



اُنِيُوَسِيْتِي تِيكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA KAMPUS REMBAU

DIPLOMA IN INFORMATION MANAGEMENT
(CDIM110)

INDUSTRIAL TRAINING
(IMD310)

PREPARED FOR:

MADAM NORHIDAYU BINTI MD YATIM

PREPARED BY:

SITI NURDAMIA SURIA ZAFIRA BINTI ZAFRI (2022677232)

DEPARTMENT:

PROJECT ENGINEERING DEPARTMENT

NAME OF INSTITUTION

HENGYUAN REFINING COMPANY

NAME OF REPORT:

INDUSTRIAL TRAINING (IMD310)

PREPARED BY:

SITI NURDAMIA SURIA ZAFIRA BINTI ZAFRI

**SCHOOL OF INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN
BRANCH REMBAU CAMPUS**

ABSTRACT

This study examines how an industrial training experience at Hengyuan Refining Company (HRC) helps build vital professional skills into the oil and gas industry. An invaluable introduction to important facets of the business, including technical operation, project management and safety protocols was given via the internship. It underlined how crucial it is to follow stringent safety guidelines and legal requirements in order to avoid mishaps and guarantee operational effectiveness. The importance of precise documentation for monitoring procedures and guaranteeing responsibility was also brought home by the event. More chance for interns to participate in decision-making and improved resource availability were also found to be essential for improving the learning process. These elements help create a training atmosphere that is more immersive and hands-on. The study concludes by showing how skilfully designed internships may foster professional and personal development, giving aspiring professionals the tools they need to succeed in the cutthroat oil and gas sector. Enhancing these programs can improve worker quality and better prepare interns for industry expectations.

Keywords: Industrial Training, Oil and Gas, Safety Protocols

TABLE OF CONTENT

CONTENTS	PAGE NUMBER
ACKNOWLEDGEMENT	vi
1.0 INTRODUCTION.	
1.1 Background of the industrial training program	1
1.2 Purpose and objectives of the reports	1-2
1.3 Significance of industrial training for student of diploma information management	2
2.0 ORGANIZATIONAL INFORMATION	
2.1 overview of the organization where the industrial training took place	3-4
2.2 Organizational structure	5-11
2.3 Departmental structure and function related to information management	11-12
2.4 Explanation of the student's assigned department or unit within the organization	13
3.0 INDUSTRIAL TRAINING ACTIVITIES	
3.1 Details description of the tasks, projects, and activities undertaken during the industrial training	14
3.1.1 Attend the briefing and take the safety induction test	14
3.1.2 Attend project department meeting	15
3.1.3 Site visit for observation	16
3.1.4 Joined Community Engagement Program	17-18
3.1.5 Meeting Tender Selection and Evaluation Process for Rotor Refurbishment project	19
3.1.6 Printing, Organizing and Filing Pipeline Drawing using Assai Cloud Storage	19-20
3.1.7 Project meeting and preparation of meeting minute for HSGO and ASU project	20-21
3.1.8 Permit to Work and Caustic Inventory Calculation Poison License	21
3.1.9 RGA installation meeting and SBM project filing	22
3.1.10 Site visit for Steam Flow Meter project and myTalent account registration	23-24
3.1.11 ZERO WALK DAY site inspection and UiTM supervisor internship evaluation	24-25

3.1.12 GTI exam paper and PTW exam paper evaluation, printing & elimination PTW card	25
3.1.13 Managing Process Safety Event	26
3.1.14 HRC jetty and vessel operation	27
3.1.15 Last day of internship	28
3.2 Explanation of the skills, knowledge, and competencies applied or develop during the training period	29
4.0 LEARNING OUTCOMES AND ACHIEVEMENT	30
5.0 RECOMMENDATIONS AND CONCLUSION	31
REFERENCE	
APPENDIX	