UNIVERSITI TEKNOLOGI MARA

FACULTY OF CIVIL ENGINEERING

INDUSTRIAL TRAINING REPORT

NUR HAFIZAH BINTI AMIRUL ANUAR

(2016408284)

APEX COMMUNICATION SDN BHD

UNIT 3-2 & 3-3,

DATARAN MUTIARA JALAN 7/4,

TAMAN SERDANG JAYA,

43300 SERI KEMBANGAN, SELANGOR

JULY SEPTEMBER 2018

ABSTRACT

This report is set out to give information about my industrial training at Apex Communication Sdn. Bhd. Industrial training is a compulsory for students in Civil Engineering, University Teknologi Mara (UiTM) in order to finish their diploma. This course is set up for students to give them experience and knowledge in working environment before going through the real working life.

Last but not least, this report including Chapter 1, the introduction, Chapter 2, training attended, Chapter 3, technical and chapter 4, conclusion. In the introduction, there are some information about background company of Apex Communication Sdn. Bhd. It will also give information about the organizational structure, their nature of business, their product of company and also their target strength in the industry.

Then, in training attended, it is about what I have done during my industrial training at the company. Student need to feel the logbook every day. They write about their daily task every day. They also need to explain a little bit about the task. So, for chapter 2 is about summary of the task during 8 weeks industrial training report.

After that, for technical report, it talking about my experience and lesson that student learn during industrial training. This chapter also write about the problem I have face and the way to overcome the problem. In every work there must be some problems occur during doing the process of work. From that, student can gain knowledge and experience some that they cannot get in the classroom. They also can learn how to face any trouble and can know to whom they can refer to solve the problem.

Lastly for conclusion, it about what I gain during the industrial training and my recommendation about this company and work. Student must have their own opinion in some aspects. So in this chapter, student can tell the opinion about the industry.

ACKNOWLEDGEMENT

First and foremost, I would like to thank my supervisor at Apex Communication Sdn. Bhd., En Mohd Izuwan Bin Ishak who had taken a lot of efforts to meticulously go through my report and came up with helpful suggestions. Without helping from them, I surely came into deep problem in completing this industrial training.

, I would like to acknowledgement my thanks again to En Mohd Izuwan bin Ishak for helping me in understanding the civil work. Thanks to all staff at the site office for all the new knowledge I gained during my practical. Besides thanks to my practical partners for sharing knowledge and experiences along two months of industrial training. Also, thanks to all the staffs at Apex Communication Sdn. Bhd. for giving me full cooperation and endless patience. Their cooperation indeed makes my work become easier and faster.

Besides, I would like to extend my gratitude too, to the organization, Apex communication Sdn. Bhd. for their kindness and their trust for giving me a chance to have my practical training at their company. In the same time, I would like to take a chance here to express my deeply thankful for my Project Manager, En. Mohammad Reezal who had taken me to site and answering all my doubtful concern around the work required here.

Finally, I would like to express my heartfelt gratitude to my family, friends and also lecturer for their support, constructive suggestion and also critism. Also special thanks to Universiti Teknologi MARA Malaysia, for gives me a chance to involves on profession areas and make me get a full of confident to get a job and responsible after graduated.

TABLE OF CONTENT

CHAPTER 1 – INTRODUCTION

INTRODUCTION

Industrial Training is a compulsory component of the curriculum which aims to expose students to the real nature of the engineering works and to get them involved in civil engineering projects. The technical and non-technical outcomes of the course may be assessed and evaluated through this industrial training.

At the end of this industrial training, students should be able to communicate effectively with fellow workers and supervisors in issues related to projects undertaken. Students also can demonstrate and practice good working ethics and to internalize excellence and also organizational skills in enhancing individual and group effectiveness and productivity. They can demonstrate creativity and innovation in solving problems related to real-life projects and pleasant interpersonal skills in developing understanding and appreciation of individual differences and interpersonal skills in building self-confidence. Students will able to work independently or under very minimal supervision. Demonstrate good planning, management, constant monitoring and quality delivery of project undertaken.

COMPANY BACKGROUND

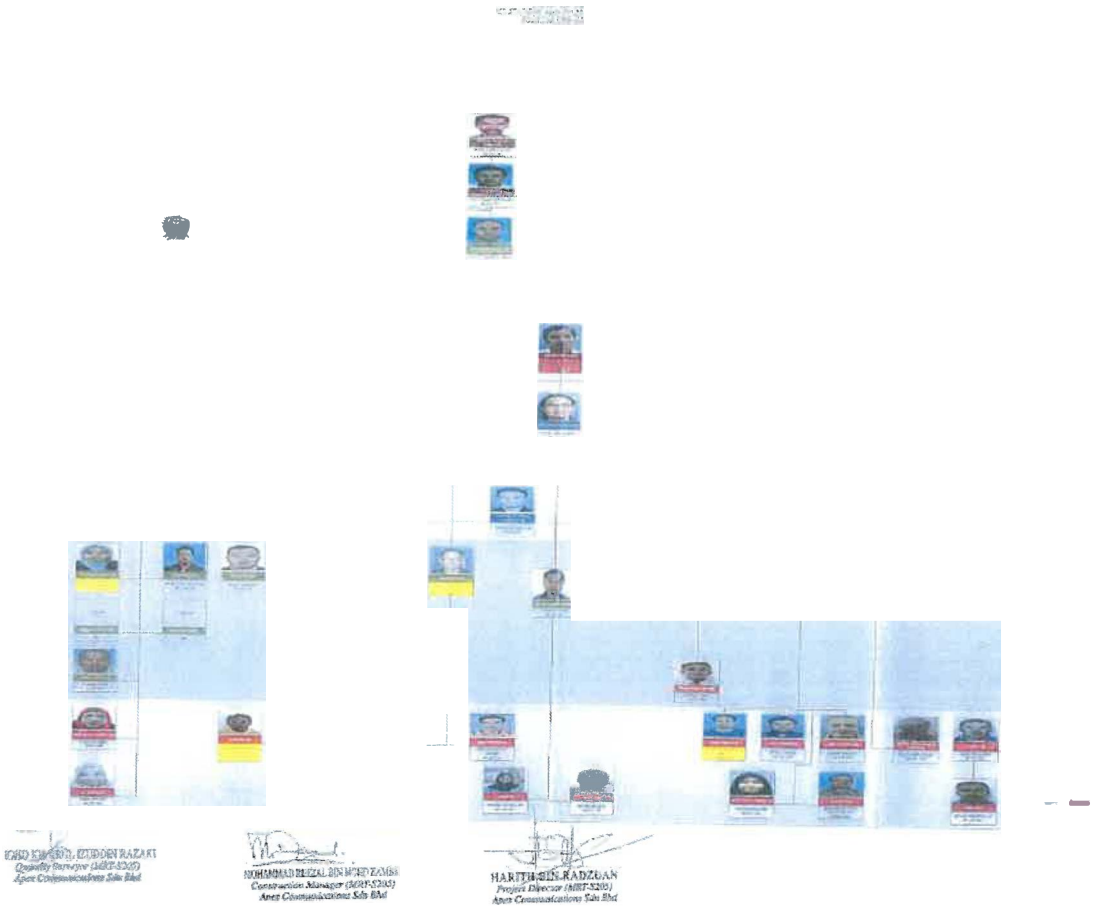
Apex Communications Sdn Bhd, formerly known as Apex Petroleum Sdn. Bhd. was founded in 1989 by a civil engineer-turned-businessman Tan Sri Datuk Abdullah bin Ali.

Due to rapid development of the telecommunications, broadcasting and IT industries in Malaysia, the organization undertook a restructuring exercise, focusing instead on delivering communications products, quality systems and services to an established clientele range. The organization was renamed Apex Communications Sdn. Bhd. in 1992 to reflect its new business goals and strategies.

The company continues to serves the burgeoning demands of these converging industries through the supply, creation, installation and commissioning of a comprehensive range of communications equipment. It has grown by leaps and bounds to become a supplier of telecommunications equipment to major telco operators.

Apex Communications Sdn Bhd is also one of the largest providers of laboratory equipment to local school under the Ministry of Education. Through its vast construction projects, the company has been recognized by the Ministry of Entrepreneur Development (PKK) as a class A Contractor, and by the Construction Industry Development Board (CIDB) as a G7 – civil contractor.

ORGANIZATIONAL STRUCTURE



NATURE OF BUSINESS

Apex Communications Sdn Bhd has under its stable of engineering and service companies several niche disciplines. Our total solutions packages for customers include:

- Planning & Design
- Specialized Logistics
- Systems Integration
- Installation
- Commissioning
- Maintenance & Customer Service
- Training & Management Services

Staying focused is imperative in this day and age. Hence, the Company has organized itself into the following 10 business divisions:

1. Renewable Energy
2. Telecommunication
3. Construction & Development
4. Oil and Gas Industries
5. Education Technologies
6. Automation Technologies
7. Broadcasting & Wireless Technology
8. Information and Communication Technology
9. specialized Warehouse & Facility Management Service
10. Travel

PRODUCT

1. Project Mass Rapid Transit Laluan 2: Sungai Buloh – Serdang – Putrajaya

2016 – Apex Communication establishes a partnership with consortium to win the contract for System Work Package SSP-SY-203: Engineering, Procurement, Construction, Testing & Commissioning of Electric Trains and Deport Equipment.

2. Telekom Malaysia

2014 - Contract for the supply, delivery, installation, testing & commissioning of juniper Product.

2012 - Contract for the maintenance for network, router, and switches.

2010 - 2016 contract for maintenance & support (BRAS) Broadband Remote Access Server.

3. Mass Rapid Transit Corporation (MRT) Sg. Buloh – Kajang

2012 - Apex & partner has being awarded Contract for Engineering, procurement, construction, testing & commissioning of Telecommunications System.

2012 - Apex has won Contract for Construction and completion of elevated stations and other associated works.

2012 - Apex has won Contract for Construction and completion of elevated stations and other associated works.

2012 - Apex has being awarded Contract for Engineering, procurement, construction, testing & commissioning of Telecommunications System.

4. Petronas Chemical Fertiliser Sabah - (SAMUR)

2011 - Apex with consortium was awarded the contract for: Provision of basic detailed engineering, procurement, construction and commissioning [BEPCC] for the Sabah Ammonia Urea [SAMUR].

MARKET STRENGHT

2020 is fast approaching as we speak. In this high-speed age, we at Apex are working hard towards seeing the realization of a knowledge-based society.

Millions of Malaysians and organizations now have information at their fingertips. A new generation of technologically savvy intellectuals has been born. From a child gleaning new Science discoveries online deep in the forests of Sabah, to the big-city CEO video-conferencing over the Net with a client overseas, we are proud to play a role in enabling such significant advances through our support of the nation's ICT infrastructure growth.

Apex Communication Sdn. Bhd. is more than just a major provider of telecommunications products and services in Malaysia. More recently, we have delved into the dynamic fields of education, conservation, renewable energy, oil & gas, travel, automation technologies, warehousing, construction and facility management. Our successful diversification into these areas is the result of our passion to break old confines.

We believe in providing total solutions, from creation of the right product, to installation and education of its use, right through to maintenance and providing after-care service. Our strong position today reflects the mobilization of the diversified teams working at Apex and their dedication to ensuring customer satisfaction, to increasing our competitive edge and our capacity to innovate.

CONCLUSION

Industrial training had provided an opportunity to students to have an intensive, work-based exposure to a broad range of operations within an organization. The further states that those students will develop a better understanding of how organizations function if they have gone through the industrial training process.

CHAPTER 2 – TRAINING ATTENDENT (WEEKLY SUMARRY BASED ON LOGBOOK)

INTRODUCTION

In order to complete Diploma of Civil Engineering at University Teknologi Mara (UiTM), student need to attend industrial training for 8 weeks. It is a compulsory because this is one of the courses for student Civil Engineering Programme. They need to complete the industrial training as well as completing their course.

For this industrial training I have been assign under QAQC department. I have to assign to many tasks that are related to material of the construction. I have to write my daily task in a logbook that are already provide by LI coordinator.

EXPOSURE LEVEL

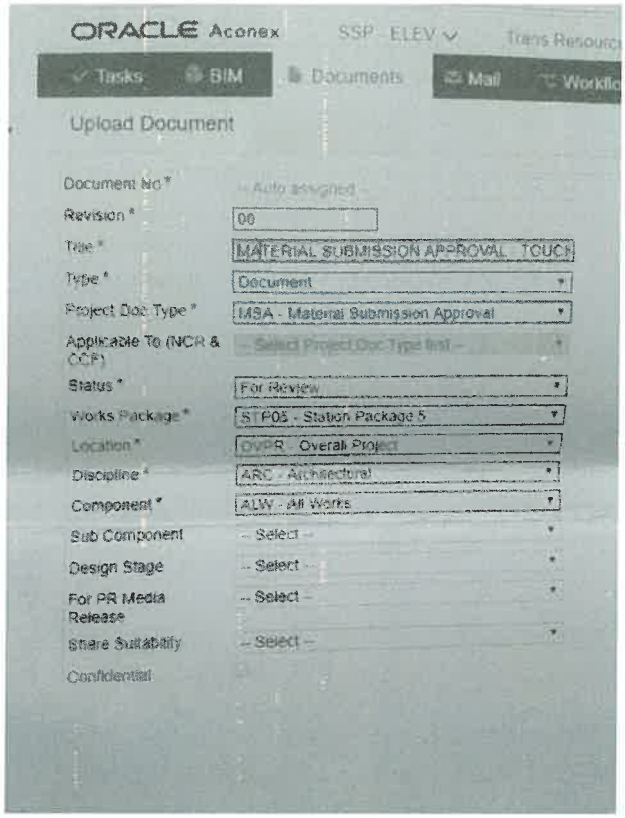
Week 1 (9th July 2018 – 13th July 2018)

On the first day, the company held Aidilfitri Eid feast among themselves. It a chance for all of the employer of the company from every department get to know each other. This will improve the working environment and will made the employer became more comfortable with each other. The worker on construction gave me pamphlet of the company to study about Apex Communication Sdn. Bhd and get know their nature of business.

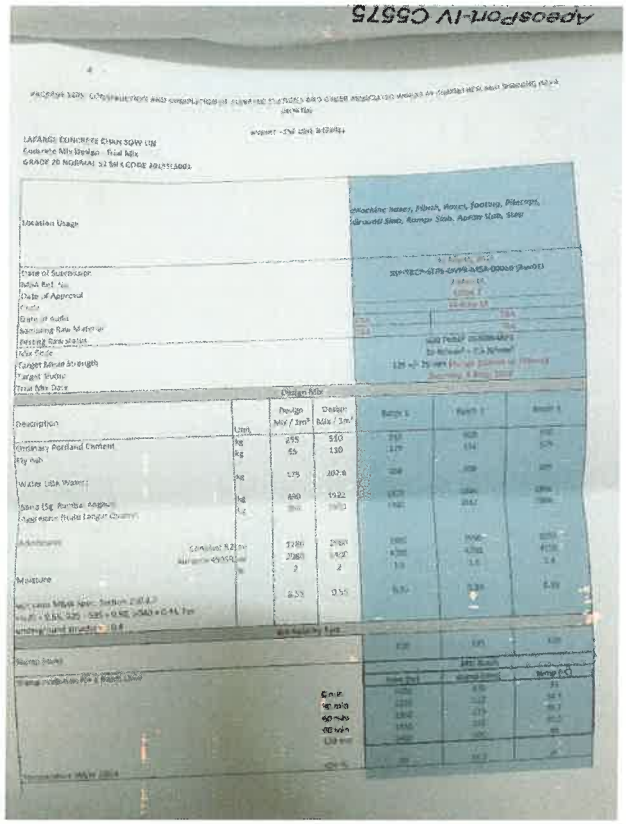
On the next day, Document Control Manager, Jamilah Jamal shows the file of Project Execution Plan. In the file, it has all information of the project such as client of the project, the location of project, layout of the site and their particular scope of work. Salwa Farhana who is Environmental Assistant brought us to site.

Document Control Assistant, Azura Abd Aziz who is assign to manage Request For Inspection (RFI), teach how to issue and close RFI in Aconex. Before start any work at site, RFI need to issue. After issue the RFI, the work must be done within a week but, if they fail to finish work within a week, the RFI should be cancel. After finish work that already issue, the RFI has to close.

QA/QC Engineer, Muhammad Zuhri Zikirilah teach how to do company profile. In the company profile, there some documents that are require to attach in order to complete the profile company. The list of the documents is request for consent sublet, Safety and Health Company, list of current projects, list of complete projects, cv personal, organization chart, SOCSO registration and CIDB registration. He also teaches how to use Aconex and how to request number for Material Submission Approval in Aconex. He also asked to complete the Material Submission that is need to submit at client.



Request reference number for material submission approval



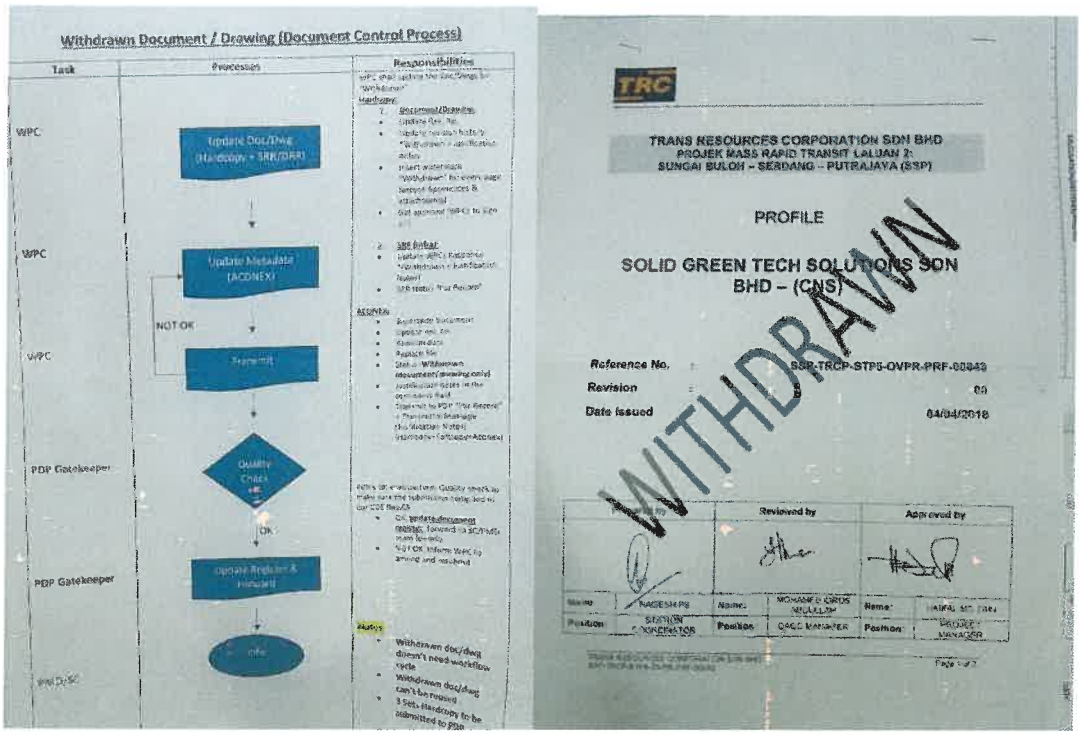
Summary of concrete

Week 2 (16th July 2018 – 20th July 2018)

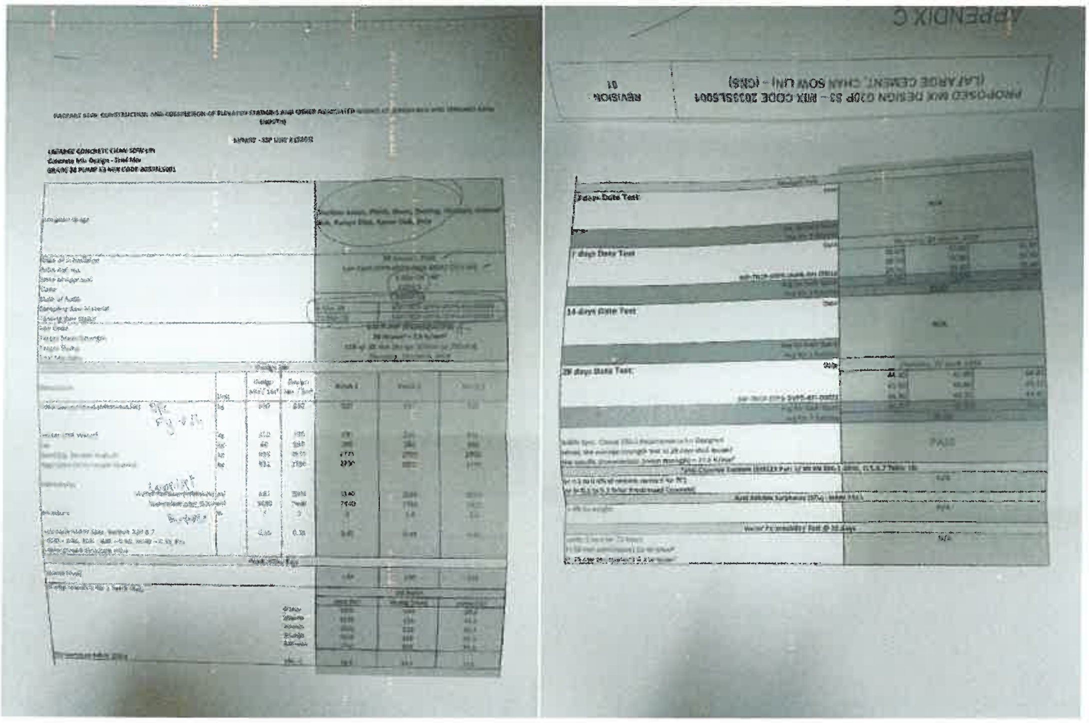
QA/QC Engineer asked to make summary of concrete test result. In the summary, it needs to complete design mix table of the concrete and all the test of concrete such as slump test and cube crashing test.

He also teaches me how to answer Submission Review Respond (SRR) letter. This letter is given by client. When we submit any document such as material submission approval and profile company, client will give us code whether code 1, code 2 or code 3. If they give us code 1, it means that they approved our submission. Then, if they give code 2, it means approve with comment. They will upload SRR letter for the document. Client will give comment in SRR letter and we have to answer and improve the document and resubmit the improve document to client back. Unfortunately, if client give code 3, it means the document has been rejected.

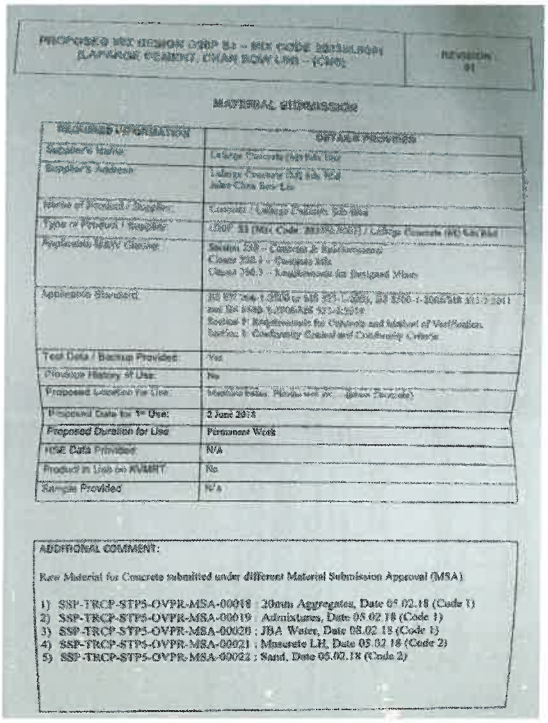
He asked to check on subcontractor company profile which is Asia Group Sdn. Bhd. I have to check whether all the documents that are needed to attach in the company profile are complete or not. Then report to him so he can ask the subcontractor to give the document that are not complete before sent to client. He also teaches on how to withdrawn documents that are not going to use anymore.



Withdrawn document



Summary concrete



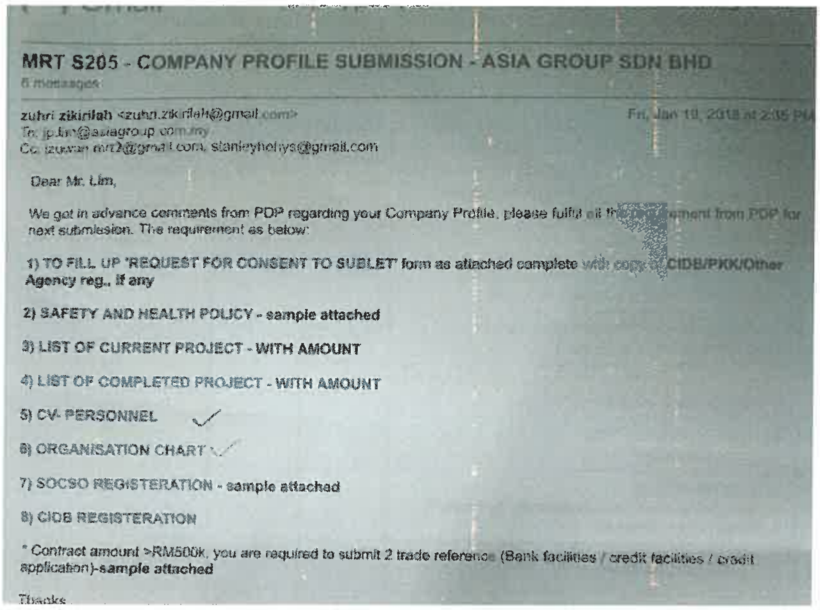
Required Information	Details Provided
Test Data / Backup Provided:	Yes
Previous History of Use:	No
Proposed Date for 1st Use:	2 June 2018
Proposed Duration for Use	Permanent Work
HSE Data Provided:	N/A
Product in Use on KVMRT:	No
Sample Provided	N/A

ADDITIONAL COMMENT:

Raw Material for Concrete submitted under different Material Submission Approval (MSA)

1) SSP-TRCP-STP5-OVPR-MSA-00018 : 20mm Aggregates, Date 05.02.18 (Code 1)
2) SSP-TRCP-STP5-OVPR-MSA-00019 : Admixtures, Date 05.02.18 (Code 1)
3) SSP-TRCP-STP5-OVPR-MSA-00020 : JBA Water, Date 05.02.18 (Code 1)
4) SSP-TRCP-STP5-OVPR-MSA-00021 : Masurete LH, Date 05.02.18 (Code 2)
5) SSP-TRCP-STP5-OVPR-MSA-00022 : Sand, Date 05.02.18 (Code 2)

Material submission



MRT S205 - COMPANY PROFILE SUBMISSION - ASIA GROUP SDN BHD

zuhri zikirilah <zuhri.zikirilah@gmail.com>
To: jp.lim@asiagroup.com.my
Cc: stanleyhehys@gmail.com

Dear Mr. Lim,

We got in advance comments from PDP regarding your Company Profile, please fulfil all the requirement from PDP for next submission. The requirement as below:

1) TO FILL UP 'REQUEST FOR CONSENT TO SUBLET' form as attached complete with copy of CIDB/PKK/Other Agency reg., if any

2) SAFETY AND HEALTH POLICY - sample attached

3) LIST OF CURRENT PROJECT - WITH AMOUNT

4) LIST OF COMPLETED PROJECT - WITH AMOUNT

5) CV- PERSONNEL

6) ORGANISATION CHART

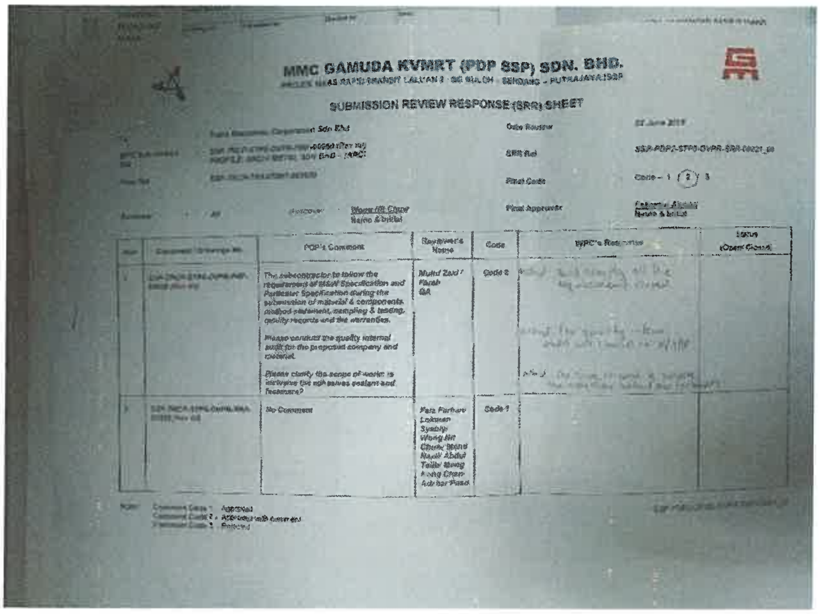
7) SOCSO REGISTERATION - sample attached

8) CIDB REGISTERATION

* Contract amount >RM500k, you are required to submit 2 trade reference (Bank facilities / credit facilities / credit application)-sample attached

Thanks

List of documents need to attached in company profile submission



MMC GAMUDA KVMRT (PDP SSP) SDN. BHD.

SUBMISSION REVIEW RESPONSE (SRR) SHEET

Submission Review Respond (SRR)

Week 3 (23rd July 2018 – 27th July 2018)

Project manager ask to joint weekly progress meeting. In the meeting, project manager will ask all progress of work from every department. They also will discuss the problem that are occur and try to overcome the problem together.

Every morning, RFI that already done their work at site has to submit to client at their office for getting their signature. RFI that already signed by our client need to collect at their office. After that, the RFI need to close and upload in Aconex.

Then, QA/QC Engineer ask to withdrawn document of material submission approval that are given code 2 and code 3. It means the document is not going to be used anymore.

Document Manager Assistant ask to filling all the RFI that already been issued and closed. It is including RFI from Sungai Besi Station (SBSS), Serdang Raya (North) Station (SRNS) and overall (OVPR). This work must be done before the ISO audit start. She also asked me to closed RFI and upload in Aconex.

Week 4 (30th July 2018 – 3rd August 2018)

QA/QC Manager asked to join Sika Kimia training at held at TRANS Resources Corporation Sdn. Bhd. They are one of subcontractor of our company.

Doing RFI index for all station, Sungai Besi Station (SBSS), Serdang Raya (North) Station (SRNS) and overall (OVPR). This work must be done before ISO Audit start.

Go to BSEN Lab to see cube crashing test done. This is also place where they doing aggregate test, sand test and cement test. This lab also places where they curing the cube concrete before doing cube crashing test.




BRUKER
Q4 TASMAN


BRUKER
Q4 TASMAN


















Week 5 (6th August 2018 – 10th August 2018)

Redo all the index because the previous one already vanished. It happens because laptop that used for doing all the works are broken.

Go to client office to submit RFI that already done their work at site and also collect all RFI that already sign and cop by client.

Latest RFI that already finished work at site need to put in file. It including all, station Sungai Besi Station (SBSS), Serdang Raya (North) Station (SRNS) and overall (OVPR).

Week 6 (13rd August 2018 – 17th July 2018)

Go to client office to submit and collect RFI every morning. QAQC Engineer asks to answer SRR and submit the document to client back. He also asks to do material submission approval. Answer SRR from client and resubmit to them.

Update RFI index and put them in the file. Lecture from UiTM Shah Alam, Dr. Muhammad Akram Adnan come and visit at our site office. Go to HQ office to get file for ISO Audit.

Week 7 (20th August 2018 – 24th August 2018)

QAQC Manager asked to print profile company of Starken Sdn Bhd. The company is one of the subcontractors of our company. The company profile needs to be checked with the list whether the document has already complete or not. If there are document that are not given by subcontractor yet, I need to report QAQC manager. He will ask and remind them before the document to be submit to client.

Update RFI index from SRNS and OVPR that are close today in Aconex and put them in files. QAQC Manager ask to attend RFI training that are held at training room of Apex Communicate Sdn. Bhd. In the training, they teach the staff and subcontractors on how to issue and close RFI correctly to prevent any problems occur in the future.

He also asks to redo material submission approval that are done by client because the document is not following format that are given by our company and there is some error in the document. After that, request for reference number for that company profile in Aconex.

Document Control Assistant ask to check all files whether all documents have SRR letter or not. If there are no SRR letter, we must find the letter in Aconex and print to attach in the file.

Week 8 (27th August 2018 – 30th August 2018)

Help QAQC Manager to fix the material submission approval that are submit by subcontractors. There are some errors in the document because they are not following the format that already given. He also asks me to type a draft letter of LOU.

Check another files whether the all documents have attached SRR letter or not. The documents that are did not have the letter need to be search in Aconex. The letter needs to be print and attach with the document in the files.

Go to project sites with Project Manager, Environment Assistant and Safety Assistant. They tell about the work progress at sites and show the work. The explain about terms that are use at sites. They also show all machinery that are used at the site.






CONCLUSION

On the other hand, industrial training programme also provide an opportunity for students to examine career possibilities in a 'real world' environment and to examine whether or not they are fit with a particular workplace. The advance working in a realistic will allow them to polish their career skill. Moreover, industrial training programme will help to crystallize students career interests, values, and choice of vocation. industrial training programme are found to be helpful in improving career decision making as it is the best way for students to explore the suitability of a particular job.

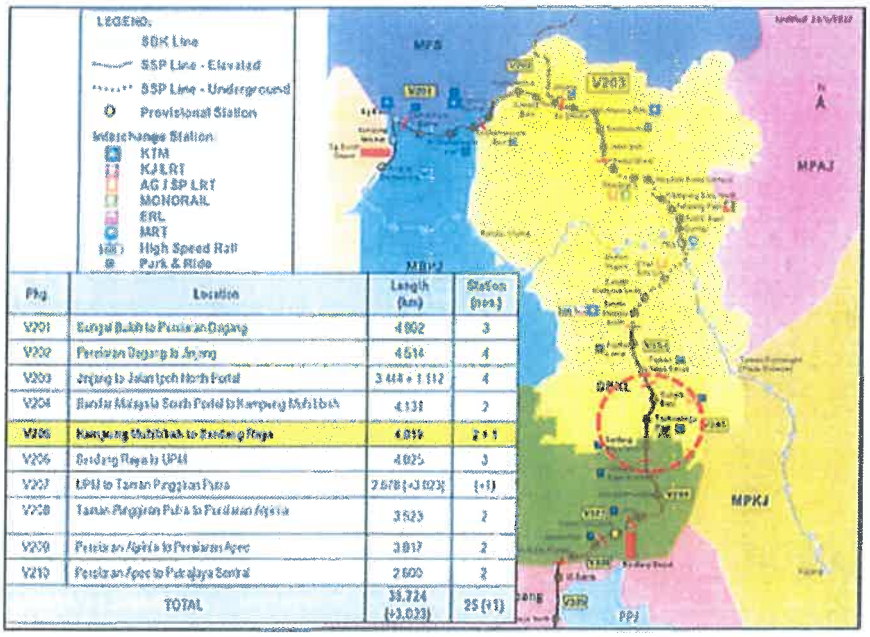
CHAPTER 3 – TECHNICAL REPORT

INTRODUCTION

Project Tilttle	Project Mass Rapid Transit Laluan 2: Sungai Buloh – Serdang – Putrajaya (SSP)
Project Owner	MRT Corporation Sdn Bhd
Project Delivery Partner	MMC Gamuda KVMRT (PDP SSP) Sdn Bhd
Nominated Sub-contractor (NSC)	Apex Communication Sdn. Bhd.
Supervising Consultant	SMHB Sdn Bhd
Work Package Contractor	TRANS Resources Corporation Sdn Bhd
Contract Sum	RM 243 344 223.18
Date Commencement	27 November 2017
Date for Practical Completing for the works	30 September 2021
Date for Line Completion for whole works	30 April 2022
Defect Liability Period (DLP)	2 Years

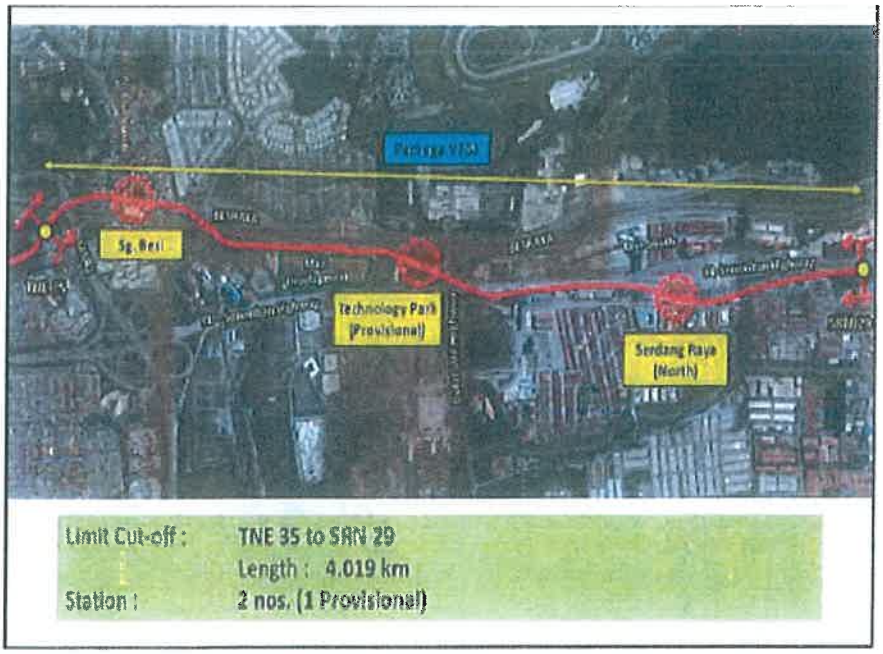
The implementation of SSP Line is expected to contribute significantly to increase the modal share of Sungai Besi – Serdang – Putrajaya Mass Rapid Transit Line which second out of three MRT lines identified under the Urban Rail Development Plan (URDP). It is part of government initiative to contribute to a cleaner environment and uplift the living standard of people. The second line is crucial to cater the increasing demand forward rail-based urban public transportation. The line will be interconnected and integrated with MRT Line 1 (SBK Line) to form a network together with other major line (KTM komuter, Monorail, LRT, ERL) which is 40% public transport use in this region.

As shown in above table, government has appointed MRT Corporation as project owner and MMC Gamuda KVMRT (PDP SSP) as the delivery partner. Apex Communication Sdn Bhd is under TRANS Resources Corporation Sdn Bhd as their sub-contractor. Apex Communication Sdn Bhd is working on SSP Project for Package S205 which is located at Serdang Raya (North) Station and Sungai Besi Station.



Pkg	Location	Length (km)	Station (nos.)
V201	Sungai Bakap to Persiaran Dagang	4.902	3
V202	Persiaran Dagang to Jinjang	4.514	4
V203	Jinjang to Jalan Ipoh North Portal	3.448 + 1.112	4
V204	Bandar Malaysia South Portal to Kampung Muhibbah	4.131	2
V205	Kampung Muhibbah to Serdang Raya	4.019	2 + 1
V206	Serdang Raya to UPM	4.025	3
V207	UPM to Taman Perniagaan Putra	2.678 (+3.023)	(+1)
V208	Taman Perniagaan Putra to Persiaran Apec	3.523	2
V209	Persiaran Apec to Persiaran Apec	3.917	2
V210	Persiaran Apec to Putrajaya Sentral	2.600	2
TOTAL		36.724 (+3.023)	25 (+1)

KVMRT2-SSP Algnment



Overview Package V205

A. Serdang Raya (North) Station

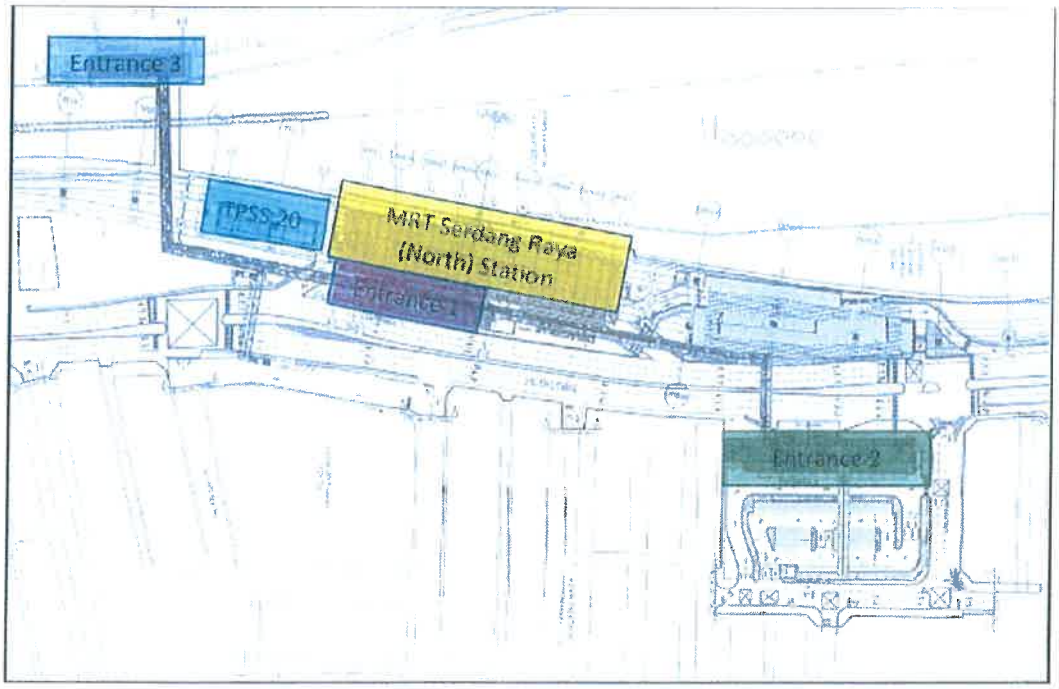
Scope of work Clarification (WPC & NSC)

- Station structure works will be construct by NSC.
- Sub-structure and structure work for entrance ancillary building are under NSC except for TPSS 20 (Serdang Raya North Station) piling works.
- Interface with Other Work Contractor such as System WPC, MSPR & DC/DS (through WPC).
- All main piers for viaduct from bottom up to top will be done by WPC.
- All precast segmental crosshead by WPC.
- All the earthworks are by WPC.

Particular Scope of Work

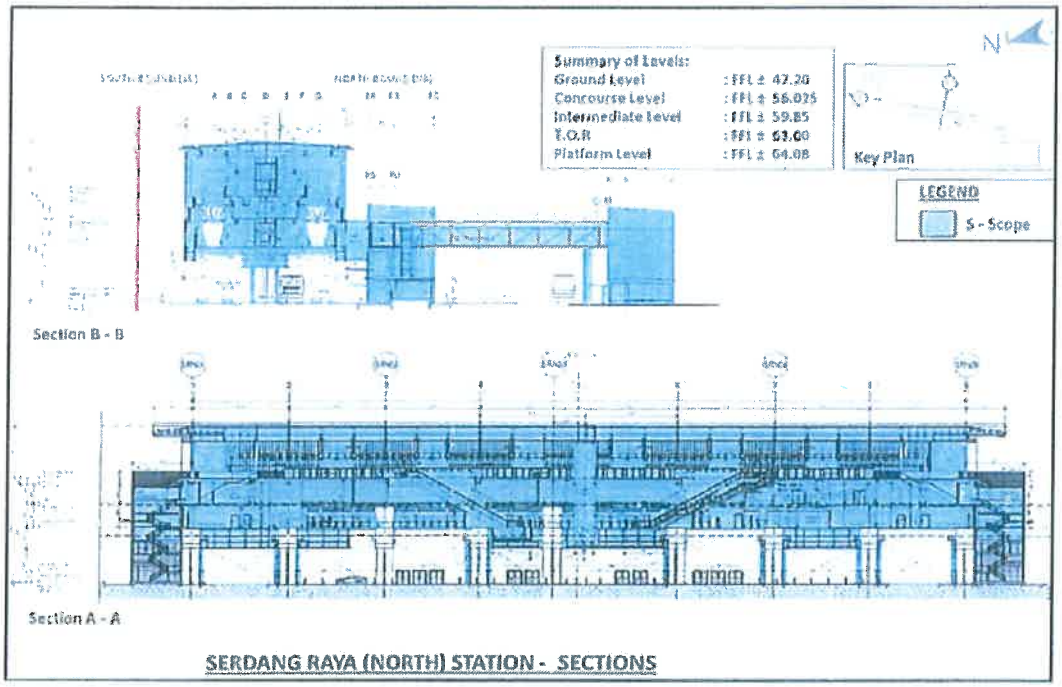
- T-Beam for concourse is designed to be elevated on single pier with an island platform configuration.
- Additional 2 piers located on both side of crossbeam at the Gridline 1,3,5,7 and 9 will be done by WPC.
- All Architecture Builder Works and Finishes (ABWF)
- Pedestrian Overhead Bridge (POB) from all work below to steel structure.

Location

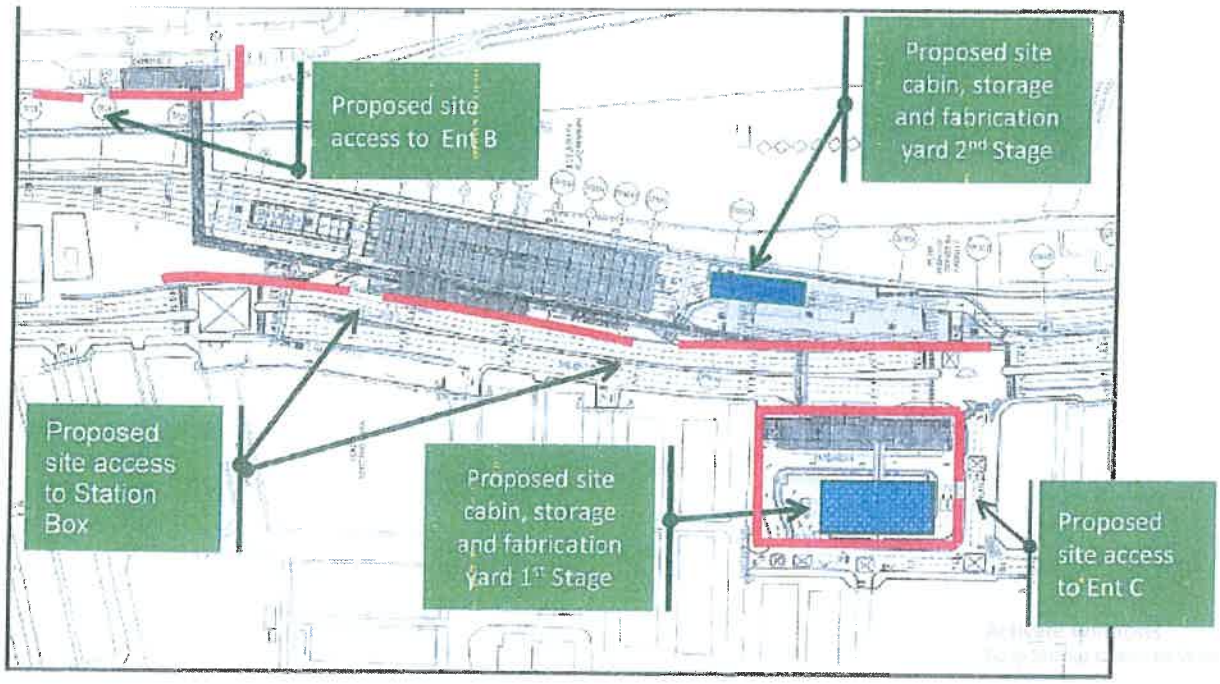


Site Layout

Perspective View



Section View



Logistic Layout Planning

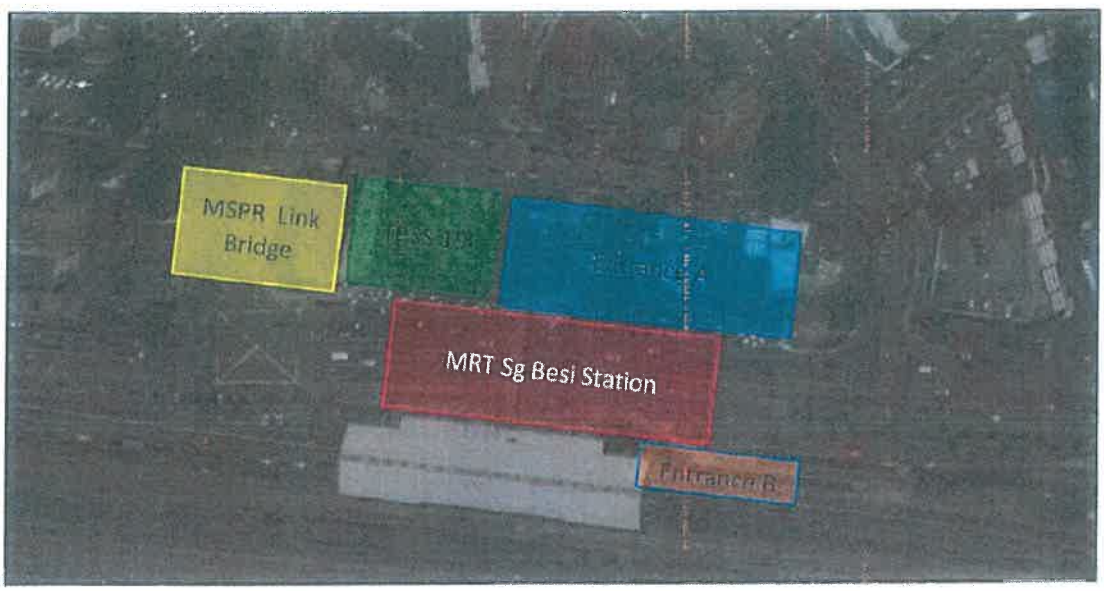
B. Sungai Besi Station

Scope of work Clarification (WPC & NSC)

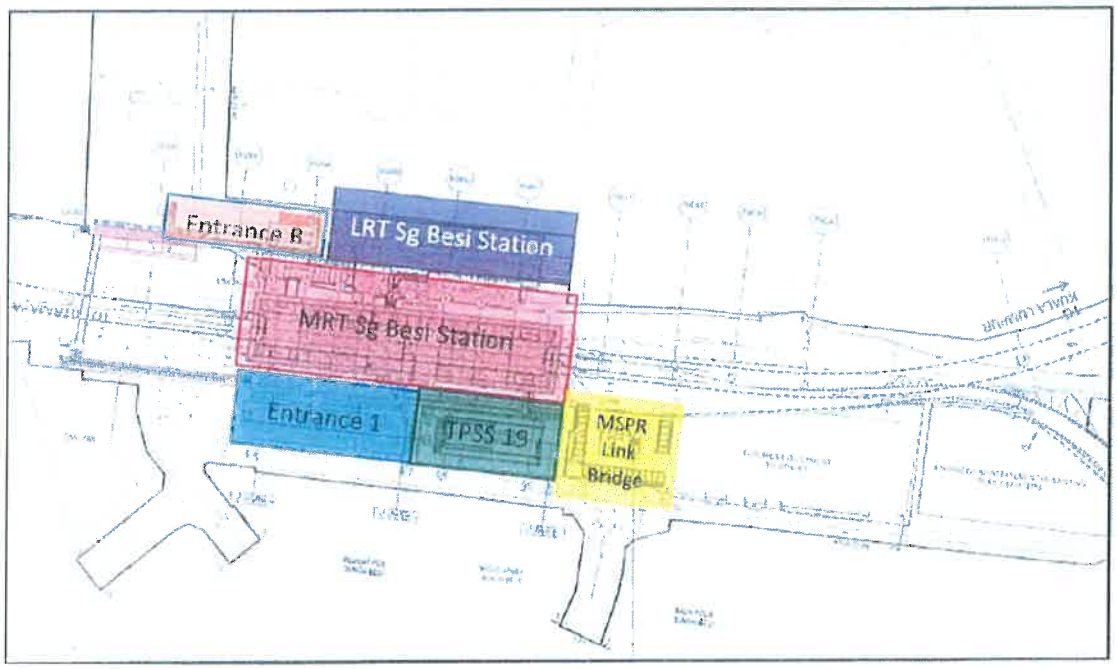
- Station structure works will be construct by NSC.
- Sub-structure and structure work for entrance ancillary building are under NSC except for TPSS 20 (Serdang Raya North Station) piling works.
- Interface with Other Work Contractor such as System WPC, MSPR & DC/DS (through WPC).
- All main piers for viaduct from bottom up to top will be done by WPC.
- All precast segmental crosshead by WPC.
- All the earthworks are by WPC.

Particular scope of work

- T-beam for concourse is designed to be elevated on singlr pier with a side platform configuration.
- Design, supply delivery, installation, test and commissioning all the general building service such as electrical, cold water & sanitary plumbing and other services.
- All Architecture Builder Works and Finishes (ABWF).
- Link Bridge to SDPR, Pedestrian Overhead Bridge (POB) and interconnection to LRT Sungai Besi Station platform.



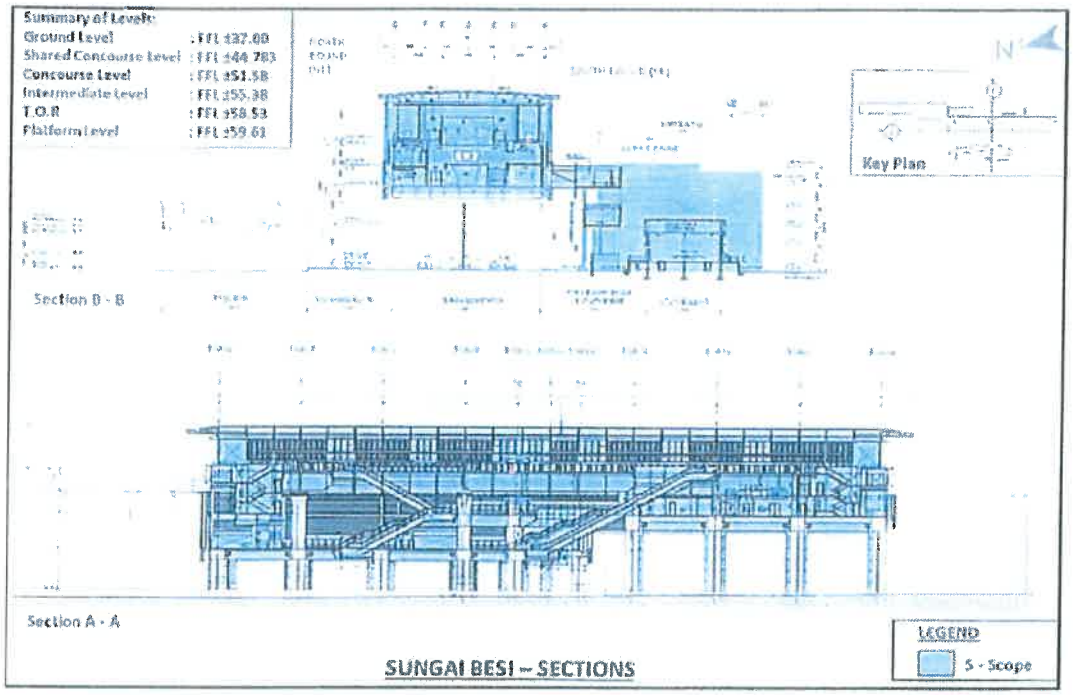
Location



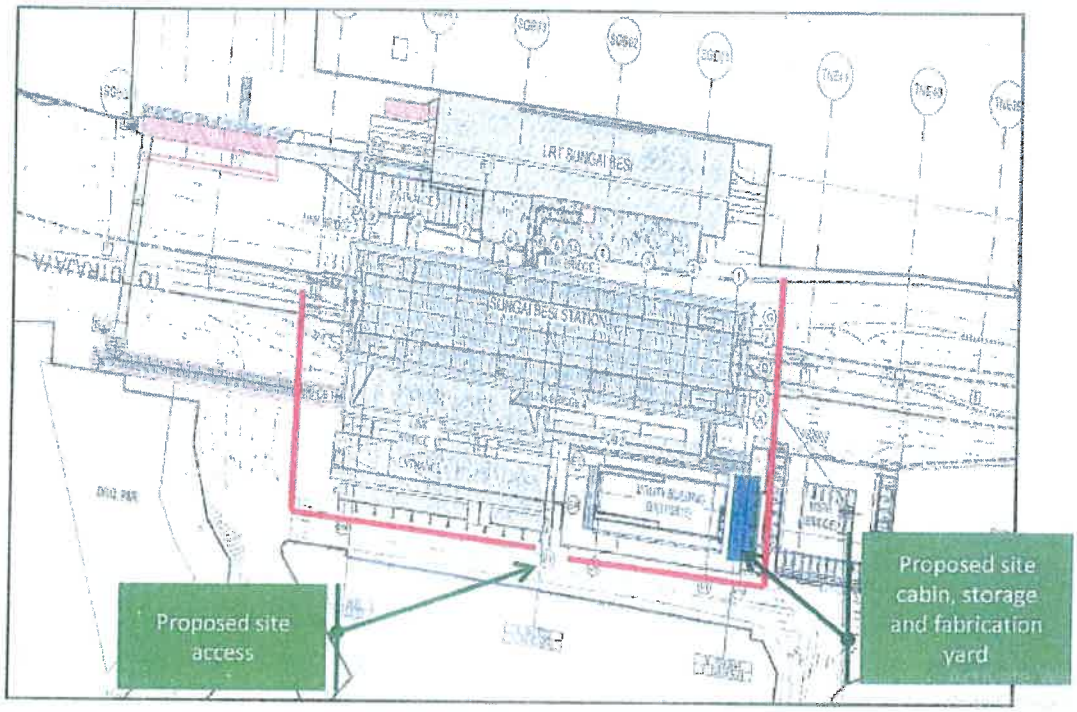
Site Layout

Perspective View

Perspective View



Section View



Logistic Layout Planning

PROBLEM ENCOUNTER AND HOW TO OVERCOME

Laptop that has been used during industrial training has a problem and cannot be open. Works that are given by Document Control Assistant, Azura Abd Aziz to complete the index of RFI are already done in the laptop. The index is needed during the ISO Audit. The audit will be held on 17th August 2018 and the laptop start broken on 6th August 2018. Only has a week before the audit start so the index has to redo within a week. Fortunately, the index can be finish before the audit start.

Cannot enter site because did not have blue card. All workers and staff need to have blue card to enter the site. To get the blue card, they have to attend blue card training and prepared for the exam. This project is under Prasarana, that is why they have to get blue card before enter site.

EXPERIENCE GAINED

Join weekly progress meeting. In the meeting, project manager will ask all progress of work from every department. They also will discuss the problem that are occur and try to overcome the problem together.

Go to site with Project Manager, Safety Assistant and Environmental Assistant. They show all the site progress and get to see they doing all site works. Also get to see all machinery that are use at site

CONCLUSION

Industrial training may help lessen the entry shock of the real working environment. It also may help increase students' opportunities of getting hired upon graduation either by their industrial training employer or by other companies that look on their industrial training experience. industrial training programme is perceived as the most effective strategy for the employment opportunity. Practical experience and exposure gained during the industrial training programme are found to be helpful in improving career decision making as it is the best way for students to explore the suitability of a particular job. Industrial training programme may smooth the way for permanent employment upon graduation as well as providing an in-depth understanding of actual operation practice. It was found that graduates students who have gone through an industrial training programme tend to be receiving a great number of jobs offers and faster gain their first jobs than those students without industrial training experience

CHAPTER 4 – CONCLUSION

INTRODUCTION

This industrial training at Apex Communication Sdn. Bhd. has given a lot of experience in handling real work environment. This also a chance to apply some of knowledge that gain from previous semester studies. Also, have learn some of new technique and gained a new knowledge during my industrial training.

Students will able to differentiate the task and adapt to real working experience and the work that have been given and help to figure out all the things that they not understand before and understand in perform the task. Student will feel the challenge when they start doing the task that are given to them. Fortunately, student have given a supervisor who will teaches and guide then in competing the task.

Student will increase their confident level and will not face any problem in working independently in future. They can become someone who dare to work at any place in future.

LESSON LEARN

1. Punctuality

   During Industrial training, student will be more punctual because they feel the more responsible toward theirs work. Furthermore, they bring the image of university and their family, thus student should show positive attitudes during their training.

2. Love learning

   Industrial training is a learning opportunity, so make the most of it by getting involved in projects where you can, learning a bit about how the business runs, practicing using new tools. Ask lots of questions and take plenty of notes. Do not feel embarrassed to ask a lot of question. They will not come and explain to use if we are not asking them by ourselves.

3. Communication Skill.

   Communication skill is very important in civil engineering field. It is because in order to stay in this field, they need to deal with many people especially client. People in this field also need to know how to communicate with all staff, workers and subcontractors. It will make work be more efficiency a project will be done smoothly.

4. Making connections

   In addition to the people who will be your references in the future, try to leave your internship with new connections such as senior employees, clients and fellow interns. These people can provide guidance, advice and help you in future job searches. Keep them in the loop on where you are in your career, and offer to help them whenever you can. To do this, you'll need to try to make an effort during the course of your internship to build relationships with people around the office.

5. Practical skill

   Students can develop practical skills through activities during the period of industrial training such as dealing with clients, using software, and experiencing work procedures. Unlike in class, we learn about theoretical more than practical. So, it chances for use to do practical and it also can help us understand more about certain subject.

KNOWLEDGE GAINED

1. Maintain Load Test

Building starts with a strong foundation, especially the piles. As a part of foundation's quality assurance, Maintain Load Test is necessary to ensure the pile that was driven could take the design load of the structure. During this test, load would be applied on the selected pile and the pile settlement under the acting load would be recorded. As a common practice, pile would be loaded up to twice of the working load, which is regarded as the Test Load of the pile.

2. Learn how to use Aconex

Aconex is a new system that are use for this project. This system is a place to store all the document in form of soft copy. It also easier for Document Control Manager to control all the document that are produce during this project. The document also will have their own references number so it easier for client to check the document in the systems. They do not have check every file to find certain document that they needed.

3. Get to know how to do summary of concrete

Summary of concrete will do using excel in a form of table. In the summary, we will fill up the table with mix design of the concrete. There also have to write the total number of the concrete material use for each batch. Slump test also have to fill in the table. From the slump test, we can know whether the concrete is failed or pass. We just need to do using one batch concrete only. To know whether it pass or not, we have to check the temperature of the slump. The temperature must not exceed to 36℃. We also have to check the height of slump whether exceed the target or not.

4. Get to know how to use machinery

During the industrial training, I use photocopy machine to print out all the document that are need to send to client.

SUITABILITY OF ORGANIZATION

Nowadays, it hard for post graduates to get employ in all industry. It might because of inadequate experiences or they are being to choosy. That why it is important for students to industrial training so they can prove their ability. They also might get offer for a position in an organization and it really suit for students to have their industrial training experience.

In additional, this organization is good in many aspects. They can give tasks to that are related to their study. They even can consider the result of our task that already done and correct it patiently. Besides, the staff that working at the company willing to share their knowledge and experience without feel tired to answer our questions. Nonetheless, they provide suitable rate of allowance for industrial training student.

It is suitable for students to come back to the company again after finish their study. After all student has been offered to come back, they should take that opportunity and do not be greedy and to choosy for going to another big company as their salary is higher.

LIMITATION AND RECOMMENDATION

In my opinion, students should not go to a company that have a big project because it is harder for the staff to teach students with their busy schedule. It also will be harder for students to going to the site because they have a lot of procedure before going inside the site. Like myself, I cannot go to sites because I did not have blue card.

Students should check their ongoing project before applying for the place to do industrial training at their company. It is because if students going to company that just start the project, they will not start any progress work at site yet. This will make students cannot experience a lot of thing during 8-week training.

During the industrial training, the staff in the company did not really what students already learn about Civil Engineering. It harder for them to gives tasks to student that are related to the project. The reason why they cannot give a task because they did not have time to teach student. They need to rush the due dates for the project.

REFERENCE

1. **http://www.apex.com.my/**