

UNIVERSITI TEKNOLOGI MARA

FAKULTI PENTADBIRAN AWAM DAN PENGAJIAN POLISI



PRACTICAL TRAINING REPORT :

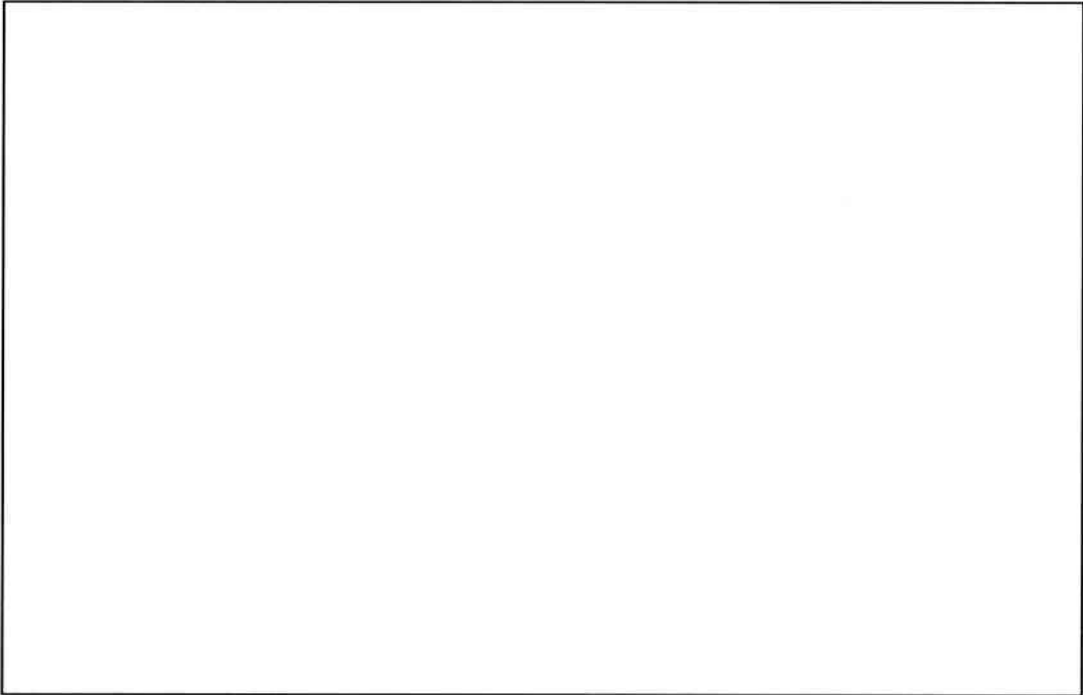
SARAWAK ENERGY BERHAD

ALPHONSUS OBBERMANN ANAK ANCHANG

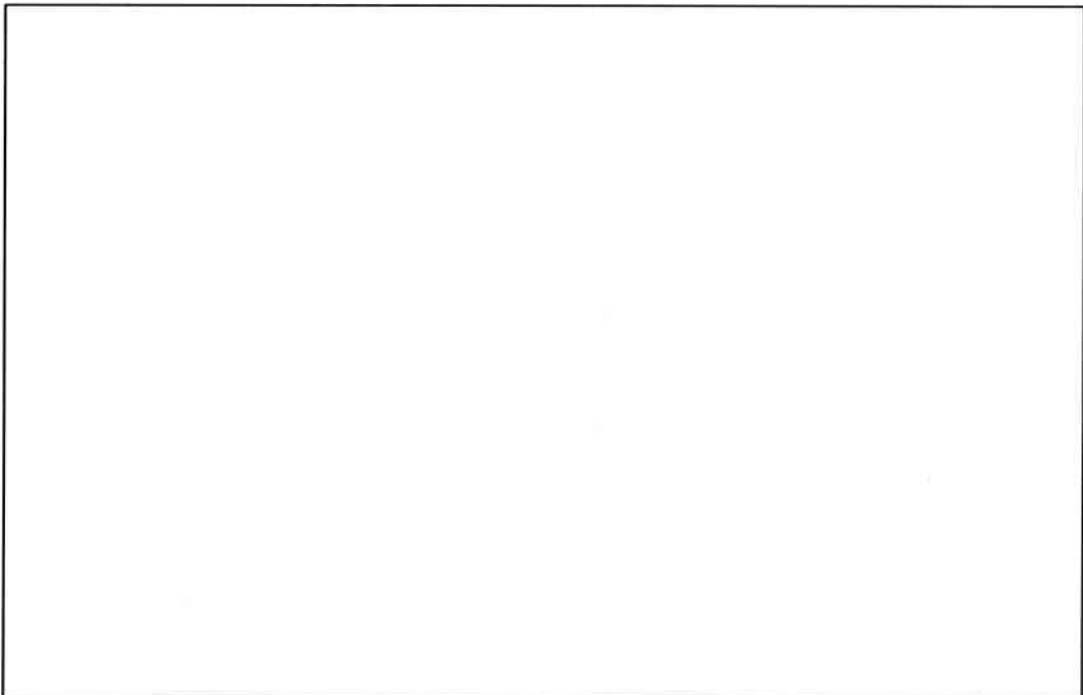
2015126155

DECEMBER 2017

Supervisor's Comments

A large, empty rectangular box with a thin black border, intended for the supervisor's comments. It occupies the upper half of the page.

Moderator's Comments

A large, empty rectangular box with a thin black border, intended for the moderator's comments. It occupies the lower half of the page.

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING
REPORT BY THE SUPERVISOR**

Name of Supervisor : Dr Noni Harianti Binti Junaidi

Place : Menara Sarawak Energy Berhad (SEB)

Name of Student : Alphonsus Obbermann Anak Anchang

I have reviewed the final and complete practical training report and approve the submission of this report for evaluation.



(Dr Noni Harianti Binti Junaidi)

Date: 28/11/25.

ACKNOWLEDGEMENT

I had undergone my practical training at Menara Sarawak Energy Berhad (SEB) located in Kuching, Sarawak for two months. Specifically I was assigned to Security Division under the Health, Safety, Security and Environment Department of SEB. This practical training is to fulfill the requirement of the Bachelor Degree for Bachelor in Administrative Science (Hons) under University Technology Mara (UiTM).

I would like to thank all my family members and friends for giving me lots of support during period of my practical training. Furthermore, I also would like to thank my host supervisor Mr. James Anak Lipin for helping and accepting me to conduct my practical training at SEB. Next, I also like to thank the Senior Manager of Security Division, Mr. Tom Kennedy Musa for giving me guidelines of duties and tasks need to be perform during my practical training and to all staff Security Division's Administration Office who helped me a lot and teach me a lot of knowledge and share their experience that very useful for me to complete my task.

Moreover, I would like to thank my practical training supervisor Dr Noni Harianti Junaidi for giving me so much guidance in completing my practical report on time. Lastly, I would like to thank all the individual that has supported me during my practical training at SEB.

DECLARATION

I hereby declare that the work contained in this practical training report is my own except those which have been duly identified and acknowledged. If we are later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against us under the Academic Regulations of UiTM's.

Signed



(ALPHONSUS OBBERMANN ANCHANG)

TABLE OF CONTENT

Content	Page
Chapter 1 : Introduction to Organization	
1.1. Background	1
1.2. Mission and Vision	1
1.2.1. Mission of Sarawak Energy Berhad	1-2
1.2.2. Vision of Sarawak Energy Berhad	2
1.2.3. Value of Sarawak Energy Berhad	2
1.3. Core Business	2-3
1.4. Organization Structure	3-4
1.5. Introduction (Security Division's Administration Office)	5
1.5.1. Security Division - History and Background	5
1.5.2. Security Framework	5
1.5.3. Security Operational Procedure	7
1.5.3.1. Security Incident Reporting and Record Keeping	7
1.5.3.2. Competency Development Courses	8
1.5.3.3. Use Physical Protection Equipment	8
1.5.4. Security Division Strength	8
1.5.5. Security Division - Organizational Chart	9
Chapter 2 : Schedule of Practical Training	
2.1. Introduction	10
2.2. Weekly Task	10
2.2. 1 st Week (24 th July Until 28 th July)	10-11
2.3. 2 nd Week (31 st July Until 4 th August)	11
2.4. 3 rd Week (7 th August Until 11 st August)	12
2.5. 4 th Week (14 th August Until 18 th August)	12-14
2.6. 5 th Week (21 st August Until 25 th August)	14-16
2.7. 6 th Week (28 th August Until 1 st September)	16
2.8. 7 th Week (4 th September Until 8 th September)	16-18
2.9. 8 th Week (11 th September Until 15 th September)	18

Chapter 3 : Analysis of Practical Training	
3.1. Introduction	19
3.2. ADM501 - Organizational Behavior	19-20
3.3. File Management	20
3.4. ADM 551 - Human Resource Management	21
Chapter 4 : Recommendation	
4.1. Introduction	22
4.2. Strength	22
4.2.1. Communication	22
4.2.2. Centralization	23
4.3. Weaknesses	23
4.3.1. Time Management	23-24
4.3.2. Decision Making	24
4.3.3. Bureaucracy	24-25
4.4. Recommendation	25-26
Chapter 5 : Conclusion	
5.1. Introduction	27
5.2. Summary for Chapter 1	27
5.3. Summary for Chapter 2	27
5.4. Summary for Chapter 3	27
5.5. Summary for Chapter 4	28
5.6. Report Summary	28
References	29

CHAPTER 1

INTRODUCTION TO ORGANIZATION

1.1. Background

Sarawak Energy Berhad is both an energy development company and a vertically integrated electricity utility with a vision to achieve sustainable growth and prosperity for Sarawak by meeting the regional's need for reliable, renewable energy. With a multidisciplinary workforce comprising about 4500 employees, Sarawak Energy serve more than 630,000 customers across the State.

Building on a strong foundation nearly 100 years as an effective utility company, Sarawak Energy is taking bold steps to support the transformation of Sarawak in its division to become a develop state by the year 2030. In line with their broader roles and responsibilities, Sarawak Energy has embarked on a massive transformation journey since 2010, to advance from a traditional utility company into modern and agile corporation.

1.2. Mission and Vision

1.2.1. The mission of Sarawak Energy Berhad are as follow :

- a) Pursue opportunities for growth by fully developing the Sarawak Government's SCORE agenda.
- b) Ensure our own safety and the safety of others with a commitment to do 'no harm to anyone at anytime'.
- c) Provide a reliable supply of clean, competitively priced energy to support the economic and social social development of Sarawak and our partners in the region.
- d) Operate as business, based on principles that reward our owners and employees, and delight our customers.
- e) Honour the trust placed in us by the people of Sarawak, by acknowledging and respecting them and contributing to their well-being.
- f) Set and achieve high ethical and corporate standards that a source of our pride for our employees, customers, and owners.
- g) Develop our people, leadership and teamwork to build an agile, open, corporate and customer focused culture that responds to challenges and the need for change with innovation and cooperation.

- h) Harness and utilize natural resources in a sustainable and responsible way.
- i) Achieve operational excellent through a commitment to continual improvement and best practices.

1.2.2. Vision

The vision of the organization are as follows :

To achieve sustainable growth and prosperity for Sarawak by meeting the region's need for reliable, renewable energy.

1.2.3. Values

The values are as follows :

a) Integrity

We do what is right in every aspect of our business, and in every contact with our people, customers, contractors and the community.

b) Unity

We are one business, working together and sharing information and expertise to achieve our common vision for the future.

c) Respect

We value our diversity, listen well, involve others, use our best judgement in all situations and actively care for our relationship.

d) Accountability

We work hard, take responsibility for our performance and deliver our commitments.

e) Courage

We respect and support each other to do what is right, and in the best interests of our company and the community, even it is not easy to do so.

1.3. Core Business Activities

The core business of Sarawak Energy Berhad are as follows :

a) Hydro

Renewable energy through hydropower development.

b) Thermal

Generates thermal power mainly through our coal and gas plants.

c) Grid System Operator

Power generation scheduling despatch.

d) Transmission

Sarawak energy is responsible for the maintenance and operation of the network to ensure reliable electricity supply throughout Sarawak.

e) Distribution

Operates and maintains an efficient distribution network to ensure reliable supply to our customers. Data collection, providing policy, and technical specification and undertaking maintenance installation planning. Improve the system operation of the distribution of network and to reduce the duration of outages.

f) Retail

Handle inquiries on technical and customer services.

g) Coal Resources

Secure stable coal supplies for the operations and strengthen our ability to leverage on Sarawak's indigenous coal resources.

1.4. Organization Structure

Figure 1.1 : Board Of Director

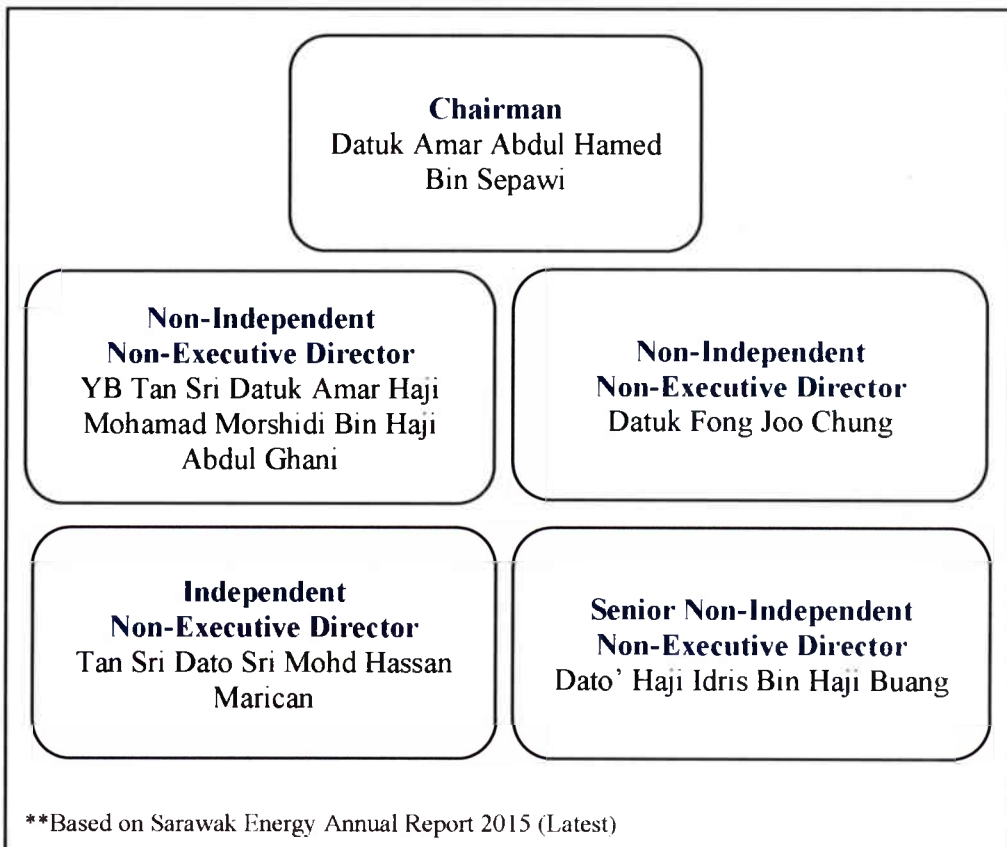


Figure 1.2 : Management Team



**Based on Sarawak Energy Annual Report 2015 (Latest)

1.5. Introduction (Security Division's Administration Office HQ)

In detail, I was assigned to the Security Division administration office. The Security Division was one of the division under the supervision of Health, Safety, Security and Environment Department that in-charge of the overall security of Sarawak Energy Berhad.

1.5.1. Security Division - History and Background

- Early 70's : Employed watchman guarding one power-station (Sg. Priok P/S)
- 1979 : Recruit 1 ex-police officer (Inspector Alexander Ritum Ak Junus)
- Early 80's : Recruit 1st batch security personnel from ex-army and ex-police.
- 1987 : Formation of Auxiliary Police (Given AP Status). All intake trained at PULASIOOL on basic AP training.
- 2011 : Employed ex-senior police officer to head the Security Division Change Management - To exercise AP Powers. Bukit Aman approved 565 AP Strength for SEB. Involved in Power Theft Operation and deployment to Project site such as Murum to provide Physical Security for blockage for first line of defense.

1.5.2. Security Framework

a) Roles and Responsibilities

- Security Manager :
Responsibilities for the development of strategic security policy and take the lead to implement the policy. Manage day to day operation and monitor the effectiveness of the policy.
- Head of Department/Division :
Heads of Department/Division, supported by the Security Division, are responsible for security within their areas.

b) Security System at Office Premises and Critical Installations

- Closed Circuit Television (CCTV)
- Alarm - Intruder and Panic (Fire) Alarm

- Security Patrols include mobile patrol as and when required for installation subject to vandalism.
- c) Security Escort Service
- Cash-In-Transit
 - State-wide Meter Inspection Operation
 - Forced Entry and Security coverage on project site encountered blockage/disturbance.
- d) Crime Prevention
- All departments and division will be responsible for assessing and mitigating security related risk arising from their activities.
 - All incident of crime and suspicious activity or items to report to Security Team.
 - Departments or individuals responsible for an activity that may impact on the security of the premise and/or critical installation must also report to the Security Team.
 - All staff to display SEB ID Card and safeguard their card.
 - Staff who require access to restricted/ controlled area need to have written authority from their Head of department.
 - Visitors and contractors required to obtain visitor/ contractor pass at the reception desks.
- e) Public events require respective HOD approval before it can be held in SEB premises.
- f) Asset Protection
- It is the responsibility of all staff to take reasonable measures in protecting company property, as well as their own personal property, from theft or damage.
 - The staff who handle cash on behalf of the company must adhere to the cash handling guidelines provided by the Finance Department.

- The Security Team is responsible for the securing of all external entrance/exits doors to all buildings outside the normal operating hours. It is the responsibility of all staff to secure their own office space.
- Lost and found property should be handed in to the security counter.

g) Emergencies

- Staff to get familiar with the emergency procedure.
- Major Incident : The Emergency Response Plan (ERP) for each premise describe the actions to be taken at corporate level in response to the early stage of a major incident affecting the premise.
- Fire Alarm Activations : Security Team will manage the incident, including managing the evacuation of the building and directing occupants to the designated fire assembly point, and calling the Fire Brigade.
- The security team will provide first aid assistance to a person having accident or is taken ill. The Security Control Room will keep lists of first-aiders and the location of medical centres. They will also call an ambulance if it is required.
- Bomb and Suspect Material : Any member of staff who receives or discovers a suspicious package should not open the package, but immediately call security. Security will respond to all and take appropriate action.

h) The security intelligence unit shall collect, process, analyze and interpret information on potential threats. Also to establish strong working relationships with law enforcement agencies and other utilities companies.

i) The security control room is staffed 24 hours a day every day and can be contacted via the numbers listed in the directory.

1.5.3. Security Operational Procedure

1.5.3.4. Security Incident Reporting and Record Keeping

- Once an incident reported the security will respond and act accordingly, all notable facts, anomalies and evidence relating to crime incidents and other occurrences must be recorded. Follow up with relevant authorities for further action if deemed necessary.

1.5.3.5. Competency Development Courses

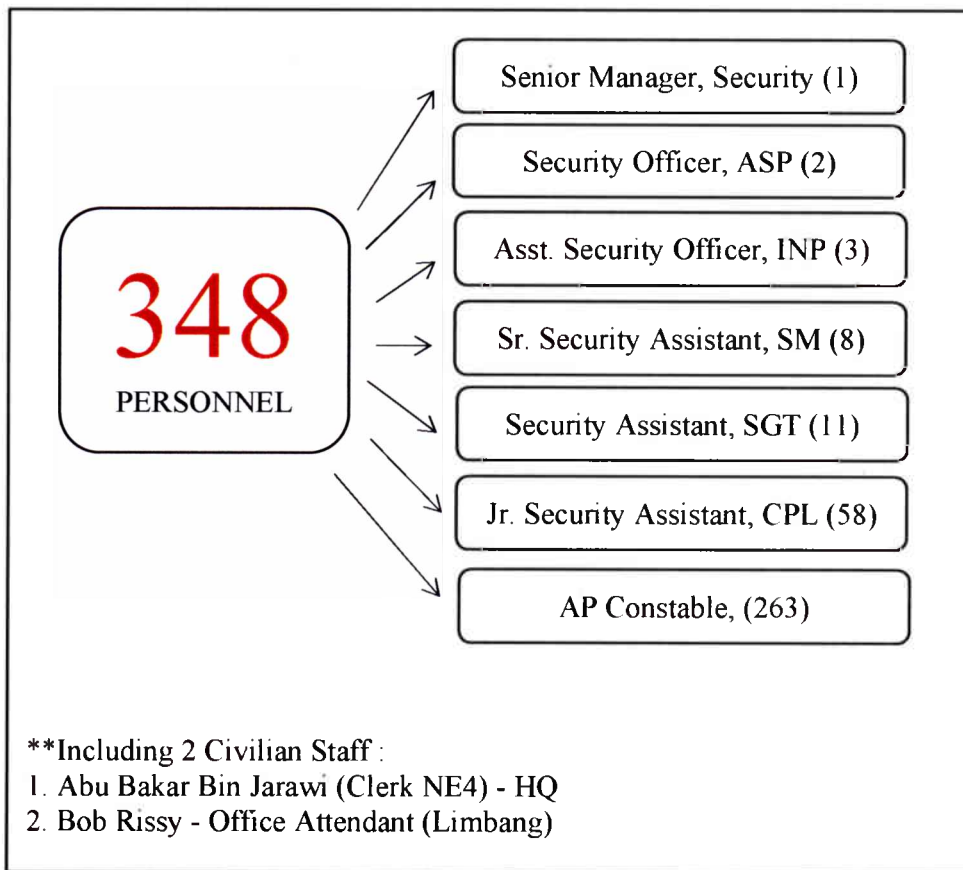
- The new recruits security personnel shall attend training at Police Training Center and obtain the Auxiliary Police (AP) status. During the course of service other training programs will be provided from time to time to upgrade the skill and knowledge.

1.5.3.6. Use Physical Protection Equipment

- The security personnel must be familiar with and follow the guideline on the handling and use of fire arm as well as other physical protection equipment.

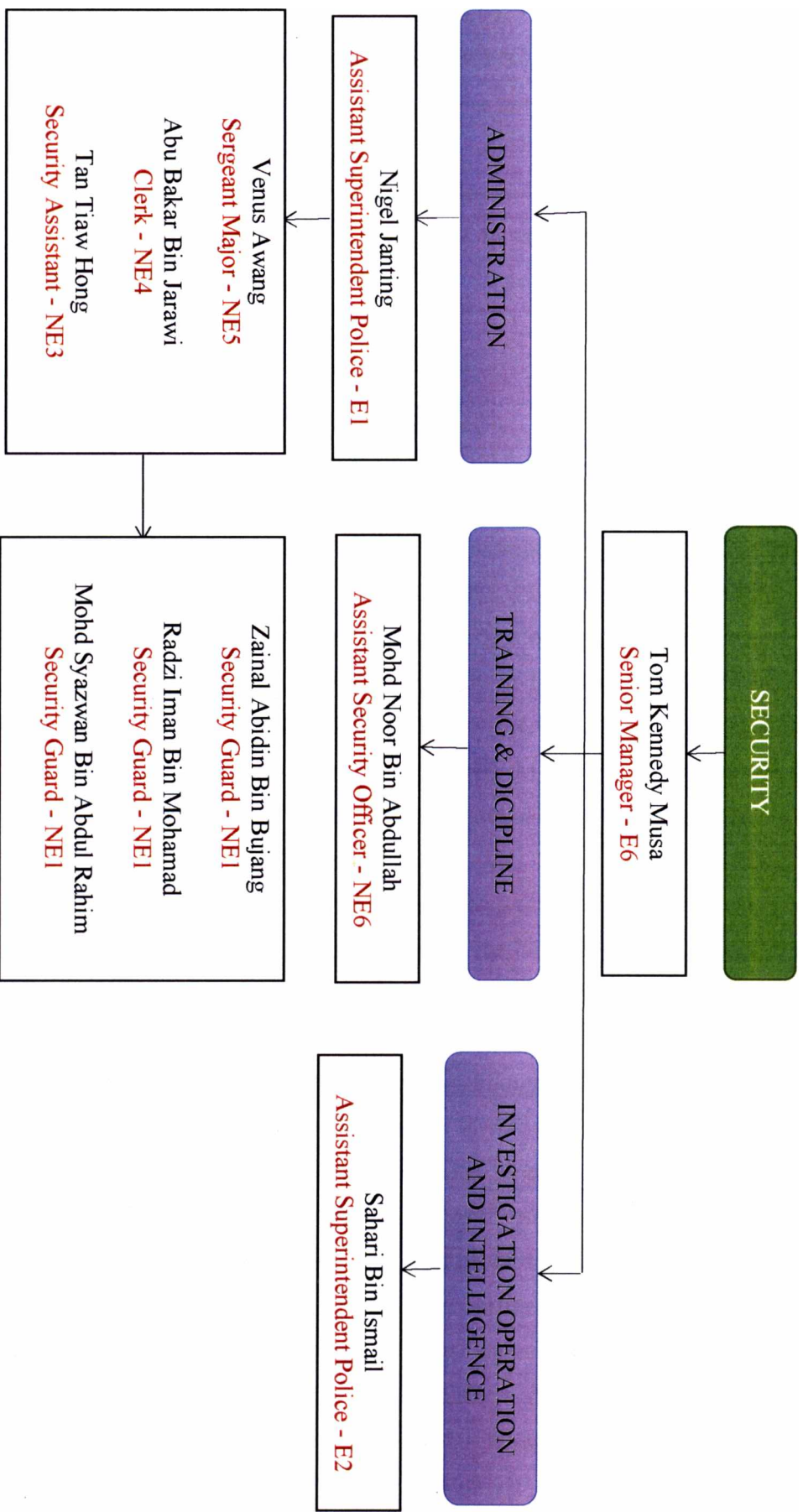
1.5.4. Security Division Strength

Figure 1.3 : Total manpower for the whole state



1.5.5. Organizational Chart (Security Division)

Figure 1.4 : Security Division's Administration Office Organizational Chart



CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1. Introduction

This chapter is comprise with the description of work done throughout the practical training and its nature of work. Its has been prepared according to job or task done in weekly basis.

2.2. Weekly task

2.2.1. 1st Week (24th July Until 28th July)

On the first day of my practical training, there nothing much to say about as we have been asked to report for our training at the Sarawak Energy Training Centre, Jalan Bako. During that time there were five of us reporting together. Among of the five student, four of us were from UiTM. They were Siti Naemah, Clara Dakau and Nidzam and were from the same course. The other two student were Afiq from Politeknik Mukah and Hariz from University of Edinburgh, United Kingdom. There only a short briefing made by our host supervisor, Mr. James Lipin regarding the do's and dont's in Sarawak Energy Berhad (SEB). Mr. James Lipin was the one of the person that handling and in charge with practical training for student from Human Resource Department of SEB.

On the second day, we were assigned to a different department in Menara SEB the headquarters for SEB. I was assigned to Health, Safety, Security and Environment (HSSE) department and being put in administration office of Security Division located at level 1 to help and assist their day to day management of more than 300 Auxiliary Police (AP) working 24/7 safeguarding the security of SEB. The first task that given to me was 'Staff Identification or Security Pass Processing'. The job was done using a typewriter as it was being process manually as the staff name, identification number, position, staff number, and their designated workplace was type into the name card before laminating process. The Staff Identification Card only for the staff that working in other region outside of the Menara SEB itself and for temporary staff only. The security pass was process for a new staff, transferred staff, and identification card that already broken and need to be replaced. The Staff Identification Card provided to proof the staff eligibility during site work.

On the third day, I was assigned to do the Purchase Order (PO). Any transaction made with the supplier must include the PO as a receipt to the supplier. The organization must issue the PO if they are required by the supplier, but usually the organization will issue it by themselves to avoid false transaction. Every purchase made that below RM1000, the PO was done using the Microsoft Office Excel and the items bought was listed in there with their price and quantity required by the organization. While a purchase that more than RM1000, the PO was made using Systems Applications and Products (SAP) system or also known as Enterprise Resource Planning (ERP) whereby every purchase made are recorded and save into the organization's server. The every detail of the purchase made was key in into the SAP before the PO can be released and signed by the person in-charge.

On friday, I was assigned with the logistic management task. I was asked to do an inventory checking of the AP uniform and boots. The task require me to make a list of the security staff in accordance with their designated workplace or region and remark their request or order made for AP Uniform and Operation shoes. The list contain the staff name and their required size of both uniform and operation shoes.

2.2.2. 2nd Week (31st July Until 4th August)

On tuesday of the second week, again I was assigned with the logistic management task as for inventory checking and packaging. I was asked to refer and double check a list of AP staff that already been updated and endured the number of inventory (Operation Uniform & Operation Shoe) was adequate as requested by the staff. The inventory were divided according to division for a proper packaging before it will be send off to the dispatch division.

On the next day, I was also asked to do the logistic management task. The order or request of the AP berry and belt by the staff were counted and have to be check one by one. The named and size of officer were put or stick to the inventory to ensured every staff get what they have been requested. After the packaging was done a set of checklist was attached with the packaging to be signed by the receiver to confirm that the stuff have properly arrive and received by them without any defect.

On friday, I was asked to make list for Security Division Staff using Microsoft Office Words. The task require me to make a list more than 300 staff of SEB AP Officer and divide them According to their respective position (Constabel, Corporal,

Sergeant, Sergeant Major, Inspector, Assistant Superintendent Police and Senior Manager).

2.2.3. 3rd Week (7th August Until 11th August)

On Monday, I was asked to prepared a draft of minutes of meeting for the Security Division Annual Meeting that placed in Rajah Court Hotel. The task require me to prepared or draft a standard format for formal meeting's minutes using Microsoft Office Words.

On the next day, I was invited to attain a brief meeting for security division administration's office. The meeting was about the annual meeting that being held at the Rajah Court. Other matter that being discussed was the issue arise in regard with the AP discipline and security issue of the Menara SEB. These was the first meeting of the staff with the new coming Senior Manager, Tuan Tom Kennedy Musa and also to welcome the new officer, Puan Rumiiazilla.

On Thursday, I was asked to prepared a draft on the monthly report of Officer In-charge (OC). The contain of the report was about any occurrence event or cases happen within every officer's region or territory in the whole of Sarawak. The OC of every region were asked to prepare and send a monthly report to the HQ for a record keeping purpose. In addition, any serious cases happen in any of the region that need immediate and serious attention by top management can be taken care off urgently. On the evening, a meeting was held to address the issue arise in regard with the report and an open discussion was made to find an effective way to address the issue in a proper manner before the issue will be brought up to the Vice President (VP) of HSSE department Mr. Marconi Madai.

On Friday, I was asked to make a brief daily report to Senior Manager who has go for traveling. The task require me to make a report in regard with the situation happening in Menara SEB and Security Division administration's staff movement.

2.2.4. 4th Week (14th August Until 18th August)

On Monday, I was asked to do the inventory checking under the logistic management. These time the task was to check on the AP Operation Belt. The inventory were divided according to region or designated place where the staff were working. Then every each one of the belt were attached or label with the name of the staff and their requested size before proceed to packaging process.

On the next day, first I was asked to make a brief daily report to Senior Manager who has go for traveling. The task require me to make a report in regard with the situation happening in Menara SEB and Security Division administration's staff movement. Second task that I am doing was to do the inventory checking like the other day. The inventory were divided according to region or designated place where the staff were working. Then every each one of the belt were attached or label with the name of the staff and their requested size before proceed to packaging process. Next, the third task that I have done on that day was filling. The task require me to file a form or document relating to staff of AP working hours, overtime, staff pass, sick leave and staff's claim were documented into a file according to their designated workplace or region. While on the evening I was invited to joined the security division administration's office for a brief meeting. The meeting was about the security breach at the Menara SEB during night time the previous day, a soft reminder by the Senior Manager regarding the AP's forces in the way they dress up using AP's uniform that should be wear properly. We also discuss the parking issue in SEB's compound to ensure smooth traffic go's and out of the premises. Lastly, we talk about the new regulation made by the Malaysian Royal Police of the power given to the AP's enforcer to detain the identification card of visitor that enter into the premise and cannot be disputed by the visitor as AP's member has the right and power as the Malaysian Royal Police in that particular thing.

Furthermore, on Wednesday of the particular week the first task that I received was to do some filling. These time I was to file in the application form for a new staff identification card (ID) that already been processed and documented into the SEB's internal server. The form was placed according to the staff designated workplace or region.

Second, in the afternoon I was asked to accompanied the senior manager of our division and with one of the other officer to attain our department Corporate Event to do some report. The event was about the launching ceremony of SEB Corporate Health, Safety and Environment Week 2017 at the SEB training centre, Jalan Bako. After the event I was asked to do a brief report regarding the activity (date, venue, main activity, supplementary activity, list of presented VIP).

The next day, I was asked to accompanied our senior manager for a site visit to Wisma SESCO and Sejingkat Power Station. The purpose of the visit was to monitor the staff of AP and the situation happen in that area to look into their weaknesses and

other area for improvement to beef up the security strength in both of the place. In the evening, I was asked to retype the standard operating procedure (SOP) of AP of Sarawak Hidro Sdn Bhd as the AP's force of Sarawak Hidro management will be taken over by the SEB head office. The task required me to convert and alter the existing SOP made by the Sarawak Hidro's AP so that it is suitable with the security operating procedure and rule and regulation of SEB. The SOP provided by them only exist in a form of hard-copy and I was required to make it into soft-copy for better future reference and record keeping. Next, we having a meeting that chair by the Senior Manager himself Mr. Tom Kennedy Musa to discuss on the employee benefits issue, licensing of the firearm and ammunition, additional activity of the year, and lastly regarding the HSSE's Safety Week that organized on the other day. After the meeting ended, I was asked to prepare a minute of meeting to be kept in the Security Division log book.

On Friday, my job was to continuing retype the standard operating procedure (SOP) of AP of Sarawak Hidro Sdn Bhd as the AP's force of Sarawak Hidro management will be taken over by the SEB head office. The task required me to convert and alter the existing SOP made by the Sarawak Hidro's AP so that it is suitable with the security operating procedure and rule and regulation of SEB. The SOP provided by them only exist in a form of hard-copy and I was required to make it into soft-copy for better future reference and record keeping. On night time, we having a corporate dinner for HSSE Department at Riverside Hotel. The main reason for the dinner was to welcome the new senior manager of Security Division, Mr. Tom Kennedy Musa. Apart from that, it was also a farewell dinner for the senior manager of Safety Division, Mrs. Maria Chin who will be transferred to another region.

The next day, we having a housekeeping day for the Security Division administration office. They called it as a 5's programmed whereby we do a general cleaning for the store room. I was asked to do an inventory checking and provide a checklist on the AP's operation shoe. The checklist contain the shoe's size and number of shoe counted.

2.2.5. 5th Week (21st August Until 25th August)

The task that I am doing on this particular week might be the same as before, by continuing to retype the standard operating procedure (SOP) of AP of Sarawak Hidro Sdn Bhd as the AP's force of Sarawak Hidro management will be taken over by the

SEB head office. The task required me to convert and alter the existing SOP made by the Sarawak Hidro's AP so that it is suitable with the security operating procedure and rule and regulation of SEB. The SOP provided by them only exist in a form of hard-copy and I was required to make it into soft-copy for better future reference and record keeping. Next, my job was to do the inventory checking under the logistic management. These time the task was to check on the AP Operation Belt. The inventory were divided according to region or designated place where the staff were working. Then every each one of the belt were attached or label with the name of the staff and their requested size before proceed to packaging process.

On the next day, I am doing the same thing all over again by continuing to retype the standard operating procedure (SOP) of AP of Sarawak Hidro Sdn Bhd as the AP's force of Sarawak Hidro management will be taken over by the SEB head office. The task required me to convert and alter the existing SOP made by the Sarawak Hidro's AP so that it is suitable with the security operating procedure and rule and regulation of SEB. The SOP provided by them only exist in a form of hard-copy and I was required to make it into soft-copy for better future reference and record keeping. In the evening, I was doing some filling work. These time I was asked to file in the application form for a new staff identification card (ID) that already been processed and documented into the SEB's internal server. The form was placed according to the staff designated workplace or region. At the end of the day, we having a brief meeting. The meeting was about dismissal of staff that having a disciplinary problem. The drastic decision have to be made as it was a serious case as the top management have given their order.

On Thursday, after completing my task of retyping the AP's SOP of Sarawak Hydro then I was assigned to translate the SOP to make it into bilingual. The SOP provided was only in "Bahasa Malaysia", and as for better understanding the contain of the SOP will be translated into English for future reference and record keeping. At the end of the day, we having a brief meeting. In the meeting we were discussing about the coming meeting with PETRONAS's security department representative at PETRONAS Twin Tower that will be attained by our Senior Manager to share and discuss about the security issue arise by both organization and the result of the meeting will use as a measurement for any improvement that could be made to SEB's Security Division. Furthermore, we also discussing about the coming meeting with

Bakun Dam's Auxiliary Police that will be attained by ASP Nigel Janting as the SEB's Security Division will be taking over the management of the AP of Bakun Dam.

The next day, I continue my task of translating the SOP of Sarawak Hidro Sdn Bhd. My job was to translate the SOP to make it into bilingual. The SOP provided was only in "Bahasa Malaysia", and as for better understanding the content of the SOP will be translated into English for future reference and record keeping.

2.2.6. 6th Week (28th August Until 1st September)

On Monday, the only job that I do was finishing of translating the SOP of Sarawak Hidro Sdn Bhd. My job was to translate the SOP to make it into bilingual. The SOP provided was only in "Bahasa Malaysia", and as for better understanding the content of the SOP will be translated into English for future reference and record keeping.

On the next day, I was asked to prepare a list and record for the security pass. The task that I am doing was to make a list of security pass and access card that have been returned by the SEB's staff for a record keeping and reference purpose. It was a part of Company Asset Issuance Returned (CAIR) processing system whereby the security pass and access card were considered to be the asset of the company and every cards that have been returned should be recorded. The CAIR will show the total number of asset possessed by Security Division and it will affect the Key Performance Indicator (KPI) evaluation of the staff of Security Division. In the evening, we having a meeting to discuss about the HSSE bowling tournament that will be held on October and Puan RumiAzilla will be the one responsible to set up a team from Security Division. Apart from that, we also discussing about the coming PULAPOL training for the new recruit of SEB's AP and a propose PO for a new handcuff and flashlight for night duty shift as the stock already dry up.

Before going for holiday, again I was doing the Company Asset Issuance Returned (CAIR) processing for security pass. Security pass and access card were considered to be the asset of the company and every cards that have been returned should be recorded. The CAIR will show the total number of asset possessed by Security Division for evaluation by auditing team.

2.2.7. 7th Week (4th September Until 8th September)

On Monday, I am going for 4 days 3 night traveling to Mukah with one of AP's Officer Corporal Zainal Abidin. We were taking the flight to Sibul first and have 1

night stay in Sibul before we go on driving to Mukah. The purpose of the traveling was to update the CAIR system (Security Pass and Access Card) for Mukah Region. Apart from that I was assigned a task to monitor the sub-station and staff of AP along my journey and make a report for any improvement that can be made to the AP's forces especially their working environment, equipment and facility provided by the sub-contractor to them.

The next day, the two of us have a long driving to take before we arrive at our first destination Mukah Power Generation (MPG). There we provide an assist and teach the staff to use the new version of CAIR system. In the evening we also visit the Mukah Regional Office to update the CAIR system (Security Pass and Access Card).

Furthermore, the next day both of us traveling back to Sibul again and along the way we stop at the new SEB's power plant at Balingian. There I was asked to monitor the staff and the area surrounding, also taking some picture to be used as my report before I returned back to the headquarters. The main focus was on the staff residential area and also the guard house if there any improvement or upgrade to be made so that the staff will have a good and safe working environment. After that, our next stop was the Selangau Sub-station. I was asked to monitor the staff and the area surrounding, also taking some picture to be used as my report before I returned back to the headquarters. The main focus was on the staff residential area and also the guard house if there any improvement or upgrade to be made so that the staff will have a good and safe working environment. Lastly, we having a site visit to Sibul Regional Office or Head Office before we go to the hotel. I was asked to monitor the staff and the area surrounding, also taking some picture to be used as my report before I returned back to the headquarters. The main focus was on the staff residential area and also the guard house if there any improvement or upgrade to be made so that the staff will have a good and safe working environment. On the next day, we were flying back to Kuching.

On Friday, I continue my work to prepare a list and record for the security pass. The task that I am doing was to make a list of security pass and access card that have been returned by the SEB's staff for a record keeping and reference purpose. It was a part of Company Asset Issuance Returned (CAIR) processing system whereby the security pass and access card were considered to be the asset of the company and every cards that have been returned should be recorded. The CAIR will show the total

number of asset possessed by Security Division and it will affect the Key Performance Indicator (KPI) evaluation of the staff of Security Division.

On night time, we having a Corporate Dinner for Security Division at Rock Road Seafood Restaurant to celebrate and welcome our new staff, Puan Clairise that will be the Officer In-charge for Mukah Power Generation (MPG) Security Division. Apart from that, the Corporate Dinner also as a farewell dinner for me as my internship there will be end soon.

2.2.8. 8th Week (11th September Until 15th September

For the final week of my practical training I was asked to clear all my task before I go. I continue my work to prepare a list and record for the security pass. The task that I am doing was to make a list of security pass and access card that have been returned by the SEB's staff for a record keeping and reference purpose. It was a part of Company Asset Issuance Returned (CAIR) processing system whereby the security pass and access card were considered to be the asset of the company and every cards that have been returned should be recorded. The CAIR will show the total number of asset possessed by Security Division and it will affect the Key Performance Indicator (KPI) evaluation of the staff of Security Division.

On the next day, again I continue my work to prepare a list and record for the security pass. The task that I am doing was to make a list of security pass and access card that have been returned by the SEB's staff for a record keeping and reference purpose. It was a part of Company Asset Issuance Returned (CAIR) processing system whereby the security pass and access card were considered to be the asset of the company and every cards that have been returned should be recorded. The CAIR will show the total number of asset possessed by Security Division and it will affect the Key Performance Indicator (KPI) evaluation of the staff of Security Division.

CHAPTER 3

ANALYSIS OF PRACTICAL TRAINING

3.2. Introduction

In this chapter, I will explain about my personal experience in doing task or job that given and expose to me during my practical training in SEB's Security Division administration office and how the demonstration of practical and theoretical aspects that related to all my studies concept that I have learned in classroom before. The theory may not be used fully but some of the technical aspect can be relate to some of the thing that I have studied before in classes.

3.3. ADM501 - Organizational Behavior

Organizational behaviour is the study of what people think, feel and do in around organization and it looks at employee behaviour, decisions, perceptions and emotional responses as it also encompasses the study how organizations interact with their external environments, particularly in the context of employee behaviour and decisions (Mcshane.S, 2013)

Organizational Behavior cannot be separated from daily life working culture. It is very essential as every organization having difference culture with many kind of employee that having difference type of personality that may affect the organization either positive or in negative way. During my practical training in SEB, the working culture may be a little bit difference as it is a government link company (GLC) that strive for profit with a lot of workers including foreigner.

Furthermore, as I was working there as a trainee it was very important in how a brought myself in adopting to their working culture. There were many reactions, public opinions, public perspectives and from the staff itself regarding how am I supposed to act and behave in front of them. Due to different person have their own attitudes and behavior that make things more complicated and challenging. Therefore it is very important on how I going to deal with this kind of people in a proper way through my action and communicate well by choosing the right words, tone and body language in order to avoid misunderstanding. As communication are the most crucial things above all, I have experience as I work in SEB on how the employee and employer communicate, they have shown me a difference level of communicating as during office hours they communicate in a very professional way. Especially how the

lower rank officer address the higher officer using a proper term. The employer also having a good communication skill as he giving an order or task briefly without pressuring his employee and that can be easily understand by the employee. There may be a situation whereby a quarrel during meeting but they able to react in a professional way by not bringing the matter outside of the meeting room and do not take anything personally as they maintain a good friendships outside of the office.

3.5. File Management

In the text book of office assistantship on unit five which the topic is recording management have defines the filling as a form of recording-keeping. Documents are filed in order that they may be available for use at some future data, which is the precise purpose of making records. According to V.Shanti et al. (2011), most of the records have to be preserve in order for the reference in the future purpose and at the same time they must be kept where it easily available. Zane K.Quible (2014) define filling as one of the activities in the record management programme that are involve systematically classifying, coding, arranging and placing records in storage. As mentioned by J.N. Jain et al. (2007), there are several classifications of files which are alphabetically, numerically, geographically, chronologically and last are the combination of different methods. Classifications on the basis of various combinations of above method is also and classification has been discussed which these methods should be adopted depending on the nature, requirements and the standard that are set up b the organizations.

As in SEB, filling part is the most importing things even-though everything has been keep record in the server for a hardcopy for future reference. The filling system in SEB are being taken care in the most crucial way. 5's coding method are being practice. Color coding are the most effective way of showing the important and confidentiality of every particular file. There may be a file that cannot be access by myself as a trainee to maintain the secrecy of the organization.The filing routine means there will be order placing in the files. It is necessary to follow the routine strictly in order to maintain the files in proper manner and avoid from misfiling and misplacement. An effective way and efficient way to handling the files in proper manner have several steps.

3.4. ADM 551 - Human Resource Management

Human Resource Management can be defined as it is the process of managing people in organizations in a structured and through manner (Snell & Bohlander , 2010). This covers the fields of staffing retention of people, pay and perks setting and management, performance management, change management and taking care of exits from company to round off the activities. This is the traditional definition of HRM which leads some expert to define it as a modern version of Personnel Management function that was used earlier. The other definition of Human Resources Management is encompasses the management of people in organizations from a macro perspective that is managing people in the form of a collective relationship between management and employees.

In the SEB Security Division they are processing their own staff remuneration, promotion and the management of human capital before they propose the things to the human resource department. During my practical training there I was expose to the thing that related to the payment for overtime working hour on how they going to calculate that and I was also ask to do filling for that document. Furthermore, during my training there they also busy in managing and discussing about the new grading system for the rank and position and recruitment for new staff. I was expose on how they going to conduct the interview and to choose the correct candidate from many applicant. There were so many applicant apply where I also involve in a minor task on reviewing their resume and curriculum vitae (VC). They also in the middle of reviewing the grades system for particular position and the qualification needed in order to be upgraded in term of rank for the staff.

The Security Division Manager are very concern with the welfare of the staff as he look for many improvement made in every aspect that can help to generate a proper working condition to the staff. I was involve in helping doing the report for the condition of every workplace in many part of region or branch to ensure that have adequate resources to perform the job. As a trainee I can consider that particular task was a little bit heavy but they still give me a chance to do it as a matter of exposure. This prove that the employer are concern with the development of the staff there and considering every staff able to contribute to the organization as long they given the perfect platform and enough resources.

CHAPTER 4

RECOMENDATION

4.1. Introduction

This chapter will discuss about the strength and weaknesses of the work or task that have been assigned during my practical training. Apart from that, this chapter also discuss the whole evaluation towards the organization itself. The task given may have their pros and con to the organization itself. Every task given may have their own purpose and reason to be done on that very particularly and being practice for a very long period of time. The way the task was done may be seen to out to date.

4.3. Strength

4.2.1. Communication

According to Scramm (1954), communication is a two-way process of reaching mutual understanding, in which participants not only exchange (encode-decode) information, news, ideas and feelings but also create and share meaning. In general, communication is a means of connecting people or places. In business, it is a key function of management of an organization cannot operate without communication between levels, departments and employees

Everything are done using intranet or server whereby any approval or report to upper management and between employee itself are communicate through online. For example, request for leave, claim, staff movement are done by intranet and can be approved online by the superior. The superior can access the intranet anywhere at anytime using the company laptop that provided by them. It make everything more easy and faster rather than using the old method. A paperless report make the company can save cost of providing paper. The employee also can easily communicate with each other and send information effectively by using their personal account in the intranet that being provided to them. Any notification can be easily delivers to all members of staff in a very fastest way especially to the other employee that work in other region that maybe far away from the headquarters can easily receive notice.

4.2.2. Centralization

According to Business Dictionary, centralization is a management structure where decision making is done at higher consolidated levels by those with a broader perspective that includes having amassed considerable knowledge and information about what needs to be done. In a centralized organization, decision made by higher management are typically communicated to lower organizational tiers who are then expected to accept and move forward in a way consistent with those decision.

The center of operation are in the headquarters make every activity or movement of staff can be easily monitor by the Senior Manager. A report will be send every month to the headquarters by the officer in-charge in every region and station to be check by the Senior Manager and for further action. It also make everything more uniform in term of formatting(rules and regulation, standard operation procedure) that set by the headquarters.

4.4. Weaknesses

4.3.1. Time Management

According to Susan Ward (2017), time management refers to development of processes and tools that increase efficiency and productivity where a desirable thing in business because good time management supposedly improves the bottom line.

The staff may having the difficulty in managing their time properly. There were certain staff that always come late to work, always go for coffee break and finish their day early. In SEB, the staff movement can be easily being track down as every part of the SEB have an access system where every staff have to scan their staff ID card in order to get in and out. Apart for the security and safety purpose, they have to scan their ID also as a punch card to prove their present.

The problem is even though SEB are using this kind of method to track or monitor their staff movement, there are tailgating happen whereby sometime they can just tail other employee without scanning their access card that make it difficult to trace their movement. There also a certain situation whereby some of the employees ask their friend to scan for them to prove their present in the office but in fact they are not.

Even though there are strict rule and regulation about the tailgating where strict notice has been brought up in every access to the building as a reminder but still this kind of problem happen.

In SEB, there are special zone for a smoker to smoke. This kind of thing has brought a new kind of behavior among the staff as they always go for a long coffee break just to smoke.

4.3.2. Decision Making

According to the Oxford Advanced Learner's Dictionary the term decision making means, the process of deciding about something important, especially in a group of people or in an organization.

In SEB they are very particular with the Standard Operation Procedure in every decision and action should be made. Everything must follow by the book and the rules and regulation are rigid where the absence of flexibility sometime make the job become more complicated and take a long time to be done. The employee have lack of initiative to make the decision by themselves as they afraid that they do not have that kind of authority to do so.

Every job have the specific person to do it, but when the person that in-charge with the particular job are absence or go for traveling any decision or action must wait for that particular person to do it even though it can be made by other employees. The high level of bureaucracy make everything must follow the procedure or guideline that have been prepared by the top management.

4.3.4. Bureaucracy

Bureaucracy is a complex means of managing life in social institution that includes rules and regulations, patterns, and procedures that are designed to simplify the functioning of complex organizations.

In SEB, employees are restrict to do everything according to the procedure and guideline that have been provided. A proper procedure take a very long process as it have to go through many level of hierarchy and signed by certain individual that holding a certain position that have the authority to do so. Everything must go through the headquarters as the other branch or region management team cannot make the decision as they do not have the authority to do so. For example, for the staff identification card the one that only can produce such card on the headquarters. Employees have to filled up a certain form and send it to the headquarters and this may take a long process as the employee must have the approval from the branch manager. After it have arrive at the headquarters, another approval also should be

made by the Senior Manager. Furthermore, before the card been process the employee also have to wait for a very long time as the Human Resource department have to produce the staff number for the particular employees then the card can be process. After the staff identification card have been produce then the card will be delivered back and the employees must send to the headquarters their old staff identification card for another process.

Apart from that, any decision regarding budget, asset management, and human resource management the others branch can make their own decision but must refer their decision to the headquarters for further evaluation before they can conclude in an action. For example, the staff overtime payment and claim. The one that will process the following thing will be the management from the headquarters even though the branch's management just can do it either than sending it to the headquarters.

4.5. Recommendation

This recommendation is based on the weaknesses that has been highlighted before. It is based on the observation and proper consideration of the availability of resources that can be provided in managing the weaknesses for a better improvement in the future.

First weaknesses is time management. This maybe difficult to tackle as every organization having the same problem. Its all about the ethic and behavior of the employees himself. The organization may look back on how they managing the punch card system and create awareness about the importance of time management among the staff. The organization can include the punctuality in evaluating for their performance and provide a rewards for those have a good time management at the end of the year.

Second weaknesses is decision making. The organization should prepare a proper training to the staff so they can make flexible decision in a special situation as not everything should be done according to the book. They also should be given authority in making decision on easy and simple matter.

Third weaknesses is bureaucracy. The organization should review how they manage the centralization of the management. Building a thrust in the ability of the branch management capability can be the first steps and provide a training to give them a proper exposure before they can manage themselves. Apart from that, the red

tape can be reduce by providing a clear process to the staff so that they can manage the process well according to the guideline and procedure that have been provided.

CHAPTER 5

CONCLUSION

5.2. Introduction

This chapter will conclude every chapter that I have explained previously.

5.4. Summary for Chapter 1

In chapter 1, I had explained about the organizational background of Sarawak Energy Berhad (SEB) as a hold and also the SEB's Security Division. I had recognizes and understands the mission, vision, and its rationale, and the policies practiced. Furthermore, I also acknowledges regarding SEB organizational structure and is well informed about the division for each department. I also learn about the existence of another branch or region of SEB.

5.3. Summary for Chapter 2

In chapter 2, I had explained about the task and job that I did during my practical training at SEB's Security Division. Some of the task given to me was based on the guidelines that have been provided by the faculty and some may not. In line with that, its be concluded that the I was able to understand working environment and culture especially in Health, Safety, Security and Environment areas thus I can experience the work ethic that applied at the department. It is a valuable experience that can be gain form the internship program where all tasks and activities that are being given by the supervisor to me can prepared me for the reality of working environment.

5.5. Summary for Chapter 3

In chapter 3, I had explained that during practical training, that there was related concepts that had been practiced to the workplace which able to help me to gain more understanding on the concept already learns during my past semester. For examples, the file management, human resources, and organizational behaviour . I also able to relate most of the tasks with certain past semesters subjects that related during my training , In addition, I has able to compare the theory and application parts of it and make analysis of the task that have been selected as the main focus to prepare this report.

5.6. Summary of Chapter 4

In chapter 4, the main focus was to provide recommendations based on the strengths and limitations that been highlighted in earlier chapter. The chapter is regarded as the extension of the analysis done in chapter 3. This chapter has focused on identifying the slips of certain task or area as well as the organizational practices. Furthermore, I has suggested few recommendations that could be taken by the organization to enhance the work process and services delivery in future.

5.7. Report Summary

This Industrial Training has given the best exposure to me to the life of a working person and the real culture of organization. Its has helped me a lot in developing myself in term of communication skills and has boost my confidence level in dealing with a new person or to cope with a new environment and changes in life. This meaningful journey can be the greater used for me in the future in entering a new level of life as an employee for a particular organization. The knowledge that I gained during the training can be useful someday. The practical training has prepared me with essential skills that I may needed as part of my training before enters working environment. Apart of that, I has also understands on the importance of having good relationship and connections with everyone that could be useful for future deeds. As a result the practical training has helped me in understands the working environment and assists me in embracing the future career path.

REFERENCES

Jain, J. N., Singh, P.P ., Bahtia, S.K. (2017). “Modern Office Management Principles and Techniques”. New Dehli: Regal Publications.

Mcshane,S.L . (2013). “Organizational behaviour: emerging knowledge” Australis
Mc Graw Hill Publications.

Snell, S., Bohlander, G . (2010). “Principles of Human Resource Management” South
Western Cencage Learning.

Official Website of Sarawak Energy Berhad. Retrieved from
<http://www.sarawakenergy.com.my/>

“Annual Report 2015 : Towards Becoming a Regional Powerhouse”. Sarawak Energy
Berhad.

APPENDICES



Figure 8.1 : Health, Safety & Environment Week (SEB's Regional Office)



Mukah Power Generation (MPG)



Balingian Power Plant



Selangau Sub-Station 245kv

Figure 8.2 : During the site visit and travel to Mukah




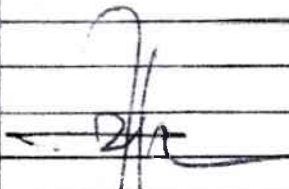
From left to right : Insp. Chupak Insam, Tom Kennedy Musa (Senior Manager), Clairise, Insp Rumiazilla, ASP Nigel Janting, Alphonsus Obbermann, SM Venus Awang, Sgt. Tan Tiaw Hong.



Figure 8.3 : Staff of Security Division's Administration Office

week 1


Date	Exact Nature Of Work Done	Supervisors Remarks
24/7	1) Briefing - Regards with the rules & regulation of the company. 2) Introduction to Sarawak Energy Berhad. Venue: SES Training Centre	
25/7	1) Attending Meeting (Security Division) 2) Staff Identification or Security Pass Processing ↳ Being process manually of the staff name, No. KP, Position, Staff No. and designated workplace are type to the Security Pass Card. ↳ The security pass process is for the new staff, transfer of staff and ID that need to be change as its already broke. ↳ Done manually using Typewriter	Task Done on time with quality!
26/7	1) Purchase Order (PO) ↳ PO is issue to the supplier or vendors for any purchase of goods or services. ↳ Purchase below RM 1000, the PO is made using Microsoft Excel ↳ Purchase more than RM 1000, the PO is made using System Application Products (SAT)	
28/7	1) Logistic Management (Inventory) ↳ Make a list of the security staff in accordance to their designated warehouse and remark their request for AP uniform and AP operation shoe. Remark: Auxiliary Police (AP)	

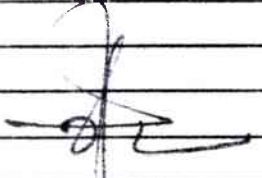
Date	Exact Nature Of Work Done	Supervisors Remarks
1/8	<p>1) Logistic Management (Inventory Check Pack)</p> <p>↳ A list of staff is to be updated and confirm to ensure the inventory (Baju Operasi, Kond Operasi) is adequate as requested by the staff before. The goods are divided according to respective division for a proper packaging process before it will be send off.</p> <p>↳ Using Microsoft Excel.</p>	
2/8	<p>1) Logistic Management</p> <p>↳ Requested AP Benny f Belt one been check one by one and the staff name are attach to it also with size or what being ordered and request by the staff.</p> <p>↳ A checklist of staff list name also enclosed with the packaging to be sign by receiver to confirm that they have receive the goods without any defects and will be send back to the HQ agent for record keeping.</p> <p>↳ Using Microsoft Words.</p>	<p>Make on own iniativ to finish task early!</p>
4/8	<p>1) Security Division Staff Listing</p> <p>↳ About more than 300 staff for security division listed according to their designated position (Constabel, Corporal, Sergeant, Sergeant Major, Inspector, Assistant Superintendent Police, Senior Manager)</p> <p>↳ Using Microsoft words</p>	

week 3

Date	Exact Nature Of Work Done	Supervisors Remarks
7/8	1) Preparation minutes of meeting (draft) ↳ Prepare a standard format for formal meeting's minutes ↳ Security Division Operation Meeting. ↳ Using Microsoft words.	
8/8	1) Attending Meeting	
10/8	1) O's Duty Officer Report (drafting) ↳ Report in regards with any occurrence of special events. ↳ Using Microsoft words. 2) Attending Meeting 3) Prepare "Peraturan Pamtulooan Akta Rooki (Pindoan) 1986. ↳ It is an agreement sign by all staff of SEB & Security Division of their sworn of secrecy. ↳ Using Microsoft words.	Flexible and can do multi tasking!
11/8	1) Daily Report to Senior Manager ↳ A report in regard with the situation happening in Menara SEB and security division administration's staff movement.	


 TOM KENNEDY MUSA
 Pengurus **PRATIKAL TRAINING**
 SARAWAK **ENERGY SERVICES**
LOG BOOK


Date	Exact Nature Of Work Done	Supervisors Remarks
14/8	1) Logistic Management ↳ Inventory Checking (AP Operation Belt) ↳ Divide the Operation Belt according to respective workplace and attach or stick the name of the staff and their required size on every each of the belt before packaging.	
15/8	1) Daily report to Senior Manager ↳ A report in regard with the situation happening is Menara SEB and security division administration's staff movement.	
	2) Logistic Management ↳ Inventory checking (AP Operation Belt) ↳ Divide the Operation Belt according to their respective workplace and attach or stick the name of the staff and their required size on every each of the belt before packaging.	Has a systematic method, excel at planning and highly organized.
	3) Filing ↳ A form or document relating to man hours, overtime, staff pass, sick leave and staff's claim are documented into a file according to their respective workplace.	
	4) Attending meeting ↳ Prepare the minutes meeting.	

Date	Exact Nature Of Work Done	Supervisors Remarks
16/8	1) Filing ↳ An application form for staff ID that has been processed and documented into a file according to their respective workplace.	
	2) Attending Corporate Event ↳ Launching Ceremony of SEB Corporate Health, Safety & Environment Week 2017. ↳ Venue: SEB Training Centre.	very cooperative, works in harmony with others add to positive environment.
	3) Prepare a report for the HSEF Corporate Event. ↳ Launching Ceremony of SEB Corporate Health, Safety and Environment Week 2017. (Date, Venue, Main Activity, Supplementary Activity, Attendance) ↳ Using Microsoft Words	
17/8	1) Site Visit - Wisma SESCO & Sejingkat Power Corporation. ↳ Monitoring the staff and the situation in above area. 2) Retype the Standard Operating Procedure (SOP) of Auxiliary Police of Sarawak Midco Site. Bhd. ↳ Converting the hand copy of the SOP into soft copy for a better future reference and record keeping. ↳ Using Microsoft Words.	

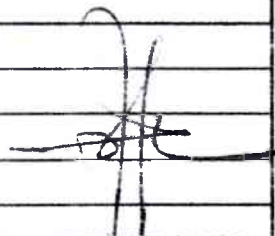
TOM KENNEDY MUSA
 Pegawai Kanan Keselamatan
 SARAWAK ENERGY BERHAD

Date	Exact Nature Of Work Done	Supervisors Remarks
	3) Attending Meeting & Prepare minutes of meeting. ↳ Using Microsoft Word.	
18/8	1) Retype the Standard Operating Procedure (SOP) of Auxiliary Police of Sarawak Hydro Sdn. Bhd. ↳ Converting the hard copy of the SOP into soft copy for a better future reference and record keeping. ↳ Using Microsoft Word.	
	2) Attending Health, Safety, Security, and Environment (HSSE) Corporate Dinner. ↳ Celebrating and welcoming the new staff. ↳ Farewell dinner for the staff that going to be transfer. ↳ Venue: Riverside Hotel.	is efficient and comfortable on the computer skills.
19/8	1) Housekeeping ↳ SS program ↳ Inventory checking (Kasut Operasi, Kasut Kowad).	

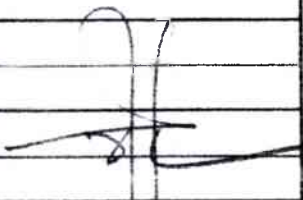
TOM KENNEDY MUSA
Pengerusi Kanan Keselamatan
SARAWAK ENERGY BERHAD

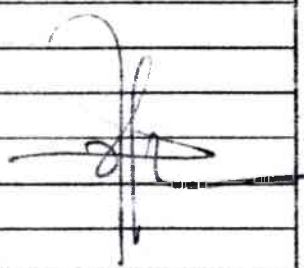
Date	Exact Nature Of Work Done	Supervisors Remarks
21/9	1) Retype the Standard Operating (SOP) of Auxiliary Police of Sarawak Hydro Sdn. Bhd. ↳ Converting the hard copy of the SOP into soft copy for a better future reference and record keeping. ↳ Using Microsoft words.	
	2) Logistic Management ↳ Inventory Checking (AP Operation Belt) ↳ Divide the Operation Belt according to their respective workplace and area or split the hour of the staff and their required size in crew each of the belt before packaging.	effectively uses online forms, has advanced computer skills.
22/9	1) Retype the Standard Operating Procedure (SOP) of Auxiliary Police of Sarawak Hydro Sdn. Bhd. ↳ Converting the hard copy of the SOP into soft copy for a better future reference and record keeping. ↳ Using Microsoft words	
	2) Filing ↳ An application form for staff ID that has been suggested and documented into a file according to their respective workplace.	
	3) Attending Meeting.	 TOM KENNEDY MUSA Pengurus Kehari Keselamatan SARAWAK ENERGY BERHAD

Date	Exact Nature Of Work Done	Supervisors Remarks
24/8	1) Translating the Standard Operation Procedure (SOP) of Auxiliary Police of Sarawak Hicho Sdn. Bhd. ↳ The provided SOP is type in Bahasa Malaysia as for future reference the SOP are translated into English for better understanding and record keeping. ↳ Using Microsoft Words	
	2) Attending Meeting	Developed Successful
25/8	1) Translating the Standard Operation Procedure (SOP) of Auxiliary Police of Sarawak Hicho Sdn. Bhd. ↳ The provided SOP is type in Bahasa Malaysia as for future reference the SOP are translated into English for better understanding and record keeping ↳ Using Microsoft Words.	Strategies pertaining to administrative tasks such as which produced amazing results



TOM KENNEDY MUSA
 Pengurus Kanan Keselamatan
 SARAWAK ENERGY BERHAD

Date	Exact Nature Of Work Done	Supervisors Remarks
28/8	1) Translating the Standard Operation Procedure (SOP) of Auxiliary Police of Sarawak Hydro Sdn. Bhd. ↳ The provided SOP is type in Bahasa Malaysia, as for future reference the SOP are translated into English for better understanding and record keeping ↳ Using Microsoft Words.	
29/8	1) Security Pass ↳ Prepare a list and record the security pass that has been returned by the SEB's staff for record keeping and reference purpose. ↳ Using Microsoft Excel 2) Attending Meeting	Effectively manages communications at all levels and effectively manages 9nd facilitates meeting and group discussion
30/8	1) Security Pass ↳ Prepare a list and record the security pass that has been returned by the SEB's staff for record keeping and reference purpose. ↳ Using Microsoft Excel 2) Attending Meeting (HSSE) ↳ Discuss regarding bowling tournament of HSSE that can being conducted locally. Remark: HSSE - Health, Safety, Security & Environment Department	

Date	Exact Nature Of Work Done	Supervisors Remarks
4/9	1) Travelling (Kuching to Sibu) ↳ Purpose of travelling is updating Company Asset Issuance and Return System (Security Pass) for Mukah.	
5/9	1) Travelling (Sibu to Mukah). ↳ Purpose of travelling is updating Company Asset Issuance and Return System (Security Pass) for :- a) Mukah Power Generation (MPG) b) Mukah Regional Office.	
6/9	1) Travelling (Mukah to Sibu) ↳ Site visit to Balingian Power Plant a) Monitoring the staff and the situation in the area b) Prepare a report in regard with condition of the guard house and the territory that has been safeguard for any particular improvement should be made. ↳ Site visit to Selangau Sub-station a) Monitoring the staff and the situation in the area b) Prepare a report in regard with the condition of the guard houses and the territory that has been safeguard for any particular improvement should be made. ↳ Site visit to Sibul Regional office a) Monitoring the staff and the situation in the area.	Has a pleasant and friendly during on travelling 

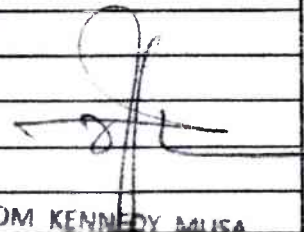
week 7

Date	Exact Nature Of Work Done	Supervisors Remarks
8/9	1) Security Pass ↳ Prepare a list and record the security pass that has been returned by the SFB's staff for record keeping and reference purpose. ↳ using Microsoft Excel	
	2) Attending Security Division Dinner ↳ Celebrating and welcoming the new Senior Manager and new staff : a) Tuan Tom Kennedy Musa (SM) b) Puan Rumi Azilla Binti Rosdi. c) Clavice Jaesthrie. ↳ Farewell Dinner d) Alphonsus Obermann (Tronee) ↳ Venue : Rock Road Seafood Restaurant	people person!

TOM KENNEDY MUSA
PRACTICAL TRAINING
Pengurus Kanan, Jabatan
SUKSES ENERGI BERKUALITI
LOG BOOK

week 8

Date	Exact Nature Of Work Done	Supervisors Remarks
11/9	1) Security Pass	
	↳ Prepare a list and record the security	
	pass that has been returned by the	
	SEB's staff for record keeping and	
	reference purpose.	
	↳ Using Microsoft Excel	
		Continues to grow
12/8	1) Security Pass	2 improve!
	↳ Prepare a list and record the security	
	pass that has been returned by the	
	SEB's staff for record keeping and	
	reference purpose.	
	↳ Using Microsoft Excel.	



TOM KENNEDY MUSA
Pengurus Kanan Keselamatan
SARAWAK ENERGY BERHAD

Perusahaan SESCO Berhad (672931-A)

A Subsidiary of Sarawak Energy Berhad



Ref: PLS4/13/Jlp (202470)

Date : 27/7/2017

Universiti Teknologi MARA (UiTM) Sarawak
Jalan Meranek, 94300 Kota Samarahan

Fax No: 082-677300

U/P: Mohamad Hasimi Abdullah

Dear Mr./Mrs./Miss,

Student Placement For Industrial Training (from: 24/07/2017 to 15/09/2017)

Name: Alphonsus Obbermann Ak Anchang I.C No. / Matrik No. : 2015126155

Program: Bachelor of Administrative Science

Station: Menara SEB - Health, Safety, Security & Environment

We are pleased to accept the above student to undergo Industrial training with our Company at the above location.

Terms and conditions:-

1. All training expenditure will be borne by student.
2. Our company will provide RM600.00 monthly allowance.
3. Students are required to sign a certify for Release of Responsibility.
4. Student need to be covered by Insurance (provided by their Institution).
5. Transportation and accommodation services are not provided.
6. Student is required to provide us 1 copy each of their IC (both size) and recent photo (IC size).
7. Student is required to comply with the need to wear safety shoes and other PPE whenever require.

Please advise your student to report to our Officers (copied below) at the location stated above.

Should you have any enquiries, please do not hesitate to contact our officer, Mr. James Nazri Abdullah at 082-388388 or email: jamnaz@sarawakenergy.com.my

Thank You.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "Giumiss Bin Christopher".

(Giumiss Bin Christopher)

Senior Manager I

Workforce Planning and Resources Division

c.c. Mr James Lipin Paul

Sarawak Energy Berhad (007199-D)
Menara Sarawak Energy,
No. 1, The Isthmus, 93050 Kuching,
Sarawak, Malaysia

T +6082 388 388
F +6082 344 433
www.sarawakenergy.com.my



AIR TRANSPORT REQUEST

Serial No: 13352/2017

Document Status: Approved

Created on: 25-08-2017 10:00:54 AM

Date submit for approval: 25-08-2017

Approved/Rejected Date: 25-08-2017

Requestor's Details

Requested by: Staff No:	Zainal Abidin Bin Bujang Boji 52515	Region:	Head Office
Department:	Health, Safety, Security (HSSE) & Environment	Division:	Security

Please arrange to book and purchase Air Ticket(s) for the following staff on official duty on the date and time specified below:-

Kindly note that multiple passengers booking is not allowed

Passenger's Details

Passenger:	Alphonsus Obbermann Anak Anchang	Is Passenger a staff ? Non-staff passenger status::	No <input type="radio"/> Retired Employee <input checked="" type="radio"/> Others
Passenger's name as in I.C.:	Alphonsus Obbermann Anak Anchang	Passenger's Identification Card/Passport number:	950904-13-5645
		Phone no:	013-8133938
			Menara
Department:			

Reservation Details

Class Type:	Economy Class		
Purpose of travel:	<input checked="" type="radio"/> Non-medical <input type="radio"/> Medical	Destination category:	Domestic Note: Domestic - Travels within Sarawak. Interstate - Travels within Malaysia. International - Travels outside Malaysia.
Travelling reason:	Site Visit & Update Cairns Mukah	Travelling category:	Others
Air Fare Type:	<input checked="" type="radio"/> Non-Flexi <input type="radio"/> Flexi		
Luggage Required:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Seat Reservation:	
Special Needs:		Remarks:	
		Recommender Comments:	
Approver:	Tom Kennedy Musa		
GL A/C Code:	825010 <u>Travelling</u> 831040 Consultancy Expenses 832031 Research/Collaboration Works Expenses 830020 Publicity	Company to Bill the Air Fare:	Sesco
		Cost Center No.:	510171
		WBS/IO:	

830025 Social & Community
 Contributions
 831020 Legal/Professional
 Fee & Exp
 825010 Travelling -
 Fares(Local) - For trainees
 (Non Staff)
 825210 Travelling -
 Fares(Local - Medical) - For
 retirees
 825310 Travelling -
 Fares(Overseas - Medical) -
 For retirees
 800132 Expat Expenses (For
 dependent and spouse of
 Expats)
 831010 - Audit Fee &
 Expenses
 832040 Donation - Non
 Deductible
 802060 LECTURING FEES &
 EXPENSES

Note:

1. Please ensure that the WBS/IO/Cost Center No. entered are **VALID** and **COMPLETE** to avoid unnecessary delay in document processing.
2. For international travels, passenger must ensure that his/her name on the ticket is the same as his/her name on the IC.
3. Kindly be reminded that only **ONE (1) Passenger** per eBooking request.

From	To	Date	Time	Flight No.
KUCHING	SIBU	04/09/2017	11:00 AM	Airasia
SIBU	KUCHING	07/09/2017	12:00 PM	Airasia

Cancellation

Reason: