

**T.C.**

**YILDIZ TEKNİK ÜNİVERSİTESİ / YILDIZ TECHNICAL UNIVERSITY**

**ENDÜSTRİ MÜHENDİSLİĞİ BÖLÜMÜ**

**STAJ DEFTERİ /**

**DEPARTMENT OF INDUSTRIAL ENGINEERING INTERNSHIP REPORT BOOK**

STAJ TÜRÜ / INTERNSHIP TYPE:

FOTOĞRAF / PHOTOGRAPH

Dijital ortamdan eklenecektir. / It will be added digitally.

Atölye/Workshop Mesleki Alan-1/ Technical-1 Mesleki Alan-2/ Technical-2

ADI VE SOYADI / NAME AND SURNAME: …………………………………………………………………

ÜNİVERSİTE NO / STUDENT NUMBER: ……………………………………………………………………

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| Kurumun Adı/Name of Institution | Bölüm / Department | Çalışma Süresi / Working Time | | Hafta/Week |
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| HAFTALIK ÇALIŞMA / WEEKLY WORK …/…/……. …/…/……. arası / between | | | | |
| Gün / Day | YAPILAN İŞLER / ASSIGNED WORKS | Sayfa No / Page Number | | Çalışılan Saat / Hours Worked |
| Pazartesi / Monday | ……………………………………………………………...........  …………………………………………………………………... |  | |  |
| Salı /  Tuesday | ……………………………………………………………...........  …………………………………………………………………... |  | |  |
| Çarşamba / Wednesday | ……………………………………………………………...........  …………………………………………………………………... |  | |  |
| Perşembe / Thursday | ……………………………………………………………...........  …………………………………………………………………... |  | |  |
| Cuma /  Friday | ……………………………………………………………...........  …………………………………………………………………... |  | |  |
| Cumartesi / Saturday | ……………………………………………………………...........  …………………………………………………………………... |  | |  |
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**DESCRIPTIONS**

**(THIS PAGE MUST BE DELETED BEFORE THE DELIVERY OF REPORT!)**

1. The internship report will be prepared by filling in the following headings. Relevant headings must be filled in with sufficient information as stated in the Workshop Internship Implementation Principles. Answers should not be single words. A row can be added under the headings if necessary. Subheadings can be added if necessary.
2. Headings in the template should not be deleted. The order of the headings should not be changed.
3. All headings must be filled in and not omitted.
4. The writing style should be Times New Roman, 12 point and justified. Headings should be left in bold, and added texts should not be written in bold.
5. For heading 13, as many headings should be repeated as there are machine tools in the company. An example for 2 machine tools is given in the template, it should be increased when writing the report.

**INFORMATION ABOUT THE COMPANY**

**1. Company Name:**

**Address:**

**Field of Activity:**

**Date of Establishment, Establishment and Development:**

**2. Number of Employees (workers, technicians, engineers, administrative personnel, etc.):**

**3. Products of Company:**

**Production Capacity:**

**Material Supply Methods:**

**Raw Materials and Materials Used In The Company**:

**TECHNOLOGY**

**4. Production and Automation Technologies in the Plant:**

**5. Describe Industry 4.0 concept:**

**6. Describe Industry 4.0 activities in the enterprise (If there is no such activity, give some examples about what activities can be established):**

**GENERAL INFORMATION ABOUT THE WORKSHOP**

**7. Detailed Layout of The Workshop(s) You Are Working with a New Sketch** **, indicating the following**

**factors:**

**(– Workshop entrance and exit (doors) – Location of the machinery - Stock/inventory keeping areas – Material handling equipments ):**

**8. Brief Background Information About Facility Layout Types (Product-Oriented, Process-Oriented, Project Type, Hybrid, Cellular, Functional, etc.):**

**9. Which of these layout types does fit to the layout type of the workshop(s) you are practicing in? Is this layout type(s) suitable for the production process of the workshop (please state whether it is appropriate or not)?:**

**INFORMATION OF OCCUPATIONAL HEALTH AND SAFETY AND MAINTENANCE ACTIVITIES**

**10. Measures Taken for Occupational Health and Safety in the Workshop:**

**The Risky Situations You Have Encountered:**

**11. Maintenance Activities in the Company:**

**Periods of Maintenance Activities:**

**Duties and Responsibilities of the Maintenance Personnel:**

**MANUFACTURING METHODS**

**12. What manufacturing methods (machining/chipless/welding/casting) are used in the workshop? (If there are methods that are not available in the business, they should be left blank):**

**Machining Processes:**

**Chipless Manufacturing Processes:**

**Welding:**

**Casting:**

**13. Machine Tools Used in the Workshop (The specified headings must be filled in for each machine tool. It should be written by adding as many headings as the number of machines.):**

**Machine Tool 1.**

**Name of Machine Tool:**

**Type:**

**Number:**

**Features:**

**Types of Cutting Tools of Machine Tool and Their Properties:**

**Holding Devices Used for Both Workpieces and Cutting Tools:**

**Processes Conducted in that Machine Tool:**

**Machine Tool 2.**

**Name of Machine Tool:**

**Type:**

**Number:**

**Features:**

**Types of Cutting Tools of Machine Tool and Their Properties:**

**Holding Devices Used for Both Workpieces and Cutting Tools:**

**Processes Conducted in that Machine Tool:**

**14. Documents Used in Production:**

**APPLICATIONS**

**MANUFACTURING APPLICATION**

**15. Name of the Workpiece:**

**Function of the Workpiece:**

**16. Machine Tools/Machinery Utilized in the Manufacturing of the Workpiece:**

**Materials Utilized in the Manufacturing of the Workpiece:**

**Manufacturing Technologies Utilized in the Manufacturing of the Workpiece:**

**17. Material Supply Process During the Manufacturing of the Workpiece:**

**TECHNOLOGICAL INFORMATION**

**18. Specifications of The Material Used in the Manufacturing of the Workpiece Using The Required Standards (Strength, hardness, toughness etc.):**

**19. Manufacturing Steps of the Workpiece**:

**20. Holding Devices Used for Both Workpieces and Cutting Tools in Each Step:**

**CALCULATIONS**

**21. For each manufacturing step, state the parameters indicated below**

* **Required Parameters (cutting edge angle, cutting speed, feed rate, depth of cut, etc.) for Each Machining Step,**
* **Required Parameters (force, speed, etc.) for Each Chipless Manufacturing Step,**
* **The welding techniques, welding materials (e.g., welding wire(s), welding sand, welding electrode(s)), gas types used, weld groove types, welding parameter selection (e.g., welding speed, welding current) for Manufacturing Steps Related to Welding:**

**22. Manufacturing Time for Each Manufacturing Step (Machine Time – Calculation, if found by calculation, indicate the formulation):**

**PROCESS INFORMATION**

**23. Value Adding Activities and Durations:**

**Non-Value Adding Activities and Durations:**

**24. Flow Diagram (Activities that do and do not create added value through coloring should be specified. The situation that the colors represent should be added to the end of the scheme):**

**25. Inputs:**

**Outputs:**

**Operations:**

**Sources:**

**PROCESS IMPROVEMENT/PROBLEM ANALYSIS APPLICATION**

**26. First Problem and Analysis**

**Problem Description:**

**Analysis:**

**Conclusion and Suggestions:**

**Required Resources (human, machine, material, etc.):**

**27. Second Problem and Analysis**

**Problem Description:**

**Analysis:**

**Conclusion and Suggestions:**

**Required Resources (human, machine, material, etc.):**

**28. Third Problem and Analysis**

**Problem Description:**

**Analysis:**

**Conclusion and Suggestions:**

**Required Resources (human, machine, material, etc.):**

**INTERNSHIP ASSESSMENT, RESULTS, AND CONCLUSIONS**

**29. General Assessment of the Internship:**

**30. Work Requested to be Conducted by the Company (Indicate if there is none):**

**31. Exceptional Cases You Encountered During Your Internship, Difficulties You Encountered While Writing Your Internship Report, Suggestions and Complaints:**