



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
AIR KELANTAN SDN. BHD. (KELANTAN)**

**WISMA AIR KELANTAN
LOT 188, JALAN KUALA KRAI
15050 KOTA BHARU, KELANTAN**

SPECIAL PROJECT: CORPORATE VIDEO

**BY
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SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 AUGUST 2017 – 31 DECEMBER 2017

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**FACULTY SUPERVISOR
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**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 AUGUST 2017 – 31 DECEMBER 2017

DECLARATION

It hereby declares that this is my original work. I have not copied from any other student's work or from other sources. I am also declaring that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

-

Muhammad Aziem Bin Muhamad Saberi

2015834756

Date of submission: 09 January 2018

ABSTRACT

Industrial Training is based on the period from 01 August 2017 to 31 December 2017 at the Unit Pengurusan Jajahan at Air Kelantan Sdn. Bhd., Wisma Air Kelantan. Industrial training is aimed at giving experience the real work environment in the industry. Within five (5) months for students completing practical training in the Unit Pengurusan Jajahan it gives a lot of experience and knowledge to trainees to make them more responsible in doing things. In this unit it is responsible for administering and managing Headquarters level operations involving Districts Management and it is also responsible and ensures that every service and water supply system runs smoothly. Most of the work provided is related to the document and also collects data from the system. The system used to collect data is Sistem Pengebilan Air Kelantan (SISPAK). In the industry training report it consists of 4 chapters, beginning with the introduction that chapter 1 consists of organizational background, unit information chapter 2 consists of unit function and structure, industrial training activities are included in chapter 3 and it is based on daily activities and a special project, and lastly, chapter 4, the conclusion of the entire chapter acquired during the five-month (5) month industry training.

Keywords: *industrial training, pengurusan jajahan, SISPAK, and Air Kelantan.*

ACKNOWLEDGEMENT

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

In the name of Allah SWT, Most Gracious, Most Forgiving, Most Merciful,

Alhamdulillah hirabbil'alamin, first of all I am grateful to the Allah SWT for His grace, for having permitted me to complete this report perfectly and successfully without any unwanted occurrence.

Next, I would like to extend my thanks to the Training & Development Unit Supervisor, Encik Mohd Farhan Bin Mat Zain, along with Ir. Encik Mohd Zain Bin Ismail and Encik Agos Salim Bin Mat (Manager of District Management) as my industrial training supervisor and all staff in Wisma Air Kelantan for not being able to share the knowledge and service so well that I have been in this organization for 5 months start from 01 August - 31 December 2017.

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CHAPTER 1: INTRODUCTION

1.0 INTRODUCTION

1.1 Background of the Organization



Figure 1.1: Air Kelantan Sdn. Bhd. Logo

“And we make every living thing of water” (Surah Al-Anbiya: Ayat 30).

Air Kelantan Sdn. Bhd. (AKSB) is given responsibility in managing the supply of water throughout the state of Kelantan. The very first steps of water treatment process as well as the distribution systems of clean water supply are handled by AKSB. Apart from that, AKSB is responsible in ensuring that water supplied is clean and guaranteed in order to increase the quantity and quality of water to be used by people of the State.

Formerly known as Kelantan Water Sdn. Bhd. (KWSB), this company was integrated on 9th March 1994 as an affiliation between Thames Water PLC and Yayasan Kelantan DarulNaim (YAKIN). This company was 70% owned by Thames Water PLC through Thames Water (M) Sdn. Bhd. and 30% owned by Yayasan Kelantan DarulNaim with the authorized capital of RM 100 Million. Earlier, KWSB took over the function of Jabatan Kerja Raya (JKR) in providing water supply, treatment, distribution, billing and collecting throughout the state of Kelantan.

In April 1999, the partnership of Thames Water PLC and YAKIN was annulled as Thames Water (M) Sdn. Bhd. has decided to sell their entire equity to Perbadanan Menteri Besar Kelantan (Kelantan Chief Minister Corporation – PMBK). Therefore,

KWSB is fully owned by Kelantan State Government. The company's name is rebranded from KWSB to Air Kelantan Sdn. Bhd. (AKSB). Apart from that, concurrently with the ownership, AKSB had moved their head-office form Bangunan PETRONAS, Jalan Pasir Puteh to Bangunan PMBK, Jalan Kuala Krai, next to Kelantan State Government Administration Centre. Now, AKSB had moved to Wisma Air Kelantan at Lot 188, Jalan Kuala Krai, 15050 Kota Bharu, Kelantan.

At present, AKSB involved in handling the payment of water bills and collection of water throughout the territory to the people of Kelantan. In addition, AKSB also operates 35 water treatment plants and produce treated water of 423 million liters of water every day to be used by the people of Kelantan.

Apparently, Water Treatment Plant has being operated in each district of Kelantan including Kota Bharu, Bachok, Pasir Puteh, Pasir Mas, Tanah Merah, Jeli, Tumpat, Machang, Kuala Krai and Gua Musang. For Kota Bharu area, it is further divided into three zones which are North, East and West region.

AKSB include a 12 AKSB District without Head Quarters which are:-

- AKSB Kota Bharu Utara (KBU)
- AKSB Kota Bharu Timur (KBT)
- AKSB Kota Bharu Selatan (KBS)
- AKSB Bachok (BCK)
- AKSB Pasir Mas (PM)
- AKSB Tanah Merah (TM)
- AKSB Machang (MAC)
- AKSB Kuala Krai (KK)
- AKSB Tumpat (TP)
- AKSB Jeli (JL)

- AKSB Gua Musang (GM)
- AKSB Pasir Puteh (PP)

1.2 Vision, Mission, Principles, Values, Goals and Responsibility

1.2.1 Vision

- Become a world class water operator.

1.2.2 Mission

- Providing effective water services to current technology-based customer with committed and professional workforce in a conducive working environment.

1.2.3 Principles

- Achieving excellent success
- Priority to customers
- Respect staff as an individual
- Protect the environment

1.2.4 Values

- Responsible
- Professional
- User friendly
- Honest and Responsible
- Respect other people
- Highly eager to face the challenge

1.2.5 Goals

- Build a dynamic, sensitive and responsive company to the needs of community.
- Provide adequate and quality water to consumers.
- Improve team spirit, collaborate and motivate staff to become a respected organization.
- Together with social responsibility.

1.2.6 Responsibility

- Managing water supply operations in the State of Kelantan (including sources, treatment, supply, and distribution).
- Supply of water that meets the specified quality.
- Project consultant and management
- Non-Revenue Water (NRW).
- Plan and implement water supply infrastructure development.
- Restore and upgrade existing systems.
- Pick up water results (billing and revenue quotes).

1.2.7 Contact Information

Table 1.1: Contact Information

Date of Establishment	9 Mac 1994 (Previously known as Kelantan Water (Malaysia) Sdn. Bhd.)
Change of Name	11 Mei 1999 (began to be known as Air Kelantan Sdn. Bhd.)
Owned By	Perbadanan Menteri Besar Kelantan (PMBK)
Company Number	291969-M
Paid Capital	RM40 Juta
Authorized Capital	RM100 Juta
Registered Address	Tingkat 4, Bangunan PKINK, Jalan Tengku Maharani, 15000 Kota Bharu, Kelantan.
Operation Address	Wisma Air Kelantan, Lot 188 Jalan Kuala Krai, 15050 Kota Bharu, Kelantan.
Phone Number	+609-743 7777
Fax Number	+609-747 2030

1.2.8 Company's Board of Directors



Figure 1.2: Board of Directors of Air Kelantan Sdn. Bhd. (AKSB)

1.2.9 Company's Organization Chart

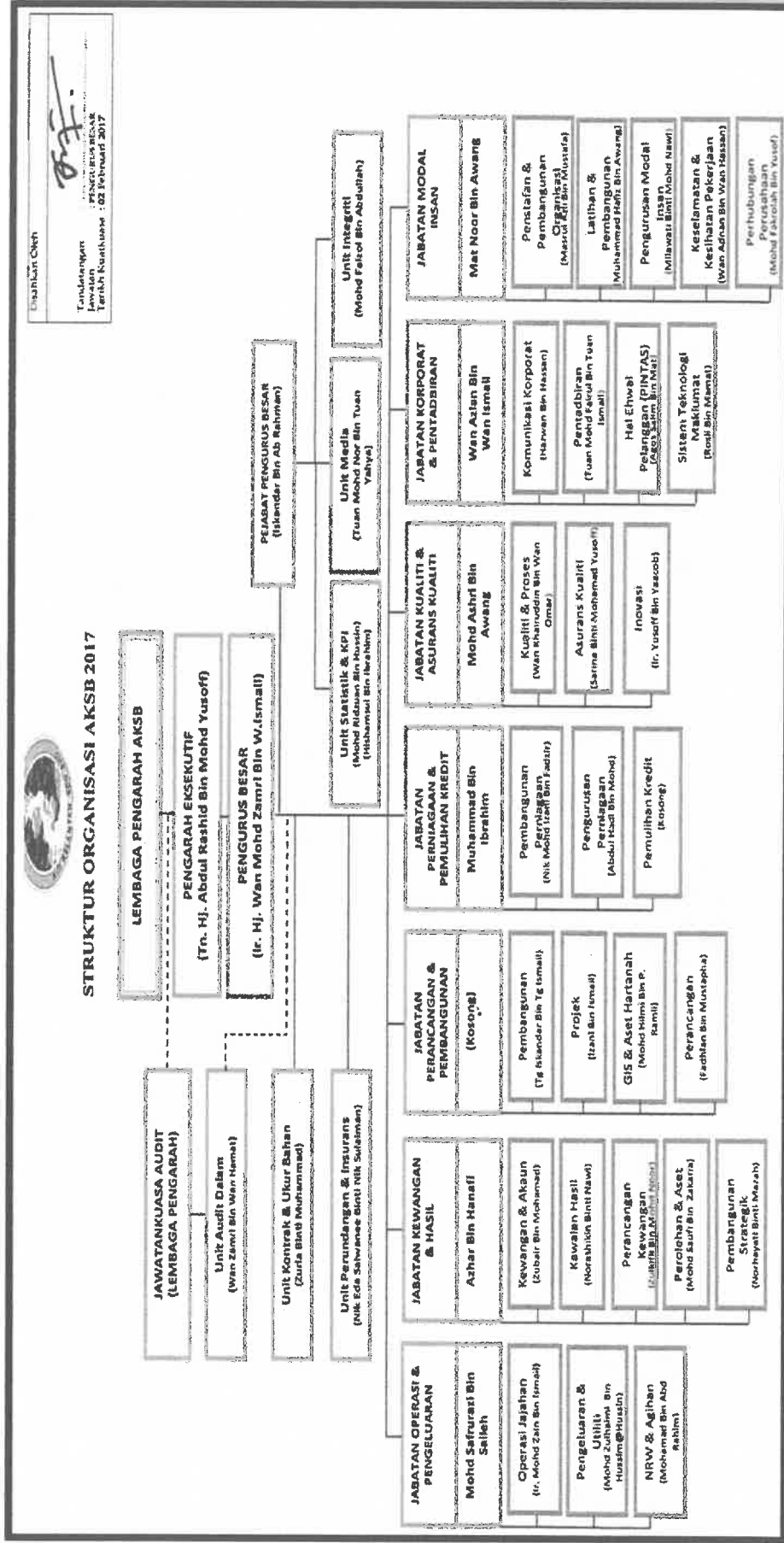


Figure 1.3: Organizational Chart of AKSB

CHAPTER 2: ORGANIZATION INFORMATION

2.0 ORGANIZATION INFORMATION

The trainee were being trained as an intern in District Management Unit. Air Kelantan Sdn. Bhd. (AKSB) set up a District Management Unit in May 2017. Under the Management of District there are twelve district which are Kota Bharu Utara (KBU), Kota Bharu Timur (KBT), Kota Bharu Selatan (KBS), Bachok (BCK), Pasir Mas (PM), Tanah Merah (TM), Machang (MAC), Kuala Krai (KK), Tumpat (TP), Jeli (JL), Gua Musang (GM), and Pasir Puteh (PP). The District Management Unit which performs the duties related to administering and managing the Headquarters level operations involving Colonial Management. In addition, it is responsible for ensuring that every service and water supply system runs smoothly. This unit is under the supports of the Kelantan Water Management and is managed by a District Management Manager assisted by Engineers, Supervisors of District Management and Operation Clerk to ensure that every transaction runs smoothly and ensures that any problems arising can be resolved promptly. In district management it divide by four (4) section which is Non-Revenue Water (NRW) / Project / New Connection, Billing / Change Meter, Distribution Maintenance, and Enforcement.

2.1 Departmental Structure

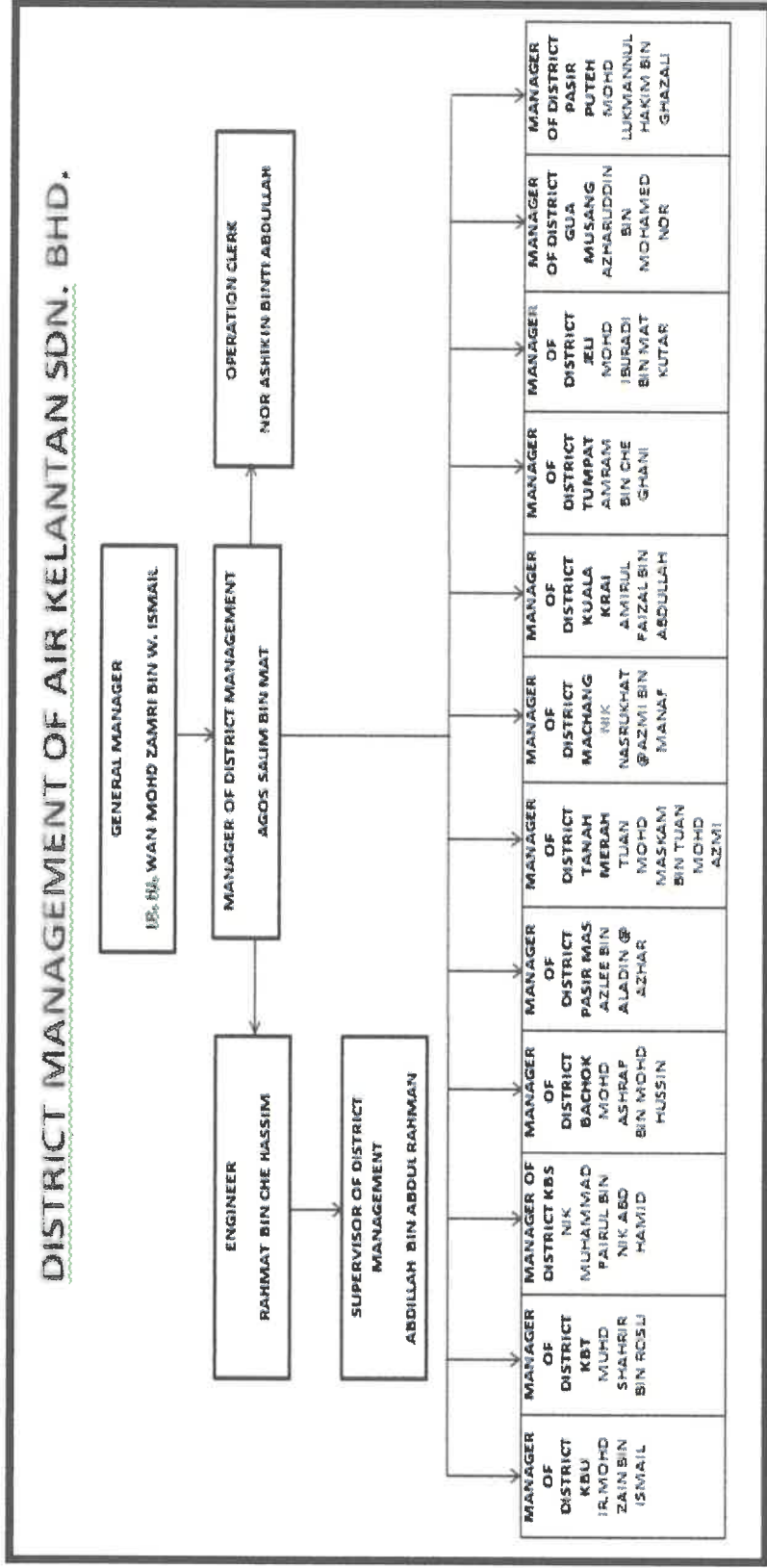


Figure 2.1: Organizational Chart for District Management

2.2 Department Function

2.2.1 Vision

To be the premier and top performing management organization for Air Kelantan Sdn. Bhd.

2.2.2 Mission

Manage the District of Kelantan Water holistically in the prosperity of the universe.

2.2.3 Motto

"Efficient, Structured and High Quality"

2.2.4 Objective

Ensuring Management of Kelantan Water Management Sdn. Bhd. achieve vision and mission in prospering the universal society.

2.2.5 Function of Unit

1. Administer and manage Headquarters level operations involving District Management.
2. Responsible for ensuring that every service and water supply system runs smoothly.

2.2.6 Total User Active by District (November 2017)

There are the total user active by district until November 2017. The trainee make observation to know the total the user that active use water from Air Kelantan Sdn. Bhd. (AKSB). The total that still active are listed in the table 2.1 as below:-

Table 2.1: Total User

CODE	DISTRICT	TOTAL
01	* Kota Bharu Utara (KBU)	21,519
02	* Kota Bharu Timur (KBT)	29,965
03	* Kota Bharu Selatan (KBS)	25,689
04	* Bachok (BCK)	11,990
05	* Pasir Mas (PM)	35,064
06	* Tanah Merah (TM)	21,686
07	* Machang (MAC)	15,003
08	* Kuala Krai (KK)	18,743
09	* Tumpat (TP)	25,653
10	* Jeli (JL)	7,944
11	* Gua Musang (GM)	17,952
12	* Pasir Puteh (PP)	17,066
	TOTAL	248,274

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.0 INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

For this chapter, overall the about the daily task in the various units and also the programs that carried out by trainee during the training period start from 01 August until 31 December 2017 (5 Months).

3.1.1 Approval Vendor List (AVL)/Approval Contractor List (ACL)

The image shows a complex Indonesian form titled 'INDENT KERJA' (Work Indent) from the Ministry of Manpower. It contains various fields for administrative and technical details, including a header with the ministry name, a title 'INDENT KERJA', and several sections for data entry. The form is filled out with text and numbers, though some parts are blurred.

Figure 3.1: Indent Book

The image shows a 'KEMERIAHAN' (Claim Payment) form from the Ministry of Manpower. It features a table with columns for 'No. Indent', 'Kategori', 'Jumlah', 'Masa Berlaku', 'Masa Berlaku', 'Masa Berlaku', and 'Masa Berlaku'. The table contains several rows of data, including a total row at the bottom. The form is filled out with text and numbers.

No. Indent	Kategori	Jumlah	Masa Berlaku		
			10 hari	15 hari	30 hari
1
2
3
4
5
6
7
8
9
10
Total		

Figure 3.2: Claim Payment



Figure 3.5: Evidence Before/During/After

The trainee has been given the task to process the claim from district. Firstly, the trainee gets the approval vendor list/approval contractor list (Work Indent Book) from 12 district which are Kota Bharu Utara (KBU), Kota Bharu Timur (KBT), Kota Bharu Selatan (KBS), Bachok (BCK), Pasir Mas (PM), Tanah Merah (TM), Machang (MAC), Kuala Krai (KK), Tumpat (TP), Jeli (JL), Gua Musang (GM), and Pasir Puteh (PP) to check that document from front to back including filling out the indent form correctly, claim count form, the invoice and the picture that attached. It is the work that contractor do same with the claim or not. After check the document, the trainee must give the document to Manager of District Management to approve the document before sent to the financial division. If that document have been registered Goods and Services Tax (GST), the contractor directly sent to the district and district send to headquarters, if have any problem such as any document did not complete and the claim was rejected the trainee put in envelope and put in the tray at level 2 by district,. If the contractor does not register GST, they must register under Koperasi Air Kelantan Sdn. Bhd

(AKSB). So, to make a claim, the contractor must send to the district and district sent to the headquarters, and then after headquarters check it must give to the Koperasi AKSB to make an invoice to claim, it also same with headquarters the Koperasi AKSB can reject the claim if the document did not complete. After Koperasi AKSB make an invoice they sent back that document to headquarters to get the signature from Manager of District Management before sent to the financial division. If did not registered GST the process quite be late because of the process. After get the signature from Manager of District Management before sent to the finance the trainee must key in in Microsoft Excel to record the movement of the document. In the Microsoft Excel the trainee must key in the information about the name of contractor, indent form number, indent number, specification of work, amount of work price (RM), acceptance date at operation unit at headquarters, date the manager of district management sign the document, and lastly date submission at financial division. But if the claims under Koperasi AKSB before get the signature from manager of district management it must sent to Koperasi AKSB first to make an invoice. After get the invoice, the staff at Koperasi AKSB sent it back to headquarters to get the signature from manager of district management. Claim that start from August 2017 and above the claim did not come to district management anymore, the claim must direct to Koperasi AKSB or financial division. It is because it can make the claim from contractor faster because the management have been cut the process.

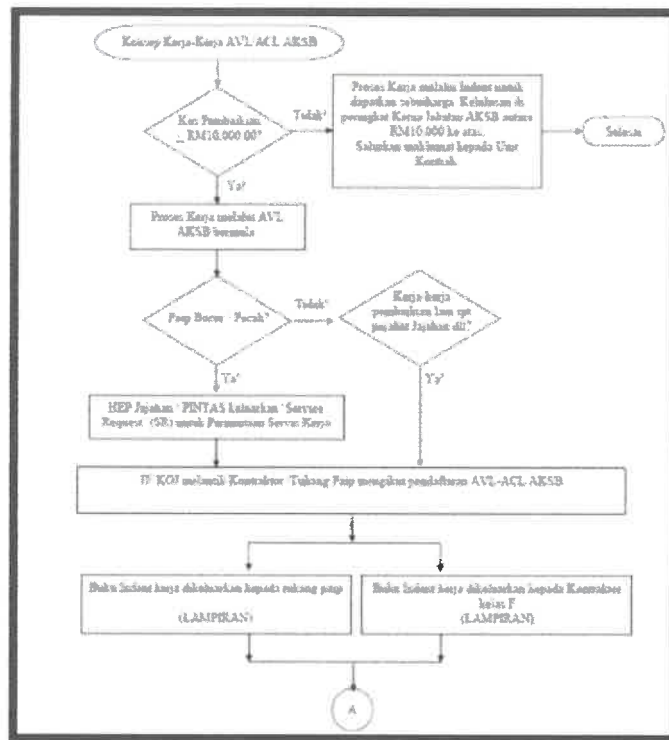


Figure 3.6: AVL Worksheet Flowchart

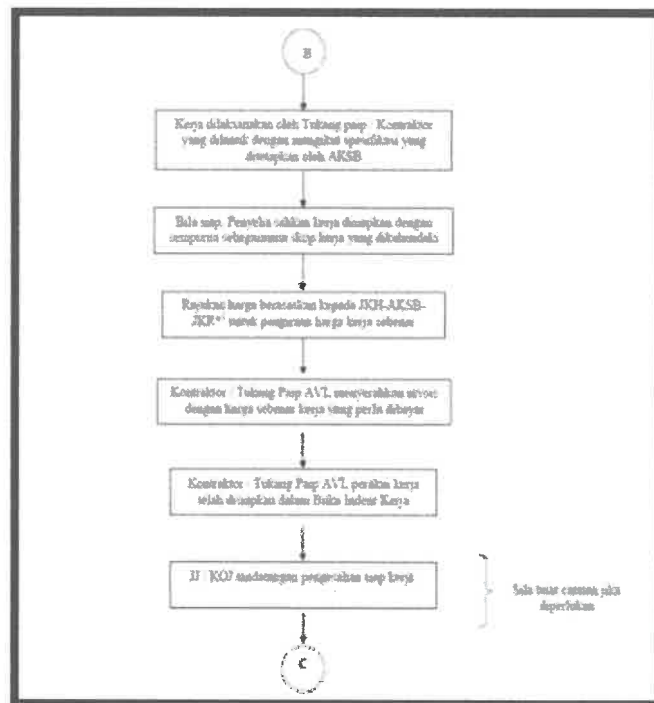
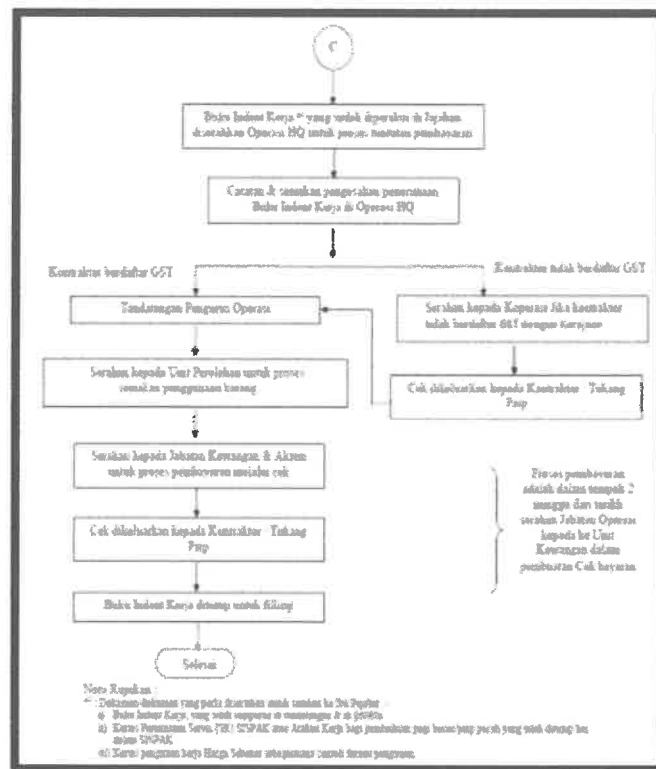


Figure 3.7: AVL Worksheet Flowchart (Continue)



3.8: AVL Worksheet Flowchart (Continue)

3.1.2 Setup Notebook and Projector

In Wisma Air Kelantan, it have 4 meeting room and 1 hall. The meeting room used for discussion either staff with staff or staff with client. The trainee as a person in charge for this unit if have any meeting for this unit it must responsible in requesting the laptop and projector from the Information Technology Department staff, so it can be used for meeting. The trainee needs to fill the request form before the meeting and the trainee also prepared and setup the notebook and the projector. After the meeting, the trainee must plugged off the laptop and projector and sent it back to Information Technology Department.

3.1.3 Document Delivery Service

In Wisma Air Kelantan, it has 8 levels. The trainee workplace at level 3 at District Management Unit. For this company, they want the trainee know and communicate with others staff although different levels. So, sometimes must sent the document to

level 5, sometime level 7 and also level 8 which is must see and communicate with Personal Assistant General Manager and the trainee also have spoken to General Manager. It is good for trainee to make sure can improve in communication skills. So, in 5 months the trainee practical at Wisma AKSB almost every person from ground floor to 8th level that he knows. At level 2 almost every day the trainee goes because to take the document in the tray. It is because at level 2 it has all of department and district tray. If have any document from the other department it can take there. In level 2 have 3 departments with is Jabatan Operasi & NRW, Pengurus Pengurusan Jajahan and Jabatan Kualiti Asurans. Sometime if the trainee go at level 2 to take the document if have any document in the tray the trainee will be take and give to the each department.

3.1.4 Data Retrieval from Sistem Pengebilan Air Kelantan (SISPAK)

The trainee has been given by Manager of District Management to retrieve the data into “Sistem Pengebilan Air Kelantan (SISPAK)”. Firstly, the manager of district management must request id and password for trainee from Information Technology unit to trainee can access the SISPAK by own id and password. For trainee it only several information can access. In SISPAK the trainee can access the monthly report for leaked pipe by district to make the graph to combine between twelve (12) districts such as KBU, KBT, KBS, BCK, PM, TM, MAC, KK, TP, JL, GM and PP. After the graph with comment about the graph already complete, the trainee show the graph to Manager of District Management which is Encik Agos Salim Bin Mat to check the graph before email to Pengurus Jajahan and the email cc to Pengurus Besar Air Kelantan Sdn. Bhd. (AKSB), Ketua Jabatan Modal Insan, Ketua Jabatan Operasi & NRW and Pengurus Pengurusan Jajahan.

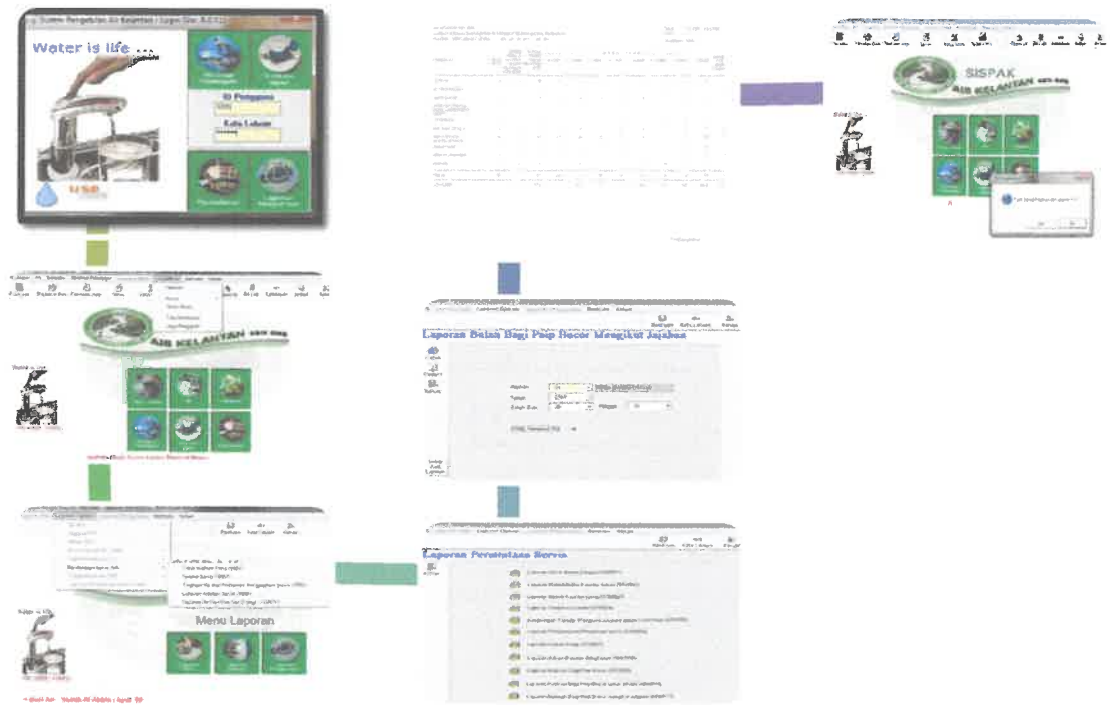


Figure 3.9: Sistem Pengbilan Air Kelantan (SISPAK)

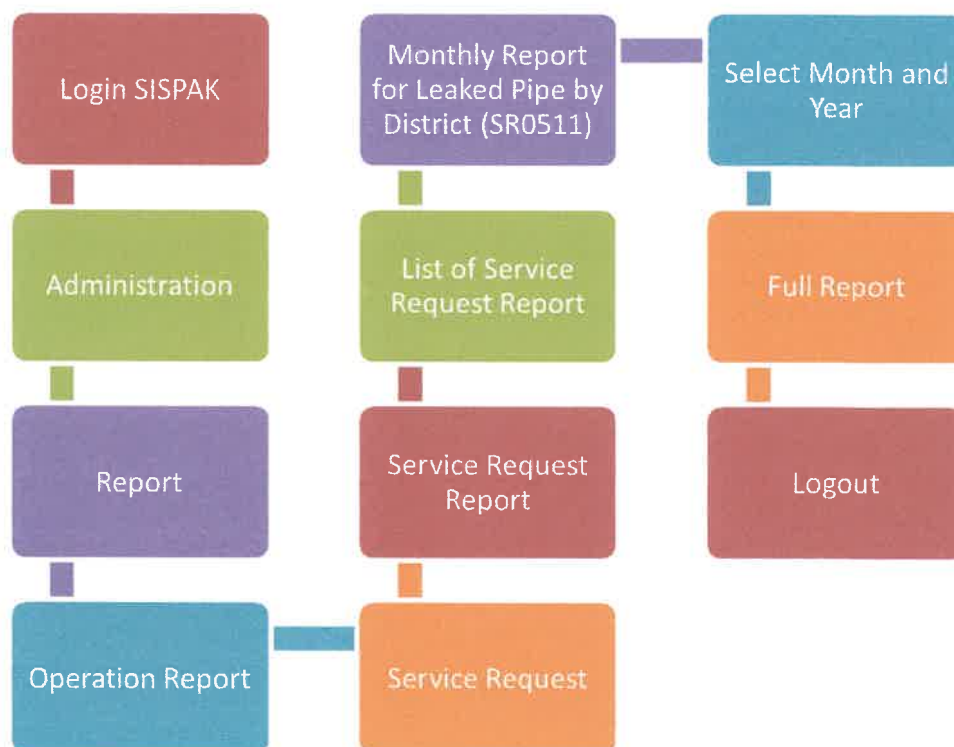


Figure 3.10: Process to Login SISPAK

3.1.5 Join Talk for Every Month (August – December 2017)

In Air Kelantan Sdn. Bhd. every month this company do the talk with outsider speaker which are Ustaz Saibon Bin Ismail and Prof. Ir. Dr. Fatimah Binti Ibrahim.

Table 3.1: Talk for Every Month

Day/Date	Time	Speaker	Topic
23 August 2017 (Wednesday)	8.30 a.m – 9.30 a.m	Ustaz Saibon Bin Ismail	1. Bulan Zulhijjah - The benefits in Zulhijjah month.
25 September 2017 (Monday)	8.30 a.m – 1.15 p.m	Prof. Ir. Dr. Fatimah Binti Ibrahim	1. Seminar Sains Solat - 5 tabiat lazim solat Nabi Muhammad S.a.w. - Procedures of posture and effective prayer movements for health and also recommended by the prophet's solicitation and the goodness. - Impression of circumcision and balanced on body composition.
16 October 2017 (Monday)	8.30 a.m – 9.30 a.m	Ustaz Saibon Bin Ismail	1. Dosa - Taubat kepada Allah s.w.t - Dosa meninggalkan kewajipan - Tidak melakukan kewajipan dengan sempurna. - Dosa makan riba, minum arak. - Dosa dengan Allah s.w.t. - Dosa sesama manusia.

<p>22 November 2017 (Wednesday)</p>	<p>8.30 a.m – 9.30 a.m</p>	<p>Ustaz Saibon Bin Ismail</p>	<p>1. Adab Persaudaraan - Hak dibidang Harta - Hak menolong Jiwa dan Raga - Hak menjaga Lidah</p>
<p>19 December 2017 (Tuesday)</p>	<p>8.30 a.m – 10.00 a.m</p>	<p>Ustaz Saibon Bin Ismail</p>	<p>1. Baiki Perangai (Maulidur Rasul) - Baca al-quran - Baca Hadith Nabi - Ambil sifat Nabi (Seorang Pemaaf) 2. Bacaan Selawat keatas Nabi Muhammad S.a.w.</p>

3.1.6 Water Treatment Plant (WTP Kg. Puteh)

WATER TREATMENT PROCESS

i. Water Treatment Process Flowchart

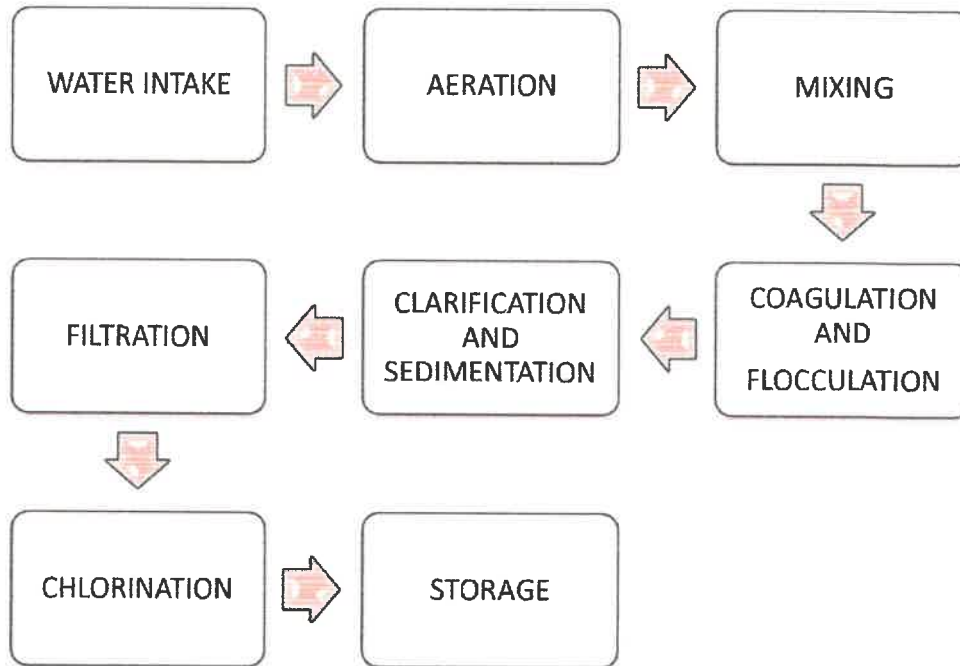


Figure 3.11 : Water Treatment Process Flowchart

ii. Water Intake

Raw water in Kg Puteh WTP is a combination of shallow well and deep well. The wells are located within Kg Puteh WTP and within Medan Telaga Kota. There are total of 30 boreholes, 22 shallow tube wells and 3 deep tube wells. For shallow the depth was 40-100 ft whereas for deep the depth was 100-180 ft. Among the 30 wells, 22 of the well are within the plant area Kg Puteh whereas 8 of them are situated at Medan Telaga Kota not distant from the plant site. If the water intake from the Medan Telaga Kota is less it will affect the output for that day. All these sources operated 24 hours continuously in order to satisfy the consumer's necessity. Then, the water pumped will be channelled raw water to aerator for aeration process.

iii. Aeration

The type of aerator use for Kg Puteh was circular cascade aerator with 2 cascade layer.



Figure 3.12 : Circular Cascade Aerator

In this process the raw water will be contact with the surrounding air. The importance for this process is to change from soluble iron to insoluble iron which will easier to separate the amount of iron in water by change Iron Ferrous to Iron Ferric which is insoluble in water. The same process of oxidizing will also happen to manganese. However, the oxidation product, ferric hydroxide and manganese dioxide are insoluble, they will be removed by clarification or filtration. Furthermore, remove degasification gas which is an undesirable gases dissolved in water such as carbon dioxide (CO_2) and hydrogen sulphide (H_2S). Lastly, remove unpleasant tastes and odors that present in groundwater.

iv. Mixing

At this process all the chemicals including lime, aluminium chlorohyrate (ACH) and polymer will be mixed by using an Axis Flow Type Impeller.



Figure 3.13: Mixer

This process very important in order to make sure the chemicals mix well in order to produce high quality of water. At this stage the suitable amount of dosage had been used as shown table below.

Table 3.2 : Dosage used at WTP Kg. Puteh

CHEMICAL	CURRENT DOSE (PPM)
LIME	40
ALUMINIUM CHLOROHYDRATE (ACH)	4
POLYMER	0.03

First the function of lime was to neutral the pH of raw water to make sure suitable used with ACH. ACH was used to form the flocs, while the polymer is mixed with water to faster formation of flocs foreasier in sedimentation process.

v. Coagulation and Flocculation

During this process the dirty in the water will be combine together to form the flocs. The production of flocs was help by uses of ACH and polymer. The optimum dosage used will help to faster the production of flocs. Generally, coagulation is a process used to neutralise charges and form a gelatinous mass to trap (or bridge) particles thus forming a mass large enough to settle or be trapped in the filter. Flocculation is gentle stirring or agitation to encourage the particles thus formed to agglomerate into masses large enough to settle or be filtered from solution. The more size will make flocs easier to be settled down into sludge hopper. In addition, axial flow type impeller is used to stir water in slow motion. This is to ensure the flocs can be form optimally and does not disturb the flocs formation.



Figure 3.14: Flocs

vi. Clarifier Tank (Sedimentation Process)

Sedimentation is a physical treatment process that utilizes gravity to separate settle-able suspended solids from water. The design of a sedimentation basin is depend on the concentration and size of solid suspension. The water from flocculation tank will enter the sedimentation tank at the bottom wall of flocculation tank through vertical lamella plate with angle 60° . The function of lamella plate is to collect the flocs. The flocs formed will settles down at bottom of a sedimentation basin by gravity. This flocs then will be sent to the sludge tank. After entering the lamella cell, the filtered water flow

upward between the lamella plates. The design at this tank are contain vertical lamella plate in order to collect flocs, have hoppers at the bottom to collect and remove the sludge and clear water drain in order to move settled water to the filtration tanks.

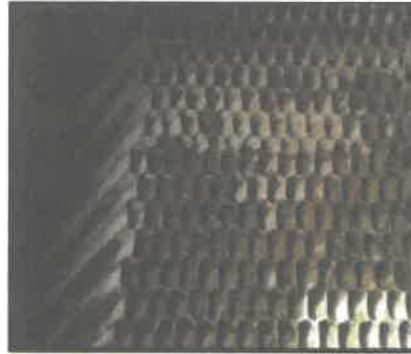


Figure 3.15: Lamella plate

vii. Filtration

During this stage the remaining flocs contain will be treated at filtration tank. The remaining suspended particle and unsettled flocs will treated as the water flows through the filter by passage through a porous medium for this plant, a bed of sand. Type of filter that has been used at this plant is rapid sand gravity filter. Gravity filter usually require 2 to 3m of head and are housed in open concrete or steel tank. The bottom layer of filter media is the granite, follows by coarse sand and fine sand. Water fills the pores between the sand particles, and the impurities are left behind, either clogged in between pores or attached to the sand itself.



Figure 3.16: Filtration tank

viii. Chlorination/Disinfection

The chlorine was injected into the water by pump. Water is disinfected with chlorine to destroy all germs and bacteria which passes through filters such as e-coli and coliform that will cause cholera and diarrhea diseases. In addition, it also can help in removes unpleasant taste of undesirable chemical compounds as well as removing iron and manganese. The allowed amount of chlorine in treated water must be between 0.2-5.0mg/L. If too high can harmful to health whereas if too low the microorganisms not fully kill.



Figure 3.17: Drum Chlorine



Figure 3.18: Piping of Chlorine

ix. Storage

After all the process go through the water will be stored in clear storage tank before pump to distribution tank. Finally, treated water is stored in reservoir before being transfer to distribution system.



Figure 3.19: Storage Tank

About 19 MLD of water production is distributed to Telipot circular elevated clear water tank. Meanwhile, about 29 MLD of water produces is distributed through Merbau elevated tank and channeled to Kedai Buloh suction tank. Capacity of water that has been produced by Kg Puteh plant is 45 MLD. However, 48 MLD is produced currently due to high demand from customers.

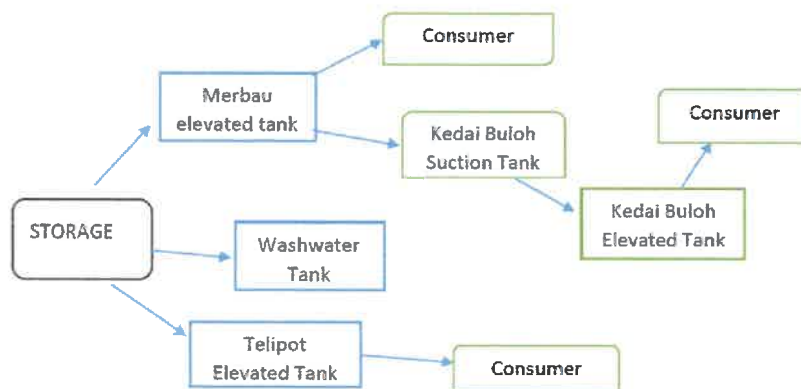


Figure 3.20: Distribution of water in Kg Puteh WTP

3.1.7 Water Quality Tests

The quality of raw water, water after sedimentation and even treated water, it is known from the physical and chemical properties that can be tested in the mini laboratory at Water Treatment Plant (WTP) at Kg. Puteh. This test is must to test every four (4) hours operating time control the consistency water quality which is it is divided by three (3) categories of physical tests, biological tests, and chemical tests. Physical test consists of color test, pH tests and turbidity test whereas chemical tests are divided into iron tests, chlorine tests, manganese tests, and alum tests. Testing for microbiological such as germs falls into the biological test category. The results of these test will be compared with the standards set by the Ministry of Health (MOH) and the World Health Organization (WHO) as set out in table 3.3 as below:-

With the emphasis on test equipment factors, surrounding conditions, only pH tests, turbidity tests, and all chemical tests can be performed, while color tests and biological tests will be carried out by the central labs as well as Kota Bharu health officers to be conducted once a week. For each water quality test conducted, several different test equipment will be used.

Table 3.3: Water Quality Test Results



Sample Type	Parameters	Setting Rate
Raw Water	pH	5.10-9.10
	Turbidity (NTU)	1000
	Iron (Ferum)	1.0mg/l
Sedimentary Water	pH	5.80-6.50
	Turbidity (NTU)	10
	Iron (Ferum)	0.3mg/l




Clean Water	pH	6.50-9.00
	Turbidity (NTU)	5
	Iron (Ferum)	<0.3mg/l
	Alum	<0.2mg/l
	Manganese	<0.1mg/l

3.1.8 Water Quality Test Equipment

There are several types of water quality test equipment which have been used by the trainee to test the quality of water every four (4) hours. The equipment are listed in the table 3.4 as below:-

Table 3.4: Types of Water Quality Test Equipment

Type of Test Equipment		Reagen Used	Test Tool Function
pH meter (model:WTW PH 3110)		-	Measurement of acidity and alkalinity of water samples.
HACH 2100Q Turbidity meter		-	Test the turbidity level of water samples from 0-1000 NTU

<p>HACH POKET CALORIMETER IRON (FERUM)</p>		<p>Ferover reagen</p>	<p>Measure the concentration of iron remaining in water samples using an automatic wave detector.</p>
<p>HACH POKET CALORIMETER CHLORIN</p>		<p>Klorin residual reagen</p>	<p>Measure the concentration of chlorin remaining in water samples using an automatic wave detector.</p>
<p>SPEKTROMETER for alumina and manganese</p>		<p>(Manganese) Askorbik asid, PAN indikator, asid cyanide</p> <hr/> <p>(Alumina) Aluver reagen, asid askorbic and lowering agent</p>	<p>Measure the contents of the alumina and manganese in the water sample</p>

3.1.9 Water Treatment Processes at other Water Treatment Plant

a. Water Treatment Plant (WTP) at Pintu Geng

- WTP Pintu Geng is a plant that uses the latest technology for water treatment processes, namely the ozonation process. What is ozonation process? This process is carried out by an electric discharge field as in the CD-type ozone generators (corona discharge simulation of lightning), or by ultraviolet radiation as in UV-type ozone generators (simulation of the ultraviolet rays from the sun).

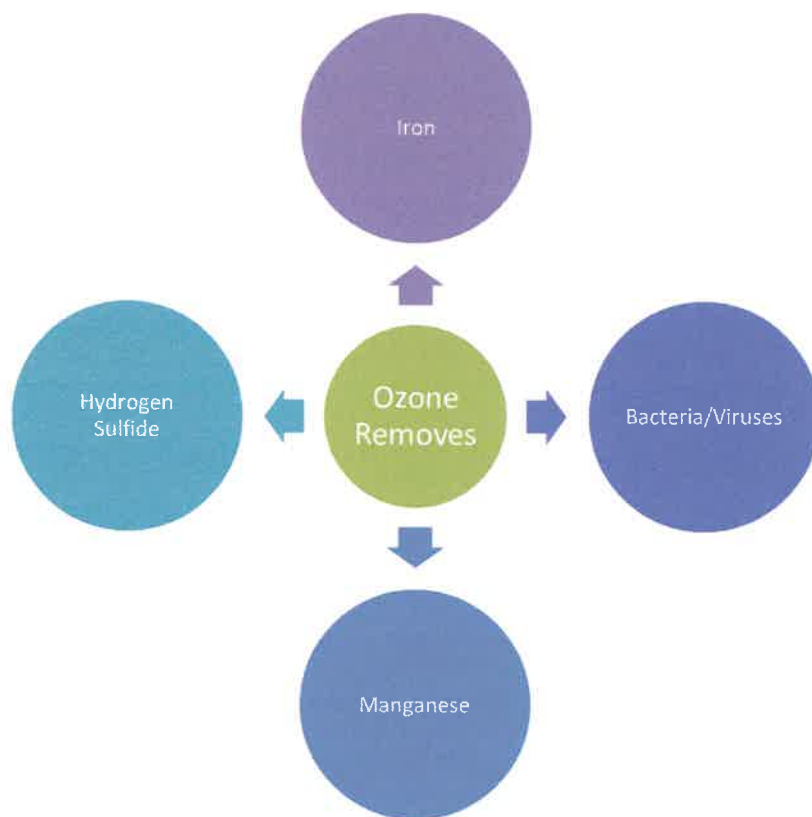


Figure 3.21: Ozonation Process

- Ozone has a greater disinfection effectiveness against bacteria and viruses compared to chlorination.
- Can also reduce the concentration of iron, manganese, sulphur and reduce or eliminate taste and odor problems.

- Advantages of ozonation:-
 - Has a very strong oxidizing power with a short reaction time.
 - The treatment process does not add chemicals to the water.
 - Ozone can eliminate a wide variety of inorganic, organic and microbiological problems and taste and odor problems.
 - Ozone's ability to kill algae (planktons) with low doses makes it a popular treatment method for ponds and water features.
 - Ozone oxidizes and precipitates many metals and destroys some pesticides without leaving a trace.
 - Ozone functions as a preoxidizer of iron, manganese and sulphide compounds, allowing for their removal by simple direct filtration



Figure 3.22: Top View Angle WTP Pintu Geng

b. Water Treatment Plant (WTP) at Kelar

Kelar WTP is a plant that uses conventional systems to treat water.

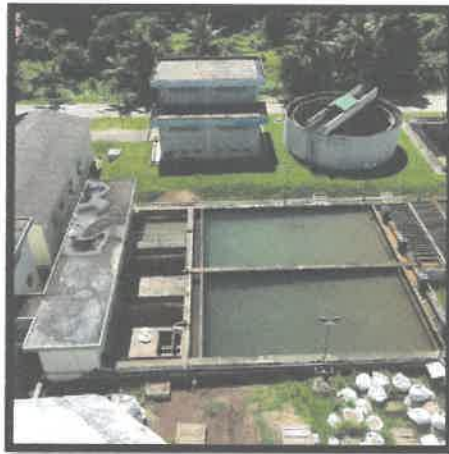


Figure 3.23: Water Treatment Plant (WTP) Kelar

WTP Kelar using the same conventional system used by WTP Kg Puteh is just different in terms of the use of raw water resources and the design of the place structure for each water treatment process that occurs. The raw water source used in this plant is the river water with underground water. For the first water treatment process, ventilation, designed aerator designed in a waterfall or cascade form. The raw water process prevailed by this aeration is directly touched by air to oxidize iron and release toxic gases or volatile substances. Then, this water will flow into the diffusion tank, wherein Aluminum Chlorohydrate (ACH) will be mixed into raw water to attract particles (negatively charged) in the water and merge with one another. The polymer is also stored in the water to increase the size and mass of the formed flakes. Subsequently, these flows will flow to the sedimentation tank and will settle within the deposition zone.

The water will be streamed to the deposition of the sediment by the plate lamella plate arranged in zig-zag. The sediment will be attached to the plates and the water will continue to flow the finger launder for the purpose of killing the unwanted microbes. The water will then be filtered at the filter area provided by six parts. This filtering

place uses a filtering system called 'rapid gravity sand filter'. After the filtration process, treated water will be transported to the Clear Water Tank (CWT) and treated with chlorine, chlorine and florid to correct pH, kill germs and reduce the risk of tooth decay. The chlorine used by this Kelar WTP comes in the form of drums similar to WTP Kg Puteh. This reaction period takes about half an hour. For this chemical reaction, the pH of treated water must be between 6.5 and 9.0. After completion of treatment on water, fresh water will be transferred to a high clean water storage tank and will be distributed to residents around Pasir Mas, Tumpat, Rantau Panjang and Pasir Mas. The amount of clean water production from this plant is 67-71 MLD which exceeds the plant design capacity of 64 MLD.

c. Water Treatment Plant (WTP) at Chicha

Chicha WTP is a plant that uses conventional systems to treat water.



Figure 3.24: Water Treatment Plant (WTP) Chicha

Chicha WTP is a plant that uses conventional systems and involves treatment of river water. This WTP is one of the many clean water producers compared to other plants of about 80MLD. Aerator used is designed in the form of 'rainwater'. Meanwhile, chemicals such as chalk, Aluminum Chlorohidrate (ACH) and polymer are used in

quantities that are multiple times the amount of chemicals used in WTP Kg Puteh as the quantity of raw water is much more widely distributed.

Interestingly, with respect to this plant, there are two sludge separation tanks available to manage sediment. Given the overwhelming amount of sludge production, this sludge management needs to be managed quickly and agile.

The plant also controls the movement of clean water into the resident tank using the search vessel. This can prevent the occurrence of 'water hammer'. 'Water hammer' is an event where high pressure water will flow rapidly down when the water pump is closed for repair or otherwise.

3.1.10 The Differences between Water Treatment Plant (WTP)

There are several differences which have been identified by the trainee based on observation and data analysis in four (4) different water treatment (WTP). The differences are illustrated in table 3.5 as below:-

Table 3.5: The Differences between WTP

PLANT DIFFERENCE	WTP KG PUTEH	WTP PINTU GENG	WTP KELAR	WTP CHICHA
CLEAN WATER CAPASITY (MLD)	45	30	64	80
TOTAL CURRENT WATER PRODUCTION (MLD)	48-50	<19	67-71	> 80

TREATMENT SYSTEM	Conventional	Ozonation	Conventional	Conventional
RAW WATER SOURCES	Underground Water	Underground Water	Underground Water and river water	River water
AERATOR DESIGN	Secular cascade	Multilevel rectangle	Waterfall (cascade)	Multilevel rectangle
ADVANTAGES OF SYSTEM USED	Optimal chemical involvement	No chemical involvement	Optimal chemical involvement	Optimal chemical involvement
	Guaranteed water quality	Lack of sediment production	Guaranteed water quality	Guaranteed water quality
	The treatment process is more thorough	Less risk and danger	The treatment process is more thorough	The treatment process is more thorough
WEAKNESSES OF SYSTEM USED	The involvement of harmful	High consumption costs	The involvement of harmful	The involvement of harmful chemicals such as

	chemicals such as chlorine		chemicals such as chlorine	chlorine
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3.1.11 Housekeeping and Aerator Design

What is housekeeping? Housekeeping is the general care, cleanliness, orderliness, and maintenance of business or property. For a week the trainee was in Water Treatment Plant at Kg. Puteh, the trainee has been given opportunity to make housekeeping at the plant.

Besides that, aerator design also do by the trainee manually to get the result. Manually the process of aerator design consists of ten (10) sets which are every one (1) set consists of 5 attraction per sets. It equal to fifty (50) attraction to get the best result.



Figure 3.25: Housekeeping at WTP Kg. Puteh

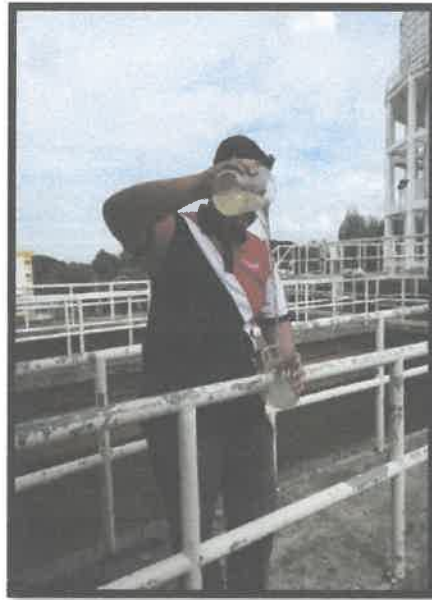


Figure 3.26: Aerator Design

3.2 Special Project

What is corporate video? Corporate video creation alludes to varying media corporate interchanges material, (for example, DVD, High-definition video, spilling video or other media) authorized basically for an utilization by an organization, enterprise or association. The trainee has been required to build a special project during of internship about five (5) months. Based on the practical training objectives and requirement to the organization, the trainee must build or develop the special project based on the concept of “PADIM” which are Planning, Analyse, Design, Implement and Maintainance. By utilizing this strategy, the student can sensible to be more compelling and efficiency that take after the work process.

3.2.1 Problem Statement

What is problem statement? A problem statement is a short description of the issues that need to be addressed by a problem solving team and should be presented to them (or created by them) before they try to solve a problem. Here, the problem has been identified is district management unit did not have profile about the units. It is because

this unit started operation in May 2017. So, the trainee take the responsibility to do the video about unit profile to make easier to this unit know about the existence of this unit.

3.2.2 Objectives

- i. To produce an interesting unit profile to district management
- ii. To provide the interesting ways to promote the units.
- iii. To make easy ways to the units to present to the outsiders.

3.2.3 Benefits of The Special Project

- i. As a promotional tool on the functions of Kelantan water – to be published in the website, digital billboard (Suggestion).
- ii. To increase awareness of staff and public on the roles of the units.
- iii. To enhance the image of the unit Pengurusan Jajahan.

3.2.4 Scope of Project

The scope of this project is the video can be seen by everyone. This video does not prohibit to any type of the viewer. For this video, the trainee develop to the district management units to make easier to the management to show the unit profile to the outsiders during their presentation. This video is the summarization about the background of this unit. From this video, the viewer can know about the unit, the vision, mission, motto, objectives of the units, the function of units, the activites of units, manager of district management and all the managers at districts.

3.2.5 Gantt Chart

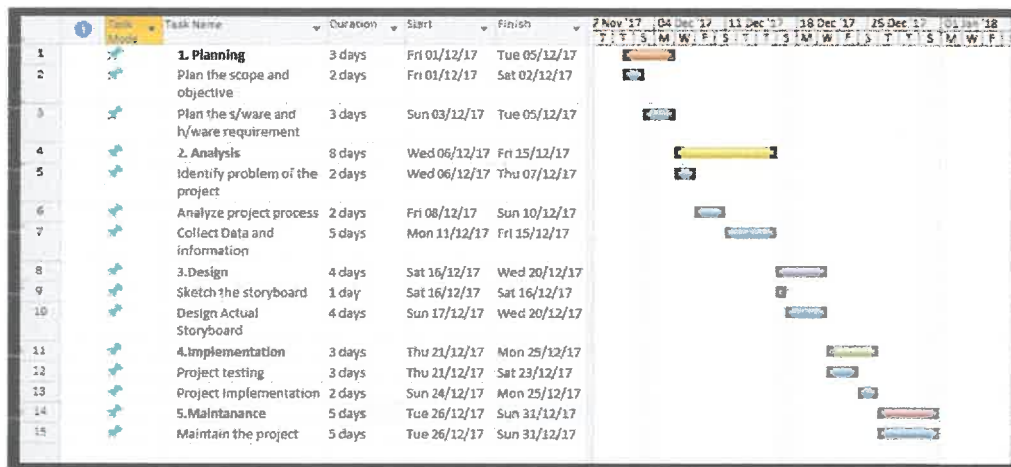


Figure 3.27: Project Development Gantt Chart

During the internship, there are many tasks to do as a special project. The first one is the research about Non-Renewed Water (NRW), but the project did not become due to the following thing, which are to make the study it requires two trainees because it requires the information and the research done is accurate and it is also necessary to go to the project site. This is why the project was not selected to be a special project. Secondly, research in “Sistem Pengebilan Air Kelantan (SISPAK)”. It is because this project is related with the trainee because the trainee must collect the data from SISPAK and after get the result, the trainee must make analysis come out with graph. This project also did not approved by industry supervisors because the information contained in SISPAK can not be reveal to others.


The next project is the industrial training give the trainee to do about the project about process water treatment plant but the project did not fullfil the requirement from the faculty. This project it about how the plant treat the water before supply to the consumer. So, because of that problem, the trainee discuss with industry supervisor, and lastly the they give the trainee to do the corporate video about “Pengurusan Jajahan”.

The video corporate must to do because this unit was newly established in May 2017. So, this video mostly want to show the company profile for “Unit Pengurusan Jajahan”. The trainee agree with this project because this project can fulfil the requirement from faculty. So, from that, the trainee, faculty supervisors and industry supervisors declare the corporate video is the special project for the trainee.

In the discussion with industry supervisor, they want trainee put the introduction to “Pengurusan Jajahan”, vision, mission, motto, objective, activities and function of units and also the manager of district management and district manager. After the discussion, the trainee go and do the storyboard to corporate video flow. After the flow has been done, the trainee discuss with supervisor and it okay and can proceed to make the video.

3.2.6 Hardware and Software Requirement

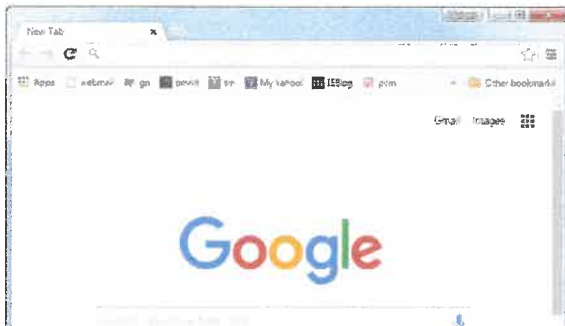
Table 3.6: Hardware and Software

Hardware	
	<p>As for the hardware, the trainee used a laptop to complete the process of developing the system. The trainee has used the ACER laptop. The laptop has 2 gigabyte of RAM, Intel ® Core i5-6200U and OS used is 64-bit Operating system window 10.</p>

Software





Paint, commonly known as Microsoft Paint, is a simple raster graphics editor that has been included with all versions of Microsoft Windows. The app opens and saves files in Windows bitmap, JPEG, GIF, PNG, and single-page TIFF formats.



Google Chrome is a freeware web browser developed by Google. It used the WebKit layout engine until version 27 and, with the exception of its iOS releases, from version 28 and beyond uses the WebKit fork Blink.



Adobe Photoshop, or simply Photoshop, is a graphics editor developed and published by Adobe Systems. Photoshop also a sophisticated software program widely used for image-editing and graphics. It is quite powerful in terms of editing images. Although originally designed to edit images for paper-based printing,

	<p>Photoshop can also be used for a wide range of other professional and amateur purposes. With practice and a bit of imagination, there is no limit to the imagery you can create website with Photoshop.</p>
	<p>This software is to view the image. Using this software brings the user the new experience when viewing the picture besides use the others software.</p>
	<p>PowerDirector is a video editing software developed from CyberLink. PowerDirector enables the trimming, joining, and overlaying of clips and effects, also support new standards format, such as the H.265 video and 360-degree footage.</p>

3.2.7 Story Board of the Corporate Video

Story board below shows the project of the corporate video.



Figure 3.28: Opening Scene



Figure 3.29: Unit Name



Figure 3.30: Introduction to District



Figure 3.31: Vision, Mission, Motto and Objective

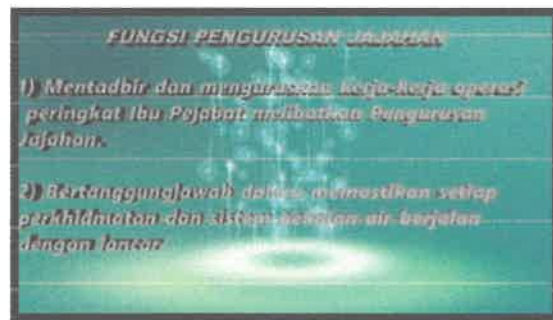


Figure 3.32: Function of District Management



Figure 3.33: Activities of District Management



Figure 3.34: Manager of District Management



Figure 3.35: Image Manager of District Management



Figure 3.36: Kota Bharu District Manager



Figure 3.37: KBU District Manager



Figure 3.38: KBT District Manager



Figure 3.39: KBS District Manager



Figure 3.40: Bachok District Manager



Figure 3.41: Image Bachok District Manager



Figure 3.42: Pasir Mas District Manager



Figure 3.43: Image PM District Manager



Figure 3.44: Tanah Merah District Manager



Figure 3.45: Image TM District Manager



Figure 3.46: Machang District Manager



Figure 3.47: Image MAC District Manager



Figure 3.48: Kuala Krai District Manager



Figure 3.49: Image KK District Manager



Figure 3.50: Tumpat District Manager



Figure 3.51: Image TP District Manager



Figure 3.52: Jeli District Manager



Figure 3.53: Image JL District Manager



Figure 3.54: Gua Musang District Manager



Figure 3.55: Image GM District Manager



Figure 3.56: Pasir Puteh District Manager



Figure 3.57: Image PP District Manager



Figure 3.58: AKSB Logo



Figure 3.59: Thank You

CHAPTER 4: CONCLUSION

The main objective of industrial training is to give them working experience with responsibilities and the specific task and also daily activities in the industry. Subsequently, with the current of this subject, internship can get the picture on working in field that they have learnt.

Information agencies are benefit based initiatives which can give a great deal of new abilities and improve the current abilities, for example, correspondence expertise. In this manner, the target of modern preparing is adding attractiveness for the internship to apply for work. At present, ventures are all the more inviting for new work with work involvement. This is on account of they can cut cost for sending their new staff for work preparing. Along these lines, modern preparing would give included an incentive for the internship in employments application. Other than that, internship can apply the information picked up in the class to the workplace For example, trainee have learnt on systems skill, system management and planning in the class which they can implement it to the training's place. Trainee can make suggestion and help them to meet the current demand which could increase their image and reputation. Therefore, the knowledge gained can give benefit to the trainee itself and to the organization.

4.1 Application of Knowledge, Skills and Experience

All the learning and experience can be most useful to the trainee when they working in the new condition and real new working spot. So when they were working in future, it will be less demanding for them to approach and to finish the undertaking given by prevalent or top administration. The modern program is essential to every course and program since it can gives great info and yield to the student to upgrade their basic reasoning to be simpler. By one means or another, industrial training program likewise is extremely valuable to understudy by giving the great knowledge, abilities, and

experience when speak with other individuals. Since first day the supervisor which is Ir. Encik Mohd Zain Bin Ismail ask the trainee to get into his room for giving and talk about the requirement that must fulfil by trainee in internship period. In the talk, the trainee has been expose about the function of the Air Kelantan Sdn.Bhd., procedures and other relating thing such as about district management also and many more. During first day also, the supervisor tell to the trainee about the research paper. The research paper about Non-Renewed Water (NRW). The trainee agree with the project it is because the project is related with the requirement from faculty. But the research paper did not happen because to do the research it requires a partner to easily gather information and data accurately. This project also requires the trainee to go to the project site. This industrial training is good because it is the platform to the trainee in order to discover the new skills to apply in the real work situation. In this industrial training also, the trainee can obtain a lots of skill, but not only the skills in manage and accomplish the special project only but also skill in communication with the staff and also know how to handle the work that given by the staff and complete in duration that given by the supervisor.

For five months from 01 August 2017 until 31 December 2017, the trainee had undergone industrial training at Wisma Air Kelantan under District Management, the trainee learned a lot of things related to district management. For example, the trainee can learn how to process the "Approval Vendor List (AVL)" from 12 district before submitting to the finance section for making payments. Here too the trainee can learn a lot of the things which is is talking skills. Besides that, this task also related to subject IMD 207 at Diploma level which is focus on communication skills. This has been a great impression on me as the trainee was given a task to send documents to other employees. Not only that, the trainee also need to send to the heads of departments that

require me to communicate. Although challenging the trainee did my best and in that way the trainee was able to teach me how to communicate with the superior.

In addition, the trainee was sent to Kg. Puteh Water Treatment Plant (WTP) for a week five (5) days from 13 August 2017 until 17 August 2017. At WTP Kg. Puteh. The trainee can learn how the process of water treatment that initially looks rather complicated but interesting. Through this water treatment process, the trainee am naturally trained to be more careful in terms of water use as knowing how complicated it is to treat water from the underground, to be the clean water used by all residents for daily purposes. This task is related to subject IMR 604 which is oral documentation. It is because to collect the information about the water plant, the trainee must collect the data from many people to get the sources and the supervisor at plant give the brief about the treatment plant to make some report. In addition to studying the water treatment process, the trainee can also learn to improve and improve the ability to communicate well and effectively with team members in the office to create a positive environment. In addition, the trainee can learn how to control some laboratory tools to test the water quality level. In Air Kelantan Sdn. Bhd. the trainee have a lot of experience to use in my work because here the trainee exposed to various situations including attending meetings, attending workshops and so on. All the experience that the trainee get here is really valuable and very valuable for trainee..

Based on the subject IMS 657, the trainee learn about how to collaborate with other organization. For example, at Air Kelantan Sdn. Bhd. in District Management unit, the give their believe to the trainee make a call to Sek. Men. Keb. Panji to ask them about the water supply from Air Kelantan for the camping purpose. The trainee take an opportunity to call and get the confirmation from the teachers that handle that camping.

4.2 Personal Thoughts and Opinion

The experience during industrial training can make the trainee more certainty and matured to be better in doing job and task in the future. This planned of internship additionally gives the trainee points of interest with a specific end goal to enable them to enhance their delicate skill and correspondence ability and furthermore to influence them to realize what is work environment that they will confront the honest working. When all is done, the temporary position program can help the trainee to be more realize what they learnt within classes and about their field of study and performs well in the genuine work circumstance. Also, modern training gives trainee another knowledge and new observations and sentiment towards working in an association.

Among the temporary job, the trainee ready to communicate well with various level utilizing their relational abilities those they learn at workforce. Essentially, in the class the student just centered around the speculations and perusing. However, with practical preparing, they can apply their aptitudes that they learn in the class that can improve their capacity in information administration and relational abilities. In Air Kelantan Sdn. Bhd. they always gives the trainee to make sure they can train themselves to work and it can give some advantages to perform in an organization in the future.

In Air Kelantan Sdn. Bhd. they give more experience to the trainee to make sure them can develop themselves very well to communicate with other staff. It make the trainee more confident to talk with other person. It also give the trainee experience to join the meeting and seminar.

In a nutshell, the trainee recommended to make practical training at Air Kelantan Sdn. Bhd. because this is a good place. This organization has their own ways to manage the trainee and the give all the equipment that needed by trainee such as computer.

4.3 Lesson Learnt

In the industrial training, there is the medium for the trainee being exposed to the real nature of work. It is the positive ways and good for the trainee who did not have working experience, it can learn more about working environment. During industrial training trainee has varieties of the lesson learnt. In the industrial training, the trainee must learn about time management. It is because the trainee must be punctual and come to the office on time because at Air Kelantan Sdn. Bhd. use thumb print to record the attendance for their staff and also for the practical trainee. That why it make practical trainee beware to come late to the office. This is can make the trainee feel more responsibility towards their work. In addition, the trainee also brings image university and also the family. Punctuality makes the trainee be more confident and dependable. Showing up on time teaches that a person can depend on themselves. The more positive attitude, the more self-confidence will grow.

For a time management. Actually the time management is very important. It is because the trainee must follow the duration that given by supervisor to complete the task. For example, like corporate video, the supervisor give me only one month to complete that task. So, as a trainee must follow the duration that given and make sure the task must complete on time.

In addition, the other skill that the trainee get during industrial training is professionalism. At Air Kelantan Sdn. Bhd. are common with professionalism attire and attitude. The trainee has learn a lot about professionalism especially in attire. The trainee must in a good attire and follow the rules that company provide such as at Tuesday must wear white shirt and Thursday must wear "Baju Batik" so trainee must follow it. Nevertheless, during training the trainee needs to looks professionalism everyday by wearing proper clothes to go to the office. Besides that, the trainee always

put in mind to get professionalism skill, ones should treat others nicely and respect the others. At the same time, it will create harmonize environment in workplace.

In the industrial training, the trainee has been learn about time management between tasks that given by industry and the training report. The trainee must know hoew to manage their time to make the report and industry work. In early morning, the trainee take time to make all the work from industry, and after lunch the trainee give more time to fill on training log book, to make sure all work has been done on industry have in the report after this. If the trainee know how to manage the time, it did not become problem in the future to do the report. In this ways the trainee did not became stress because all the work did not overload. The ways the trainee do is listing. It is one of strategy for trainee to how to manage time properly. It means that the trainee focus on urgent and important tasks rather than those that are less important. For example, the trainee put the sticky note at the computer to remaind the work that was important to do.

4.4 Limitations and Recommendations

The problem is something that should be there for any organization but it depends on yourself to manage a problem. During the five (5) months the trainee undergoing industrial training here, no problems or big issues can be raised as everything goes smoothly and it goes well with my experience here. However, the trainee have some suggestions for future improvements for the next generation. For industrial training trainee it is necessary to have each department or unit of work schedule for the trainee so that it allows trainee to know what tasks to do every day. This can help the department or watch unit every working day to be completed in the right time or vice versa.

REFERENCES

Agos Salim Bin Mat (2017). Industry Supervisor, Kelantan: Air Kelantan Sdn. Bhd.

Air Kelantan Sdn. Bhd. (2017). *Laman Web Rasmi Air Kelantan Sdn. Bhd.* Retrieved 2017, 10 August from <https://airkelantan.com.my/>

Hajah Noor Rahmawati Binti Alias (2017). Faculty Supervisor, Kelantan: UiTM Machang Campus

Mohd Zain Bin Ismail, Ir. (2017). Industry Supervisor, Kelantan: Air Kelantan Sdn. Bhd.

Nurulannisa Binti Abdullah (2017). Industrial Training Coordinator, Kelantan: UiTM Machang Campus

APPENDICES

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : MUHAMMAD AZIEM BIN MUHAMAD SABERI
Student's Id : 2015834756
Unit / Department : DISTRICT MANAGEMENT UNIT (WISMA AIR KELANTAN)
Organization : AIR KELANTAN SDN. BHD.
Semester : SEPTEMBER 2017- JANUARY 2018

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents; 1. Industrial Training Handbook			17-20/7/2017
	2. IMC690 Assessment			17-20/7/2017
	3. Definition of Special Project (IM225/245 Only)			17-20/7/2017
	4. Insurance Letter (UiTM)			17-20/7/2017
	5. Industrial Training Report Overall Contents			17-20/7/2017
	6. Cover & Title Page Guideline			17-20/7/2017
	7. Declaration Guideline			17-20/7/2017
	8. Abstract Guideline			17-20/7/2017
2.	Receive, read and understand the rubrics; 1. Rubric – Industrial Evaluation			17-20/7/2017
	2. Rubric - Individual Presentation			17-20/7/2017
	3. Rubric - Industrial Training Report (Overall)			17-20/7/2017
	4. Rubric - Industrial Training Report (Reflection Assessment)			17-20/7/2017
3.	Receive, read and understand all the forms			17-20/7/2017
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")			1-6/8/2017
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)		1/8/2017
6.	Understand that NO semester break during internship.			1/8/2017

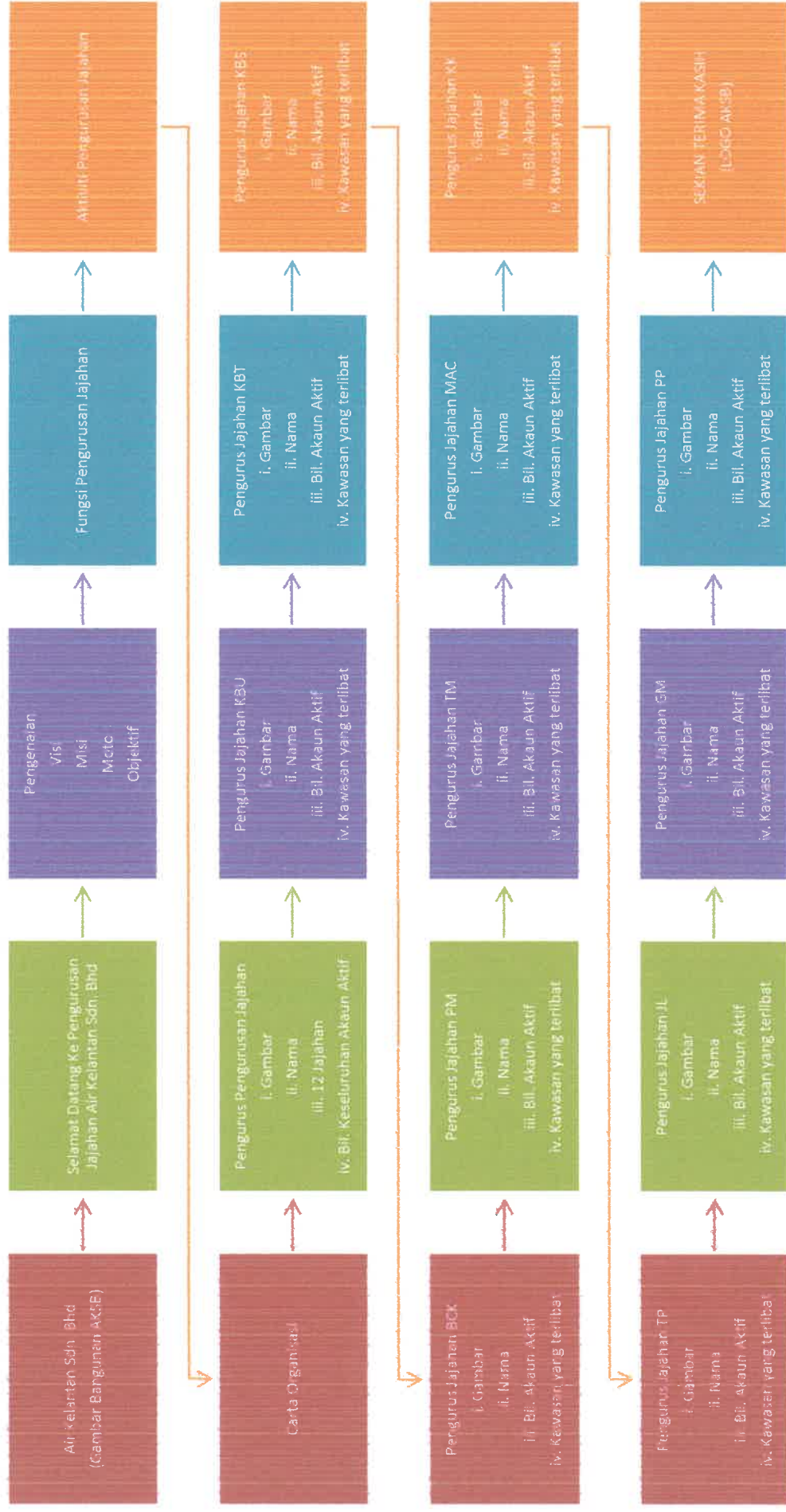
7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)			1/8/2017
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)		1/8/2017
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)		Daily
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my			13/8/17
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).			9/8/2017
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES		
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.			16/10/2017 14/12/2017 7/1/2018
14.	Hand over the industrial evaluation form (Rubric -- Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.			20/12/2017
15.	PAY your fees (semester Aug – Dec 2017) Refer Academic Calendar for the date.			Before 12/10/2017
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.			5/9/2017
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.			10/10/2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).			
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian Visiting Supervisor'). Students may discuss or seek			16/10/2017

	for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.			
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship			7/1/2017
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.			9/1/2018
22.	Submit the Industrial Training Report (hard cover bind, dark blue)			9-11/1/2018
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES		
24.	Attach this checklist in Appendices section.	YES		
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES		

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

VIDEO PENGURUSAN JAJAHAN AKSB



Pejabat Timbalan Rektor:
(Hal Ehwal Akademik)
Deputy Rector Office
(Academic Affairs)

Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu 18500 Machang, Kelantan, Malaysia
Website : <http://www.kelantan.uitm.edu.my>
Tel : (09) 976 2266/976 2162 Faks : (09) 976 2156
Email : tpheakln@kelantan.uitm.edu.my



UNIVERSITI
TEKNOLOGI
MARA

Ref. No. : 100-KK (HEA 14/3/4)
Date : 12 April 2017

Unit Latihan
Ibu Pejabat Air Kelantan Sdn Bhd (AKSB)
Wisma Air Kelantan
Lot 188, Jalan Kuala Krai
15050 KOTA BHARU, KELANTAN DARUL NAIM

Dear Sir/Madam

APPLICATION FOR STUDENT INDUSTRIAL TRAINING ATTACHMENT – BACHELOR OF INFO. SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT, UNIVERSITI TEKNOLOGI MARA (UITM) KELANTAN BRANCH

Kindly refer to the above matter.

2. Faculty of Information Management is planned to place our students to perform their industrial training attachment with your organization. The "Industrial Training" course (IMC690) is a 12 credit hours course that is compulsory for all final semester students of our *Bachelor of Science (Hons) Information System Management* program. The duration of the industrial training is **5 months from 01 August 2017 – 31 December 2017**.

3. The purpose of the industrial training is to:

- a. Gain experience and learn about the industry of it discipline and related environment.
- b. Provide opportunity for students to apply knowledge and skills that are learned during their studies to actual workplace.
- c. Provide opportunity for students to learn new knowledge, technologies and other discipline with their related environment within fields of studies.
- d. Giving opportunity to students to acquire interpersonal skills and ability for team work through interaction with professionals in their field of industries.
- e. Providing opportunity to obtain knowledge of how to make optimal decisions to resolve work challenges.
- f. Comprehend the values of professional ethics in their respected fields.

4. Below are the details of the student.

Name	UITM ID	Phone No.
Muhammad Aziem Bin Muhamad Saberi	2015834756	019-3098957

5. The scope of areas that your organization could train and expose the students are:

- Information Management
- Information Analysis
- Project Management
- Web design and administration
- Multimedia
- System development and Maintenance
- IT/IS Administration
- IT/IS Support & Services
- IT/IS Operations
- Data Center/Server
- IT/IS Call Center
- SOP/documentation/Tendering
- IT/Inventory (Asset tagging/Inventory)
- OR any others areas that the organization could think suitable for the student and could help in giving them a new exposure to working experience.

6. We seek your kind cooperation and consideration in accepting our students. Your advance commitment and support is highly appreciated. For any inquiries you may call me at mobile no. 019-3633936 or email: nurul1217@kelantan.uitm.edu.my.

Thank you.

Yours sincerely

NURULANNISA BINTI ABDULLAH

Lecturer / Industrial Training Coordinator (Information System Management)
Universiti Teknologi MARA (UiTM) Cawangan Kelantan
b.p/ Timbalan Rektor Hal Ehwal Akademik

ACCEPTANCE LETTER

(To be completed by the organization / firm / company who receives students for industrial training)

Your Ref No :
Phone No. :
Fax No. :
Our Ref No. : 100-KK (HEA 14/3/4)
Phone No. : 09-9762000
Fax No : 09-9762156 (HEA)
Email : nurul1217@kelantan.uitm.edu.my

Ketua Pusat Pengajian
Fakulti Pengurusan Maklumat
Universiti Teknologi MARA
Cawangan Kelantan
Bukit Ilmu
18500 Machang
Kelantan Darul Naim
(Att.: Nurulannisa Abdullah)

Dear Sir/Madam,

APPLICATION FOR STUDENT INDUSTRIAL TRAINING ATTACHMENT – BACHELOR OF INFO. SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT, UNIVERSITI TEKNOLOGI MARA (UiTM) KELANTAN BRANCH

Kindly refer to the above matter.

Please be informed that we ***Agree / Disagree** to accept the students for an industrial training attachment at our organization beginning from **01 August 2017 – 31 December 2017**.

*NAME	STUDENT ID	UNIT/DEPARTMENT/SECTION
Muhammad Aziem Bin Muhamad Saberi	2015834756	Jabatan Operasi & Penyelenggaraan

Report Duty to : _____ (Officer Name)

Report Duty Time : 8-30 PM

Thank You.

Yours sincerely

Unit Latihan & Pembangunan
Name of Officer: Jabatan Pembangunan Modal Insan
Position: Air Kelantan Sdn. Bhd.

Organization Stamp

AIR KELANTAN SDN. BHD.
Tingkat 2, WISMA AIR KELANTAN
Lot. 188, Jalan Kuala Krai
18500 Kota Bharu, Kelantan
Tel: 09-9762000, 09-7472030
Email: aksb@airkelantan.com.my

*cross which are not related

AIR KELANTAN SDN. BHD.
Tingkat 2, WISMA AIR KELANTAN
Lot. 188, Jalan Kuala Krai
18500 Kota Bharu, Kelantan
Tel: 09-7437777, Faks: 09-7472030
Email: aksb@airkelantan.com.my



اير كلنتن سنديريان برحد

AIR KELANTAN SDN BHD

Wisma Air Kelantan
Lot 188 Jalan Kuala Krai
15050 Kota Bharu
Kelantan
(No. Syarikat : 291969M)

Telefon : 09-743 7777
Faks : 09-747 2030
Laman web : www.airkelantan.com.my
Pusat Info & Aduan : 15777

Ruj Kami: AKSB/jmi/ trainee/1/2017(192)

Tarikh : 15 Syawal 1438H /
9 Julai 2017

**Ketua Pusat Pengajian
Fakulti Pengurusan Maklumat
Universiti Teknologi MARA
Cawangan Kelantan, Bukit Ilmu
18500 Machang Kelantan**

Tuan/puan

PENGESAHAN PENERIMAAN MENJALANI PROGRAM LATIHAN INDUSTRI SESI OGOS 2017 HINGGA DISEMBER 2017



Dengan segala hormatnya perkara diatas adalah dirujuk.

Sukacita dimaklumkan bahawa kami bersetuju menerima penempatan pelajar tuan/puan bagi kursus "Bachelor of Info.Science(Hons) Information System Management" untuk menjalani latihan industri di Syarikat ini sepertimana nama berikut:

Nama Pelajar	No. Matrik	Tempoh Latihan
1. Che Nurzayumie bt Che Azmi	2015282952	1 Ogos 2017 hingga 31 Disember 2017
2. Nor Ainaa bt Zulkifle	2015282788	1 Ogos 2017 hingga 31 Disember 2017
3. Muhammad Aziem bin Muhamed Sabri	2015834756	1 Ogos 2017 hingga 31 Disember 2017

Pelajar tersebut dikehendaki melapor diri di Ibu Pejabat Wisma Air Kelantan, Lot 188 Jalan Kuala Krai, 15050 Kota Bharu Kelantan pada 1 Ogos 2017 jam 8.30 pagi dengan membawa gambar berukuran pasport sebanyak dua (2) keping dan dikehendaki berpakaian kemas/pejabat.

Pihak tuan/puan atau pelajar tersebut perlu membuat surat maklumbalas pengesahan bersetuju atau tidak bagi menjalani latihan industri di syarikat kami dengan kadar segera. Sekiranya pihak tuan/puan ada sebarang pertanyaan mengenai perkara diatas sila hubungi kakitangan kami En. Mohd Farhan bin Mat Zain, Unit Latihan & Pembangunan, Jabatan Modal Insan di talian 09-7437777 sambungan 222.

Sekian, terima kasih.

MEMBANGUN BERSAMA ISLAM - KELANTAN MENERAJUI PERUBAHAN*
ISLAM DIJULANG, RAJA DIJUNJUNG, RAKYAT DISANJUNG

Yang benar,

MAT NOOR BIN AWANG
Ketua Jabatan Modal Insan

S.k

1. Nor Aaaina bt Zulkifle Kampung Tasek Chengal 16450 Ketereh, Kota Bharu Kelantan	2. Che Nurzayumie bt Che Azmi Lot 007 Kampung Padang Rokma 16250 Wakaf Bharu Kelantan	3. Muhammad Aziem bin Muhamed Sabri Lot 2463 Taman Noriswati, Panji 16100 Kota Bharu Kelantan
--	---	---

"Dan Kami Jadikan Tiap-Tiap Sesuatu Yang Hidup Dari Air"
"And We Made Every Living Thing Of Water"
Surah Al-Anbia' : Ayat 30



Tarikh : 23 Julai 2017

AIR KELANTAN SDN.BHD.

Wisma Air Kelantan

Lot 188 Jalan Kuala Krai

15050 Kota Bharu

Kelantan

(u.p.: Encik Mat Noor bin Awang – Ketua Jabatan Modal Insan)

Tuan

**PENGESAHAN PENERIMAAN MENJALANI PROGRAM LATIHAN INDUSTRI
SESSI OGOS 2017 HINGGA DISEMBER 2017.**

Dengan segala hormatnya surat tuan AKSB/jmi/trainee/1/2017(192), bertarikh 09 Julai 2017 adalah dirujuk..

2. Sukacita dimaklumkan bahawa saya sebagaimana maklumat dibawah bersetuju untuk menjalani Program Latihan Industri di Air Kelantan Sdn.Bhd., sebagaimana berikut :-

Maklumat Pelajar

Nama Pelajar	No. Matrik	Tempoh Latihan
1. Muhammad Aziem Bin Muhamad Saberi	2015834756	1 Ogos 2017 hingga 31 Disember 2017
2. Che Nurzayumie Binti Che Azmi	2015282952	1 Ogos 2017 hingga 31 Disember 2017
3. Nor Aainaa Binti Zulkifle	2015282788	1 Ogos 2017 hingga 31 Disember 2017

3. Semoga mendapat perhatian dan tindakan selanjutnya dari tuan.

Sekian, terima kasih.

Yang benar

(MUHAMMAD AZIEM BIN MUHAMAD SABERI)

Wakil Pelajar Fakulti Pengurusan Maklumat

Universiti Teknologi MARA

Cawangan Kelantan.

INSTRUCTIONS

- 1) This book is issued to you to record your assignments and activities during industrial training
- 2) All entries must be regularly recorded by trainee and initialed by the Supervisor.
- 3) All entries are made in ink, except sketches.
- 4) The book must be handed to your Industrial Training Coordinator upon completion of attachment.

Tabat AKSB
No. Telefon/Faks

ALAMAT	NO. TEL	NO. FAKS
Kuala Krai, Perak	09-2837777	09-2472030

M

1. Name : MUHAMMAD AZIEM B. MUHAMMAD

2. Student ID : 2015034756

3. Programme : IM 245

4. Semester : 07

5. Home Address :

6. Tel No (HP) :

7. Email :

ORGANISATION INF

1. Full Name & Address

2. Department

3. Supervisor

4. Position

5. Tel

6. Email

FOR OFFICE ONLY

Remarks :

Nama Pekerja : MUHAMMAD AZIEM BIN MUHAMAD SABERI

Bulan / Tahun : Ogos / 2017

Export to Excel

Pilihan Pertama (08:00am - 05:00 pm) | WARNA KAD (KUNING)

TARIKH	MASUK	LOKASI	MASA LEWAT	KELUAR	LOKASI	MASA AWAL	JUMLAH JAM	OT MASUK	OT KELUAR	CATATAN PENYELIA
01-08-2017, Selasa	BELUM MENGGUNAKAN SISTEM									
02-08-2017, Rabu	BELUM MENGGUNAKAN SISTEM									
03-08-2017, Khamis			-	14:39	IT	16:51:00				
04-08-2017, Jumaat	CUTI MINGGUAN									
05-08-2017, Sabtu	CUTI MINGGUAN									
06-08-2017, Ahad	07:11	WISMA-G	-	17:04	EX-1	-	09:53:15			
07-08-2017, Isnin	07:15	EX-1	-	17:04	EX-1	-	09:49:56			
08-08-2017, Selasa	07:21	WISMA-G	-	17:03	WISMA-G	-	09:42:17			
09-08-2017, Rabu	07:02	EX-1	-	17:01	EX-1	-	09:59:48			
10-08-2017, Khamis	07:14	EX-1	-	16:33	EX-1	-	09:19:23			
11-08-2017, Jumaat	CUTI MINGGUAN									
12-08-2017, Sabtu	CUTI MINGGUAN									
13-08-2017, Ahad	07:35	WISMA-G	-	17:03	EX-1	-	09:28:00			
14-08-2017, Isnin	07:40	EX-1	-	17:04	EX-1	-	09:24:42			
15-08-2017, Selasa	07:16	WISMA-G	-	17:03	EX-1	-	09:47:04			
16-08-2017, Rabu	07:23	EX-1	-	17:06	EX-1	-	09:43:49			
17-08-2017, Khamis	07:12	EX-1	-	16:35	EX-1	-	09:23:21			
18-08-2017, Jumaat	CUTI MINGGUAN									
19-08-2017, Sabtu	CUTI MINGGUAN									
20-08-2017, Ahad	07:16	EX-1	-	17:03	EX-1	-	09:47:02			
21-08-2017, Isnin	07:25	EX-1	-	17:04	WISMA-G	-	09:39:31			
22-08-2017, Selasa	07:15	WISMA-3	-	17:05	WISMA-G	-	09:50:02			
23-08-2017, Rabu	07:19	WISMA-G	-	17:02	EX-1	-	09:43:20			
24-08-2017, Khamis	07:21	EX-1	-	16:33	WISMA-3	-	09:12:52			
25-08-2017, Jumaat	CUTI MINGGUAN									

26-08-2017, Sabtu	CUTI MINGGUAN									
27-08-2017, Ahad	07:15	EX-1	-	17:02	EX-1	-	09:47:21			
28-08-2017, Isnin	07:11	EX-1	-	17:03	EX-1	-	09:52:15			
29-08-2017, Selasa	07:17	EX-1	-	17:03	WISMA-G	-	09:46:28			
30-08-2017, Rabu	07:03	EX-1	-	17:04	EX-1	-	10:01:33			
31-08-2017, Khamis	HARI KEBANGSAAN									

HADIR	TUGAS LUAR & KURSUS	CUTI	CUTI KECEMASAN	TIDAK HADIR
20	0	0	0	0

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : Muhammad Aziem Bin Muhamad Saberi No. Matrik : 2015834756

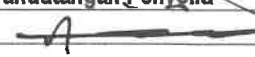

No. I/C : 940928-03-5201 No. Telefon : 019-3098957

Nama / Alamat Organisasi : Air Kelantan Sdn. Bhd.
Wisma Air Kelantan, Lot 188 Jalan Kuala Krai, 15050 Kota Bharu Kelantan.

Nama Penyelia : Ir. En. Mohd Zain Bin Ismail

Bulan /Tahun : September 2017 – January 2018

AUGUST 2017

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
01 OGOS 2017	9.30 a.m	5.00 pm	
02 OGOS 2017	7.30 a.m	5.00 pm	Ir. MOHD ZAIN BIN ISMAIL Pengurus Pengurusan Jajahan Air Kelantan Sdn. Bhd.
03 OGOS 2017	7.30 a.m	4.30 pm	
06 OGOS 2017	7.11 am	5.00 pm	
07 OGOS 2017	7.15 am	5.00 pm	
08 OGOS 2017	7.21 a.m	5.00 pm	Ir. MOHD ZAIN BIN ISMAIL Pengurus Pengurusan Jajahan Air Kelantan Sdn. Bhd.
09 OGOS 2017	7.02 a.m	5.00 pm	
10 OGOS 2017	7.14 a.m	4.30 pm	
13 OGOS 2017	7.35 am	5.00 pm	Ir. MOHD ZAIN BIN ISMAIL Pengurus Pengurusan Jajahan Air Kelantan Sdn. Bhd.
14 OGOS 2017	7.40 am	5.00 pm	
15 OGOS 2017	7.20 am	5.00 pm	
16 OGOS 2017	7.25 am	5.00 pm	
17 OGOS 2017	7.15 am	4.30 pm	
20 OGOS 2017	7.15 am	5.00 pm	Ir. MOHD ZAIN BIN ISMAIL Pengurus Pengurusan Jajahan Air Kelantan Sdn. Bhd.
21 OGOS 2017	7.25 am	5.00 pm	
22 OGOS 2017	7.15 am	5.00 pm	
23 OGOS 2017	7.20 am	5.00 pm	
24 OGOS 2017	7.21 am	4.30 pm	
27 OGOS 2017	7.15 am	5.00 pm	Ir. MOHD ZAIN BIN ISMAIL Pengurus Pengurusan Jajahan Air Kelantan Sdn. Bhd.
28 OGOS 2017	7.12 am	5.00 pm	
29 OGOS 2017	7.16 am	5.00 pm	
30 OGOS 2017	7.03 am	5.00 pm	
31 OGOS 2017	CUTI	HARI	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : 30 OGOS 2017

Tandatangan Penyelia : _____ Tarikh : 30/8/2017

INDUSTRIAL TRAINING PLANNING SCHEDULE
BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

STUDENT'S NAME : Muhammad Aziem Bin Muhamad Saberi
 ORGANIZATION : Air Kelantan Sdn. Bhd. (AKSB)
 INDUSTRIAL SUPERVISOR: Ir. Encik Mohd Zain Bin Ismail
 MONTH/YEAR : AUGUST 2017

DATE / DAY	UNIT / DEPARTMENT	SUPERVISOR
1 August 2017 (Tuesday)	1. I report myself at Wisma Air Kelantan at 9.30 a.m to Encik Mohd Farhan Bin Mat Zain. 2. After that, i report myself at Jabatan Operasi dan Pengeluaran at 11.00 a.m to Ir. Encik Mohd Zain Bin Ismail (Pengurus Pengurusan Jajahan Air Kelantan Sdn. Bhd.) 3. I was briefed by Ir. Encik Mohd Zain Bin Ismail about the scope of work that will given to me. 4. He told me to making the research paper about "Air Tidak Berhasil (NRW)". 5. I was given a guidebook on Non-Renewed Water (NRW), Water Supply Distribution Auditing, Water Supply Client Services Auditing, Water Distribution Technology and Water Global Water Leakage Summit to make sure i know all the information before doing the research or the task to be given to me.	
2 August 2017 (Wednesday)	1. I was given the task of updating the claim 2017. The claim by districts of Kota Bharu Timur (KBT), Bachok, Tanah Merah, and Pasir Puteh. 2. Upon Completion of the claim, submitted the claim to finance division.	
3 August 2017 (Thursday)	1. I was given the task of updating the claim 2017. The claim by districts Pasir Puteh and Tanah Merah. 2. After key in the information, i met Ir. Encik Mohd Zain Bin Ismail to get a signature before sending to the finance department. 3. After that, i was called by Ir. Encik Mohd Zain Bin Ismail to give a briefing about Air Kelantan Sdn. Bhd. a) Taklimat Staf Baru b) Taklimat Loji Rawatan Air (LRA) 4. Water Source a) 54% - Underground Water b) 46% - River Water 5. "Air Tidak Berhasil (NRW)" a) It supposed 16 million a month but only 8 million a month. 6. The problem:- a) Commercial Problem/Loses – Meter is incorrect b) Physical Problem/Loses – Leaking Pipe	
6 August 2017 (Sunday)	1. Updating internal documentation process checklist. 2. Get a signature from Ir. Encik Zain Bin Ismail and key in the data in Microsoft Excel.	

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	<ol style="list-style-type: none"> 3. After complete key in the data, i submitted the claim to the finance division. 	
<p>7 August 2017 (Monday)</p>	<ol style="list-style-type: none"> 1. Key in the claim data in Microsoft Excel and make the checklist from the claim. 2. Get the Email from Ir. Encik Mohd Zain Bin Ismail to go to work at Loji Rawatan Air Kg. Puteh for a week from 13 August until 17 August 2017. 3. After that, i have been invited by Puan Sharifah Azuani Binti Seyd Mahaziz to join the meeting about "Chlorination System" 	
<p>8 August 2017 (Tuesday)</p>	<ol style="list-style-type: none"> 1. Updating the claim of 2017, the claim it come from Pasir Puteh, Bachok, Kota Bharu Selatan, Kuala Krai and Machang. 2. Go and see Ir. Encik Mohd Zain Bin Ismanil to get his signature before sent to the finance division. 3. After sent the claim at finance division, i go to the level 2 to sent the document. <p>In Air Kelantan Sdn. Bhd. They want me to know all person that have in AKSB. It start from ground floor to the top level. It is good for me to make sure i can improve in communication skills and we know each other although we have different levels.</p>	
<p>9 August 2017 (Wednesday)</p>	<ol style="list-style-type: none"> 1. Updating the claim data in Microsoft Excel. 2. Sent the claim to the finance division 3. Updating the "Notis Perlindungan Data Peribadi Pelanggan". 4. Discuss about the special project that given by Ir. Encik Mohd Zain Bin Ismail with Encik Abdillah and Encik Din. <p>Remarks by: Ir. Encik Mohd Zain Bin Ismail Please get the execution objectively of the AVL programme, so you can understand why this program is implemented.</p>	
<p>10 August 2017 (Thursday)</p>	<ol style="list-style-type: none"> 1. Updating the internal documentation process checklist from districts Kota Bharu Timur (KBT), Kota Bharu Selatan (KBS), Tumpat, Pasir Mas, Kuala Krai and Pasir Puteh. 	
<p>1-10 August 2017 (Sun-Thu)</p>	<p style="text-align: center;">SUMMARY</p> <ol style="list-style-type: none"> 1. AVL – Approval Vendor List 2. ACL – Approval Contractor List 3. BIK – Buku Indent Kerja 4. Objective – <ol style="list-style-type: none"> a) Accepting contractor election rules b) Removing implematation of work c) Maintainance & acceptance of payment methods 5. SR – Service Request 6. Document for AVL/ACL Registration 	

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	<ul style="list-style-type: none"> a) Avi Registration b) Copy of SPAN License c) Copy of SSM d) Copy of CIDB & PPK e) Payment of RM 106.00 <p>7. Things that must be for making claims.</p> <ul style="list-style-type: none"> a) Borang Indent Kerja (BIK) b) GST Invoice c) GST receipt if purchase of goods (if applicable) d) Claim count form e) Work instruction (SR) (if applicable) f) Picture before/during/after. <p>8. Issue</p> <ul style="list-style-type: none"> a) Selection by turn process b) Price table c) Limit/unlimited contractor outside the colony. 	
13 August 2017 (Sunday)	<ul style="list-style-type: none"> 1. I report myself at Loji Rawatan Air Kg. Puteh at 8.00 a.m to Encik Tarmizi Bin Ahmad (Ketua Operasi Loji). 2. Encik Tarmizi pass me to Encik Azlee (Penyelia Operasi) to give the next tasks that i can do. 3. The other practical students and i go to the laboratory to test the water. 4. Water must be treated once every 4 hours to ensure that the water is a specified rate. 5. Visit Medan Telaga Kota – 8 tube wells located here, to supply raw water into LRA Kg. Puteh. 6. Fariq and Hafiz (Practical Students at LRA Kg. Puteh) show me the Water Treatment Process at LRA Kg. Puteh. The process of the water treatment are The raw water form underground, ventilation, clumping, clarifier, filtration, clorination, and clean water. 	
14 August 2017 (Monday)	<ul style="list-style-type: none"> 1. Water quality test every 4 hours. 2. Visited Loji Rawatan Air Pintu Geng: Ozonation Process <ul style="list-style-type: none"> - Housekeeping task 3. Conduct experiment for Aerator Design <ul style="list-style-type: none"> - Open Environment 	
15 August 2017 (Tuesday)	<ul style="list-style-type: none"> 1. Water quality test every 4 hours. 2. Continue conducting experiment for Aerator Design <ul style="list-style-type: none"> - Close environment - Open environment with air blower 	
16 August 2017 (Wednesday)	<ul style="list-style-type: none"> 1. Water quality test every 4 hours. 2. Housekeeping/Gotong-royong Loji Rawatan Air Kg. Puteh 3. Assisted in visit Lincoln University College. 	

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	<p>Remarks by: Ir. Encik Mohd Zain Bin Ismail</p> <p>We called it for test.</p>	
17 August 2017 (Thursday)	<ol style="list-style-type: none"> 1. Water quality test every 4 hours. 2. Housekeeping/Gotong-royong Loji Rawatan Air Kg. Puteh 3. Start a little bit a documentation. <p>Remarks by: Ir. En. Mohd Zain Bin Ismail</p> <p>Actually all the activities is to ensure that you understand the process carried out by the AKSB in water treatment.</p>	
20 August 2017 (Sunday)	<ol style="list-style-type: none"> 1. Check the AVL document to make sure the amount is same and updating the internal documentation process checklist. 2. Cop the AVL document by using the cop Ir. Mohd Zain Bin Ismail. 3. Go and see Ir. En. Mohd Zain Bin Ismail to get the signature to approve the document before sent to the financial department. 4. Sent the document to the financial department. 	
21 August 2017 (Monday)	<ol style="list-style-type: none"> 1. Updating the claim of 2017. The claims come from Pasir Puteh, Tumpat, kota Bharu Selatan, Kota Bharu Utara dan Gua Musang. 2. Put the document on the table Ir. Encik Mohd Zain Bin Ismail to get the signature. 3. After get the signature, Ir. Encik Mohd Zain Bin Ismail put the document on my table to key in into Microsoft Excel. 4. After updating, i sent that document at the financial department. 	
22 August 2017 (Tuesday)	<ol style="list-style-type: none"> 1. Updating the claim 2017. The claims come from Kota Bharu Selatan, Tumpat, Kuala Krai and Bachok. 2. Put the document on the table Ir. Encik Mohd Zain Bin Ismail to get the signature. 3. After get the signature, Ir. Encik Mohd Zain Bin Ismail put the document on my table to key in into Microsoft Excel. 4. After updating, i sent that document at the financial department. 	
23 August 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Go to the "Bilik Seminar" at 8.30 a.m. to hear Ceramah from Ustaz Saibon Bin Ismail at 6th floor. 2. Continue updating the claim that have been done signature from Ir. Encik Mohd Zain Bin Ismail. 3. Sent the document to the financial division. 4. The title of ceramah is "Bulan Zulhijjah". 	
24 August 2017 (Thursday)	<ol style="list-style-type: none"> 1. I have given task by Encik Abdillah to updating "Senarai Harga dari Logistik 2017". 	
27 August 2017 (Sunday)	<ol style="list-style-type: none"> 1. I have been invited be Encik Abdillah to join him to go to Air Kelantan Sdn. Bhd. (AKSB) Pasir Puteh to discuss about the new pipe connection to the domestic (rural area) in Pasir Puteh. 2. I join the discussion to know how to conduct the discussion. The discussion that discuss are about the process of claim, the new pipe 	

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	connection.	
28 August 2017 (Monday)	<ol style="list-style-type: none"> 1. Repair and revise calculation in Buku Indent Kerja (BIK). 2. Revise the actual price and the cases are similar to the services request at the attached picture. 3. Get the initial signature from Encik Abdillah where the amount is changed. 4. Sent the document to the financial department after the document was completed by Ir. Encik Mohd Zain Bin Ismail. 	
29 August 2017 (Tuesday)	<ol style="list-style-type: none"> 1. Repair and revise calculation in Buku Indent Kerja (BIK) (Continue). 2. Revise the actual price and Service Request (SR) and the attached picture. 3. Updating the internal documentation process checklist. 4. Put the document on the Ir. Encik Mohd Zain Bin Ismail table to get the signature before sent ti finanace division. 	
30 August 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Continue updating the internal documentation process checklist. 2. Continue updating claim 2017. The claims come from Pasir Mas, Tumpat, and Kota Bharu Timur. 3. Go and see Ir. Encik Mohd Zain Bin Ismail to check the log book and sign "Rekod Kedatangan Latihan Industri" 	
31 August 2017 (Thursday)	<ul style="list-style-type: none"> • NATIONAL DAY (INDEPENDENT DAY) 	

Nama Pekerja : MUHAMMAD AZIEM BIN MUHAMAD SABERI

Bulan / Tahun : September / 2017

Export to Excel

Pilihan Pertama (08:00am - 05:00 pm) | WARNA KAD (KUNING)

TARIKH	MASUK	LOKASI	MASA LEWAT	KELUAR	LOKASI	MASA AWAL	JUMLAH JAM	OT MASUK	OT KELUAR	CATATAN PENYELIA
01-09-2017, Jumaat	CUTI MINGGUAN									
02-09-2017, Sabtu	CUTI MINGGUAN									
03-09-2017, Ahad	HARI RAYA QURBAN									
04-09-2017, Isnin	CUTI PERISTIWA (SUKAN SEA 2017)									
05-09-2017, Selasa	07:00	EX-1	-	17:02	WISMA-3	-	10:02:53			
06-09-2017, Rabu	07:12	WISMA-3	-	17:04	WISMA-3	-	09:52:59			
07-09-2017, Khamis	07:16	WISMA-3	-	16:33	WISMA-3	-	09:17:34			
08-09-2017, Jumaat	CUTI MINGGUAN									
09-09-2017, Sabtu	CUTI MINGGUAN									
10-09-2017, Ahad	KEPUTERAAN YDP AGONG									
11-09-2017, Isnin	07:03	WISMA-3	-	17:03	WISMA-3	-	10:00:08			
12-09-2017, Selasa	07:14	WISMA-3	-	17:03	WISMA-3	-	09:49:17			
13-09-2017, Rabu	07:13	WISMA-3	-	17:03	WISMA-3	-	09:50:04			
14-09-2017, Khamis	07:06	WISMA-3	-	16:35	WISMA-3	-	09:29:53			
15-09-2017, Jumaat	CUTI MINGGUAN									
16-09-2017, Sabtu	CUTI MINGGUAN									
17-09-2017, Ahad	HARI MALAYSIA (CUTI GANTI)									
18-09-2017, Isnin	07:16	WISMA-3	-	17:00	WISMA-3	-	09:44:12			
19-09-2017, Selasa	TIDAK HADIR									
20-09-2017, Rabu	07:00	WISMA-3	-	17:01	WISMA-3	-	10:01:23			
21-09-2017, Khamis	07:12	WISMA-3	-	16:31	WISMA-3	-	09:19:19			
22-09-2017, Jumaat	CUTI MINGGUAN									
23-09-2017, Sabtu	CUTI MINGGUAN									
24-09-2017, Ahad	07:06	WISMA-3	-	17:03	WISMA-3	-	09:57:06			
25-09-2017, Isnin	07:07	WISMA-3	-	17:01	WISMA-3	-	09:54:19			

26-09-2017, Selasa	07:06	WISMA-3	-	17:04	WISMA-3	-	09:58:03		
27-09-2017, Rabu	07:14	WISMA-3	-	17:00	WISMA-3	-	09:46:37		
28-09-2017, Khamis	07:07	WISMA-3	-	16:32	WISMA-3	-	09:25:39		
29-09-2017, Jumaat	CUTI MINGGUAN								
30-09-2017, Sabtu	CUTI MINGGUAN								

HADIR	TUGAS LUAR & KURSUS	CUTI	CUTI KECEMASAN	TIDAK HADIR
15	0	0	0	1

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : Muhammad Aziem Bin Muhamad Saberi No. Matrik : 2015834756

No. I/C : 940928-03-5201 No. Telefon : 019-3098957

Nama / Alamat Organisasi : Air Kelantan Sdn. Bhd.
Wisma Air Kelantan, Lot 188 Jalan Kuala Krai, 15050 Kota Bharu Kelantan.

Nama Penyelia : Ir. En. Mohd Zain Bin Ismail

Bulan / Tahun : September 2017 - January 2018

SEPTEMBER 2017

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
3 SEPTEMBER 2017	CUTI	HARI RAYA	
4 SEPTEMBER 2017	CUTI	SUFAN SEA	
5 SEPTEMBER 2017	7.01 a.m.	5.00 pm.	
6 SEPTEMBER 2017	7.10 am	5.00 pm	
7 SEPTEMBER 2017	7.16 am	4.30 pm	
10 SEPTEMBER 2017	CUTI	HARI AGONG	
11 SEPTEMBER 2017	7.03 am	5.00 pm	
12 SEPTEMBER 2017	7.14 am	5.00 pm	
13 SEPTEMBER 2017	7.13 am	5.00 pm	
14 SEPTEMBER 2017	7.05 am	4.30 pm.	
17 SEPTEMBER 2017	CUTI	HARI MALAYSIA	
18 SEPTEMBER 2017	7.16 am	5.00 pm	
19 SEPTEMBER 2017	EMERGENCY	LEAVE	
20 SEPTEMBER 2017	7.00 am	5.00 pm	
21 SEPTEMBER 2017	7.16 am	4.30 pm	
24 SEPTEMBER 2017	7.06 am	5.00 pm	
25 SEPTEMBER 2017	7.07 am	5.00 pm	
26 SEPTEMBER 2017	7.06 am	5.00 pm	
27 SEPTEMBER 2017	7.14 am	5.00 pm	
28 SEPTEMBER 2017	7.07 am	4.30 pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____

Tarikh : 28 SEPTEMBER 2017

Tandatangan Penyelia : _____

Tarikh : 28/9/17



AIR KELANTAN SDN BHD
(291969 M)

BORANG PERMOHONAN CUTI

Daripada : MUHAMMAD AZIEM BIN MUHAMAD SABERI No. Pekerja : P017/093
(Nama Pemohon)

Kepada : IR. ENCIK MOHD JAIN BIN ISMAIL Jabatan : OPERASI & PENGELUARAN
(Ketua Jabatan/ Pengarah Urusan)

Saya ingin membatalkan cuti yang telah dipohon pada :

- | | (Jumlah Hari) | (pagi/petang) |
|--------------------------------------|---------------|---------------|
| 1. <u>19/09/2017</u> hingga <u>-</u> | <u>1</u> | |
| 2. hingga | | |
| 3. hingga | | |

Jenis cuti yang telah dipohon, sila tandakan

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Cuti Tahunan | <input type="checkbox"/> Cuti Haji | <input type="checkbox"/> Cuti Kahwin (sila lampirkan sijil @ surat nikah) |
| <input type="checkbox"/> Cuti Sakit (sijil sakit asal) | <input type="checkbox"/> Cuti Bersalin | <input checked="" type="checkbox"/> Cuti Ehsan {Kematian/ Sakit Kritikal/ Bencana Alam }
- sila lampirkan dokumen yang berkaitan |
| <input type="checkbox"/> Cuti Tanpa Gaji | <input type="checkbox"/> Cuti Hadir Peperiksaan (lampirkan jadual peperiksaan) | |
| <input type="checkbox"/> Cuti Tanpa Rekod | <input type="checkbox"/> Cuti Isteri Bersalin (sila lampirkan dokumen) | <input type="checkbox"/> Lain-lain (sila nyatakan) |

*Catatan : BAPA SERUHI (KEMATIAN)

~~**DISOKONG/ TIDAK~~

~~**DILULUSKAN/ TIDAK~~
DI KAN OLEH :

Tandatangan Pemohon
MUHAMMAD AZIEM BIN MUHAMAD SABERI
Ketua Unit/ Penyelia

Tandatangan Ketua Jabatan/
IR. MOHD JAIN BIN ISMAIL
Pengurus Pengurusan Jajahan
Air Kelantan Sdn. Bhd.

Tandatangan Penguasa/ Ketua Jabatan
20/9/2017
Tarikh

Tandatangan Penguasa/ Ketua Jabatan
Tarikh

Tarikh

UNTUK KEGUNAAN PEJABAT

Jumlah Kelayakan Cuti Tahunan	Hari
Jumlah Kelayakan Cuti Tahunan sehingga bulan	Hari
Jumlah Cuti *Tahunan/ Sakit yang diambil (termasuk tarikh di atas)	Hari
Baki Cuti	Hari
Disahkan oleh		

* Sila nyatakan sebab/ alasan diruangan catatan.
** Sila potong mana yang tidak berkaitan.
Sila rujuk carta aliran kakitangan yang layak menyokong dan meluluskan cuti.

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STUDENT'S NAME : Muhammad Aziem Bin Muhamad Saberi
 ORGANIZATION : Air Kelantan Sdn. Bhd. (AKSB)
 INDUSTRIAL SUPERVISOR: Ir. Encik Mohd Zain Bin Ismail
 MONTH/YEAR : September 2017

DATE / DAY	UNIT / DEPARTMENT	SUPERVISOR
3 SEPTEMBER 2017 (Sunday)	1. HARI RAYA AIDILADHA	
4 SEPTEMBER 2017 (Monday)	1. CUTI SUKAN SEA	
5 SEPTEMBER 2017 (Tuesday)	<ol style="list-style-type: none"> Today, i get the task to scan the document which are 'Kaedah Baru Pengiraan Wang Cagaran Dikenakana kepada Syarikat Utiliti' and "Garis Panduan Pengalihan dan Pemasangan Semula Utiliti Dalam Pelaksanaan Program dan Projek Kerajaan Bilangan 1 Tahun 2016". Encik Abdillah give me the document to sent to Assistant General Manager at 8th floor. 	
6 SEPTEMBER 2017 (Wednesday)	<ol style="list-style-type: none"> Sent the document at level 2, 6, and 8 Pickup the document that have in tray at level 2. 	
7 SEPTEMBER 2017 (Thursday)	<ol style="list-style-type: none"> Sent the document at level 2. Pickup the document that have in in tray at level 2. Cop the AVL document with accurate date claim accept in HQ, Key in and updating claim 2017. It comes from Pasir Mas, before sent to Koperasi. 	
10 SEPTEMBER 2017 (Sunday)	1. Cuti Hari Keputeraan Agong.	
11 SEPTEMBER 2017 (Monday)	<ol style="list-style-type: none"> Continue key in and updating the claim 2017. It come from m Pasir Mas and Pasir Puteh. Put the document that rejected to district tray. 	
12 SEPTEMBER 2017 (Tuesday)	<ol style="list-style-type: none"> Fill out the log planning schedule form in August in Microsoft Word as a softcopy. Get the AVL document and receipt stamps at the document. 	
13 SEPTEMBER 2017 (Wednesday)	<ol style="list-style-type: none"> Continue fill out the planning schedule form in August in Microsoft Word as a softcopy. Key in and updating the AVL document in Microsoft Excel. Put the document on Ir. Encik Zain table to get the signature. 	
14 SEPTEMBER 2017 (Thursday)	<ol style="list-style-type: none"> Go and take projector and laptop at IT Department for Encik Agos Salim for Taklimat. Sent it back at IT Department because the taklimat has been postponed on Monday (18/9/2017). 	
17 SEPTEMBER 2017 (Sunday)	1. Fill out the log planning schedule form in September in Microsoft Word as a softcopy.	

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	<ol style="list-style-type: none"> 2. Ir. Encik Mohd Zain put the document that has been signature by him on my table. 3. Key in the AVL Document that have been signature by Ir. Encik Mohd Zain into the Microsoft Excel. 4. Sent the document to the financial division. 5. Pickup the document that have in tray at level 2. 	
18 SEPTEMBER 2017 (Monday)	<ol style="list-style-type: none"> 1. Fill out the log planning schedule in September in Microsoft Word as a softcopy. 2. Ir. Encik Mohd Zain put the document that has been signature by him on my table. 3. Key in the AVL Document that have been signature by Ir. Encik Mohd Zain into the Microsoft Excel. 4. Sent the AVL Document to the finacial division. 5. Pick up the document that have in tray at level 2. 6. Fax document to "Stor Pusat AKSB" 7. Rewrite "Garis Panduan Pengalihan dan Pemasangan Semula Utiliti Dalam Pelaksanaan Program dan Projek Kerajaan Bilangan 1 Tahun 2016". 	
19 SEPTEMBER 2017 (Tuesday)	EMERGENCY LEAVE	
20 SEPTEMBER 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Retype document "Garis Panduan Pengalihan dan Pemasangan Semula Utiliti Dalam Pelaksanaan Program dan Projek Kerajaan Bilangan 1 Tahun 2016" (Continue). 2. Email the document that has been retype to Encik Abdillah. 3. Pick up the document in the tray at level 2. 4. Sent the document from Ir. Encik Mohd Zain to Encik Azhar at Level 5. 	
21 SEPTEMBER 2017 (Thursday)	<ol style="list-style-type: none"> 1. Sent the document at Level 2. 2. Pick up the document that have in tray at Level 2. 3. Repair and revise calculation in Buku Indent Kerja (BIK). 4. Revise the actual price and Service Request (SR) with attached picture before give to the Koperasi AKSB. 	
24 SEPTEMBER 2017 (Sunday)	<ol style="list-style-type: none"> 1. Go and take laptop and projector at IT department at level 4 and plug the projector and laptop at "Bilik Mesyuarat 1" at level 6. 2. I has been join the meeting inviting by Ir. Encik Mohd Zain on 10.00 a.m. 3. The meeting was discuss about "Cadangan Pengalihan Loji Kemubu". 4. The meeting conduct by Tn. Hj. Safurazi Bin Salleh (Ketua Jabatan Operasi dan Pengeluaran). 5. Updating details meter code. It divide by meter size which are 15MM, 	

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	20MM, 25MM and 40MM.	
25 SEPTEMBER 2017 (Monday)	<ol style="list-style-type: none"> 2. Key in updating document "Kawasan Tiada Bekalan Air 3. "Seminar Sains Solat" Bersama Prof. Ir. Dr. Fatimah Ibrahim at Dewan Seminar Wisma AKSB at 8.30 am until 1.15 pm. <ol style="list-style-type: none"> a) Kesan Postur dan Pergerakan Solat terhadap Sains Komposisi Badan. <ol style="list-style-type: none"> i. 5 Tabiat Lazim Solat Nabi <ul style="list-style-type: none"> ❖ Ke kerap an Bersolat ❖ Faham apa yang dibaca ❖ Solat Berjemaah? Individu ❖ Ruku' 90 darjah ❖ Keadaan jari kaki ketika sujud dan tahiyat b) Tatacara Postur dan Pergerakan Solat Elektif yang Baik untuk Kesihatan dan juga yang disyorkan oleh Solat nabi dan Kebaikannya. c) Kesan Solat Sunat dan Diet Seimbang terhadap Komposisi Badan. 	
26 SEPTEMBER 2017 (Tuesday)	<ol style="list-style-type: none"> 1. Cop the AVL Document with accurate date claim accept in HQ. 2. Checking the price and the amount is the same as the claimed price list. 3. Key in and updating AVL Document in Microsoft Excel. 4. Get the AVL Document from Koperasi to key in and get the signature from Ir. Encik Mohd Zain 5. Take "Borang A" at the level 4 for Encik Lokman (AKSB Pasir Puteh). 6. Sent the document from Encik Agos to level 2, 4, and 5. 	
27 SEPTEMBER 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Get the AVL Document from finance to get the signature from Ir. Encik Mohd Zain. 2. cop the AVL Document with the accurate date claim accept in HQ. 3. Continue key in and updating AVL Document in Microsoft Excel. 4. Put the AVL Document on Ir. Encik Mohd Zain table to get the signature. 5. Take the document that have in the tray at level 2. 6. sent the document to the personal assistant general manager at level 8. 	
28 SEPTEMBER 2017 (Thursday)	<ol style="list-style-type: none"> 1. Put the AVL Document on Ir. Encik Mohd Zain table to get the signature. 2. ir. Encik Mohd Zain put the AVL Document after he endorse the document. 3. Key in and updating the claim of 2017 on microsoft Excel. 4. After key in and updating the claim of 2017 i sent the document at 	

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	financial division. 5. continue check AVL Document before get the signature from Ir. Encik Mohd Zain..	
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Nama Pekerja : MUHAMMAD AZIEM BIN MUHAMAD SABERI

Bulan / Tahun : Oktober / 2017

Export to Excel

Pilihan Pertama (08:00am - 05:00 pm) | WARNA KAD (KUNING)

TARIKH	MASUK	LOKASI	MASA LEWAT	KELUAR	LOKASI	MASA AWAL	JUMLAH JAM	OT MASUK	OT KELUAR	CATATAN PENYELIA
01-10-2017, Ahad	07:04	WISMA-3	-	17:02	WISMA-3	-	09:58:38			
02-10-2017, Isnin	07:21	WISMA-6	-	17:02	WISMA-3	-	09:41:31			
03-10-2017, Selasa	07:11	WISMA-3	-	17:01	WISMA-3	-	09:50:09			
04-10-2017, Rabu	07:04	WISMA-3	-	17:00	WISMA-3	-	09:56:42			
05-10-2017, Khamis	07:31	WISMA-3	-	16:31	WISMA-3	-	09:00:17			
06-10-2017, Jumaat	CUTI MINGGUAN									
07-10-2017, Sabtu	CUTI MINGGUAN									
08-10-2017, Ahad	07:08	WISMA-3	-	17:01	WISMA-3	-	09:53:29			
09-10-2017, Isnin	07:03	WISMA-3	-	17:03	WISMA-3	-	10:00:10			
10-10-2017, Selasa	07:00	WISMA-3	-	17:00	WISMA-3	-	10:00:14			
11-10-2017, Rabu	07:05	WISMA-3	-	17:02	WISMA-3	-	09:57:17			
12-10-2017, Khamis	07:04	WISMA-3	-	16:31	WISMA-3	-	09:27:41			
13-10-2017, Jumaat	CUTI MINGGUAN									
14-10-2017, Sabtu	CUTI MINGGUAN									
15-10-2017, Ahad	07:19	WISMA-3	-	17:02	WISMA-3	-	09:43:36			
16-10-2017, Isnin	07:29	WISMA-3	-	17:02	WISMA-3	-	09:33:04			
17-10-2017, Selasa	07:16	WISMA-3	-	17:03	WISMA-3	-	09:47:27			
18-10-2017, Rabu	HARI DEEPAVALI									
19-10-2017, Khamis	07:18	WISMA-3	-	16:31	WISMA-3	-	09:13:08			
20-10-2017, Jumaat	CUTI MINGGUAN									
21-10-2017, Sabtu	CUTI MINGGUAN									
22-10-2017, Ahad	07:09	WISMA-3	-	17:02	WISMA-3	-	09:53:18			
23-10-2017, Isnin	07:00	WISMA-3	-	17:03	WISMA-3	-	10:03:29			
24-10-2017, Selasa	07:05	WISMA-3	-	17:14	WISMA-3	-	10:09:41			
25-10-2017, Rabu	07:09	WISMA-3	-	17:02	WISMA-3	-	09:53:26			

26-10-2017, Khamis	07:16	WISMA-3	-	16:36	WISMA-3	-	09:20:08		
27-10-2017, Jumaat	CUTI MINGGUAN								
28-10-2017, Sabtu	CUTI MINGGUAN								
29-10-2017, Ahad	07:14	WISMA-3	-	17:03	WISMA-3	-	09:49:29		
30-10-2017, Isnin	07:20	WISMA-3	-	17:01	WISMA-3	-	09:41:20		
31-10-2017, Selasa	07:10	WISMA-3	-	17:01	WISMA-3	-	09:51:58		

HADIR	TUGAS LUAR & KURSUS	CUTI	CUTI KECEMASAN	TIDAK HADIR
22	0	0	0	0

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : Muhammed Aziem Bin Muhamad Saberi No. Matrik : 2015834756

No. I/C : 940928-03-5201 No. Telefon : 019-3098957

Nama / Alamat Organisasi : Air Kelantan Sdn. Bhd.
Wisma Air Kelantan, Lot 188 Jalan Kuala Krai, 15050 Kota Bharu Kelantan.

Nama Penyelia : Ir. En. Mohd Zain Bin Ismail

Bulan / Tahun : September 2017 – January 2018

OCTOBER 2017

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 OKTOBER 2017	7:04 am	5:00 pm	
2 OKTOBER 2017	7:24 a.m	5:00 pm	
3 OKTOBER 2017	7:10 a.m	5:00 pm	
4 OKTOBER 2017	7:04 a.m	5:00 pm	
5 OKTOBER 2017	7:31 a.m	4:30 pm	
8 OKTOBER 2017	7:08 am	5:00 pm	
9 OKTOBER 2017	7:04 am	5:00 pm	
10 OKTOBER 2017	7:00 am	5:00 pm	
11 OKTOBER 2017	7:05 am	5:00 pm	
12 OKTOBER 2017	7:05 am	4:30 pm	
15 OKTOBER 2017	7:19 am	5:00 pm	
16 OKTOBER 2017	7:29 am	5:00 pm	
17 OKTOBER 2017	7:16 am	5:00 pm	
18 OKTOBER 2017	CUTI	DEEPAVALI	
19 OKTOBER 2017	7:18 am	4:30 pm	
22 OKTOBER 2017	7:09 am	5:00 pm	
23 OKTOBER 2017	7:00 am	5:00 pm	
24 OKTOBER 2017	7:05 am	5:00 pm	
25 OKTOBER 2017	7:07 am	5:00 pm	
26 OKTOBER 2017	7:10 am	4:30 pm	
29 OKTOBER 2017	7:14 am	5:00 pm	
30 OKTOBER 2017	7:20 am	5:00 pm	
31 OKTOBER 2017	7:10 am	5:00 pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____

Tarikh : 31 OKTOBER 2017

Tandatangan Penyelia : _____

Tarikh : _____

INDUSTRIAL TRAINING PLANNING SCHEDULE
BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

STUDENT'S NAME : Muhammad Aziem Bin Muhamad Saberi
 ORGANIZATION : Air Kelantan Sdn. Bhd. (AKSB)
 INDUSTRIAL SUPERVISOR : Ir. Encik Mohd Zain Bin Ismail
 MONTH/YEAR : OCTOBER 2017

DATE / DAY	UNIT / DEPARTMENT	SUPERVISOR
1 October 2017 (Sunday)	<ol style="list-style-type: none"> 1. Scan the document "Ringkasan Kerja" for Encik Abdillah. 2. Give the AVL Document to Ir. Mohd Zain to get his signature. 3. After he sign the AVL Document, he put on my table to key in and updating the claim 2017 in Microsoft Excel. 4. After that, i go to the financial divison to sent the AVL Document. 5. Go and see Ir. Mohd Zain to check the log book and sign and he also sign and check "Rekod Kedatangan Latihan Industri". 	
2 October 2017 (Monday)	<ol style="list-style-type: none"> 1. Go and take the laptop and projector at IT Department at level 4 and plug the projector and laptop at "Bilik Mesyuarat 3" at level 6. 2. Scan the document "Penggunaan Meter Air" to Encik Yusoff. 3. Go and take laptop and projector at "Bilik Mesyuarat 3" tingkat 6 after the meeting to send it back to IT Department. 4. Sent the document at level 5 and level 2. 5. Go at level 2 and take the document that have in tray. 	
3 October 2017 (Tuesday)	<ol style="list-style-type: none"> 1. Take the document that have in tray at level 2. 2. Go and sent the document from Pn. Nora at level 2, 5 and 4. 3. Fill out the planning schedule form in October in Microsft Word as a softcopy. 4. Scan the document from Ekojitu Enterprise and Cahaya Hasan Electric to Encik Yusoff Mohd Ghazali. 	
4 October 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Take the document that have in tray at level 2. 2. Continue fill out the planning schedule in October in Microsoft Word. 3. Start a little bit a documentation for AKSB. 4. Sent the document from Pn. Nora to Pn. Zan at level 5. 	
5 October 2017 (Thursday)	<ol style="list-style-type: none"> 1. Get the AVL document from Koperasi AKSB. 2. Cop the AVL Document with accurate date claim accept in HQ. 3. Checking the amount and the price is the same as the claim price list. 4. Key in and updating AVL Document before get the signature from Ir. Mohd Zain. 5. Put the AVL Document on Ir. Mohd Zain table to get the signature. 	
8 October 2017 (Sunday)	<ol style="list-style-type: none"> 1. Continue check and updating the internal document process checklist. 2. Scan "Projek Laluan Rel Pantai Timur (ECRL)" for Encik Agos Salim Bin Mat. 3. Go and put the AVL Document on Ir. Mohd Zain table to get his signature. 4. Ir. Mohd Zain put the AVL Document that has been done his signatur on 	

INDUSTRIAL TRAINING PLANNING SCHEDULE
BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

	my table to key in Microsoft Excel.	
9 October 2017 (Monday)	<ol style="list-style-type: none"> 1. Continue key in and updating claim 2017 from Machang, Pasir Puteh, Kota Bharu Timur, Kota Bharu Selatan, Kuala Krai, Bachok, Tumpat dan Pasir Mas. 2. Get the signature from Ir. Mohd Zain before sent to the financial division. 3. Take the document in tray at level 2 and give the document to Puan Norasyikin. 4. Sent it document to Koperasi AKSB because the amount did not same. 	
10 October 2017 (Tuesday)	<ol style="list-style-type: none"> 1. Put the document on Ir. Mohd Zain table to get the signature. 2. Get the new AVL Document from Machang to check, key in and sent to the Koperasi AKSB. 3. Ir. Mohd Zain put the document that he has been done sign on my table to me take the next action. 4. Take the document on the tray at level 2. 5. Faks the document from Ir. Mohd Zain "Mesyuarat Jawatankuasa Pengurusan & Bantuan Bencana Banjir Jajahan Kota Bharu" to KBU, KBT, and KBS. 	
11 October 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Continue key in AVL Document and give to Ir. Mohd Zain to get the signature. 2. Take the document that have in tray at level 2. 3. Learn how to use the SISPAK system to generate the data. 4. Get the new AVL Document from pasir Mas. 5. Check the new AVL Document before give to the Koperasi. 6. Sent the document at level 5 at financial division. 	
12 October 2017 (Thursday)	<ol style="list-style-type: none"> 1. Try collect the data by using SISPAK but i cannot retrieved the data because it become something error. 2. Sent the document on the 7th floor to En. Adnan from Pan Nor. 3. Go and take the document that have in tray at level 2. 4. Go and see Ir. Mohd Zain to check and comment log book. 5. Continue check and retrieved "Laporan Bulanan bagi Paip Bocor Mengikut Jajahan". KBU, KBT, KBS, BCK, PM, TM, MAC, KK, TP, JL, GM and PP. (12 District) 	
15 October 2017 (Sunday)	<ol style="list-style-type: none"> 1. Go and take the laptop and projector at IT Department at level 4 and plug the projector and laptop at "Bilik Mesyuarat 3" at level 6. 2. Check the AVL Document before sent to the Koperasi AKSB. 3. Sent the document from Encik Abdullah to Cik Nabila at level 5. 4. Go and take laptop and projector at "Bilik Mesyuarat 3" tingkat 6 after the meeting to send it back to IT Department. 5. Go and take the document that have in tray at level 2. 	

INDUSTRIAL TRAINING PLANNING SCHEDULE
BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

<p>16 October 2017 (Monday)</p>	<ol style="list-style-type: none"> 1. Attend Ceramah from Ustaz Saibon Bin Ismail at "Bilik Seminar" at 6th floor and the title is "DOSA" at 8.30 am until 9.30 am. Ceramah berkaitan Dosa:- <ol style="list-style-type: none"> i. Taubat kepada Allah s.w.t ii. Dosa meninggalkan kewajipan iii. Tidak melakukan kewajipan dengan sempurna. iv. Dosa makan riba, judi, arak dan sebagainya. v. Dosa dengan Allah s.w.t. vi. Dosa sesama manusia. 2. Visiting Supervisor from UiTM which is Puan Noor Rahmawati Binti Alias (Pensyarah Kanan Fakulti Pengurusan Maklumat UiTM Cawangan Kelantan) at 2.30 pm until 4.10 pm. 	
<p>17 October 2017 (Tuesday)</p>	<ol style="list-style-type: none"> 1. Collect the data by using SISPAK "Laporan Bulanan Paip Bocor Mengikut Jajahan". KBU, KBT, KBS, BCK, PM, TM, MAC, KK, TP, JL, GM and PP. 2. Check the AVL Document from Pasir Mas before sent to the finance and Koperasi AKSB. 3. Go and take the signature from Encik Agos Salim Bin Mat before sent to the finance. 4. Sent the AVL Document to the finance department and give the other document from Puan Nor to Puan G at level 5. 	
<p>18 October 2017 (Wednesday)</p>	<p>DEEPAVALI</p>	
<p>19 October 2017 (Thursday)</p>	<ol style="list-style-type: none"> 1. The instruction come from Encik Agos Salim Bin Mat on (17 October 2017):- Later on October 19, 2017 on Thursday, please fill the request book/entry for the purpose of Meeting Room on Level 2 on Sunday 22 October 2017 from 9.00 am until 1.00 pm. 2. Get back the AVL Document from Koperasi AKSB at 4.00 pm. 3. Cop the AVL Document that come from Koperasi AKSB with date receive by HQ 	
<p>22 October 2017 (Sunday)</p>	<ol style="list-style-type: none"> 1. Check the AVL Document from Koperasi AKSB before get the signature from Ir. Mohd Zain Bin Ismail. 2. Go and take the laptop and projector at It department at level 4 and plug it at "Bilik Perbincangan" Level 2. 3. Put the AVL Document on Ir. Mohd Zain table to get his signature. 4. Go at level 2 and plug off the projector and laptop before sent it back at It department. 5. Ir. Mohd Zain put the AVL Document that he has been done sign to me key in in Microsoft Excel. 6. Sent the AVL Document at Finance. 7. By using SISPAK i retrieved the data "Laporan Aduan Bulanan 	

INDUSTRIAL TRAINING PLANNING SCHEDULE
BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

	Ringkas" August until October 2017. (1/8-31/8, 1/9-30/9 and 1/10-21/10)	
23 October 2017 (Monday)	<ol style="list-style-type: none"> 1. Continue check AVL Document before put the document on Ir. Mohd Zain table. 2. After Ir. Mohd Zain sign the document he put on my table to key in the details about the document into microsoft excel. 3. Sent the document at financial division. 4. Take the document that have in tray at level 2. 	
24 October 2017 (Tuesday)	<ol style="list-style-type: none"> 1. Key in the date that have been done sign by Ir. Mohd Zain in Microsoft Excel. 2. Doing the graft for "Laporan Bulanan Bagi Paip Bocor Mengikut Tempoh Matang Pembaikan (Bulan Pertama Jan-Mac 2017, Bulan Kedua Apr-Jun 2017, and Bulan Ketiga Jul-Sep 2017)" (But it something error). 3. Sent the AVL Document at Level 5 (Financial Division). 	
25 October 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Sent the AVL Document and claim money for kuih-muh for meeting at finance department. 2. Again try and error doing the graft for "Laporan Bulanan Bagi Paip Bocor Mengikut Tempoh matang Pembaikan" and it successful. 3. Go and take the document in the tray at level 2. 4. Get the new AVL Document from Koperasi to me check and give the document to Ir. Mohd Zain sign. 5. Scan "Malaysian Water Industry Guide 2017 (MWIG 2017)" for Tn. Hj. Safurazi (Ketua Jabatan Operasi dan Pengeluaran)> 	
26 October 2017 (Thursday)	<ol style="list-style-type: none"> 1. Continue check the AVL Document from Koperasi AKSB before give Ir. Mohd Zain to sign. 2. Give the AVL Document to Ir. Mohd Zain Sign the document. 3. Start a little bit in doing the documentation. 4. Get the AVL Document back from Ir Mohd Zain after he done sign the document. 5. Go and take the document in the tray at level 2. 	
29 October 2017 (Sunday)	<ol style="list-style-type: none"> 1. Continue check AVL Document from Koperasi AKSB and give the document to Ir. Mohd Zain to get his signature. 2. Go and see En. Agos to check the graft that i do and he also check my oppinion to give the comment about the graft. 3. After get the sign from Ir. Mohd Zain i start key in into the microsoft excel. 4. Sent the Avl Document to financial division. 	
30 October 2017 (Monday)	<ol style="list-style-type: none"> 1. Check the AVL Document and cop the document with the accurate date before get cop and sign from 'Pengurus Pengurusan Jajahan'. 2. Sent the document to Encik Saufi at level 5. 	

INDUSTRIAL TRAINING PLANNING SCHEDULE
BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

	<ol style="list-style-type: none">3. Updating the industrial training schedule vfor October 2017.4. Go and take the document in the tray at level 2.	
31 October 2017 (Tuesday)	<ol style="list-style-type: none">1. Put the AVL Document into Encik Agos table to get his signature before sent to the finance.2. Go and see Ir. Mohd Zain to check and sign my log book.3. Go and take document in the tray at level 2.	

Ir.
Per

Nama Pekerja : MUHAMMAD AZIEM BIN MUHAMAD SABERI

Bulan / Tahun : November / 2017

Export to Excel

Pilihan Pertama (08:00am - 05:00 pm) | WARNA KAD (KUNING)

TARIKH	MASUK	LOKASI	MASA LEWAT	KELUAR	LOKASI	MASA AWAL	JUMLAH JAM	OT MASUK	OT KELUAR	CATATAN PENYELIA
01-11-2017, Rabu	07:10	WISMA-3	-	17:01	WISMA-3	-	09:51:25			
02-11-2017, Khamis	TIDAK HADIR									
03-11-2017, Jumaat	CUTI MINGGUAN									
04-11-2017, Sabtu	CUTI MINGGUAN									
05-11-2017, Ahad	07:02	WISMA-3	-	17:01	WISMA-3	-	09:59:40			
06-11-2017, Isnin	07:08	WISMA-3	-	17:02	WISMA-3	-	09:54:14			
07-11-2017, Selasa	07:18	WISMA-3	-	17:01	WISMA-3	-	09:43:08			
08-11-2017, Rabu	07:31	WISMA-3	-	17:02	WISMA-3	-	09:31:17			
09-11-2017, Khamis	07:03	WISMA-3	-	16:31	WISMA-3	-	09:28:43			
10-11-2017, Jumaat	CUTI MINGGUAN									
11-11-2017, Sabtu	CUTI MINGGUAN									
12-11-2017, Ahad	CUTI KEPUTERAAN SULTAN KELANTAN									
13-11-2017, Isnin	CUTI GANTI(HARI KEPUTERAAN SULTAN KELANTAN)									
14-11-2017, Selasa	07:06	WISMA-3	-	17:01	WISMA-3	-	09:55:35			
15-11-2017, Rabu	07:13	WISMA-3	-	17:04	WISMA-3	-	09:51:38			
16-11-2017, Khamis	06:59	WISMA-3	-	16:32	WISMA-3	-	09:33:23			
17-11-2017, Jumaat	CUTI MINGGUAN									
18-11-2017, Sabtu	CUTI MINGGUAN									
19-11-2017, Ahad	07:05	WISMA-3	-	17:01	WISMA-3	-	09:56:57			
20-11-2017, Isnin	07:03	WISMA-3	-	17:01	WISMA-3	-	09:58:18			
21-11-2017, Selasa	07:14	WISMA-3	-	17:02	WISMA-3	-	09:48:18			
22-11-2017, Rabu	07:16	WISMA-3	-	17:02	WISMA-3	-	09:46:54			
23-11-2017, Khamis	07:10	WISMA-3	-	16:31	WISMA-3	-	09:21:26			
24-11-2017, Jumaat	CUTI MINGGUAN									
25-11-2017, Sabtu	CUTI MINGGUAN									

26-11-2017, Ahad	07:00	WISMA-3	-	17:01	WISMA-3	-	10:01:11		
27-11-2017, Isnin	07:03	WISMA-3	-	17:02	WISMA-3	-	09:59:56		
28-11-2017, Selasa	07:07	WISMA-3	-	17:01	WISMA-3	-	09:54:35		
29-11-2017, Rabu	06:59	WISMA-3	-	17:01	WISMA-3	-	10:02:13		
30-11-2017, Khamis	07:13	WISMA-3	-	16:31	WISMA-3	-	09:18:30		

HADIR	TUGAS LUAR & KURSUS	CUTI	CUTI KECEMASAN	TIDAK HADIR
19	0	0	0	

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : Muhammad Aziem Bin Muhamad Saberi No. Matrik : 2015834756
 No. I/C : 940928-03-5201 No. Telefon : 019-3098957
 Nama / Alamat Organisasi : Air Kelantan Sdn. Bhd
Wisma Air Kelantan, Lot 188 Jalan Kuala Krai, 15050 Kota Bharu, Kelantan.
 Nama Penyelia : Encik Aqos Salim Bin Mat
 Bulan / Tahun : September 2017 – Januari 2018

NOVEMBER 2017		
Tarikh	Waktu Masuk	Waktu Keluar
1 NOVEMBER 2017	7.10 am	5.00 pm
2 NOVEMBER 2017	CUTI	SAFIT
5 NOVEMBER 2017	7.02 am	5.00 pm
6 NOVEMBER 2017	7.08 am	5.00 pm
7 NOVEMBER 2017	7.18 am	5.00 pm
8 NOVEMBER 2017	7.31 am	5.00 pm
9 NOVEMBER 2017	7.03 am	4.30 pm
12 NOVEMBER 2017	CUTI	KEPUTERAAN
13 NOVEMBER 2017	SULTAN	KELANTAN
14 NOVEMBER 2017	7.06 am	5.00 pm
15 NOVEMBER 2017	7.13 am	5.00 pm
16 NOVEMBER 2017	7.00 am	4.30 pm
19 NOVEMBER 2017	7.04 am	5.00 pm
20 NOVEMBER 2017	7.03 am	5.00 pm
21 NOVEMBER 2017	7.14 am	5.00 pm
22 NOVEMBER 2017	7.13 am	5.00 pm
23 NOVEMBER 2017	7.10 am	4.30 pm
26 NOVEMBER 2017	7.00 am	5.00 pm
27 NOVEMBER 2017	7.03 am	5.00 pm
28 NOVEMBER 2017	7.07 am	5.00 pm
29 NOVEMBER 2017	6.59 am	5.00 pm
30 NOVEMBER 2017	7.13 am	4.30 pm

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____

30 NOV 2017

Tarikh : _____

Tandatangan Penyelia : _____

Tarikh : 13/12/2017