

### Department of Rabona

……….

## Administrative and Organizational Departments

  …accounting offices, sales department, engineering department, etc. Brief description of each department and its function, administrative relationship between departments

## Engineers and Their Duties

Number of engineers (mechanical, chemical, civil, electrical, electronics, computer, etc.) and their duties should be explained in detail. You may use Table 1. You should focus more on the tasks of mechanical engineers and don’t forget to mention about the departments mechanical engineers are working.

**Table 1 Number of Engineers**

| **Engineer** | **Number** |
| --- | --- |
| Mechanical |  |
| Chemical |  |
| Computer |  |
| … |  |

## Standard Office Practices

Database, data processing practices and/or filing systems, correspondence systems, forms used, etc.

## Assessment of Site Plan

…..

## Main Area of Business

In this subsection, briefly discuss the areas that the company is interested in. Please don’t copy from the company’s website, just discuss briefly with your own words.

## History of the Company

A brief history of the company should be given. Please don’t copy from the company’s website, just explain briefly with your own words.

# Assessment of Production

## Type of Production

…….

## Description of the Products

……..

## Plant Layout

………

### Layout of machines and machine tools

……….

### Layout of assembly line(s)

………..

### Material handling methods

………..

### Material storage

……….

### Storage methods used for semi-finished and finished products

……….

## Product Design

…….

## Process Planning

……..

## Work Order Dispatching

……

## Production Planning and Scheduling

……

## Production Control

……

# Software and Hardware

Usage of software in management, production and assembly. Hardware and software used by the company should be described.

# Assessment of Automation

Assessment of the automation level in the factory.

# Cost Analysis

Determination of the total cost and sale price of a sample product

# Quality Assurance

Assessment of quality assurance and control systems used for raw materials and products.

# Auxiliary Services

Description of the auxiliary services (e.g. water, compressed air and industrial gas storage, power station, etc.)

# Maintenance Services

An assessment of maintenance and repair services in the factory.

# Wastes

An assessment of factory wastes and their effect on environmental pollution.

# Marketing and Future Plans

An overview of the products and the company structure in conjunction with the position of the company in the domestic and foreign markets, export and import of the products and the overall integration of the company with the world markets.

An assessment of the future development plans of the factory.

# Conclusion

In this chapter, the data obtained and the experience gained during the summer practice should be assessed, recommendations should be made. This last chapter shouldn’t be longer than 1 page.

Appendices

All related data, tables and drawings should be given in this section.

##### Organizational Structure of the Company

##### ………