

METU

Department of Mechanical Engineering

ME 400

Summer Practice Report

 by

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(End of the 5th week of the Fall semester)

**Please don’t submit a printed copy.**

**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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Signature :

**TABLE OF CONTENTS**

Please update this table (by right clicking on the table and selecting ‘Update Field’) after you are done with the report!

1. Introduction 4

2. Description of the company 5

2.1. Company Name and Location 5

2.2. Organizational Structure of the Company 5

2.2.1. Department of Trivela 5

2.2.2. Department of Rabona 5

2.3. Administrative and Organizational Departments 5

2.4. Engineers and Their Duties 5

2.5. Standard Office Practices 6

2.6. Assessment of Site Plan 6

2.7. Main Area of Business 6

2.8. History of the Company 6

3. Description of the Energy Production System 7

3.1. Source of energy 7

3.2. Description and assessment of each unit 7

3.3. Assessment of raw material storage facilities 7

3.4. Assessment of safety rules and practices 7

3.5. Production planning 7

4. Software and Hardware 8

5. Quality Assurance 8

6. Assessment of Automation 8

7. Maintenance Services 8

8. Cost Analysis of produced energy 8

9. Wastes 8

10. Future Plans 9

11. Conclusion 10

A. Organizational Structure of the Company 11

B. ……… 12

# 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

………. 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.

# Description of the Energy Production System

In this chapter, a detailed description of everything that has been done and observed during the summer practice should be given with close consideration to the program outlined by the department for the fourth-year students. The necessary data, tables and diagrams should be numbered and placed in the appendices.

## Source of energy

e.g. hydraulic, thermal, nuclear, etc, a complete analysis of the source in terms of its quality, capacity, efficiency and availability

## Description and assessment of each unit

e.g. turbines, boilers, control units, generators, electric distribution units, etc.

## Assessment of raw material storage facilities

e.g. storage and transportation of coal, fuel-oil and water, flow rate etc.

## Assessment of safety rules and practices

………

## Production planning

…..

# Software and Hardware

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

# Quality Assurance

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

# Assessment of Automation

Assessment of the automation level in the factory.

# Maintenance Services

An assessment of maintenance and repair services in the factory.

# Cost Analysis of produced energy

……

# Wastes

A study of the plants share in environmental pollution and of preventive measures taken

# Future Plans

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

##### ………