



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF CIVIL ENGINEERING**

INDUSTRIAL TRAINING REPORT

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12th OCTOBER 2020 – 10th FEBRUARY 2021

ABSTRACT

This report is set out to give the reader full information about my industrial training at Majidee (Holdings) Sdn Bhd in Skudai, Johor Bahru. Industrial training is one of the compulsory course for students who undergo Diploma in Civil Engineering at UiTM. Each students are given the opportunity to choose their own preferable company to undergo the industrial training. This course is set up for students in order to give them experience and gain knowledge in working environment before facing the real working life soon.

I was undergo my training at Majidee (Holdings) Sdn Bhd . This company act as a contractor company specializing in Project Management, Building for Construction, Civil, Mechanical & Electrical Engineering Works. I was placed under Project Management department and supervised by Puan Noorazrin binti Mohamad. During my internship, I have learned a lot of new knowledge about Tendering, Taking Off and Bill of Quantities. I also given the opportunity to take off some structure such as beam, slab, and also infrastructure works. These knowledge are useful for me in future and gives me a lot of advantages to prepare myself for my future career. In addition, during the MCO period, I have given tasks by faculty supervisor, Sir Ahmad Idzuan bin Yusuf. The tasks given are related with the projects that I was involved at the company and its enhance my knowledge about the projects.

Last but not least, this report included the introduction, brief background of company, weekly summary activities done, projects that I was involved, experience gained, conclusion and recommendations in details during my internship at Majidee (Holdings).

ACKNOWLEDGEMENT

Alhamdulillah, praise thanks to Allah s.w.t with His blesses, for gave this great chance to go through industrial training at Majidee (Holdings) Sdn Bhd and finish it successfully even though we are facing the serious Covid-19 pandemic and had to followed the rules of Movement Control Order (MCO) in order to break the chain of Covid-19. This acknowledgement is dedicated to the following wonderful individuals who gave me invaluable assistance, guidance and contributions for the completion of this dissertation directly and indirectly.

First and foremost, I would like to express my highest appreciation to the respective manager of Majidee (Holdings) Sdn Bhd, Encik Aminuddin bin Hj Abdullah for giving me the opportunity to do my internship and gain knowledge at his company from 12th October 2020 until 10th February 2021. I also love to express my gratitude to my supervisor and also as a Civil Engineer of Majidee (Holdings) Sdn Bhd, Puan Noorazrin binti Mohamad for sharing knowledge and always give me advises on how to survive in this Engineering world. She always helps me when I face any problems and difficulties throughout my internship at this company. Without her support guidelines, I might have a lot of problems during completing my report.

I am grateful to Universiti Teknologi Mara (UiTM) for granting me Industrial Training Programme that provide me a lot of knowledge and experience that can never be found during class session. Then, I want to convey my appreciation and thankful to my faculty supervisor, Sir Ahmad Idzwan bin Yusuf for her guidance and willingness to evaluate me and gave me tasks to do from 13th of Jan to 10th of Feb 2021 during Movement Control Order (MCO) period.

Last but not least, I deeply grateful to my family and friends for supporting me and sharing the ideas for me to complete this report. Thanks for many kinds of helps and cooperation given from all the parties that has been involved. Their contribution is truly appreciated and will be well remembered.

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CHAPTER 1: INTRODUCTION

1.1 INTRODUCTION

The Industrial Training program or *latihan industry (LI)* is an essential component of the diploma and bachelor program curriculum offered by the Universiti Teknologi Mara (UiTM). This program is compulsory for all the students to improve their technical knowledge and skills as well as to adapt the work environment as an engineer. Students are required to do their internship either in government or private organization according to their own choice for 8 weeks. The training site chosen must fulfill the requirement and the criteria of standard work within the scope of the student courses. This will help student to understand more what they learn in the class and develop skills in order to be a future engineer. Industrial training also helps to provide important information and give further understanding about Civil Engineering. At the end of the training, students are required to prepare a technical report not only for the evaluation from the lecturers but also as a reference for them in the upcoming years.

1.2 COMPANY BACKGROUND

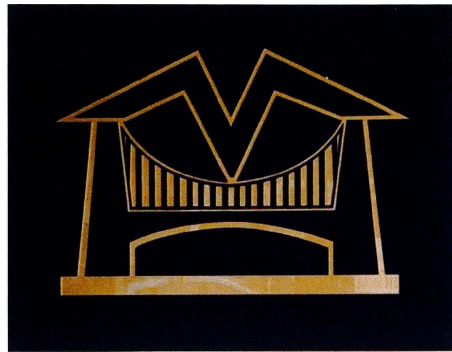


Figure 1.1 Majidee (Holdings) company logo

Majidee (Holdings) Sdn Bhd was incorporated in 1982 as a company specializing in Project Management, Building for Construction, Civil, Mechanical and Electrical Engineering Works.

Majidee (Holdings) Sdn Bhd is registered under Pusat Khidmat Kontraktor (Class A) and also registered under CIDB (G7), 100% wholly owned Bumiputera company in equity, the key corporate and all the management staff.

Over the years, the company has shown the strength by participating and completing government and private projects. The company has a team of dedicated, committed, determine, resolute and professional skilled and semi-skilled to realize government liberalization in industrial and economic policy, to provide a more secure foundation for the country's future prosperity.

This company is also located at No 1, Jalan Kebudayaan, Taman Universiti, which is it is quite near my house. So it is very convenient for me because it just take 5-10 minutes for me to go to work.

VISION

Continuously move forward as a leading Engineering and Construction company by consistently delivering projects that meets quality standard through standard requirements and ethical practices.

Ultimately, to differentiate ourselves as the builder of choice to those seeking quality, personal services and value.

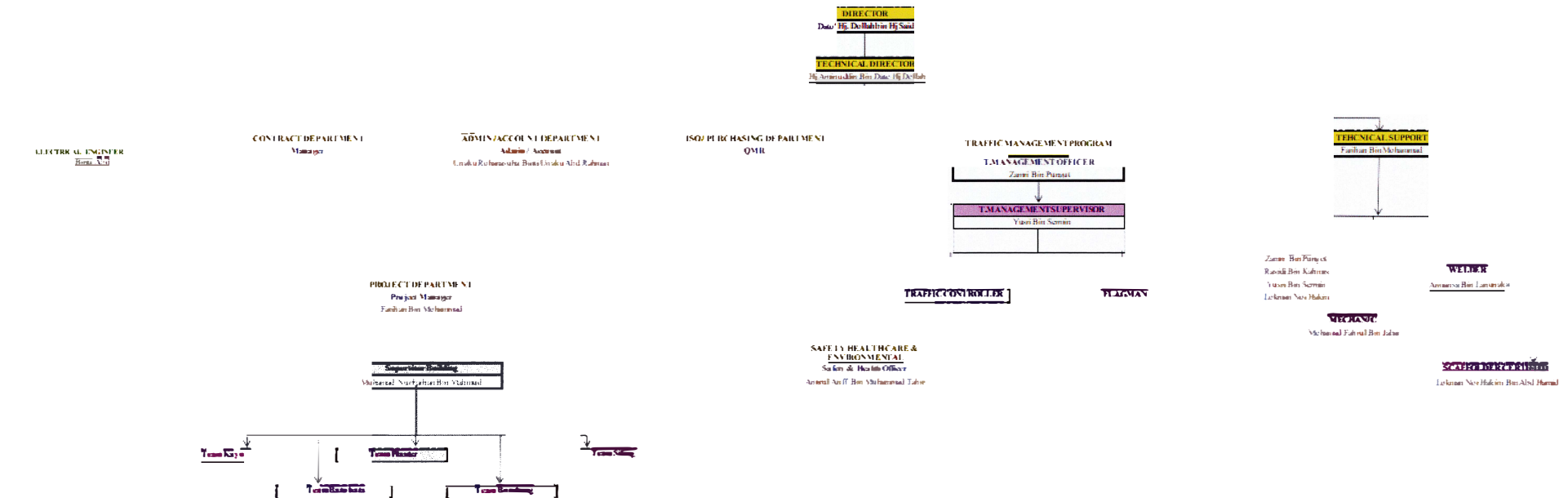
MISSION

- To provide superior customer service and satisfy customer need through a quality services
- To enhance shareholder's value
- To be caring and responsible employer

1.3 ORGANIZATIONAL STRUCTURE



CARTA ORGANISASI MAJIDEE (HOLDINGS) SDN BHD



1.4 NATURE OF BUSINESS

Majidee (Holdings) Sdn Bhd company specialized in Project Management, Building for Construction, Civil, Mechanical and Electrical Engineering Works.

. The field of specialization of the company are as followed:

- 1) Structural works
- 2) Structural assessment
- 3) Infrastructure works
- 4) Road
- 5) Drainage and irrigation
- 6) Water supply
- 7) Sewerage reticulation

The scope of services that the company provided are as followed:-

- Tender preparation.

Cost estimation, preparation of tender documents.

- Construction management and supervision

Contract administration, monitoring and supervision of engineering works

- Project management

Coordination, scheduling, quality control and assurance of construction works

- Structural assessment

Design review and checking for existing building and structure

1.5 PRODUCTS

Since 1982, Majidee (Holdings) Sdn Bhd has completed many projects of varying sizes, scope and contract value. To illustrate the diversity of the projects that they have undertaken or undertaking as well as their customer base, some of their building and infrastructure construction projects for the past 5 years are as follows:



Figure 1.2: Sk Seri Yong Peng

Year 2018: CADANGAN PEMBINAAN SEMULA DAN MENAIKTARAF SEKOLAH DAIF MENGGUNAKAN KAEDAH INDUSTRIALISED BUILDING SYSTEM (IBS) DI SEMENANJUNG MALAYSIA (FASA 1) TAHUN 2018 BAGI NEGERI JOHOR PAKEJ 1.

Status: Completed.



Figure 1.3: Medan Selera

Year 2019: CADANGAN MEMBINA DAN MENYIAPKAN SEBUAH MEDAN SELERA DAN BAZAR 2 TINGKAT DI LOT 7541, MUKIM LINAU DAERAH BATU PAHAT JOHOR DARUL TAKZIM – KERJA SUB

Status: Completed



Figure 1.4: Pembangunan Pembahagian Utama (PPU)

Year 2020: CADANGAN MEMBINA DAN MENYIAPKAN 1 UNIT BANGUNAN PEMBAHAGIAN UTAMA 2 TINGKAT (PPU 2) BERSERTAKAN KEMUDAHAN-KEMUDAHAN LAIN UNTUK PEMBANGUNAN ‘MUAR TIMBER INDUSTRIAL PARK’ DIA ATAS LOT PPU 2, MUKIM JALAN BAKRI, DAERAH MUAR, JOHOR DARUL TAKZIM

Status: On-Going

1.6 MARKET STRENGTH

Market strength is the ability of a company to be well known in the industry. As for an example, a company is said to be strong in market strength when a lot of people know about the company. This will make the company to get any project or job easier as people already recognize them and they do not really have to find project since people will find them. Usually a company that have a strong market strength have a good reputation as well as their services.

In terms of market strength, Majidee (Holdings) Sdn Bhd is just a moderate company. They are not one of the elite companies that is well known in the world or in the country. Some factors may lead for this to happen such as the company itself targeted to run a small business. It doesn't mean that the company have a small vision but it is actually more to wise marketing strategy where we should start small in order to become bigger. As the result, improvement can be seen throughout the year where every year the amount of project is increasing and the value of the project is much bigger. Although the company are not well known in public, but some of the government agencies become their regular customer such as JPS Tangkak, MPBP and TPM TECHNOPARK. This is enough to prove that this company have a good quality of work and best services that makes the client wants their services again.

1.7 CONCLUSION

Majidee (Holdings) Sdn Bhd has been known as the engineering and construction services provider specializing in infrastructure and building construction and project management in construction industry. This company have achieved many things and have been actively constructing and finishing for the satisfaction of clients from many company. Although this company have a moderate market strength, but we do have many permanent customers who obviously satisfied with our work and services. Moreover, the company have a systematic organization that will help in smooth and perfect management. This company have a long way to go and have a bright future as they aim and strive to be the best every day.

CHAPTER 2:

TRAINING ATTENDED

WEEKLY

2.1 INTRODUCTION

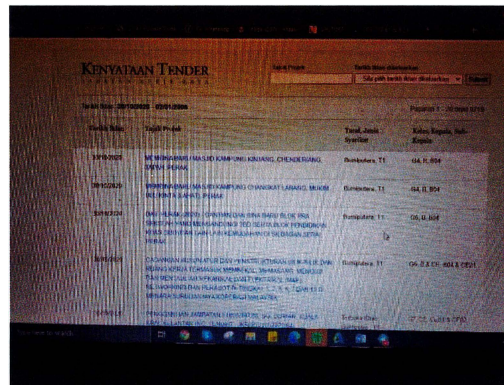
Weekly summary is one of the activity and task needed to be done by the student of Universiti Teknologi Mara (UiTM) throughout their Industrial training. Students are required to write a summary based on the activities they have been carried out in the logbook as a medium to jot down what knowledge they have gain from their internship as well as a reference and guidance to prepare technical report after finish their industrial training. In addition, it can act as a proof to the lecturers that shows work that has been done by the student during their industrial training. A summary of these activities can be made in the simplest or short form but must be precise.

2.2 EXPOSURE LEVEL

2.2.1 Week 1 (12th October - 16th October 2020)

On the first day of the training, I was ordered to report duty at the company. I was placed in Management and supervise by Puan Noorazrin binti Mohamad, the Civil Engineer and Contract Manager at the company. There are Assistant Engineer too, Ms Shahidah binti Roslan. The first task that I have been given is to go to Maybank near the office to do the Bank draft. The bank draft is used to pay the tender. Usually when they want to buy tender, they need to do the payment through bank draft. After that, I was asked to photostate the letter into 3 copy and need to put the original letter in the envelope, this one will be posted to the client later. After that, the other letter was then put into file called “Surat Keluar”. Everytime they made new letter about project, I will need to register it in the file. The file is important so that whenever they want to find the letter, they just find the files and just find it based on the reference number written. Every morning, I need to check the tender notice at the newspaper and website such as JKR, MBIP, MBJBT and many more. If there is tender about G7, I need to photostate it and make a copy before give to Assistant Engineer for her to check. Furthermore, I was also need to fill in the Quotation Form based on the listed suppliers, and fax to them. Then make a call to make sure if they already got the form or not. Quotation is done when we want to know the supplier’s rate about the materials. Besides that, I was being asked to scan the Bill of Quantities from the Tender Documents in Microsoft Excel. After scanned, I need to edit the BQ following

the standard size and fonts, and also I need to put the formula. After done with editing BQ, I will passed it to the Assistant Engineer and Purchase Manager. The purpose of editing the BQ is to make them easy when they put the rate/price of the materials. The tender document is from tender Project: “Cadangan Membina dan Menyiapkan sebuah Dewan Muafakat Taman Sierra Perdana, Pasir Gudang.”



Item No.	Description	Unit	Price
10101001	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101002	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101003	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101004	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101005	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101006	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101007	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101008	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101009	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000
10101010	PERKHIDMATAN PASCA-SUKSES DAN KEMUNGKINAN, CHENG GUANG, PASIR GUDANG	Perkhidmatan	RM 10,000

Figure 2.1: Checking the tender notice from website

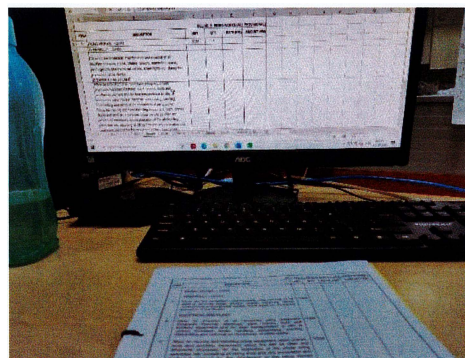


Figure 2.2: Edit Bill of Quantities (BQ)

2.2.2 Week 2 (18th October – 23th October 2020)

For second week, I continued to edit Bill of Quantities for infrastructure works. I was told to help preparing document for Loss and Expenses (LOE) of the company. First, I need to do the summary of the payment of salary to the labour on the site using Microsoft Excel and then put it in the file. I was assigned to fill in the Quotation Form and fax to the supplier. Usually, after fax and call them, I need to put in the file tender so then they can refer it back when the supplier already return the form with their price. The next day, I continued to edit the Bill of Quantities for preliminaries works. Preliminaries are the cost of administering project and providing plant, site staff, facilities site-based services, and other items not included in the rates for measured works. I also registered the letter from JPS in the “Surat Masuk” file for project Sungai Grisek at Muar. In Wednesday, I was being told to go to another office and continued my work. I was assigned by Pn Noorazrin to key in the summary site diary into Microsoft Excel from month April 2019 to June 2019. A site diary is actually a daily record of the site about the machines and the workers there. After completed, I need to do taking off for reinforcement for project Sungai Grisek.

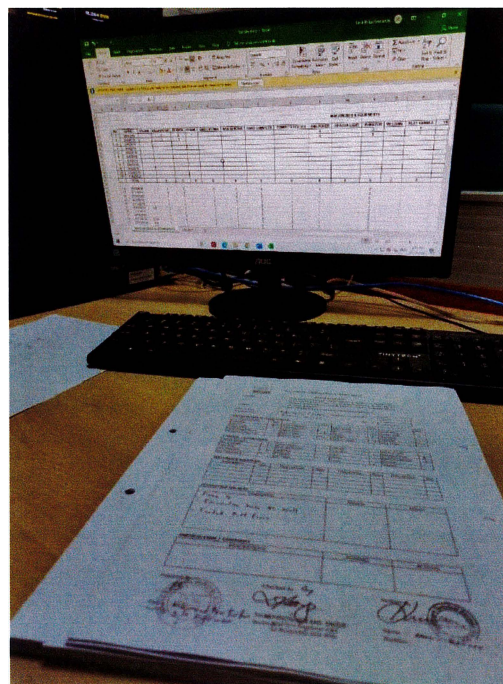


Figure 2.3: Key in site diaries

2.2.3 Week 3 (25th October – 30th October 2020)

For third week, I was assigned by my supervisor to prepare the documents needed in claiming Loss and Expenses (LOE) for Project: “Cadangan Membina Satu Blok Hospital Pakar Swasta, 9 Tingkat (150 katil) di atas sebahagian Lot PTD 163189, Johor Bahru, Johor Darul Takzim untuk Tetuan Bandar Dato’ Onn specialist hospital.” I need to find all the letters and Minute Meetings related to Loss and Expenses and after that I make a copy of it and compile in a new file. After Assistant Engineer and Purchase Manager done with key in the prices/rate in the Bill of Quantities, I need to fill in the price by write in in the hardcopy of document tender. When I fill in the amount, I need to recheck the rate one by one and also the total before write in the hardcopy to avoid any mistakes happened. I also need to fill in the daywork rate for labours and machineries in the tender document by referring to JKR standard. After settle preparing the letters, I need to find the Purchase Order (PO) file and Quotation file for concrete and reinforcement. For Tuesday, I need to go to another office and continue my work. I was assigned to make a table that shows the working hours of the plants per month using Microsoft Excel. It also includes the working day, and off day for Saturday. After that, I help in preparing document for report meeting for project “Pejabat Audit.” I also learnt how to wrap the tender before post to the place stated. Reason to wrap it properly is because it is private and confidential.

2.2.4 Week 4 (1st November – 6th November 2020)

For the first day in week 4, I was assigned to fill in the “Maklumat Tender” in the document tender based on the information from company’s profile. Since Majidee (Holdings) is a G7 contractor that registered under CIDB, so I need to find all the certificates under CIDB such as PKK, BPKU and other attachments needed. After that, I continued to prepare documents for Loss and Expenses and compile all the bills from month August 2018 till December 2019. After that, I need to find the Delivery Order (DO) to make sure that we already got the materials ordered, and then I need to ask Purchase Manager to stamp cop it and fax to the supplier. I also did fill in the price in the Bill of Quantities for project “Dewan Taman Sierra”. On Thursday, I continued edit BQ from tender “Kerja-kerja Memasang Longkang U dan Tembok Penahan Serta Menurap Jalan di Jalan Sri Leban, Kampung Murnijaya dan Jalan Sungai Sayong” and from tender “Cadangan Membina dan Menyiapkan Jalan Penghubung dari Jalan Scientex ke Taman Nusa Damai, Pasir Gudang”. I also registered letter from MUDA Consult. The letter is

about the approval of material used that being advised by Majidee (Holdings). There are 3 materials that stated, Floor Hardener, Septic Tank and Metal Deck Roofing.

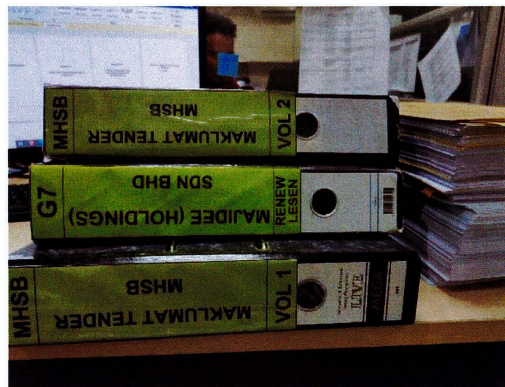


Figure 2.4: “Maklumat Tender” G7

2.2.5 Week 5 (8th November – 13th November 2020)

On the first day of week 5, I need to edit Bill of Quantities for Mechanical and Electrical works from tender Project: “Cadangan Kerja-Kerja Membina dan Menaiktaraf Kemudahan Rekreasi dan Infrastruktur Pelancongan Serta Kerja-Kerja yang berkaitan di Kompleks The Wertlands Kg. Belukar Durian, PTD 2453, Mukim Sedili Kecil, Daerah Kota Tinggi, Johor Darul Takzim”. After that, I need to register for letter from TPM Technopark about minute meeting of the company for project Pembangunan Pencawang Utama (PPU). After that, I need to fill in the Contractor’s information in the tender document. I need to check the details of the information based on the Company’s profile. After that, I also need to do the quotation for Circular Hollow Section. Every morning, I need to check the tender notice from website and newspaper. Tender that I found on that day was from Berita Harian. The tender is from Majlis Perbandaran Batu Pahat (MPBP), Project: “Kerja-kerja Penyelenggaraan Lampu bagi Tahun 2021, G7, Kategori E, Pengkhususan E16, Tarikh jualan: 17/11/2020-30/11/2020, Tarikh tutup: 7/12/2020”. This is example information that I need to take from the tender notice. After that, I was entrust to help in preparing document for customer satisfactory form and then made a graph from the data using Microsoft Excel. I continued edit Bill of Quantities: Toilet. I also get to learnt about Progress Report, when I was assigned to edit it and then print. I continued to edit Bill of Quantities of Senarai Kadar Harga.

2.2.6 Week 6 (15th November – 20th November 2020)

First day of week 6 is Public Holiday (Deepavali). During this week, PKPB was started and I have been told to work on office by following the schedule. One day work at office, and the next work from home. This schedule only last until 20th November because the PKPB was ended earlier than the actual date. During Work from Home (WFH), I was assigned to edit Bill of Quantities. For Work at Office, I did arranged the items in file for Loss and Expenses by referring to the listing. I also doing the taking off for VCP Pipe, Proposed Inspection Chamber and Proposed Manhole. The drawing is from tender project Wetlands Kg Belukar Durian. I also need to register letter about “Perubahan Third Beam untuk Clearance Pintu”.

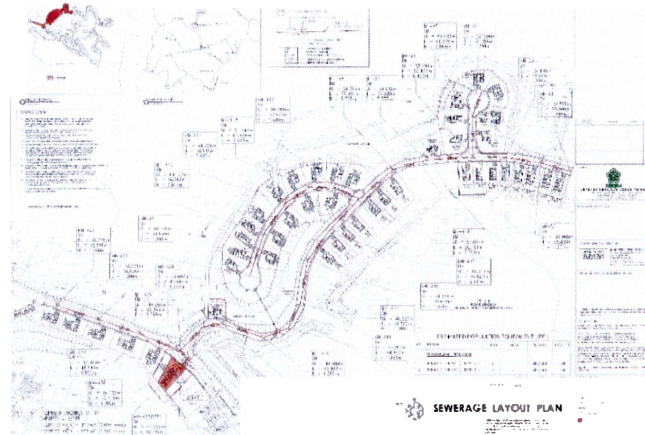


Figure 2.5: Drawing for tender project Wetlands

2.2.7 Week 7 (22th November – 27th November 2020)

After the PKPB ends, I continued Work at Office. I continued to complete the documents needed in the tender document such as KWSP, CV and resume of the workers and financial data. For financial data, I need to find for the latest 3 years. I also helped in wrapping the roller blind to give to the post. On the next day, I need to go to another office while waiting for the BPKU's person to come check the office. After that, I need to clean the printer ink. Usually we need to clean that up once a month. Then, I need to register the letter to TPM Technopark. The letter is about “Makluman Perubahan Intermediate Beam, 2nd floor beam dan Tiang C5a”. I also check the tender on website and newspaper, and found the tender notice from Berita

Harian: “Kerja-kerja Penyelenggaraan Tahunan Membersih Kawasan Permis Terbiar dan Sarang Nyamuk Aedes dan Pembersihan Awam” while on the MBBJ’s website: “Kerja-kerja Membekal dan Memasang Lampu Hiasan di Persimpangan Bertingkat Rat Auto, Johor Bahru”. Usually, after I found the tender notice, I will make a copy and give to the Assistant Engineer, to let her check it before asking for approval from director. I also learnt how to record material on site for project JPS Tangkak. Firstly, I need to record the dimension of the boat ramp at slab and the wall in the table provided, and then I need to check Purchase Order (PO) for the quantity ordered, if it is same or not. After done with record material, I continued to fill in the daywork rate for tender by using the example that I’ve been done before. I also need to fill in the “Maklumat Kontraktor” for tender project ‘Cadangan Membina dan Menyiapkan Perumahan dan kemudahan sokongan yang mengandungi A-21 unit rumah sesebuah 1 tingkat (Jenis A), B- 21 unit rumah sesebuah 1 tingkat (Jenis B), C- 1 unit loji kumbahan berpusat (STP). This tender is for G7 Contractor, so I need to refer to company’s file, but before that I need to rearrange back the file according to the latest year and updated one. For the tender, I need to photostate all the attachments needed such as KWSP Borang ‘A’, Audit report for year 2016,2017 and 2019, all the certificates, CV of the workers, and grants for the plants that registered. After that, I need to register the letter for JPS Tangkak. The letter is about “Tuntutan Bayaran Kemajuan Interim No.4 berjumlah RM489, 987.64”. Next, I continued to fill in the tender. On Friday, I need to register letter from Jabatan Audit Negara. The letter is about “Maklumbalas Kerusi Tetamu Di Bilik Ketua Penolong Pengarah dan Juruaudit tidak mengikut Rekabentuk Serta Spesifikasi yang telah diluluskan oleh Pengarah Audit Negeri Johor”. After that, I need to fill in the Schedule of Technical data and Daywork rate for tender. I made and print the title for tender to put on the tender after wrap it. The title must be details and paste on the side that has stated in the Tender Instructions.

2.2.8 Week 8 (29th November – 4th December 2020)

First day of week 8, I need to fill in the price in Bill of Quantities. After that, I need to photostate it to make a copy to put in tender file. Usually before submit the tender, we will photosate the tender and make a copy for reference in the future. After that, I need to fill in the Quotation Form by referring the supplier’s information in the list of supplier. I also pack the document tender for G7 to be submit to Lembaga Kemajuan Johor Tenggara. On the next day, like usual, I need to check the tender notice in the website and newspaper. I also do the quotation form for

C-Chanel Zincalume for new tender project: “Cadangan Kerja-kerja Naiktaraf Rumah Pangsa Kos Rendah, Taman Putri Kulai bagi 5 blok (Fasa 1) bagi Projek Tabung Penyelenggaraan Perumahan Malaysia 2020”. After done, I need to put the quotation form in the tender file. Then, im doing taking off to calculate the height of the column that need to put corner bead and the area of the beams that need to be plastered. The drawing is from structural drawing 1st floor, for on-going project, “Pembangunan Pencawang Utama (PPU)”. After that, I continued to calculate the area of the column that need to be plastered. The column and beam details is needed when doing this calculation to know the sizes of each beams and columns. I also had given the task from my supervisor to find the A1 drawing for project PPU then calculate the earthing. There are three drawing, original drawing, approved drawing and subcontractor electrical drawing. I need to compare all the calculation to see the difference. I also write the list of tender on A4 and paste it on the board so others will know the due date of each tender. The information needed in the listing is, Title of Tender, close date, and the submission date of tender.

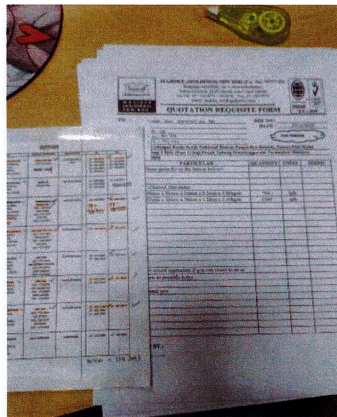


Figure 2.6: Quotation Form

2.2.9 Week 9 (6th December – 11th December 2020)

For week 9, I was assigned to do the taking off for project PPU. I need to calculate the total of BRC reinforcement for apron slab, ground slab and ramp slab. The calculation of BRC is just by calculate the area of the slab. After that, I continued to calculate the area of the slab that need to be plastered on the 1st floor and roof floor. I also record the material on site for concrete on the beams, slab at the bridge, capping beam and slab wall ramp. After done with the calculations, I need to recheck with calculation from site. If there is difference, I need to refer the Assistant Engineer. After done with that, I continued doing taking off for reinforcement at

ground beam. The next day, new tender is coming. I need to scan the tender and then photostate to make a copy and give to the Purchase Manager. Based on the BQ, they will contact the suppliers to know the current price for the materials. After that, I need to edit BQ for preliminaries, piling works, pile cap, external works, provisional, blok sokongan, and safety and health management for workers. The tender project title is “Cadangan Membina Klinik Kesihatan (Klinik 2) Taman Cendana, Pasir Gudang, Johor Bahru, Johor”.

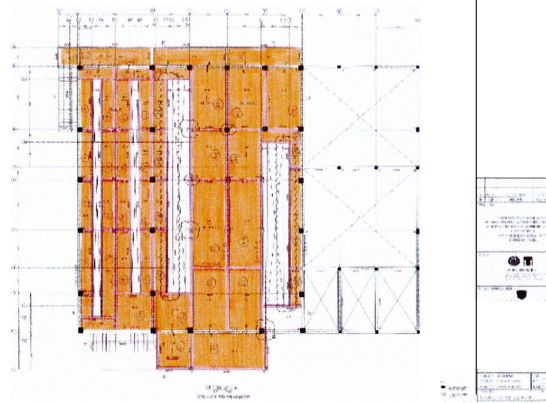


Figure 2.7: Drawing slab

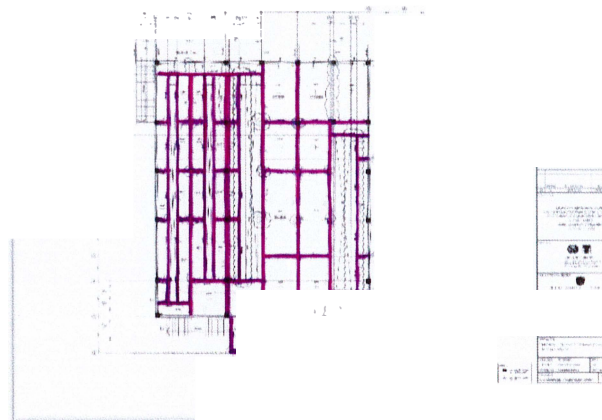


Figure 2.8: Drawing beam

2.2.10 Week 10 (13th December – 18th December 2020)

Continued to edit BQ. I need to put the letter of PPU's project in the envelope to post to NHK Ultimate Consult Sdn Bhd and TPM Technopark Sdn Bhd. The other one letter is I need to register it for "Surat Keluar" file. I also need to photostate the progress report for project Sungai Grisek at Tangkak from June to December 2020. After that, I need to binding it with tape. I also write the list of tender on A4 and paste it on the board so others will know the due date of each tender. The information needed in the listing is, title of tender, close date, and the submission date of tender. I also need to register the letter for PPU project. The letter is about "Cadangan design- Colour Scheme Proposal". After that, I need to edit BQ Mechanical and Electrical for tender project: Menaik taraf Tangkak Racing Track (TRT), Johor". Then, I need to fill in the tender information in tender document for tender project "Kerja-kerja Membina Perangkap Sampah Jenis "log-boom" dan Kerja Berkaitan di Kampung Melayu Pandan, Johor Bahru, Johor", tender project: "Penyelenggaraan Tahunan dan Pembersihan Sungai Stulang (R9) Johor Bahru bagi tempoh 24 bulan" and tender project: "Kerja-kerja Menaikkan Aras Jalan, Membina Perparitan dan Pejalan Kaki serta Kerja-kerja berkaitan di Jalan Tasek Utara, dari hadapan Hutan Bandar MBBB hingga ke Jalan Datin Halimah, Daerah Johor Bahru".

2.2.11 Week 11 (20th December – 25th December 2020)

For week 11, I need to register for letter for project at Bandar Baru Uda. The letter is about "Makluman Siap Kerja dan Tempoh Tanggungan Kecacatan Bagi Setiap Rumah". After that, I also need to edit the claim for project PPU based on the proposal price. I just need to change the original price to the proposal price for Preliminaries works, Piling Works, Pencawang Pembahagian Utama, Guard Works, and Civil Infrastructure Works. After that, I register for letter for "Penyerahan Laporan Kemajuan Kerja Bagi Bulan Jun 2020 sehingga Bulan Disember 2020". On the next day, I was assigned to do the taking off for tender racing track. I need to calculate the total length of concrete block drain, sub soil drain, and pipe culvert and also calculate the number of sump. After done with that, I continued to do taking off to calculate the steel length in metre for Square Hollow Section (SHS) and Rectangular Hollow Section (RHS). After that, I continued to edit Bill of Quantities for Mechanical and Electrical works for project tender "Kerja-kerja Pembaikan dan Baik Pulih dalam bangunan Kolej Kediaman di Blok XC2 Kolej Dato Onn Jaafar (KDOJ), Universiti Teknologi Malaysia, Johor Bahru, Johor". I also need to fill in the price in BQ for tender Racing Track.

2.2.12 Week 12 (27th December 2020 – 1th January 2021)

On week 12, there is many tender that need to be submitted. Firstly, I need to fill in the price in Bill of Quantities for Tender project Klinik Kesihatan 3, Kota Tinggi. After that, I need to find the prices for desktop, printer, ink toner for printer. I need to find the price on websote, Google, Shopee or Lazada. On the next day, I need to go to Maybank nearest to do bank draft. After that, I continued to fill in “Maklumat Tender” in tender document. I also need to fill in the daywork rate for labours and workers for tender KK2 and KK3. Before submit the tender to the Client, I need to scan the tender for company’s record. On the next day, I assigned to do the markup price of Quotation for tender UTM by increasing it 15%. I need to recalculate the rate using Microsoft Excel. I also entrust to do the taking off for tender UTM. I need to calculate the number of basin and length of the pipe that need to be removed. After done with that, I continued to calculate the number of floor trap and pipe WC that need to be plug in.

2.2.13 Week 13 (3th January – 8th January 2021)

For week 11, I was assigned to do taking off for drawing tender “Pembinaan Gantian Penuh 12 Bilik Darjah dan Lain-Lain Kemudahan di Sekolah Kebangsaan Kampung Jawa, Batu Pahat, Johor”. I need to calculate the concrete for beam, stump, column and pile cap using Microsoft Excel. The table is already given and I just need to put the value and it will automatically calculated. After that, I continue to calculate the trusses. After that, I also need to register the letter for project PPU. The project is about “Cadangan Penggunaan Bostik – Boscolatic Flexible Cementitious Waterproofing Membrane” keluaran syarikat “Bostik findley (Malaysia) Sdn Bhd untuk Kerja-Kerja Waterproofing Slab Roof & Gutter”. After that, I need to edit Bill of Quantities for tender SK Kampung Jawa. After that I need to do the taking off for tender SK Kampung Jawa for Rumah Sampah Kecil using Microsoft Excel. After that, I continued to do the taking off for Wakaf Menunggu Bas, Bangsal Basikal Piawai dan Gelanggang Terbuka Berbumbung. After done with that, I prepared all the envelopes that need to pass to the courier and then call them to set the time for them to pickup the documents. On Friday, I need to check the price for material for tender in Google. The materials are desktop, fax machine, scanner and photostate machine.

2.2.15 Week 15 (17th January – 22th January 2021)

For week 15, I have received new task from my Faculty Supervisor, which is Task 2. I need to prepare a slide presentation to present about project's progress report for one month to Client. I have asked Assistant Engineer at the office to give me the example of progress report. The slide is include the information of the project such as cost, period. I also include the organizational chart, the % of progress work on the site and the actual, the S-Curve of physical and financial, the activities on site and also the pictures on the site. After that, I need to present to my Faculty Supervisor. During the presentation, there is many new things I have learnt.

2.2.16 Week 16 (24th January – 29th January 2021)

For week 16, I received task 3 from my Faculty Supervisor. The task is about writing a letter for Extension of Time (EOT) and Variation Order (VO) because there are additional works that cost RM30, 000.00 and need to extend to 6 months. I have asked my Industrial Supervisor to ask for the example that I can refer to. On the next day, I need to go to office to find the letter and photostate to make a copy so that I can refer to it. Based on the example, I made a new letter using the current project of the company. After that, I submit it to my Faculty Supervisor.

2.2.17 Week 17 (31th January – 5th February 2021)

For week 17, I have received the task to do a management paper to get director approval for the appointment of the consultant. There is a new project cost RM500,00.00 to be construct, and I as an Engineer of the company, I have shortlisted the three potential company to involved in the construction as a consultant based on their good track record. I have submitted to Sir Idzuan and need to re-submit because of some mistake. After that, I have re-do the task based on the example that have given by Sir Idzuan.

2.2.18 Week 18 (7th February – 10th February 2021)

For last week of my industrial training, I have been given Task 5 by my faculty supervisor. The task is I need to make a journal about structural bearings. Structural bearing is Structural bearing is a device to isolate a structure from seismic load such as earthquake and wind load. It is widely used in structure such as high-rise building and bridge. There are many types of structural bearing available on the market today. There are 3 types of structural bearings given and I need to state the functions, the manufacturing method and the application in structure for each of the bearings given. The bearings are Sliding bearings, Pot-Type bearings and Laminated Rubber bearings. After completed the journal, I submitted to my Faculty Supervisor, Sir Idzuan.

CHAPTER 3:

TECHNICAL REPORT

3.1 INTRODUCTION

This topic will explain in more detail the activities and scope of the training that has been conducted as an industrial training student at Majidee (Holdings) Sdn Bhd under Pn Noorazrin binti Mohamad as Civil Engineer in the company. Training provided throughout this industrial training is more to management in the office.

An effective management in construction can benefits the owners by increasing their potential for successful project completion on time, within budget, and free of financial or legal complications.

Tasks that I have been done throughout this industrial training at Majidee (Holdings) Sdn Bhd is:-

- i. Summaries daily record of site diaries.
- ii. Involve in process tendering.
- iii. Do the Quotation of price for suppliers.
- iv. Fill in the Bill of Quantities and Daywork Rate.
- v. Taking off for tender.
- vi. Taking off for on-going project.
- vii. Progress report.
- viii. Record materials on site.

1) **Summaries daily record of site diaries.**

During my industrial training, I have been given the task from my Industrial Supervisor to do the summary of the site diary. At first, I did not know what site diary is, but after going through this task, now I know how to read the site diaries. Site diaries is actually the daily record from site such as how many plants on the site, how many workers on the site on that day and the diary must need to be signed by the project manager.

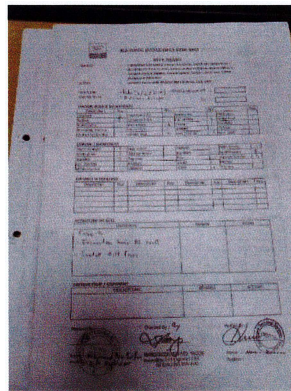


Figure 3.1: Site diaries

2) **Involve in process tendering.**

As I have learnt in my ECM 367 class back then, I just studied on the theory and only look for the example given by lecturer. So I did not fully understand about the tender, but as I am in the contractor company, I always been taught on what to do with the tender document. Every time there is new tender, I need to fill in the tender document, edit the bill of quantities, and before we submit it to the stated place, I need to wrap the tender as it is private and confidential.



Figure 3.2: Wrapped tender.

3) Do the quotation.

I also do the quotation to get the prices by the suppliers. Usually when there is new tender, I need to do the quotation. I need to fill in the information of the suppliers such as the company's name, the fax number and in the table below, I need to fill in the things that we want to know the rate. After done, I need to fax to them and wait for them to return it back.

QUOTATION REQUEST FORM

NO.	DESCRIPTION	UNIT	QUOTED PRICE
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Figure 3.3: Quotation form

4) Fill in the bill of quantities and daywork rate.

When the Assistant Engineer and Purchase Manager done with key in the price, the will give it to director for the last check. After settle, I need to write down the rate and amount in the tender document. I also fill in the daywork rate by refer to JKR standard, but usually if the daywork rate is same like other past tender, I will just refer to it.

Figure 3.4: Bill of Quantities

NO.	DESCRIPTION	UNIT	RATE
1	Unskilled Labour (Male)	Day	RM 45.00
2	Unskilled Labour (Female)	Day	RM 40.00
3	Unskilled Labour (Senior)	Day	RM 50.00
4	Skilled	Day	RM 60.00
5	Skilled (Senior)	Day	RM 70.00
6	Supervisors and above	Day	RM 80.00
7	Superintendent and above	Day	RM 90.00
8	Technical Staff (Senior)	Day	RM 100.00
9	Technical Staff	Day	RM 90.00
10	Manager	Day	RM 120.00
11	Assistant Manager	Day	RM 110.00
12	Executive	Day	RM 100.00
13	Officer	Day	RM 90.00
14	Junior Officer	Day	RM 80.00
15	Junior Officer (Senior)	Day	RM 90.00
16	Junior Officer	Day	RM 80.00
17	Junior Officer (Senior)	Day	RM 90.00
18	Junior Officer	Day	RM 80.00

Figure 3.5: Daywork rate

5) Taking off for tender

Usually when the bill of quantities in the tender document does not have the quantities and just a “lump sum” we need to do the taking off and get the quantities. Then we can do the quotation. I have done the taking off for VCP Pipe, Proposed Inspection Chamber and Proposed Manhole. The drawing is from tender project Wetlands Kg Belukar Durian. I also need to register letter about “Perubahan Third Beam untuk Clearance Pintu”. I also do taking off to calculate the steel length in metre for Square Hollow Section (SHS) and Rectangular Hollow Section (RHS) for tender project Racing Track, and many more.

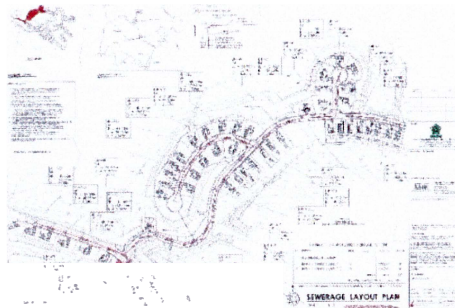


Figure 3.6: Tender project Wetlands.

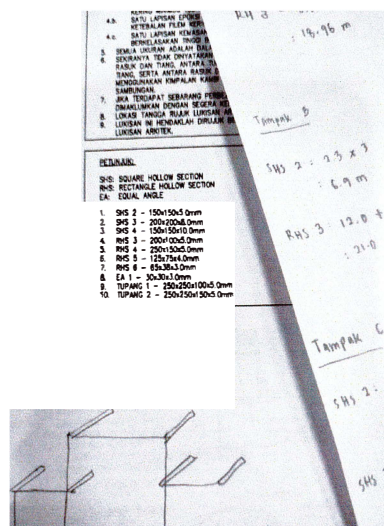


Figure 3.7: Tender project Racing track.

6) Taking off for on-going project.

Usually we calculate the taking off when we want to order the material. For example, I have done taking off for slab, column, and beam that need to be plastered. I also do taking off for BRC reinforcement at slab and beams. The on- going project is “Cadangan Membina dan Menyiapkan 1 Unit Bangunan Pembahagian Utama 2 Tingkat (PPU 2) beserta kemudahan-kemudahan lain untuk pembangunan ‘Muar Timber Industrial Park’ di atas lot PPU 2, Mukim Jalan Bakri, Daerah Muar, Johor Darul Takzim”.

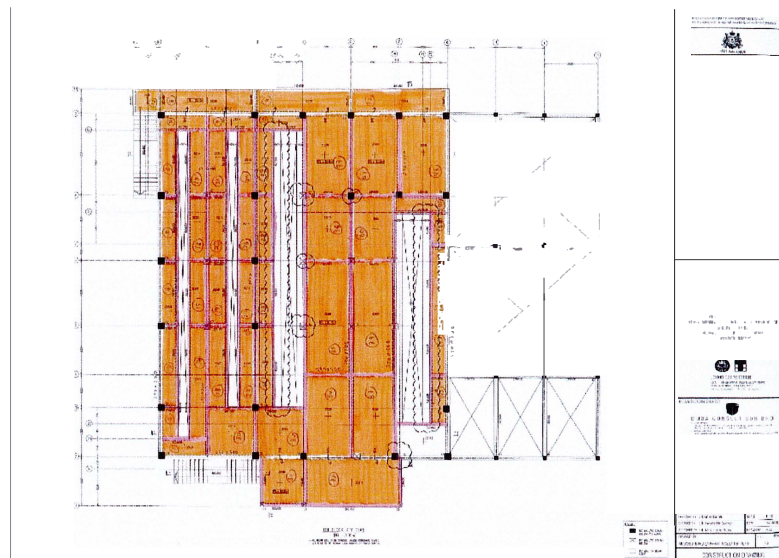


Figure 3.8: Drawing slab.

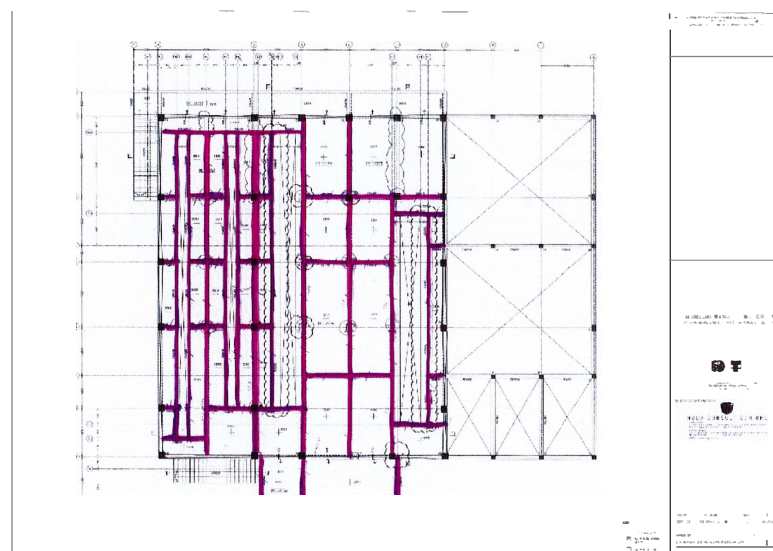


Figure 3.9. Drawing beam

7) Progress report.

I also do edit for progress report from site. From this task I can see the progress report consist of project's information, organizational chart, the % of progress work on the site and the actual, the S-Curve of physical and financial, the activities on site and also the pictures on the site. I also need to print and bind the progress report.

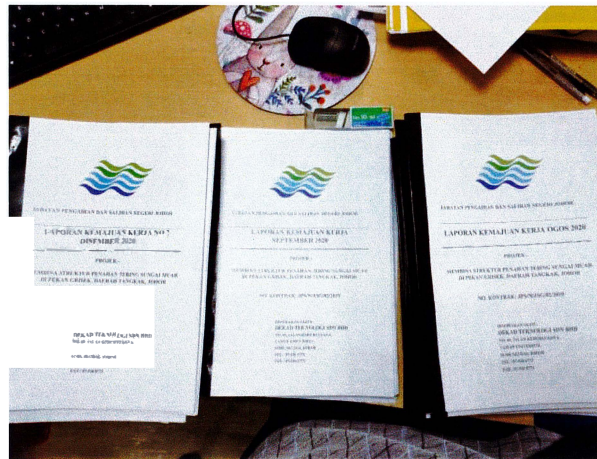


Figure 3.10: Progress report.

8) Record material on site.

I also record the material on site for concrete on the beams, slab at the bridge, capping beam and slab wall ramp. I need to calculate the volume and write on the table provided. After done with the calculations, I need to recheck with calculation from site. If there is difference, I need to refer the Assistant Engineer.

[illegible]

Figure3.11: Record material.

3.2 PROBLEM ENCOUNTERED AND HOW OVERCOME IT

In construction there will be problems occur whether big or small. Problems can occur in many ways and when it happens it would not be one's fault but all of the people who was involve with that project. The best way when something happen is to solve it together instead of blaming each other. The sooner the mistake or problem can be found the better. As an engineer, we are the one who should think the solution to the problems as we have the knowledge and skills that may help in solving the problems. In order to minimize the problem, a correct procedure need to be followed.

Throughout my internship, I have been encountered with some problems. Firstly, when there is too much new tender coming and the gap to submit is only few days. So I need to do the works in rush. I need to edit the BQ, fill in the tender documents, and after the Assistant Engineer done with key in the price in the BQ, I need to write down to the BQ in the tender. From this point, I realized that we must do the works efficiently and it teach me to how to work under pressure.

Second, is when I am helping my supervisor with preparing the document, letters and invoice for claiming loss and expenses, I was doing some mistakes in preparing the documents, but after I knew the mistakes, I become more alert so I will not do the same mistakes.

So far, I have not encounter many problems as I always follow the procedure before submit my works to my supervisor or Assistant Engineer. I always apply and practice the right way in order to make my works more excellent.

3.3 EXPERIENCE GAINED

Throughout my internship, I have been exposed with a lot of opportunity. I have been exposed more to the management in the office. There are a lot of experience I have gained throughout my industrial training. Day by day I learnt and witness more construction procedure technically. I have been experienced pre-construction work such as tendering, doing the taking off for bill of quantities, doing the quotation of price based on the things listed in bill of quantities. From this part, I become more understand the process of tendering. This is because, I just learnt it theoretically in my class back then, so now I have done it by myself so it makes me understand more. I also learnt how to read site diaries.

I also have been experienced to doing some work for on-going project. I have assigned to do the taking off for the current project. Usually this step is when we want to order the material, so we need to calculate and get the total amount needed first, then we will do the quotation. I also have learnt to record material on site. I will calculate the material and check the Delivery Order (DO) to know the things arrived on site is same or not with what we ordered.

In order to prepare myself to be a great engineer, I have trained some of the soft skills in Microsoft Excel that I think might be useful for my career later. During my industrial training, a lot of works need to be done with Microsoft Excel such as editing photos in the progress report, preparing purchase order report, editing Bill of Quantities (BQ) by putting the formula so the assistant engineer is easy to put the price and rate.

I also need to always speak up or ask my supervisor if I am not really understand on something. This really helps to boost my confidence.

3.4 CONCLUSION

There are a lot of experience that I get while I did my industrial training at the Majidee (Holdings) Sdn Bhd, I manage to experience myself how to work under pressure and in a bad field work condition. To be honest I have to admit that it is slightly different from the theory that I had learnt at the college and in the industrial training. As at industrial training, we have to be follow the rules of the company. I can also relate what have I learn apply technically the theory I have learn during this industrial training.

CHAPTER 4:

CONCLUSION

4.1 INTRODUCTION

I have completed my internship successfully at Majidee (Holdings) Sdn Bhd from 12th October 2020 until 10th February 2021. The objectives of industrial training were achieved. The objectives are to give students learning opportunities in world of work to receive practical experience in order to improve the reliability of the market. I also learn from the company that teamwork and good communication are very important in order to achieve the company's goals and to improve ourselves.

In my opinion, this industrial training is very important to every student to enable them to acquire knowledge and to prepare accordingly before they step into real jobs. Although at the beginning of the industrial training was very tiring, I finally adapted and considered it part of my job as I would also step into real work. From the experience gained during the training, it is useful for mental preparation when students begin to step into the working environment.

On training opportunities at Majidee (Holdings), this gives me an overview of how a contactor company works. Even though my internship encountered few problems such as the extended of industrial training period due to the Covid-19 pandemic, I am still glad that I have managed to get the chances to learn a lot of new knowledge and gain more experience training at the company.

4.3 KNOWLEDGE GAINED

There are many new knowledge that I gained during my internship at Majidee Holdings. I am able to learn on how to do the quotation and I understand more on process of tendering. The knowledge that I have gained here is the one that I cannot get during my studies. This is because, during class session, we only go to class and learn, but during industrial training I applied all the things I have learnt in real life. It makes me more understand.

Plus, there is lot of knowledge I gained through this industrial training. I learnt to do the Quotation of price to suppliers and then fax to them. I also learnt to do the tender document and now I have understand more about tender document. I also learnt how to read site diaries. Site diaries is the daily record from the site about labours, plans, workers.

When I am working from home, my Faculty Supervisor, Sir Ahmad Idzwan has given me task weekly. The task is a bit challenging for me at first, but as I completed it, I have learnt something new. I learnt on how to do progress report, I learnt to do the management paper, letter for Extension of Time (EOT) and Variation Order (VO). During the presentation of progress report, I also been taught about Defection Liability Period and LAD.

4.4 SUITABILITY OF ORGANIZATION

My industrial training at Majidee (Holdings) company goes well. All the employees and the the director himself are very supportive, informative and love to share their knowledge with me. Even though the company is not big as the the others company, I still can learned a lot of knowledge in consultancy firm. As for me, I can gained more knowledge and get many tasks since the company does not have enough employees to handle their project. My present at the company can reduce their burden to do the tender and other works.

4.5 LIMITATIONS AND RECOMMENDATIONS

Since my industrial training journey is affected by the pandemic Covid-19 and we had to undergo the MCO and CMCO to avoid affected with the virus, I wasn't able to go for site visit and inspection. During MCO, I just need to work from home (WFH) and given the task by my Faculty Supervisor. This indirectly has affected and limiting my learning process to gain more knowledge about works carried out at site. I hope that this pandemic will end as soon as possible and we can undergo our normal life and work as usual.

My recommendations for UiTM is, I hope the lecturers of Faculty of Civil Engineering will do the requirements to the company that students who undergoing the industrial training need to go to the site visit atleast once and make it compulsory. This can helps students to see more about the civil engineering field work.

I have undergoing Work From Home (WFH) for about 4 weeks. Overall, I have already work as employee under Majidee Holdings for almost 14 weeks. It is a long journey and I have learnt and gained so many knowledge. This 18 weeks has helped students to really feel the real life of working as Civil Engineer.

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6. https://es.cclint.com/uploads/PDFs/CCL_Structural_Bearings_Brochure_LR.pdf

4.2 LESSON LEARNED

Throughout my industrial training, I have learned a lot of construction procedure and I can really applied all the things that I have learnt in my classroom. As we know, the things that we learnt in classroom was just a theory, but when I am in industrial training, I can apply the theory. For example, there is topic about tender in subject ECM367 – Project construction and management. To be honest, I am just understand only to pass on exam, but throughout this industrial training, now I have understand more about the topic.

Industrial training also helps in communication skills. Being able to communicate effectively is perhaps the most important of all life skills. It is what enables us to pass information to other people and understand what is said to us. We have a good communication between each other and we are cleared with the task we were given. Plus, as a trainee at the company, communication is very important to gain more knowledge. Don't be afraid to ask questions on the task that we are not clear what to do and always have a good relationship with each other at the company.

I also learnt on how to multitasking and able to work under pressure. As you know, when we work in construction section, we must work and submit on due date. We must always work faster but the work must be excellent. For example, when there is so much tender to be submitted in the same week, I need to do the work 2 times faster, I need to edit the Bill of Quantities, I need to fill in the price, I need to fill in the tender documents, so at this point, it teach me how to multitasking and work under pressure.



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48 INDUSTRIAL TRAINING

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