



**UNIVERSITI TEKNOLOGI MARA**

**FACULTY OF CIVIL ENGINEERING**

**INDUSTRIAL TRAINING REPORT**

**MUHAMMAD IRFAN BIN ISAMUDIN**

**(2019442686)**

**LOT 897, WISMA AIR, JALAN**

**HANG TUAH, 75300, MELAKA**

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## **ABSTRACT**

Industrial training is a compulsory requirement for students in certain programs at all levels of higher education in institutions of Higher Learning (HL). To increase the level of graduates able to work, industrial training program was introduced to strengthen the competencies required. Industrial courses give students learning opportunities in the world of work to receive practical experience to improve the reliability of the market.

Industrial training refers to expose students to the real-life experiences of the engineering works and to get them involved in Civil Engineering projects before graduation. It is one of the requirements for the award of Diploma in Civil Engineering.

In this final report, there will be four chapters which is for chapter 1 is for introduction of the company where the industrial training was held. The company background, organizational chart, nature of business, products and market strength was explained in detail at chapter 1.

For chapter 2, it is about the weekly activities for 18 weeks from 28th March until 27th July 2022. The weekly activities during industrial training will be put in this final report. The weekly activities will explain in detail which what happened during the day of the interns.

For chapter 3, it is about the technical report that explained in detail about the project. The operation of the maintenance and task given by Industrial Supervisor, En Shahrul Mubarak bin Ahmad are in the chapter 4.

For chapter 4, it is about the conclusion of the whole experience of industrial training in the company which is Syarikat Air Melaka Berhad (SAMB). In the chapter 4 also, there are lesson learned, knowledge gained and suggestion and recommendation for the company to improve and be more successful.

All the experiences and project contributed in Syarikat Air Melaka Berhad (SAMB) will be write in the daily log and also in final report. Technically, the cope job of civil department and how to accomplish job by team working was successfully done during intern days for 18 weeks.

## ACKNOWLEDGMENT

Alhamdulillah and praise upon to Allah S.W.T, I had done for industrial training for 4 months from 28th March until 29th July 2022 with Syarikat Air Melaka Berhad (SAMB). The opportunity I had with this company was a great experience for learning and knowing what Civil Engineer is. I was glad because I am one of the individuals who get this opportunity to gain new experience in this company.

I would like to thank to Ir. Norisham bin Abdul Talib head of department, Mohd Azam bin Tompong department manager, Shahrul Mubarak bin Ahmad senior technician and the staffs of Syarikat Air Melaka Berhad (SAMB). Who helped me a lot by giving me lots of information, guide and allow me and other interns to explore more about civil engineer during these training. Without help from them, I would not be able to know a lot of knowledge due to our lack of information.

I would like to thank to the faculty supervisor in charge, Sir Mohd Firdaus bin Mohd Akhbar who always guiding me through this industrial training days. He always sacrifices his time to ask practical students to keep in track with students and he willing to teach me a lot when I am curious about something.

I would like to thank to my parents as they are the one who support me to finish this course in Diploma Civil Engineering. They support me through ups and down I had through. I would also want to thank to my friends for giving me support through social media as we cannot see each other and show me what they do during their training for 4 months.

As a conclusion, this report will not complete and be done if I had not received help from them.

Thank you.

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## **CHAPTER 1**

### **Introduction**

#### **1.1 Company Background**



Figure 1.0: Logo Company

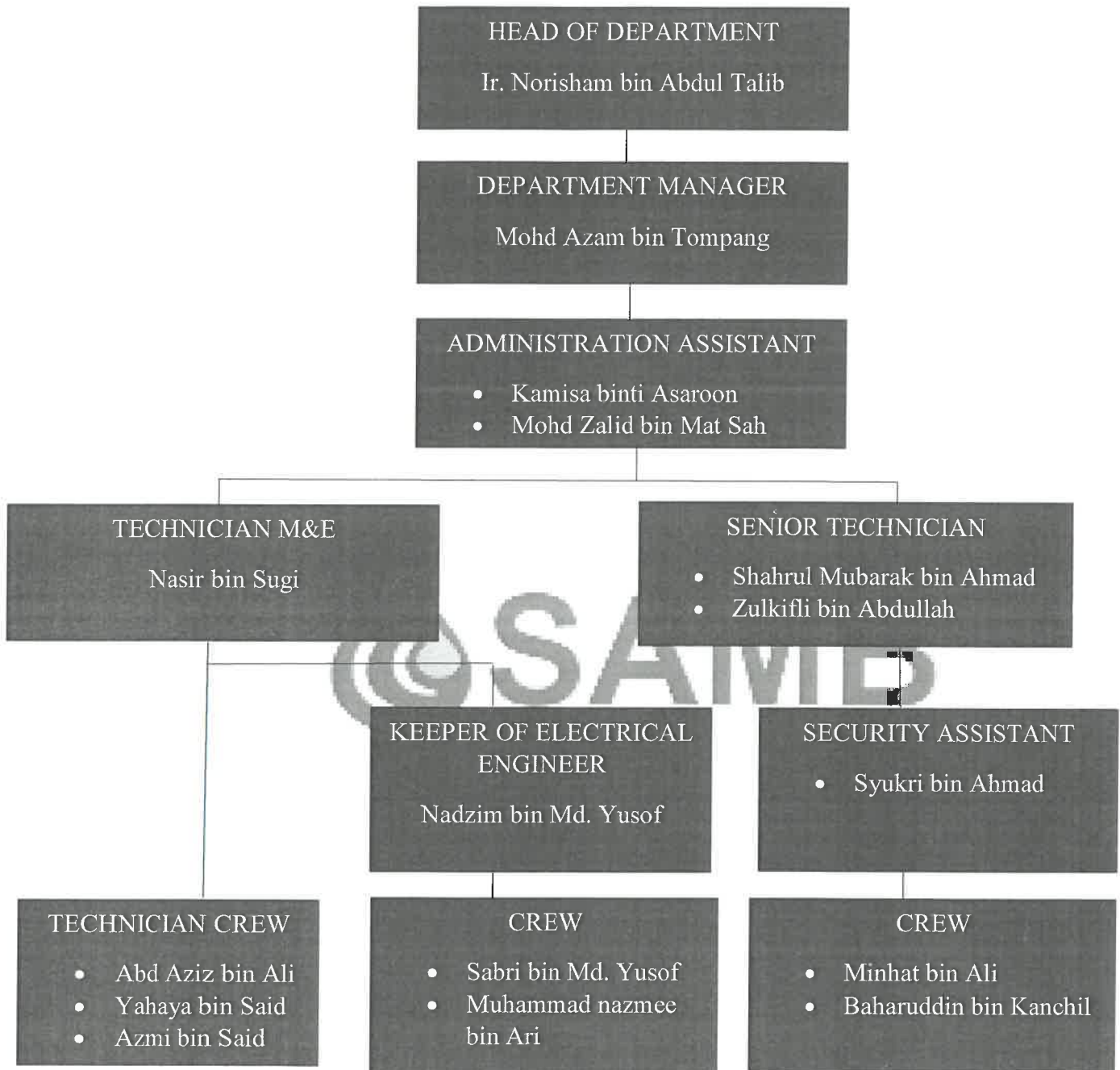
Syarikat Air Melaka Berhad (SAMB) literally meaning Malacca Water Company Limited.

The company known as Malacca water board from 1971 to 1992 and Malacca water corporation from 1993 to 2005 which is a government linked company responsible for the water supply services of the state of Malacca.

Facilities and logistics department where focuses more on maintenance work related to civil, electrical and vehicles. Facilities and logistics are also responsible for updating security tasks for security guards and is responsible for the maintenance activities of the surrounding area for the water pipeline.



## 1.2 Organizational Structure



### **1.3 Nature of Business**

#### **A. Maintenance Work**

Maintenance work has always been the core work for facilities and logistics department at SAMB. Facilities and logistics department are focus more on building maintenance activities, water pipelines and pump houses all over Malacca.

#### **B. Electrical Work**

Syarikat Air Melaka Berhad (SAMB) has provided requirement to Facilities and logistics department for maintenance and repair work on electrical systems that have problems which has been recorded in the system

#### **C. Interior & Renovation**

The company also do comprise of office and commercial renovation works that included conceptualization design and consultation.

#### **D. Security Guard System**

Syarikat Air Melaka Berhad (SAMB) give responsibility to Facilities and logistics department to maintain the security guard system such as observation of official attire, working time and data for the payment of monthly salaries to the security guard

### 1.3 Products

#### 1.3.1 List of Project

**Table 1.0: List of completed and current projects**

No.	Project Title	Client	Year	Status Project	Total (RM)
1.	Renovation an existing shop house into a facilities and logistics department management office at Taman Paya Rumput Bestari, Daerah Melaka Tengah, Melaka.	Syarikat Air Melaka Berhad (SAMB)	2021	Completed	1,350,000.00
2.	Roofed building structure construction work for crusher run and sand storage at SAMB Jasin	Syarikat Air Melaka Berhad (SAMB)	2022	Completed	73,000.00
3.	Pump house and pond damage work at Selandar	Syarikat Air Melaka Berhad (SAMB)	2022	Completed	51,451.00
4.	Modify existing roof at SAMB Masjid Tanah	Syarikat Air Melaka Berhad (SAMB)	2022	Completed	19,490.00
5.	Exterior painting work of office buildings and stores at SAMB Alor Gajah	Syarikat Air Melaka Berhad (SAMB)	2022	Completed	106,253.60

6.	Modify 3 units of shop house to be used as a water tank storage store at Cheng	Syarikat Air Melaka Berhad (SAMB)	2022	Completed	59,000.00
7.	Cleaning water pipeline area between 3 feet from the pipeline every month in 2 years contract	Syarikat Air Melaka Berhad (SAMB)	2022	In progress	119,000.00
8.	Maintenance an aircond that has a problem not working at SAMB Alor Gajah	Syarikat Air Melaka Berhad (SAMB)	2022	Completed	-
9.	Installation new sources water pipe to use in maintaining the pool at A'Famosa Centre	Syarikat Air Melaka Berhad (SAMB)	2022	Completed	-

## **1.4 Market Strength**

The market strength of Syarikat Air Melaka Berhad (SAMB) is:

a) Have excellent employee attitudes.

All the employees at Syarikat Air Melaka Berhad are very friendly and easy to get along with. If there is any question, the employees are always welcoming to answer all the question. There is no awkwardness between the practical students and other workers at Facilities and Logistics department

b) Lots of side income

Syarikat Air Melaka Berhad has lots of side income from Facilities and Logistics department. The side income will support the income in future management of the company. The income will support for every month to keep Syarikat Air Melaka Berhad operate smoothly.

c) Skill

Syarikat Air Melaka Berhad has staff who have multitasking skill of work in the field of engineering or other than engineering such as expert in plumbing, electrical, civil, and mechanical.

## **1.5 Conclusion**

The experience that I had in Syarikat Air Melaka Berhad was amazing. There are lots of experiences I had during being an intern. I get more knowledge about being a civil engineer, electrical, plumbing and communication skill. The experiences I gained in this company will not get at other places. The company has selected me as one of the interns and had team me a lot how to survive in life as an engineer and human. The knowledge for the workers of the company will be used when I continue my studies and work soon.

## **CHAPTER 2**

### **Training Attended**

#### **2.1 Introduction**

The industrial training at Syarikat Air Melaka Berhad (SAMB) was for 18 weeks start from 28<sup>th</sup> March until 27<sup>th</sup> July 2022. During the industrial training days, there are many activities had been done. The activities are including civil engineering works, electrical work and maintaining work. Every of the activities has been recorded in logbook report that has been provided by Faculty of Civil Engineering Universiti Teknologi Mara (UiTM) Cawangan Johor Kampus Pasir Gudang as it is one of the requirements to pass the subject for Industrial Training (ECM377). The activities of training days will be simplified in the Chapter 2 for better understanding.

The working hours in Syarikat Air Melaka Berhad is 9 hours which from 8.00 a.m. until 5.00 p.m. The working days is from Monday to Friday and on Saturday and Sunday are weekend holiday. The workers including intern students are assigned to work from office. Every matter work related to the company must go through the office to be managed properly.

The activities during intern days will be put in a table to make it easier to check the flow of the activities by weeks. Every week, industrial supervisor will give a task to industrial students to finish it during working days. The task that given by industrial supervisor should be finish and will be checked by industrial supervisor for confirmation. Every week, industrial supervisor will sign the logbook report for intern students as one of the requirements in the logbook report and give any feedback or remarks of the intern students activities or behavior during industrial training days.

## 2.2 Exposure Level

### Weekly Summary Activities

WEEKS AND DATES	TAKS AND ACTIVITIES
<b>01</b> <b>(28/3/2022 – 3/4/2022)</b>	<ul style="list-style-type: none"><li>- Report to the human resources unit at floor 6 wisma air and undergo the name verification process in the list of names of intern students at SAMB</li><li>- Make monitoring inside the wisma air building on every floor</li><li>- Open the quotation file for roofed building structure construction work for crusher run and sand storage project at SAMB Jasin office</li><li>- Follow industrial supervisor to the SAMB office at Jasin for roofed building structure construction work for crusher run and sand storage project</li><li>- Follow industrial supervisor to the project site at Jasin for roofed building structure construction work for crusher run and sand storage</li><li>- Move to new building for facilities and logistics division at Cheng</li><li>- Facilities and logistics department held a banquet in conjunction with the opening of a new office in Cheng</li></ul>
<b>02</b> <b>(4/4/2022 – 10/4/2022)</b>	<ul style="list-style-type: none"><li>- Open the quotation file for pump house and pond damage repair work at Selandar pump house</li><li>- Follow industrial supervisor to Selandar pump house for maintenance work</li><li>- Change the timer box set on the main switch for streetlights in the electrical house area</li></ul>

<p style="text-align: center;"><b>03</b> <b>(11/4/2022 – 17/4/2022)</b></p>	<ul style="list-style-type: none"> <li>- Open the quotation file for modify the existing roof at Masjid Tanah SAMB office</li> <li>- Follow industrial supervisor to the Masjid Tanah SAMB office for maintenance work</li> <li>- Open the quotation file for exterior painting work of office buildings and stores at Alor Gajah SAMB office</li> <li>- Follow industrial supervisor to Alor Gajah SAMB office for maintenance work</li> </ul>
<p style="text-align: center;"><b>04</b> <b>(18/4/2022 – 24/4/2022)</b></p>	<ul style="list-style-type: none"> <li>- Study about computerized maintenance management system (CMMS)</li> <li>- Follow facilities and logistics staff to the SAMB office at Jasin for maintenance work</li> <li>- Monitor Jus dam at Selandar to ensure the water level is in good condition and ensure no water flow problems occur</li> <li>- Open the quotation file for modify 3 units of Shop house to be used as a water tank storage store at Cheng</li> <li>- Follow head of facilities and logistics department to the 3 units of Shophouse Cheng for maintenance work</li> </ul>



<p><b>05</b> <b>(25/4/2022 – 1/5/2022)</b></p>	<ul style="list-style-type: none"> <li>- Assigned to record the stock of office supplies such as number of pens, number of markers, number of files etc.</li> <li>- Enter the latest information complaints computerized maintenance management system (CMMS)</li> <li>- Assigned to prepare a daily report book of the facilities and logistics department</li> <li>- Make checks to the security guard on their duty daily basis that have been recorded</li> </ul>
<p><b>06</b> <b>(2/5/2022 – 8/5/2022)</b></p>	<p>RAYA AIDILFITRI WEEK</p>
<p><b>07</b> <b>(9/5/2022 – 15/5/2022)</b></p>	<ul style="list-style-type: none"> <li>- Participate in the meeting on the Aidilfitri celebration event at the facilities and logistics department which will take place on 13 March and Aidilfitri celebration at the Wisma air (SAMB) on reminder set on 30 March</li> <li>- Buying festive necessities such as recyclable containers, plastic, cups, spoons and forks</li> <li>- Assigned to provide a place of preparation for the event</li> <li>- Make plans regarding the concept of decoration for the banquet hall to look more cheerful and comfortable</li> <li>- Prepare food and beverage places so that the ceremony process runs smoothly</li> </ul>

<p style="text-align: center;"><b>08</b> <b>(16/5/2022 – 22/5/2022)</b></p>	<ul style="list-style-type: none"> <li>- Open the quotation file for work proposal work renovate an existing shop house into a facilities and logistics department management office at Taman Paya Rumput Bestari, Daerah Melaka Tengah, Melaka</li> <li>- Learn about general summary quantity bills of renovations and additions to 4 existing office shop units which are the beginning and general condition, demolition work, building work, ancillary work, electrical work, mechanical work and temporary amount</li> <li>- Make an overview on the water pipeline property of Syarikat Air Melaka Berhad (SAMB)</li> <li>- Accept the task from the department manager to make sure do a double check about the bill of quantities of a project</li> </ul>
<p style="text-align: center;"><b>09</b> <b>(23/5/2022 – 29/5/2022)</b></p>	<ul style="list-style-type: none"> <li>- Assist staff in making summary modifications of procedures for mechanical, electrical and civil maintenance</li> <li>- learn about bill of quantities demolishing works for existing door, windows, ceiling finishes and sanitary fitting</li> <li>- Monitor complaints of contaminated water in the vicinity of water treatment plants</li> <li>- Go to Selandar pump house to make sure the progress of the project that has been recorded run smoothly</li> <li>- Study about bill of quantities for building works have related with roof, safety door, wall and partitions and windows</li> </ul>

<p style="text-align: center;"><b>10</b> <b>(30/5/2022 – 5/6/2022)</b></p>	<ul style="list-style-type: none"> <li>- Arranging temporary shop places for the preparation of banquets for Wisma Air Raya celebration event</li> <li>- Enter the latest information complaints computerized maintenance management system (CMMS)</li> <li>- Maintain an aircond that has a problem not working</li> <li>- Monitoring the progress of the project on SAMB Alor Gajah that has been recorded run smoothly</li> <li>- 100% progress work has been done perfectly according to the list of bill of quantities</li> <li>- Organized electrical wires that are no longer used around</li> <li>- Go to A'Famosa Centre to make a work for new pipes to use in maintaining the pool</li> <li>- Make cuts on the hdpe pipe to be connected to the new pipe using a tee connector</li> <li>- Use an elbow connector to connect with the new faucet</li> </ul>
<p style="text-align: center;"><b>11</b> <b>(6/6/2022 – 12/6/2022)</b></p>	<ul style="list-style-type: none"> <li>- Prepare for a presentation on the progress of industrial training virtual visit</li> <li>- Update the relevant information about 3 units shophouse at SAMB Cheng which has been questioned on last meeting</li> <li>- The type of water tank used is Resistech Plastic</li> <li>- The capacity of water that can be put into the water tank is 200 and 600 Galen</li> <li>- The number of water tanks that can be put in a shop house is 150-unit tanks</li> </ul>

<p style="text-align: center;"><b>12</b> <b>(13/6/2022 – 19/6/2022)</b></p>	<ul style="list-style-type: none"> <li>- Participate in online courses on building maintenance and facilities with department head</li> <li>- Continue study about bill of quantities for building works have related with door, window and floor finished</li> <li>- Continue study about bill of quantities for building works have related with internally or externally for plaster ceiling skim coat finish and sanitary fittings</li> <li>- Went to KUIM Melaka to participate in gotong royong with SAMB staff and KUIM employees</li> </ul>
<p style="text-align: center;"><b>13</b> <b>(20/6/2022 – 26/6/2022)</b></p>	<ul style="list-style-type: none"> <li>- Continue study about bill of quantities for building works have related with sanitary fittings</li> <li>- Continue study about bill of quantities for ancillary work have related with main signage and room signage</li> <li>- According to the staff went to the car workshop for the purpose of checking on the company car that had a problem</li> <li>- Go to a SAMB Bukit Sebukor to make monitoring of employee activities in using vehicles</li> <li>- Made a survey of complaints of lack of water on a 3 storey flat at Batu Berendam</li> <li>- Assisting staff in the process of filling the temporary water supply for the residents</li> <li>- Continue study about bill of quantities for ancillary work have related with room signages, steel ramp, ablutions and handrailing for staircase</li> </ul>

<p style="text-align: center;"><b>14</b> <b>(27/6/2022 – 3/7/2022)</b></p>	<ul style="list-style-type: none"> <li>- Continue study about bill of quantities for provisional sum have related with strengthening of existing reinforced concrete and structure</li> <li>- Continue study about summary work and the price of each activity</li> <li>- Assist staff in updating data on the number of company vehicles</li> <li>- Follow the staff go to SAMB Bukit Sebukor to take the garbage tank to dispose of the garbage waste to the designated place</li> <li>- Make a mark on 60 key to facilitate the vehicle key identification process</li> <li>- Enter the latest information complaints computerized maintenance management system (CMMS)</li> </ul>
<p style="text-align: center;"><b>15</b> <b>(4/7/2022 – 10/7/2022)</b></p>	<ul style="list-style-type: none"> <li>- Continue study about quotation forms on foundation construction related to strengthening structure</li> <li>- Study about quotation forms on floor construction related to strengthening structure</li> <li>- Continue study about quotation forms on pit construction related to strengthening structure</li> <li>- Study about quotation forms on truck route construction related to strengthening structure</li> <li>- Continue study about quotation forms on column construction related to strengthening structure</li> <li>- Study about quotation forms on roof beam construction related to strengthening structure</li> <li>- Prepare to welcome the arrival of chief executive officer (CEO) who responsible for implementing</li> </ul>

	<p>existing plans and policies, improving the company's financial strength, supporting ongoing digital business transformation, and setting future strategy.</p> <ul style="list-style-type: none"> <li>- Continue study about quotation forms on construction of plinths for fire prevention tanks related to strengthening structure</li> <li>- Study about quotation forms on concrete construction work of the back apron related to strengthening structure</li> </ul>
<p><b>16</b> <b>(11/7/2022 – 17/7/2022)</b></p>	<ul style="list-style-type: none"> <li>- Continue study about quotation forms on build a parapet wall on the roof beam related to strengthening structure</li> <li>- Study about quotation forms on build a wall for the conduct of the main electrical cable related to strengthening structure</li> <li>- Enter the latest information complaints computerized maintenance management system (CMMS)</li> <li>- Learn about extra work summary for renovations and additions to 4 existing office shop units which are installation sun louvres, oil interceptor cover structure, open and install a 2-leaf compressor room door, plaster on the walls of the screen walls, cement board over roller shutter, plaster ceiling over roller shutter and square modifier</li> <li>- Study about quotation forms on extra work summary for installation of ceiling plaster over cement board on roller shutter</li> </ul>

<p style="text-align: center;"><b>17</b> <b>(18/7/2022 – 24/7/2022)</b></p>	<ul style="list-style-type: none"> <li>- Study the process of breaking down part of the structure of the ground floor, first floor and the front of the existing roof beams</li> <li>- Study the method of work done at the roof beam level</li> <li>- Study the method of work done at first floor is starts with marking and cutting the first floor using a grinder</li> <li>- Study the process of the work of building a vehicle repair pit</li> <li>- Study the process construction of a new floor structure ground floor, first floor beams and columns and the front of the roof beams</li> <li>- The method of work done at a new structure on a new pillar at the level of the first floor is drill 4 nos holes for the preparation of the starter bar on the top of the existing pole gridded then injection mortar is injected in the drilled hole</li> <li>- The method of work done at new beams from existing floor level</li> <li>- Continue study the method of work done at a new structure on new roof beams</li> <li>- Study the method of work done at a new structure on the ground floor</li> </ul>
<p style="text-align: center;"><b>18</b> <b>(25/7/2022 – 27/7/2022)</b></p>	<ul style="list-style-type: none"> <li>- Study the process of build footing and stump</li> <li>- Study about summary for electrical work</li> <li>- Study about summary for mechanical work</li> <li>- Participate in the farewell program for intern students</li> </ul>

## 2.3 Conclusion

My days of industrial training have taught me how to manage my time so that I **may complete** the tasks that the industrial supervisor has assigned on schedule. The **activities** that take place during training days are helpful and include tasks like **engineering**, marketing, and accountancy. Intern students have a somewhat flexible **workload** during industrial training, and they are good at time management when **assigned** a job by the industrial supervisor. The tasks completed by the industrial **students** were examined daily by the industrial supervisor to determine how the work **assigned** by the industrial supervisor for each week was coming along.





## **CHAPTER 3**

### **Technical Report**

#### **3.1 Introduction**

The project that I involved in is doing a construction of modify the existing roof at SAMB office Masjid Tanah, Melaka. The detailed of the project is stated below:

Project's Name: Modify the existing roof at SAMB office Masjid Tanah, Melaka.

Location: Jalan Pengkalan Batu, 78300 Masjid Tanah, Melaka.

Duration Work: 2 weeks

Owner/Client: Syarikat Air Melaka Berhad

Main Contractor: MAIL VENTURES SDN BHD

Syarikat Air Melaka Berhad are involved in the construction of modify the existing roof project. The objective of this project is ensured that there is no more leakage in the existing rain channel by replacing the roof of the building and ensuring that there is no overflow of rainwater into the building. The material used for the project are mild galvanized iron roof (C-Channel), bricks, concrete, white Weathersfield paint and pieces of metaldec. There will be also have another maintenance work for pave the car porch floor using a 50 mm thick premix pavement.

These are the pictures of before the installation happened:



Figure 3.0: Location of before installation



Figure 3.1: Location of after installation

### 3.1.1 Design

Shahrul Mubarak bin Ahmad, Industrial Supervisor has assigned me to do the design of plan view for the roof by using AutoCAD. The design of plan view for the roof as below:

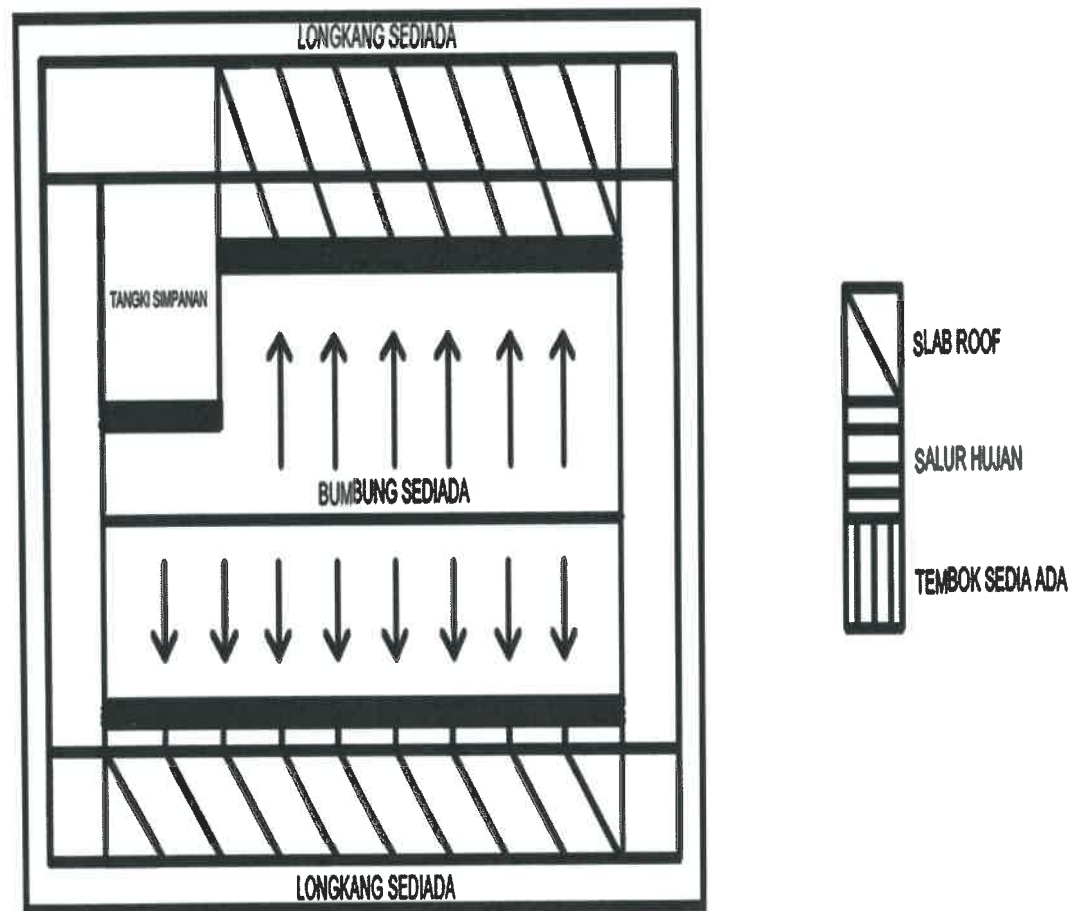


Figure 3.2: Plan view roof SAMB Masjid Tanah, Melaka

### 3.1.2 Construction

Below are some of the pictures at the construction site:



Figures 3.3: Work of breaking the brick roof



Figures 3.4: Iron roof frame installation work



Figures 3.5: Excavation work on existing cement floors on car porch



Figures 3.6: Work of laying pavement material



Figures 3.7: Pavement levelling work

### 3.1.3 List of Workers Involved



At the table below are list of workers that involved in construction of roof at SAMB Masjid Tanah:

<p>SYARIKAT AIR MELAKA BERHAD</p> <ul style="list-style-type: none"><li>• IR. NORISHAM BIN ABDUL TALIB</li><li>• MOHD AZAM BIN TOMPANG</li><li>• SHAHRUL MUBARAK BIN AHMAD</li></ul>
<p>MAIL VENTURES SDN BHD</p> <ul style="list-style-type: none"><li>• RAMLI BIN HAT</li><li>• MOHD SHAFEE BIN RAHMAD</li><li>• MUHAMMAD NAZRI BIN KAMARUDIN</li><li>• AB RAHMAN BIN TANJONG</li></ul>



Table 2.0: List of Workers Involved

### 3.1.4 Method Statement



PROJECT: MODIFY THE EXISTING ROOF AT SAMB OFFICE MASJID  
TANAH, MELAKA.



NO.	OPERATION	DIAGRAM	EQUIPMENT
1.	<ul style="list-style-type: none"><li>• Measure the width of the roof</li></ul>		<ul style="list-style-type: none"><li>• Measuring tape</li></ul>
2.	<ul style="list-style-type: none"><li>• Breaking the bank of the brick roof in the front</li><li>• Raise the brick to the left of the roof</li><li>• paint 2 layers of Jotun white Weathersfield paint on the surface of the new wall</li></ul>		<ul style="list-style-type: none"><li>• Bricks</li><li>• Cement</li></ul>



3.	<ul style="list-style-type: none"> <li>Installing a mild galvanized steel (C-Channel) roof frame</li> </ul>		<ul style="list-style-type: none"> <li>mild galvanized steel</li> </ul>
4.	<ul style="list-style-type: none"> <li>Disassemble and assemble old metaldec pieces to new ones</li> </ul>		<ul style="list-style-type: none"> <li>Pieces of metaldec</li> </ul>

# PROJECT: MAINTENANCE WORK FOR PAVE THE CAR PORCH FLOOR

1.	<ul style="list-style-type: none"> <li>• Break up the old cement floor</li> <li>• dig up to a depth of 150 mm for casking</li> </ul>		<ul style="list-style-type: none"> <li>• Bulldozer</li> </ul>
2.	<ul style="list-style-type: none"> <li>• laying a type of premix pavement as 50 mm thick</li> </ul>		<ul style="list-style-type: none"> <li>• Bulldozer</li> <li>• Scope</li> </ul>

3.	<ul style="list-style-type: none"> <li>• level the premix pavement 50 mm thick</li> </ul>		<ul style="list-style-type: none"> <li>• Roller road machinery</li> </ul>
4.	<ul style="list-style-type: none"> <li>• let the pavement material dry for a few days</li> </ul>		

### 3.1.5 Maintenance

During the construction of roof at SAMB Masjid Tanah, there are have maintenances work which is road maintenance. Below are the pictures and explanation for the maintenance:

#### Road maintenance

The road maintenance at car park happened once with the roof repair work at SAMB Masjid Tanah, Melaka. The spaces need to be clear from trees, plants etc. The waste will be thrown away from the site as it will cause damage such as cracks. The maintenance work uses the bulldozer and roller road machinery to excavate the waste at the site and to levelling the road.



Figures 3.8: Maintenance of car park

### **3.2 Problem encountered and How to Overcome It**

Every project has problem during the construction. The construction of roof at SAMB office Masjid Tanah, Melaka also has problem during the maintenance. Every of the problem was solved smoothly. The problems and how to overcome it as below:

a) Changes of weather

During maintenance happened, the weather is not too good as during the month, there are time when it is raining all day and heavy rain. The delay happened and made the time to finish the work longer. To overcome the problem, Syarikat Air Melaka Berhad workers had the roof work fast but prioritize the safety for the workers.

b) Misunderstanding between SAMB and contractor

There are some misunderstandings between SAMB and contractor as SAMB want to use Jotun branded paint, but the contractor bought different brands of paint which is Nippon paint brand. To overcome the problem, SAMB had a talk with the contractor to change the brand of paint based on the statement inside bill of quantity that been bought by SAMB as it is good material to use.

c) Pandemic Covid-19

Due to pandemic of Covid-19 happened at every country, the work of every construction has been delaying. Same happens for this project where the workers need to be limited in the number of workers on duty at the same time delaying the completion of this project. Plus, the workers must also keep their distance while doing their work and of course it complicates any discussion that will be done. To overcome the problem, SAMB do their work efficiently and make the work fast to make sure the roof will finish maintenance.

### 3.3 Experience Gained

The experiences that I gained in Syarikat Air Melaka Berhad through this project has given me an opportunity to enhance my skills. The job that my industrial supervisor gave to me is a task that I can do it by myself, and I get help from the supervisor for new knowledge that I am not understand certain part of the task. The experience that I gained stated as below:

- a) See how the construction happened through pictures and explanations from industrial supervisors

For this project, practical students only have an experience to look at the construction through pictures and videos that are given by the industrial supervisor. Gladly, En Shahrul Mubarak bin Ahmad, my industrial supervisor had explained more about the progress of the construction as it gives an imagination to practical students how to construction work happened during that time. The construction of the roof has been seen clearly when we watched the video of the making roof installation of the fence.

- b) Making official computerized maintenance management system (CMMS)

En Hafiz has assigned me to do the official computerized maintenance management system (CMMS) for identify the information and problem contained in the complaint form. En hafiz teach me how to use the CMMS clearly. It is a challenging experience as I do not have enough skill to use system. En Hafiz helped me a lot to make sure the list of complaints has been recorded to perform maintenance by SAMB workers. The experience I get through do the complaint system which is CMMS has helped me a lot to focus more on doing a job that is responsible for me.

c) Make a drawing plan

En Shahrul Mubarak bin Ahmad, industrial supervisor has assigned me to make a drawing plan for the roof of SAMB Masjid Tanah, Melaka. The drawing plan is made by using AutoCAD. The process of making the plan is easy to make as industrial supervisor has helped me a lot such give me the details of the drawing to easy to do the plan. The experience I gain in making a drawing plan is a good experience for me as it helps me to enhance my skills in drawing by using AutoCAD. The knowledge that I get from learning in semester 1 has been used in making the plan of roof of SAMB Masjid Tanah, Melaka.

### 3.4 Conclusion

The construction of roof at SAMB Masjid Tanah, Melaka has been successfully finished construct and install. The whole process of the maintenance and installation are in 2 weeks only even though there are some difficulties during the construction such as pandemic happened, changes of weather and misunderstanding between SAMB and contractor has handle them professionally.

During the post construction, the task that En Shahrul Mubarak bin Ahmad, industrial supervisor has given to me has been successfully done by help from industrial supervisor. The task that been assigned by industrial supervisor can be done as it is one of the subjects that I had learn during Diploma Level which is do the plan view for roof by using AutoCAD.

In the conclusion, the experience I had when handling the post construction is such an amazing experience as it is my first time to do the post construction things. I hope I can experience other construction in real life too.

## CHAPTER 4

### CONCLUSION

#### 4.1 Conclusion

In the conclusion, being an industrial student is a challenging thing during being a student in Diploma. The work that has been given by industrial supervisor is a task that been given for the workers. The experience at Syarikat Air Melaka Berhad is like being the permanent worker at the company, thus the task given is quite challenging but exciting to do as it is the first time being an industrial student.

The project that was been handled by Syarikat Air Melaka Berhad which construction of roof at SAMB Masjid Tanah is one of the projects that been exposed by industrial supervisor, En Shahrul Mubarak bin Ahamd to industrial students during industrial training days. The experiences during making the post construction is fun even though practical students not having any experiences in real construction through naked eyes. Through the pictures, videos and explanation from industrial supervisor are also enough for practical students to imagine how the construction works happened.

Other than that, the other works has been given to practical students such as marketing and managing complaint system (CMMS) . The works has been done with excellent progress with help from the workers at Syarikat Air Melaka Berhad. Every of the details has been teach to practical students to do the task that has been given by them as helping them to finish their work.

The experiences I get in Syarikat Air Melaka Berhad is an experience that I will not ever forget as it was a memorable memory for me to me as industrial students during Diploma level. The environment of being one of the workers at the company had taught me how to being a good worker one day.



## 4.2 Lesson Learned

Skill developed in:

### a) Technical

My technical skill such as using software like AutoCAD, Microsoft Word are more well enough than before. The skill that I have before is not enough but through this journey in industrial training as an intern, I discover that my technical skill has lots of improvement.

### b) Communication

There are some improvements in communication skill during trainees days, as dealing with other people with different profession. My communication skills improve day by day and it helps me a lot in future. During meeting and briefing session with Industrial Supervisor, En Shahrul Mubarak bin Ahmad always wanted to hear any opinion from practical students as it is one of the ways to improve students' communication skill as the students will not feel afraid to talk and voicing an opinion.

### c) Marketing

In Syarikat Air Melaka Berhad, Industrial Supervisor En Shahrul Mubarak bin Ahmad always remind practical students to learn about marketing as it is one of the source of income if we improve the marketing skills. The marketing skills such as social media marketing skills and content creation has been studied during my intern days in Syarikat Air Melaka Berhad.

### **4.3 Knowledge Gained**

The knowledge that I gained during intern are:

a) Using software

In Syarikat Air Melaka Berhad, the software I use is AutoCAD. In AutoCAD, I know that there are simple ways to cut, copy and many more in a fast way. The fastest way to do AutoCAD make the work that assigned by Industrial Supervisor become easier.

b) Using computerized maintenance management system (CMMS)

The official computerized maintenance management system (CMMS) in Syarikat Air Melaka Berhad are produced by using company website. By using the website, things become easier to do like identify problem contained, enter the data of complaint in the system and make a closure on a complaint that has completed repairs.

### **4.4 Limitations and Recommendations**

a) The facilities in facilities and logistics department are not up to date and should provide more such as new desktop for each worker for each employee in the office. Every worker seems to use their old desktop which has been provided by company. The company should provide new desktop to workers to make it easy for them to do their work in the office.

b) The condition of the office at facilities and logistics department are suitable to be used as a management centre for facilities and logistics department but there is a disadvantage in the office on the placement of company vehicles. There are approximately 20 vehicle units including staff vehicles. My suggestion is to create a parking lot that is more suitable for parking company vehicles and employees so that the vehicles are in good condition.

## **REFERENCES**

Logbook report Industrial Training (Weekly Activities)

3C of modify existing roof at SAMB Masjid Tanah





**SYARIKAT AIR MELAKA BERHAD**

(Am 435 - Pn. 190)

No. Fail Sebutarga

**QN/01/2022**

PERKARA:

KERJA-KERJA UBAHSUAI BUMBUNG SEDHADA  
DI PEJABAT SAMB MASJID TANAH, MELAKA

Kertas-Kertas Yang  
Berhubung

JANGAN TULIS APA-APA DI SINI

Selesai  
bayaran

20-4-2022

21/3/22

4/4/22

TARIKH KANDUNGAN PERTAMA:

TARIKH KANDUNGAN AKHIR:

**S.A.M.B**

# NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("the Agreement") is made and effective

2022

BETWEEN

SYARIKAT AIR MELAKA BERHAD (Co. No: 712236-W) a company incorporated under the Companies Act 1965 and having its registered address at Lot 897, Ground Floor, Level 1, Level 5-9, Wisma Air, Jalan Hang Tuah, 75300 Melaka (hereinafter referred to as "the SAMB") of the one part;

AND

MAIL YENITUDES (M) SDN BHD (84882-W) a company incorporated under the Companies Act 1965 and having its business address at KM 5, JAMBATAN DUKUNG, 75460 MELAKA (hereinafter referred to as "the Customer") of the other part.

SAMB and the Customer together referred to as the "Parties" and each a "Party"

WHEREAS, the Customer has been or will be engaged KERJA - KERJA MENGUBAHSAI BUMBUNG, BANGUNAN DAN LAIN LAIN KERJA YANG BERLAKSI DI BANGUNAN PEJABAT SYARIKAT AIR MELAKA BERHAD MASJID TANAH

years starting from 21.03.2022 until 04.04.2022 there with will be given access to certain confidential and proprietary information; and

WHEREAS, the SAMB and the Customer wish to define their rights to the said information and to protect the confidentiality thereof and proprietary features contained therein.

In consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

## 1. FUNCTIONAL DOCUMENTATION

In order to provide the Customer an opportunity to review the SAMB's system as a potential system for Information Security Management System of its functions, SAMB will deliver substantial functional documentation including a functional overview, screen layout, report layouts, data from SAMB's website, technical report, template reports and coding with system which does not include materials deemed as confidential information.

Page | 1

1. Pengesoran Pihak Pengurusan

Saya menyokong sebutharga diterima daripada:


HAL VENTURES (M) SDN BHD


yang berjumlah sebanyak RM 19,490.00

(Ringgit Malaysia):

kerana sebab-sebab berikut:

Saya yang menurut perintah,

  
Ir. ZAINAL ABIDIN BIN ABD. RAHMAN  
Ketua Pegawai Operasi  
(Pengerusi Jawatankuasa Teknikal)






  
HANIM BINTI GHALUTH  
Ketua Pegawai Kewangan  
(Pengerusi Jawatankuasa Komersial)

2. KEPUTUSAN JAWATANKUASA SEBUTHARGA

Setelah berbincang Jawatankuasa Sebutharga bersetuju sebutharga diberikan kepada Pembekal/Kontraktor berikut:-

NO. SEBUTHARGA	NAMA PEMBEKAL / KONTRAKTOR	JUMLAH (RM)	TEMPOH
5/16	HAL VENTURES (M) SDN BHD	19,490.00	2 minggu

kerana sebab-sebab berikut:-

NAMA AHLI	KEPUTUSAN	TANDATANGAN
YB DATUK MICHAEL KIN THEN (WAKIL) (Pengerusi Jawatankuasa Kewangan Negeri)	*SETUJU / TIDAK SETUJU	
YB DATUK WIRU AMIRUDIN BIN HI YUSOF (750118-04-0103)	*SETUJU / TIDAK SETUJU	
YB DATUK ABUL BAZAK BIN HI ABDUL RAHMAN	*SETUJU / TIDAK SETUJU	
KETUA PEGAWAI EKSEKUTIF	*SETUJU / TIDAK SETUJU	
YB DATUK ZAIDI BIN ATTAN PENGURUS, JAWATANKUASA SEBUTHARGA	*SETUJU / TIDAK SETUJU	

Tarikh Mesyuarat: 8/5/2022



شركة المياه  
SYARIKAT AIR MELAKA BERHAD

[200901030101 (712220-W)]

Lot 897, Wisma Air, Jln. Hang Tuah, 75300 Melaka.

Peti Surat 15, 75600 Melaka.

+606 292 1760 (Operator)  
+606 291 1827 (Pendaftaran)  
+606 293 7266 (Pej. KPE)  
aduan@samb.com.my  
Hotline : 15800  
013 - 751 5800  
http://www.samb.com.my  
perkhidmatan@samb.com.my

(Silalah Nantikan Rajuan Kami Apabila Menjawab Surat Ini)

Ruj. Kami : SAMB.QN/01/2022 ( )  
Tarikh : 09 Mac 2022

MAIL VENTURES (M) SDN BHD (848482-W)

KM 5, Jambatan Duyung,

75480 Melaka

En Iemai (013-6846381)

Tuan/Puan,

**SURAT SETUJUTERIMA SEBUTHARGA:**

**TAJUK KONTRAK : KERJA-KERJA MENGUBAHSUAI BUMBUNG BANGUNAN  
DAN LAIN-LAIN KERJA YANG BERKAITAN DI BANGUNAN  
PEJABAT SYARIKAT AIR MELAKA BERHAD MASJID  
TANAH**

**NO. KONTRAK : SAMB.QN/01/2022**

Merujuk kepada perkara di atas, sukacita dimaklumkan bahawa sebutharga  
tuan/puan yang berharga Ringgit Malaysia **SEMBILAN BELAS RIBU EMPAT  
RATUS SEMBILAN PULUH SAHAJA** iaitu **(RM 19,490.00)** telah disetujuterima  
oleh Jawatankuasa Sebutharga SAMB.

2. Terma-terma tawaran dan kerja kontrak ini adalah :-

- |                                 |   |
|---------------------------------|---|
| (a) Tempoh Kontrak              | : <u>Dua (2) Minggu</u>   |
| (b) Tarikh Mula Kerja           | : <u>21 Mac 2022</u>  |
| (c) Tarikh Siap Kerja           | : <u>04 April 2022</u>  |
| (d) Tempoh Tanggungan Kecacatan | : <u>Enam (6) Bulan</u>   |
| (e) Pegawai Penguasa            | : <u>Ketua Pegawai Kewangan, SAMB</u>                           |
| (f) Wakil Pegawai Penguasa      | : <u>Ketua Jabatan Fasilitas (NWA) &amp;<br/>Logistik, SAMB</u> |
| (g) Denda Lewat Siap (LAD)      | : <u>RM 30.00 / Sehari</u>                                      |

Ruj. Kami : SAMB.QN/01/2022 ( )  
Tarikh : 09 Mac 2022

4. Dokumen-dokumen berikut hendaklah disifatkan menjadi, dibaca dan ditafsirkan sebagai sebahagian daripada Perjanjian Sebutharga antaranya:

- a) Syarat-syarat Kontrak
- b) Spesifikasi
- c) Ringkasan Sebutharga / Senarai Kuantiti
- d) Lukisan (jika berkaitan)
- e) "Confidentiality and Non-Disclosure Agreement"

5. Tuan/Puan tidak boleh dengan apa-apa cara tanpa kebenaran bertulis dari Pegawai Penguasa kerja kontrak ini menyerahkan atau menyewa kecil mana-mana bahagian kerja kontrak ini. Kegagalan tuan/puan memulakan kerja dalam tempoh tujuh (7) hari dari Tarikh Mula Kerja akan mengakibatkan lantikan sebutharga tuan/puan ini boleh ditamatkan.

6. Surat Setujuterima Sebutharga ini diberikan dalam dua (2) salinan. Sila kembalikan salinan ASAL setelah ditandatangani, disaksikan serta dimatikan diti semem kepada Wakil Pegawai Penguasa dan satu (1) salinan lagi untuk simpanan pihak tuan/puan.

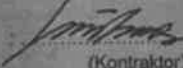
Sekian, terima kasih

"MELAKAKU MAJU JAYA, RAKYAT BAHAGIA, MENGGAMIT DUNIA"  
"WAWASAN KEMAKMURAN BERSAMA 2030"  
"INTEGRITI, PROFESIONALISME, IBADAH"

Saya yang menjalankan amanah.

(EN. ABD RASHID BIN AB RAHMAN)  
Ketua Pegawai Eksekutif  
Syarikat Air Melaka Berhad

Dengan ini yang bertandatangan di bawah ini bersetuju dengan syarat-syarat di atas.

Tandatangan :   
(Kontraktor)  
Nama : ISMAIL BIN AZIZ  
Jawatan : PENGARAH  
Tarikh : 23.03.2022

Tandatangan :   
(Saksi)  
Nama : MOHD EFFENDY BIN SHAMSUL  
No. K/P : 860272-33-5069  
Tarikh : 28.03.2022

(Cop Kontraktor)





SYARIKAT AIR MELAKA BERHAD

NO RUJUKAN SEBUTHARGA: QN / 01 / 2022

TAJUK SEBUTHARGA:

KERJA-KERJA MENGUBAHSUAI BUMBUNG BANGUNAN DAN LAIN-LAIN KERJA  
YANG BERKAITAN DI BANGUNAN PEJABAT SYARIKAT AIR MELAKA BERHAD  
MASJID TANAH

JABATAN / BAHAGIAN / DAERAH : JABATAN FASILITI (NWA) & LOGISTIK

(Periawaan Sebutharga dikeluarkan oleh)

BAHAGIAN PEROLEHAN & KONTRAK

SYARIKAT AIR MELAKA BERHAD,

LOT 897, TINGKAT 7,

WISMA AIR,

JALAN HANG TUAH,

75300 MELAKA.

1. Sila berikan sebutharga untuk bekalan barang-barang yang disenaraikan dibawah, tertakluk kepada syarat-syarat yang ditetapkan.
2. Syarat-syarat sebutharga:
  - a) Pemborong hendaklah melengkapkan jadual kadar harga dan memindahkan harga tersebut ke borang sebutharga.
  - b) Jika berlaku sebarang perselisihan harga di antara jadual kadar harga dan borang sebutharga, maka harga di borang sebutharga akan diambil kira.
  - c) Sebutharga yang lengkap hendaklah dimasukkan ke dalam sampul surat yang bermeteri dengan menandakan "Tajuk dan No. Rujukan Sebutharga : QN/01/2022" di sebelah kiri atas sampul surat tersebut.

- d) Sampul surat yang telah diisi hendaklah dihantar ke Bahagian Perolehan & Kontrak, Syarikat Air Melaka Berhad, Lot 897, Tingkat 7, Wisma Air, Jalan Hang Tuah, 75300 Melaka.
- e) Sebutharga hendaklah sampai ke Peti Sebutharga sebelum atau pada tarikh 25 JAN 2022 jam 12.00 tengahari.
- f) Mana-mana sebutharga yang diterima selepas tarikh tutup yang ditetapkan akan ditolak atau dikembalikan semula kepada pemborong.
- g) Sila lampirkan Salinan SPKK, LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA, LPIPM (CIDB) minima G1 Pengkhususan B04 / B24 yang masih sah dan dibenarkan untuk membuat sebutharga buat masa ini.
- h) Satu Set Dokumen Sebutharga boleh dimuat turun di laman sesawang Syarikat Air Melaka Berhad ([www.samb.com.my](http://www.samb.com.my)). Pemborong hendaklah mengemukakan bayaran melalui Pindahan Wang ke akaun Bank Islam 04015010075113 (Syarikat Air Melaka Berhad) sebanyak RM 50.00. Wang ini tidak akan dikembalikan.
3. Jika terdapat sebarang pertanyaan sila berhubung terus pihak kami di talian 06-2921747

### SENARAI SEMAK PENGHANTARAN DOKUMEN SEBUTHARGA

Penender diwajibkan menghantar dokumen di bawah untuk tujuan penilaian oleh pihak Syarikat Air Melaka Berhad (SAMB). Kegagalan pihak tuan/puan menghantar dokumen berikut boleh menyebabkan tawaran tuan/puan tidak akan dipertimbangkan.

Bil	Dokumen	Semakan (Sila Tandakan ✓ Jika Berkaitan)	Semakan Oleh SAMB
<b>PENILAIAN KOMERSIAL / KEWANGAN</b>			
1	Salinan buktinya pembayaran pembelian dokumen sebutarga	( ✓ )	( )
2	Keseluruhan Dokumen Asal Sebutarga Dikembalikan	( ✓ )	( )
3	Harga dan Tempoh Kerja Dicatatkan Dalam Borang Sebutarga	( ✓ )	( )
4	Borang Sebutarga Ditandatangani oleh Pemilik Syarikat	( ✓ )	( )
5	Salinan Pendaftaran Suruhanjaya Syarikat Malaysia (SSM) Lengkap Berserta Maklumat Korporat Bagi Syarikat Enterprise / Salinan Borang 9, Borang 24 dan Borang 49 Bagi Syarikat Sdn Bhd	( ✓ )	( )
6	Penyata Bank 3 Bulan Yang Terkini / Penyata Kewangan Satu (1) Tahun	( ✓ )	( )
7	Semua Senarai Kuantiti Dihargakan	( ✓ )	( )
8	Surat Akuan Pembida Disil dan Ditandatangani oleh Pemilik Syarikat	( ✓ )	( )
9	Surat Pengakuan Kebenaran Maklumat dan Kesahihan Dokumen Ditandatangani oleh Pemilik Syarikat	( ✓ )	( )
<b>PENILAIAN TEKNIKAL</b>			
10	Profil Syarikat	( ✓ )	( )
11	Salinan Sijil Suruhanjaya Perkhidmatan Air Negara (SPAN) yang masih sah (Jika Berkaitan)	( )	( )
12	Salinan Sijil Perolehan Kerja Kerajaan (SPKK) yang masih sah (Jika Berkaitan)	( ✓ )	( )
13	Salinan Pendaftaran Lembaga Pembangunan Industri Pembinaan Malaysia (LPIPM/CIDB) yang masih sah (Jika Berkaitan)	( ✓ )	( )

14	Salinan Pendaftaran Kementerian Kewangan & Sijil Taraf Bumiputera yang masih sah (Jika Berkaitan)	( )	( )
15	Salinan Pendaftaran Kementerian Dalam Negeri (KDN) yang masih sah (Jika Berkaitan)	( )	( )
16	Pengalaman Kerja (jika sertakan surat tawaran)	( ✓ )	( )
17	Senarai Kenderaan dan Peralatan Kerja	( )	( )
18	Senarai Nama Pekerja	( )	( )
19	Borang Teknikal (Jika Berkaitan)	( )	( )
20	Katalog Produk (Jika Berkaitan)	( )	( )
21	Jadual Perancangan Kerja Dan Tempoh Siap Kerja Yang Munasabah (Jika Berkaitan)	( )	( )
22	Sijil IKRAM / SIRIM / Akreditasi Makmal (SAMM) yang masih sah (Jika Berkaitan)	( )	( )
Lain-lain sijil yang berkaitan:-			

Disediakan oleh Penender

*[Signature]*  
 Nama: ISMAIL BIN APIS  
 Jawatan: PENGARAH  
 Tarikh: 24.01.2022

Disemak oleh SAMB:

.....  
 Nama:  
 Jawatan:  
 Tarikh:

Cop Syarikat:



SURAT AKUAN PEMBIDA

1. SEMASA PEMBELIAN TENDER/SEBUTHARGA
2. TERHADAP PELAKSANAAN SURAT PENERIMAAN OLEH PEMBEKAL YANG BERJAYA

(TAJUK TENDER/SEBUTHARGA DAN NO RUJUKAN QJN/01/2022 )

1. Saya, ISMAIL BIN ABU (Nama Wakil Syarikat)  
No. K.P. 78015-01-6381 yang mewakili MAH YEN HUEI S (M) SDN BHD (Nama Syarikat) nombor Pendaftaran 8484821W (MOF/ PJO/ CIDB/ ROS/ ROC/ ROB) dengan ini mengisytiharkan bahawa saya atau mana-mana individu yang mewakili syarikat ini tidak akan menawarkan atau memberi rasuah kepada mana-mana individu dalam SAMB (Syarikat Air Melaka Berhad) atau mana-mana individu lain, sebagai ganjaran untuk dipilih dalam tender/sebut harga\* seperti di atas maka saya sebagai wakil syarikat bersetuju:

- i) Tidak akan secara langsung atau tidak langsung menawarkan, memberi, atau menyetujui atau berjanji untuk memberikan kepada mana-mana individu di Syarikat Air Melaka Berhad atau individu lain, wang, barang atau perkhidmatan atau segala bentuk kaputusan seperti yang didefinisikan di bawah Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694] sebagai pertimbangan atau ganjaran atas keputusan, pendapat, cadangan, suara atau nikmat lain yang akan dipilih dalam tender / sebut harga tersebut di atas. Sekiranya terdapat mana-mana individu cuba meminta rasuah daripada saya atau mana-mana individu yang berkaitan dengan syarikat ini sebagai ganjaran mendapatkan tender/sebut harga\* seperti di atas, maka saya berjanji akan dengan segera melaporkan perbuatan tersebut kepada pejabat Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) atau balai polis yang berhampiran.
- ii) Tidak boleh bersubahat dengan Pembekal dan / atau individu lain di SAMB atau individu lain, dalam apa jua jenis emalian termasuk tetapi tidak terhad kepada "penipuan tawaran" dan melakukan penarikan tender secara rasuah yang boleh mempengaruhi ketelusan dan keadilan somasa proses atau aktiviti perolehan dan sepanjang tempoh pelaksanaan kontrak.
- iii) Bersetuju untuk memelihara semua maklumat dan dokumentasi hak milik yang berkaitan dengan tender dan / atau kontrak dengan kecekapan yang paling ketat dan dalam keadaan apa pun, tidak buikan atau maklumat yang berkaitan dengan tender dan / atau kontrak akan dibincangkan atau diungkapkan dengan atau kepada pelender lain atau pihak ketiga.

iv) Sekiranya terdapat individu SAMS atau individu lain yang secara rasminya meminta atau cuba mendapatkan rasuah daripada saya atau mana-mana individu yang mewakili syarikat ini wang, barangan atau perkhidmatan ) atau sebarang bentuk kepuasan seperti yang ditentukan di bawah Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 (Akta 694) kerana terpilih untuk tender / sebut harga yang disebutkan di atas, saya akan segera melaporkan perkara tersebut kepada Pengurusan SAMS atau pihak berkuasa yang berkaitan.

v). Mematuhi Kod Etika Perniagaan, Etika Perolehan dan dasar SAMS yang lain yang bertukar semasa proses tender / sebut harga dan / atau pelaksanaan perjanjian formal dan pelaksanaannya; dan

vi) Syarikat telah dan / atau akan melaksanakan rangka kerja anti-rasuah termasuk program pematuhan yang secara jelas menolak amalan rasuah dan tingkah laku tidak beretika yang lain di seluruh syarikat

Saya lampirkan dengan ini Surat Kuasa melalui ketetapan Lembaga Syarikat, yang memberi saya kuasa, sebagai wakil syarikat tersebut, untuk membuat pernyataan ini.

2. Sekiranya saya, atau mana-mana individu yang mewakili syarikat ini, didapati melanggar mana-mana pernyataan yang dinyatakan di atas, dengan ini saya bersetuju, sebagai wakil dari syarikat tersebut diambil tindakan seperti berikut:

- i) Hilang kelayakan dari proses pembelian;
- ii) Pembatalan Surat Setuju Terima / Surat Niat / Surat Penghargaan untuk tender / sebut harga yang disebutkan di atas;
- iii) Penamatan kontrak mengikut syarat Perjanjian
- iv) Pelucutan jaminan keselamatan dan / atau bon prestasi
- v) Penangguhan atau senarat hitam daripada menyertai sebarang aktiviti perolehan SAMS;
- vi) Bertanggungjawab atas ganti rugi kerana pemberhentian tender dan / atau kontrak; dan / atau
- vii) Tindakan lain sesuai dengan peraturan perolehan SAMS

3. Saya bersetuju bahawa kewajipan pengiyatiran ini akan terus berkuatkuasa sehingga kontrak tersebut telah dilaksanakan dan dilaksanakan sepenuhnya.

Untuk dan bagi pihak Syarikat:

Saksi:

(Nama dan No. KP)

Nama: MOND EFFENDY BIN SAM SUDU

Cap Syarikat: ISMAIL BIN A212 (70W2B-01-6381)

No. KP: 860222-33-5069



Catatan: i) Potong mana yang tidak berkenaan.  
ii) Surat akan ini hendaklah dikembalikan bersama Surat Persekitan Kuar

## SYARIKAT AIR MELAKA BERHAD

### BORANG SEBUTHARGA

KERJA-KERJA MENGUBAHSUAI BUMBUNG BANGUNAN DAN LAIN-LAIN  
KERJA YANG BERKAITAN DI BANGUNAN PEJABAT SYARIKAT AIR  
MELAKA BERHAD MASJID TANAH

Kepada :

KETUA PEGAWAI EKSEKUTIF  
SYARIKAT AIR MELAKA BERHAD

TUAN,

1. Jumlah amaun Sebutharga ini ialah jumlah wang pukal sebanyak Ringgit Malaysia :  
SEMBILAN BELAS RIBU ENAM RATUS SEMBILAN PULUH SAMAJA

ialtu, RM 19,490.00 *MF AV*

2. Yang bertandatangan di bawah ini bersetuju menyalakan kerja dalam masa  
DUA (2) minggu dari tarikh linden diserahkan kepada pihak tuan.

3. Bahawasanya adalah diketahui bahawa Syarikat Air Melaka Berhad sentiasa  
berhak menyekutjerima atau menolak Sebutharga ini, samada lanya lebih rendah atau  
lebih tinggi daripada sebutharga-sebutharga yang lain atau sama amaunnya.

4. Yang bertandatangan di bawah ini bersetuju yang sebutharga ini akan  
berterusan sah dan tidak akan ditarik balik dalam tempoh enam puluh (60) hari dari  
tarikh akhir yang ditetapkan bagi penyerahan sebutharga.

5. Tempoh pembayaran bagi kerja/pembekalan/perkhidmatan adalah dalam  
tempoh enam puluh (60) hari dari tarikh penerimaan tuntutan bayaran diterima.

Bertarikh pada 25 haribulan 01, 2022

*[Signature]*  
Tandatangan Pemborong

Nama Penuh : ISHMIL BIN FOLZ

Atas Sifat : PENGARAH

Materi : SEBUTHARGA



*[Signature]*  
Tandatangan Sakai

Nama Penuh : IBRAHIM EFFENDI BIN SAM SUD

No. My Kad : 860222-33-5067



SYARIKAT AIR MELAKA BERHAD  
NO. RUJUKAN SEBUTHARGA : QN / 01 / 2022

KERJA-KERJA MENGUBAHSUAI BUMBUNG BANGUNAN DAN LAIN-LAIN KERJA YANG BERKAITAN DI  
BANGUNAN PEJABAT SYARIKAT AIR MELAKA BERHAD MASJID TANAH

RINGKASAN SEBUTHARGA

NO	KETERANGAN	BAHAGIAN	MUKA SURAT	JUMLAH (RM)
1	MEMATUHI SYARAT-SYARAT UMUM PENENTUAN KERJA	A	1	3,000.00
2	KERJA-KERJA PENYELENGGARAAN	B	2	16,440.00
JUMLAH KESELURUHAN DIBAWA KE BORANG SEBUTHARGA (Harga Termasuk SST)				19,440.00

Nota :-

(i) Tempoh Siap Kerja

DUA (2) minggu

(Tandatangan Pemborong)

Nama : ISMAIL BIN ABU

No IC : 70078-01-6321

Tarikh : 24-01-2022

Masuki atau cap Pemborong



(Tandatangan Sakai)

Nama : HEND EFFENDY bin Sam Shol

No IC : 860221-33-5069

Tarikh : 28-01-2022

00

SYARIKAT AIR MELAKA BERHAD  
NO. RUJUKAN SEBUTHARGA : QN / 01 / 2022

KERJA-KERJA MENGUBAHSUAI BUMBUNG BANGUNAN DAN LAIN-LAIN KERJA YANG BERKAITAN DI  
BANGUNAN PEJABAT SYARIKAT AIR MELAKA BERHAD MASJID TANAH

BAHAGIAN A - MEMATUHI SYARAT-SYARAT UMUM PENENTUAN KERJA (PRELIMINARIES)

ITEM	KETERANGAN	UNIT	HARGA (RM)	JUMLAH (RM)
A1	Menyedekkan Insurans Liabiliti Awam	Pukul	1500.00	1500.00
A2	Menyedekkan Insurans Kerja	Pukul	1000.00	1000.00
A3	Menyedekkan Insurans Pampasan Pekerja	Pukul	500.00	500.00
<p><u>Nota:-</u> Pemakaian dan pelaksanaan keperluan bagi mematuhi Akta Keselamatan dan Kesihatan Pekerjaan 1994 (OSHA) dan peraturan-peraturan serta Akta Kilang dan Jenlars 1967 dan peraturan-peraturan dan juga Akta yang berkaitan dengan skop kerja. (Jika Berkaitan)</p>				
Harga Dibawa Ke Ringkasan Sebutharga				3000.00
Muka Surat 1				

SYARIKAT AIR MELAKA BERHAD  
NO. RUJUKAN SEBUTHARGA : QN / 01 / 2022

KERJA-KERJA MENGUBAHSUAI BUMBUNG BANGUNAN DAN LAIN-LAIN KERJA YANG BERKAITAN DI  
BANGUNAN PEJABAT SYARIKAT AIR MELAKA BERHAD MASJID TANAH

BAHAGIAN B - KERJA-KERJA PENYELENGGARAAN

ITEM	KETERANGAN	UNIT	QTY	HARGA (RM)	JUMLAH (RM)
B1	Kerja-kerja membekal serta memasang kepingan baru metaldec dengan lapisan katil air PU (0.47mm tebal) termasuk pemasangan 'flashing roofing' dan lain-lain kerja yang berkaitan	M <sup>2</sup>	43	50.00	2150.00
B2	Kerja-kerja membekal serta memasang kerangka bumbung besi tergalvani lentur (C-Channel) termasuk semua peralatan tambahan serta kerja-kerja berkaitan yang diarahkan oleh Pegawai Pengawasan	M	102	50.00	5100.00
B3	Kerja-kerja memecahkan tebing bumbung bata (bersegi hadapan) dan mendikan bata sebelah sisi bumbung serta kerja-kerja yang berkaitan termasuk kerja-kerja mengecat 2 lapisan cat weathershield berwarna putih jenama Jotun di permukaan tembok baru	Pukul		2000.00	2000.00
B4	Membuka kepingan metaldec yang lama dan memasang semula kepingan metaldec baru serta melaksanakan kerja-kerja pemasangan baru kerangka bumbung besi tergalvani lentur (C-Channel) termasuk kerja-kerja berkaitan yang diarahkan oleh Pegawai Pengawasan	Pukul		4000.00	4000.00
B5	Kerja-kerja memecah lantai simen, korian sehingga mencapai kedalaman 150mm untuk kaizen dan membuat turapan premix 50mm tebal termasuk kerja-kerja yang berkaitan * Tempat Letak Kenderaan Pekerja SAMS	M <sup>2</sup>	108	30.00	3240.00
Harga Dibawa Ke Ringkasan Sebutharga					16,490.00
Muka Surat 2					

**BORANG A : SURAT PENGAKUAN KEBENARAN MAKLUMAT DAN KESAHIHAN DOKUMEN YANG DIKEMUKAKAN OLEH PEMBORONG.**

Nama Kontraktor : MAH VENMADES (M) SDN BHD  
Alamat : Lot 5  
PERMAMAN DUNUNG  
76460 MELAKA

Kepada,

Ketua Pegawai Eksekutif,  
Syarikat Air Melaka Berhad  
(Pihak yang akan menilai sebutbarga)

Tuan,

**MAKLUMAT LATAR BELAKANG, KEWANGAN DAN TEKNIKAL PEMBORONG**

1. Kami telah membaca dan teliti semua arahan-arahan yang terkandung dalam Arahan Kepada Pemborong termasuk arahan yang menghendakkan kami mengemukakan maklumat-maklumat dan dokumen-dokumen mengenai perkara di atas bersama-sama dokumen Sebutbarga kami semasa mengemukakan Sebutbarga ini untuk membolehkan SAMB menilai keupayaan kami untuk melaksanakan kerja yang disebutbarga, semasa penilaian Sebutbarga.
2. Kami faham dan mengambil maklum bahawa penilaian Sebutbarga ini akan mengambil kira dan memertingkan keupayaan kami melaksanakan kerja yang disebutbarga. Justeru itu sebutbarga kami akan hanya dipertimbang untuk dipraktikkan kepada Jawatankuasa Sebutbarga untuk disetujui terima sekiranya kami didapati berkelayakan untuk melaksanakan projek yang disebutbarga, mengikut penilaian SAMB berdasarkan maklumat-maklumat dan dokumen-dokumen yang kami kemukakan.
3. Kami juga mengambil maklum bahawa kami dikehendaki mengemukakan semua maklumat dan dokumen-dokumen yang diminta bersama-sama Sebutbarga kami sebelum Sebutbarga ditutup dan maklumat-maklumat atau dokumen-dokumen yang dikemukakan kemudian daripada itu tidak akan diterima untuk diambil kira dalam penilaian keupayaan kami.
4. Kami mengaku bahawa maklumat-maklumat dan data-data yang kami berikan bersama-sama ini di Borang B, C, D, E, F dan dokumen-dokumen yang kami sertakan bersama-sama adalah kami adalah semuanya benar dan sah pada semua segi dan kami telah mengambil maklumat dan sedar akan tindakan yang boleh diambil oleh SAMB terhadap kami dan/atau Sebutbarga kami, sekiranya mana-mana maklumat, data-data dan dokumen yang kami berikan itu didapati tidak benar atau palsu.

BORANG A (samb)

5. Kami juga mengambil maklum dan sedar bahawa Sebutarga kami akan ditolak (disqualified) dan tidak akan dipertimbangkan sekiranya maklumat-maklumat yang kami berikan tidak mencukupi atau sekiranya kami gagal untuk memberikan bersama-sama ini mana-mana maklumat dan/atau menyertakan mana-mana dokumen penting yang sangat diperlukan untuk membolehkan SAMP menilai keupayaan kami, terutamanya dokumen-dokumen berhubung dengan kedudukan kewangan dan prestasi kerja semasa kami seperti berikut:-

- Salinan Akaun Syarikat yang telah disahkan dan diaudit oleh Juru Audit yang bertauliah, bagi dua (2) tahun kewangan terakhir.
- Salinan Penyata Bulanan Akaun Bank mengenai Wang Dalam tangan pemborong bagi (3) bulan terakhir sebelum tarikh tutup Sebutarga;

6. Kami dengan ini memberi kuasa kepada mana-mana pegawai kerajaan, jurutera-jurutera projek, bank dan institusi kewangan lain dan lain-lain atau mana-mana orang atau firma yang berkekuasaan untuk memberikan maklumat-maklumat yang dianggap perlu dan diminta oleh SAMP untuk menyenak maklumat-maklumat yang kami berikan atau untuk mendapatkan maklumat tambahan. Kami mengambil maklum bahawa pihak SAMP juga boleh merujuk apa-apa maklumat yang kami kemukakan dengan mana-mana pihak termasuk Jabatan Hasil Dalam Negeri. Walau bagaimanapun kami tetap bertanggungjawab di atas maklumat-maklumat dan dokumen-dokumen yang kami berikan bersama-sama ini.

Yang Benar,

  
(Tandatangan Pemborong)

Tarikh: 24-01-2022

Nama Penuh: MAMAH BAH

No. Kad Pengenalan: 760722-01-6781

Atas Sifat: PEKERJA

Yang diberi kuasa dengan sepenuhnya untuk mendatarani Sebutarga ini untuk dan bagi pihak:

  
(Mengetahui atas Sebutarga)

Sekali:

Tarikh: 24-01-2022

Nama Penuh: MAMAH BAH

No. Kad Pengenalan: 760722-01-6781

Pekerjaan: PEKERJA

Alamat: 101-257-A, JALAN, 08000

NO. 101-257-A, JALAN, 08000

**BORANG B : MAKLUMAT AM LATAR BELAKANG PEMBORONG**

1. Nama : MAH VENTURES (M) SON. BHD.
2. Alamat : KM 5 JALAN BUKIT DUNYING  
79460 MELAKA
- No. Telefon : 013-6846381 No. Fax : 06-2680386
3. Pendaftaran dengan Lembaga Pembangunan Industri Pembiayaan Malaysia (CIDB) / Kementerian Kewangan Malaysia. (Sertakan Salinan Pendaftaran)
  - (i) No. Pendaftaran : 020100524-MK/29525
  - (ii) Tempoh Berkuatkuasa : 13-06-2022
  - (iii) Grad. Pengkhususan / Kod Bidang : FE1, FE2, ME, GE, B1, B2, B3, B4, B5, B29, B2B, C1, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, C21, C22, C23, C24, C25, C26, C27, C28, C29, C30, C31, C32, C33, C34, C35, C36, C37, C38, C39, C40, C41, C42, C43, C44, C45, C46, C47, C48, C49, C50, C51, C52, C53, C54, C55, C56, C57, C58, C59, C60, C61, C62, C63, C64, C65, C66, C67, C68, C69, C70, C71, C72, C73, C74, C75, C76, C77, C78, C79, C80, C81, C82, C83, C84, C85, C86, C87, C88, C89, C90, C91, C92, C93, C94, C95, C96, C97, C98, C99, C100
  - (iv) Taraf (Bumiputera/Dalam-Bumiputera) : 020100524-MK/29525
  - (v) Jika Bumiputera, tempoh sah taraf : Dari 13-06-2019 Hingga 13-06-2022
4. Pendaftaran dengan pihak Kastam Diraja Malaysia untuk Akta Cukai Barang dan Perkhidmatan 2014 (Akta GST 2014).
  - (i) No. Pendaftaran GST : TIPOH
5. Bagi Syarikat Sdn. Bhd nyatakan :
  - (i) Modal Dibekalkan : RM 100,000.00
  - (ii) Modal Dihayar : RM 100,000.00
6. Perniagaan Utama lain, jika ada :
  - (a) MAINTENANCE TELECOM MALAKA sejak tahun 2006
  - (b) \_\_\_\_\_ sejak tahun \_\_\_\_\_
7. Ahli-ahli Lembaga Pengarah Syarikat:

Nama	Jawatan	Sehuan Modal Disipang
ISMAIL BAHARI	PENGARAH	70 %
MOHAMMAD BAHARI OMAR	PENGARAH	30 %

### BORANG C : DATA-DATA KEWANGAN

- A. Ringkasan harta dan liabiliti seperti yang ditunjukkan dalam Lembaranimbangan (Balance Sheet)\* yang disodit bagi tahun kewangan terakhir:-

Aset* (A)	Liabiliti * (B)	Nilai Kewangan (Worth) (A-B)
Semasa : RM	Semasa: RM	Modal Pusingan: RM
Tetap : RM	Tetap : RM	Modal Tetap : RM
Jumlah : RM	Jumlah : RM	'Nett Worth' : RM

- B. Akaun Wang Di Tangan (Cash in Hand)\*\*

1. Nama dan Alamat Bank di mana akaun di buka:

CINA AIRPORT BERHAD, 1007 31, Kompleks PERHAGARAN, 11-12, Jalan Bukit Pagar,  
75150 BUKIT PAGAR, MELAKA.

2. Nombor Akaun: 2004203960

- C. Kemudahan Kredit (jika ada) +

1. Nama dan Alamat Bank/Institusi Kewangan yang memberi Kemudahan Kredit:

2. Bentuk dan baki amanah yang boleh digunakan untuk projek pembinaan

(i)	Overdraft atau Talian Kredit	RM
(ii)	Overdraft bergajit	RM
(iii)	Pinjaman Tetap yang akan/layak Diperolehi untuk Projek	RM
(iv)		RM
	Jumlah	RM

### PERINGATAN PENTING

- \* Sila sertakan salinan Akaun Syarikat bagi dua (2) tahun kewangan terakhir, yang disahkan dan disodit oleh Juru Audit Bertauliah (certified Accountant) atau sekiranya tiada, bagi tahun kewangan sebelum sebelumnya bagi menyokong data-data yang diberi. Tender yang tidak disertakan dengan Akaun ini akan ditolak.

- \*\* Sila sertakan salinan Penyata Bilangan Bank bagi tiga (3) bulan terakhir sebelum tarikh tutup Tender. Tender yang tidak disertakan dengan penyata ini akan ditolak.

**BORANG D : REKOD PENGALAMAN KERJA**  
(Semua jenis kerja yang dilakukan dalam 5 tahun lepas)

No.	Nama Kontraktor / Projek dan Sifat Kerja*	Nilai Kontrak (RM)	Nilai Persekitaran Bersempadan**	Tempoh Kerja**	Tarikh Mula/Tamat	Tarikh Sijil		Nama dan Alamat Pegawai Program/Jurusan Penyedia	Nama dan Alamat Majikan
						Komplek	Sektor		
1.	PROJEK PENGALAMAN BINAAN 10, 105.00 SISTEM SUKSES FERTILISASI KESALAHAN SUKSES BAGI MELAKA	10, 105.00	10, 105.00	2 minggu	12.10.21	25.10.21	26.10.21	MOHAMED BIN MOHAMMAD	GATI MAZA KUALA LUMPUR
2.	PROJEK PENGALAMAN 13, 918.30 BINAAN TERBUKA SOK OTOMATISASI KESALAHAN BINAAN BAGI MELAKA	13, 918.30	13, 918.30	2 minggu	21.08.21	03.09.21	03.09.21	MOHAMED BIN MOHAMMAD	GATI MAZA KUALA LUMPUR
3.	KESALAHAN PENGALAMAN 30, 000.00 HISAP KESALAHAN DI JALAN MELAKA PENGALAMAN SAKSIAN KANDIDAT BAGI MELAKA	30, 000.00	30, 000.00	2 minggu	04.08.20	14.08.20	14.08.20	Siti KALAN Binti Ab. GANI	MELAKA BERSEKUTAN MELAKA BERSEKUTAN

\* Salinan Perincian / Pengiraan Sijil Kerja bagi setiap kerja yang disenaraikan hendaklah disertakan.

\*\* Tempoh Kerja berdasarkan tarikh mula dan tamat yang ditunjukkan.



**JADUAL PERBANDINGAN HARGA**  
**NO. RUJUKAN SEBUTHARGA: QN / 01 / 2022**  
**KERJA-KERJA MENGUBAHSUI BUMBUNG BANGUNAN DAN LAIN-LAIN KERJA BERKAITAN DI BANGUNAN**  
**PEJABAT SYARIKAT AIR MELAKA BERHAD MASJID TANAH**

KOD PEMBORONG	NAMA PENENDER	HARGA SEBUTHARGA (RM)	CATATAN
1. 5/10	MAH MOHDERS (M) S/B	19,490.00	
2. 15/10	HAFIZY MOGA ENJ.	20,200.00	
3. 18/10	PA ANGHAGA ENJ.	20,090.00	
4. 2/10	MUTAHARIL TEQUH ENJ.	21,980.00	
5. 14/10	MR ROZAROK S/B	22,193.00	
6. 8/10	ADOL ENJ.	23,240.00	
7. 12/10	DRIMIA ENJ.	24,810.00	
8. 1/10	SEK JAYA ENJ.	24,980.00	
9. 7/10	ADOL ENJ.	26,950.00	
10. 10/10	JWE JMDA RESOURCES	26,790.00	
11. 6/10	HA MABU ENJ.	29,170.00	
12. 11/10	JUBA NUDABDY	29,270.00	
13. 9/10	EMILUSANA SAMA ENJ.	30,020.00	

PENJUALAN DOKUMEN SEBUTHARGA

PENGHANTARAN DOKUMEN SEBUTHARGA

TIDAK MENGHANTAR DOKUMEN SEBUTHARGA

\* BICRANO SEBUTHARGA TIDAK LENGKAP

**PENGESAHAN**

Ketua... Tindakan ini telah dibuat oleh pihak yang bertanggungjawab terhadap projek ini dan telah disahkan oleh pihak yang bertanggungjawab terhadap projek ini.

SL	NAMA	PERANTERAN	TAMBAHAN
1	MAH MOHDERS ABD TRUD	REVISI	K-
2	MAH MOHDERS ABD TRUD	UNDANG JAWAB	K-
3	MAH MOHDERS ABD TRUD	UNDANG JAWAB	K-

AKTA

Penget  
A85 let  
10-5-71

Penget  
A85 let  
10-5-71

KOD PEMBORONG	NAMA PENENDER	HARGA SEBUTHARGA (RM)	CATATAN
14. 4/10	SULDI COMPTON	40,000.00	
15. 5/10	QUINILAH BINTI MARDI	61,075.00	
16. 10/10	JUPIS SIA	83,400.00	
	ANGKARAN 3000	15,000.00	

\* BORANG SEBUTHARGA TIDAK LENGKAP

Hanya 16 Tondarabuhunga telah diterima sehingga pemberian tondarabuhunga berakhir pada 25.01.2022. Tondarabuhunga tersebut diuraikan dalam daftar berikut ini atas nama penerima dan disetujui oleh Ahi-Ahi Jawatankuasa Perbaikan Tondarabuhunga.

NO.	NAMA	PERANTARAN AUG 2007	TANDATANGAN
1	HYUN DAWAN AND PUT	KEMANGAN	A
2	YITHIRAH ETC BOND	UNDANGS HADJAH ALISI	LEDA 26 JUL 2007



شركة إيسو ملکا

SYARIKAT AIR MELAKA BERHAD  
(No. 712238-W)

UNIT FASILITI,

JABATAN FASILITI (NWA) & LOGISTIK  
ARAS 2, WISMA AIR, 78350 MELAKA

No Tel : 06-2921740  
Fax : 06-29216793



KEPADA	KETUA PEGAWAI EKSEKUTIF KETUA PEGAWAI OPERASI KETUA PEGAWAI KEWANGAN
DARIPADA	KETUA JABATAN FASILITI (NWA) & LOGISTIK
TARIKH	
PERKARA	KERJA-KERJA UBAHSUAI BUMBUNG SEDIADA KERANA TERDAPAT KEROSAKAN PADA SALUR AIR HUJAN DAN MENDAPAN TANAH PADA LANTAI PARKIR KENDERAAN DI PEJABAT SAMB MASJID TANAH, MELAKA.

LAKTA

Pinbaw  
AAS ber  
10-9-71

### 1.0 TAJUK PROJEK:

Kerja-kerja pengubahsuaian bumbung dan penurapan semula lantai di Pejabat SAMB Masjid Tanah kerana berlaku kebocoran pada salur hujan sediada menurap semula lantai menggunakan premix.

### 2.0 OBJEKTIF PROJEK:

- Memastikan tidak lagi berlaku kebocoran pada salur hujan sediada dengan menggantikan bumbung bagi keseluruhan bangunan.
- Memastikan tidak berlakunya limpahan air hujan ke dalam bangunan.
- Memastikan segala jenis kelengkapan perabot yang berasaskan kayu, cat dan lantai yang berlapisan karpet tidak rosak dan terjaga.
- Memastikan tidak berlaku mendapan pada lantai tempat parkir kenderaan.

Pinbaw  
AAS ber  
10-9-71

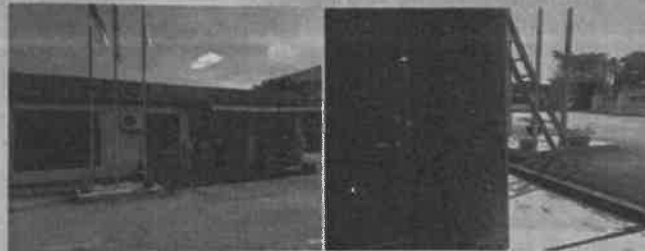
### 3.0 LATARBELAKANG:

- Bumbung bangunan SAMB Masjid Tanah terdiri daripada konkrit 'slab roof' yang memerlukan 'gutter' untuk menyalurkan air hujan ke dalam longkang.
- Hasil daripada tinjauan didapati 'gutter' sediada telah tersumbat menyalurkan air hujan dengan sempurna dan tersumbat ini menyebabkan limpahan air hujan tersebut memasuki bilik ITK sediada.

- c. Lantai tempat letak kenderaan sediaada telah pecah/rosak kerana berlakunya mendapan tanah.

**4.0 JUSTIFIKASI & SKOP PROJEK:**

- a. Kerja-kerja pembaikan perlu dilaksanakan atas faktor keselamatan dan kesihatan pekerja kerana limpahan air hujan memasuki dan memenuhi ruang bilik tersebut.
- b. Tidak akan menggunakan lagi system 'gutter' untuk bangunan sebaliknya menggantikan bumbung jenis metaldek. Air hujan akan mengalir melalui bumbung tersebut dan terus jatuh ke dalam longkang.
- c. Memastikan tidak lagi berlaku mendapan tanah di tempat letak kenderaan.
- d. Berikut adalah gambar lokasi :



Pandangan Hadapan

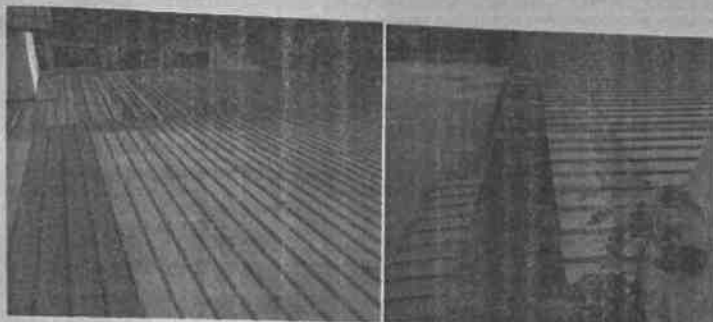


Pandangan Atas Bumbung Hadapan

LAKS

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Pinjam  
AKS Int  
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**Pandangan Atas Bumbung Belakang**

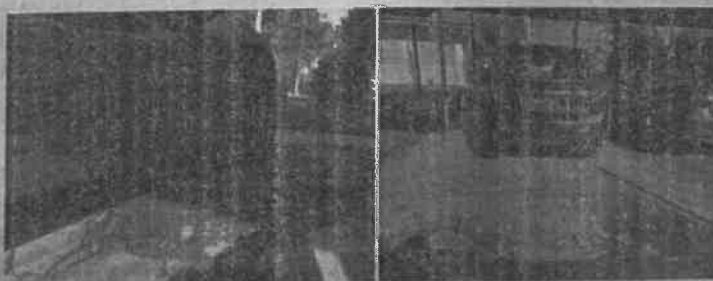
**LAKTA**

1 Pindan  
1 ARS bet  
10-8-71



**Pandangan Belakang**

1 Pindan  
1 ARS bet  
10-8-71



**Tempat Letak Kenderaan**

## 6.0 ANGGARAN KOS PROJEK

### PERINCIAN KADAR HARGA RUJUK BQ DI BAHAGIAN LAMPIRAN

BIL.	SKOP / LOKASI	KUANTITI	HARGA/UNIT	JUMLAH
1.	KERJA-KERJA UBAHSUAI BUMBUNG SEDIADA KERANA TERDAPAT KEROSAKKAN PADA SALUR AIR HUJAN DAN MENDAPAN TANAH PADA LANTAI PARKIR KENDERAAN DI PEJABAT SAMPAN MASJID TANAH, MELAKA	L/SUM	RM 15,000.00	RM 15,000.00
JUMLAH KESELURUHAN				RM 15,000.00

## 7.0 SUMBER PERUNTUKAN

Vot 27102.21 / bangunan & kawasan .

## 8.0 SYOR

Disyorkan kerja-kerja tersebut dilantik secara SEBUTHARGA TERBUKA dan syarikat yang dilantik mestilah berpengalaman dan mempunyai tenaga kerja yang berkompeteren dalam kerja-kerja tersebut.

### DISEDIAKAN OLEH:

TANDATANGAN:

NAMA : Raziman Bin Kamis

JAWATAN : Juruteknik,  
Unit Fasilitas (NWA)

### DISEMAK OLEH:

TANDATANGAN:

NAMA : Shahrul Mubarak Bin Ahmad

JAWATAN : Juruteknik Kanan,  
Unit Fasilitas (NWA)

### DISOKONG OLEH:

TANDATANGAN:

NAMA : Mohd Azam Bin Tompong

JAWATAN : Pengurus, Jabatan Fasilitas (NWA)  
& Logistik

### DISAMKAN OLEH:

TANDATANGAN:

NAMA : Ir. Norhisham Bin Abdul Talib

JAWATAN : Ketua Jabatan Fasilitas (NWA) & Logistik

KEPUTUSAN PANEL PENILAIAN PROJEK

NAMA AHLI	KEPUTUSAN	TANGGAL
KETUA PEGAWAI EKSEKUTIF	SETUJU / TIDAK SETUJU	3/1/22
KETUA PEGAWAI OPERASI	SETUJU / TIDAK SETUJU	3/1/22
KETUA PEGAWAI KEWANGAN	SETUJU / TIDAK SETUJU	3/1/22

LAKTA

Pinduan  
A35 ber  
10-4-71

Pinduan  
A35 ber  
10-4-71

## APPENDICES

### Appendix A: Placement Form/Letter

#### a) Application for Industrial Training

Fakulti Kejuruteraan Awam Faculty of Civil Engineering Tel : 607-3818309 / 8339 / 8328 Fax: 607-3818141	<b>UNIVERSITI TEKNOLOGI MARA</b> CAWANGAN JOHOR Kampus Pasir Gudang, 81750 Masai, Johor. Tel: 607- 3818000 Fax: 607- 3818141	
--	---	--

**UTM.FKA.U-02**

Surat Kami : 100-UTM/KPG/FKA14/3/4

Tarikh : 13/12/2021

ARAS 9, LOT 897, WISMA AIR JALAN  
 HANG TUAH, 75300 MELAKA

---

Tuan,

**PERMOHONAN PENEMPATAN LATIHAN INDUSTRI BAGI PROGRAM DIPLOMA  
 KEJURUTERAAN AWAM (EC110)**

Nama: : **MUHAMMAD IRFAN BIN ISMAIL**  
 No. Kad Pengesahan: : **910000040383**  
 No. Pelajar UTM : **20190403806**  
 Program : **EC110**  
 Semester : **6**

2. Saya dengan ini mengesahkan bahawa butir-butir pelabidi dan akademik di atas adalah seorang pelajar di Fakulti Kejuruteraan Awam, UTM, Pasir Gudang.

3. Sukacitanya jika pihak Tuan dapat menerima pelajar tersebut untuk menjalani Latihan Industri untuk tempoh tujuh belas (17) minggu bermula pada 28 MAC 2022 sehingga 27 JULAI 2022 sebagai pra-syarat untuk lulus. Sebagai makluman, pelajar diindungi oleh insurans sepanjang tempoh latihan.

4. Jika Tuan bersetuju untuk penempatan pelajar ini, saya memohon jasa baik pihak Tuan untuk memalsukan kepada pihak saya dengan melengkapkan "Barang Pengesahan Penerimaan" (lampiran UTM.FKA.U-04) dalam tempoh dua (2) minggu daripada tarikh surat ini. Jika tidak ada sebarang maklum balas daripada pihak Tuan, permohonan ini dianggap **TIDAK BERJAYA**.

5. Latihan Industri yang akan dijalankan selama 17 minggu adalah sangat pendek, tetapi ia sangat bermakna untuk membantu Universiti dalam menghasilkan bakal jurutera yang berdedikasi, cekap dan berdaya saing selepas tamat pengajian.

6. Fakulti Kejuruteraan Awam UTM Kampus Pasir Gudang amat menghargai kerjasama pihak Tuan dalam semua hal yang berkaitan dengan latihan Industri pelajar Fakulti Kejuruteraan Awam UTM Kampus Pasir Gudang.  
 Terima kasih.

Yang benar,

**MOHD FIRDAUS B. MOHD AICHEAL**  
 KOORDINATOR LATIHAN INDUSTRI  
 FAKULTI KEJURUTERAAN AWAM  
 KAMPUS PASIR GUDANG  
 UTM JOHOR

**KOOR. LI FKA UTM PG**

s.k: 1) Ketua Pusat Pengajian Kejuruteraan Awam, UTM Pasir Gudang

---

INDUSTRIAL TRAINING STUDENT HANDBOOK - 17 -




b) Resume

INDUSTRIAL TRAINING
IC110

Example of Resume (CV) (UITM.FKALI-03)

## RESUME



### PERSONAL DETAILS

**Name** : MUHAMMAD IRFAN BIN ISAMUDIN  
**Identification No.** : 010830040383  
**Date of Birth** : 30/9/2001  
**Place of Birth** : HOSPITAL BESAR MELAKA  
**Age** : 20  
**Sex** : MALE  
**Marital Status** : SINGLE  
**Race** : MELAYU  
**Religion** : ISLAM  
**Citizenship** : MALAYSIAN  
**Postal Address** : LOT 1888, JALAN SPI TAMBAK, KAMPUNG AYER HITAM PANTAL, TANJUNG BIDARA, 78300 MASJID TANAH, MELAKA  
**Mobile Phone No.** : 01163802735  
**E-mail** : irfanmuhd905@gmail.com

### EDUCATIONAL BACKGROUND

Year / Period	Institution	Level	Achievement / Award
2018	SMK SULTAN ALAUDDIN	PTS	4A 2B 3C 2D
2018	SMK SULTAN ALAUDDIN	SPM	1A 3B 6C 2D
2018 - PRESENT	UITM PASIR GUDANG	DIPLOMA	CGPA : 2.98

### EXTRA-CURRICULAR ACTIVITIES

Year / Period	Programme / Activity	Location	Participation
2018	SMK SULTAN ALAUDDIN SOFTBALL PLAYER	SMKSA	PLAYER
2019	PERKOM ROAD RELAY JPAM	UITMPG	PLAYER
2021	PASIR GUDANG VIRTUAL TOURNAMENT E-SPORT	UITMPG	PLAYER

### WORKING EXPERIENCE

Year / Period	Organisation	Designation	Responsibilities

INDUSTRIAL TRAINING STUDENT HANDBOOK
• 18 •

## SKILLS

Language skills :

Language	Written	Speaking
MALAY	ADVANCED	ADVANCED
ENGLISH	ADVANCED	ADVANCED

Computer Literacy: AUTOCAD, MICROSOFT PROJECT, WORD, POWERPOINT, PHOTON

Other skills : MANAGE MY WORK UNDER PRESSURE AND COMMUNICATE WELL


## HOBBIES

No.	Description
1.	WRITING
2.	READING
3.	PLAYING FOOTBALL
4.	SURFING INTERNET

## ACADEMIC REFEREES

- |   |  |
|---|--|
| 1. Name : MOHD FIRDALIS B. MOHD AGHAIR        | 2. Name : NARITA SINTINOM                  |
| Designation : INDUSTRIAL TRAINING COORDINATOR | Designation : SENIOR LECTURE               |
| Organisation : UTM JOHOR KAMPUS PAIR GUANG    | Organisation : UTM JOHOR KAMPUS PAIR GUANG |
| Tel. No. : 07 - 3818141                       | Tel. No. : 019 - 9541380                   |
| Email : firdalishdhr@gmail.com                | Email : naritanch@utm.edu.my               |

c) Confirmation of Student Admission for Industrial Training



**شركة إیر ملاکا بھاد**  
**SYARIKAT AIR MELAKA BERHAD**  
(712228-W)  
Lot 867, Wisma Air, Jln. Hang Tuah, 75300 Melaka.  
atau  
Peti Surat 15, 75900 Melaka.

☎ +606 282 1780 (Operator)  
☎ +606 281 1427 (Pentadbiran)  
☎ +606 283 7286 (PnJ. KPE)  
✉ [eduan@samb.com.my](mailto:eduan@samb.com.my)  
📞 Hotline : 16800  
☎ 013 - 751 5500  
🌐 <http://www.samb.com.my>  
✉ [pentadbiran@samb.com.my](mailto:pentadbiran@samb.com.my)

(Silalah Nyatakan Rujukan Kami Apabila Menghantar Surat Ini)

Ruj. Kami : **SAMB.500-8/1/1(47)**  
Tarikh : **29 Disember 2021**

**Koordinator Latihan Industri**  
**Fakulti Kejuruteraan Awam**  
**UTM Johor Kampus Pasir Gudang**  
**Jalan Purnama 81760 Masai Johor**  
**(U.p: Mohd Firdaus Bin Mohd Akbar)**

Tuan/Puan,

**SURAT TAWARAN MENJALANI LATIHAN INDUSTRI DI SYARIKAT AIR MELAKA BERHAD**

**NAMA :** MUHAMMAD IRFAN BIN ISAMUDIN  
**PROGRAM :** DIPLOMA KEJURUTERAAN AWAM (EC 110)  
**NO. KP / NO. MATRIKS :** 010830040343/2019442886  
**TEMPOH :** 28 MAC 2022 SEHINGGA 27 JULAI 2022

Dengan segala hormatnya saya diarah merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Syarikat Air Melaka Berhad bersetuju dengan permohonan pelajar dari institusi tuan / puan untuk menjalani Latihan Praktikum / Industri di Syarikat kami.


3. Sehubungan dengan itu, berikut adalah maklumat untuk perhatian tuan / puan :-

Tempat Laporan Diri	:	Jabatan Sumber Manusia Syarikat Air Melaka Berhad Araa 6, Wisma Air Jalan Hang Tuah, Melaka
Tarikh Masa	:	28 Mac 2022 (Isnin)
Daftar masuk	:	8.00 pagi
Dibawa	:	i) Gamba pasport (2 keping) ii) Salinan Buku Akaun Bank Islam iii) Kad Pengenalan (MyKad) asal iv) Salinan Kad Pengenalan

Sekian dimaklumkan dan terima kasih.

**"MELAKAKU MELAKU JAYA, RAKYAT BAHAGIA, MENGGAMIT DUNIA"**  
**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"INTEGRITI, PROFESIONALISME, IBADAH"**

Saya yang bertanggungjawab,

  
**(H.J.H. SITI ZAITUN BINTI ABU ZAIM)**  
Ketua Jabatan Sumber Manusia  
i.p. Ketua Jabatan Sumber Manusia  
Syarikat Air Melaka Berhad

May06.cthampgndk0221

Fakulti Kejuruteraan Awam  
Faculty of Civil Engineering  
Tel : 607-3818309 / 8339 / 8328  
Fax: 607-3818141

UNIVERSITI TEKNOLOGI MARA  
CAWANGAN JOHOR  
Kampus Pasir Gudang, 81750 Masai, Johor.  
Tel: 607-3818000 Fax: 607-3818141



UNIVERSITI  
TEKNOLOGI  
MARA

UTM.FKAJ-04

Rujukan Kami : 100-UTM/KPG(FKA14/3/4)  
Tarikh : 21 April 2022

Koordinator Latihan Industri  
Fakulti Kejuruteraan Awam  
UTM Johor Kampus Pasir Gudang,  
Jalan Purnama 81750 Masai Johor.  
(u/p: MOHD IRDAUS B. MOHD AKBAR  
(irdausakbar@gmail.com / irdaus2092@johor.utm.edu.my)  
Fax: 07-3818141

**PENGESAHAN PENERIMAAN PELAJAR EC110 UNTUK LATIHAN INDUSTRI TAHUN 2022**

Merujuk kepada surat/faks Tuan yang bertarikh ..... 21/12/2021 ..... adalah disahkan pihak kami menerima / tidak menerima pelajar Tuan bernama MUHAMMAD IRFAN BIN ISMAIL dan nombor pelajar ..... 2019442688 ..... untuk menjalani latihan industri mulai 28/3/2022 hingga 27/11/2022 (17 minggu) di organisasi / syarikat kami.

**Buliran Latihan:**

Tarikh melaporkan : 28/3/2022 (18MW)  
Masa melaporkan : Jam 8-10 pagi  
Alamat melaporkan / : ARAB 6, BUKU WANGA AIR, JALAN HANG  
ditempatkan : 71400, MELAKA.  
NAMA DI BERSAMAAN DENGAN JAWA LAPOR KEM

Kami juga bersedia untuk menyediakan kemudahan berikut:

1. Penginapan
2. Pengangkutan
3. Makanan dan minuman
4. Baju bulanan
5. Kemudahan lain (jika nyatakan jika ada):

Ada	Tiada
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Sekian, terima kasih.

Yang benar,

SITI ZAITUN BINTI ABU ZAHAR  
Bekas Jabatan Sumber Manusia  
Syarikat Air Melaka Berhad

SYARIKAT AIR MELAKA BERHAD  
Jabatan Sumber Manusia  
Lot 807, Tingkat 4, Wisma Air  
Jalan Hang Tuah, 75300 Melaka  
Tel: 06-2921758 Fax: 06-2921127



(NAMA DAN COP ORGANISASI/SYARIKAT)

Sila faks / emailkan kembali surat ini kepada Fakulti Kejuruteraan Awam, UTM Pasir Gudang seawal-lewatnya 2 minggu dari tarikh surat permohonan ini.

\* Potong mana tidak berkenaan.

\*\*Sila tandakan (✓) bagi yang berkenaan

d) Industrial Training Report Duty Verification

Fakulti Kejuruteraan Awam  
Faculty of Civil Engineering  
Tel : 607-3818309 / 8339 / 8328  
Fax: 607-3818141

UNIVERSITI TEKNOLOGI MARA  
CAWANGAN JOHOR  
Kampus Pasir Gudang, 81750 Masai, Johor.  
Tel: 607- 3818000 Fax: 607- 3818141



UTM.FKA.U-05

Our Reference: 100-UTMKPG(FKA14/3/4)  
Date:

To:  
Industry Training Coordinator,  
Faculty of Civil Engineering  
Universiti Teknologi MARA  
Cawangan Johor Kampus Pasir Gudang  
Jalan Purnama 81750 Masai Johor

Dear Sir / Madam

**INDUSTRIAL TRAINING REPORT DUTY VERIFICATION**  
SESSION 9

The above matter is referred.

Please be informed that the following students has reported for industrial training to our company / organization on 28 MAR 2022 (completed by the company/ organization) as stated.

STUDENT NAME	: MUHAMMAD IRFAN BIN ISMAILIN
STUDENT NO.	: 2010412586
ID NO.	: 010530040363
PROGRAMME	: DIPLOMA KEJURUTERAAN AWAM (EC110)
SEMESTER	: 4
REPORT DATE	: 28 MAR 2022
INDUSTRIAL TRAINING ADDRESS	: WISMA AIR, JALAN HANG TUH, 75300 MELAKA

DURATION / PERIOD : 28 MAR 2022 - 27 JULAI 2022 (18 WEEK)

Thank you.

Yours sincerely,

[Signature and Company /Organization Stamp]

### e) Current Location Information Form

INDUSTRIAL TRAINING STUDENT HANDBOOK

## Appendix B: Assessment Form

### a) Placement Report Evaluation Form

UITM.PKA.U-07(Dec 2021) School of Civil Engineering, College of Engineering, Universiti Teknologi MARA



#### PROGRESS ASSESSMENT FOR INDUSTRIAL TRAINING (Placement Report Evaluation Form)

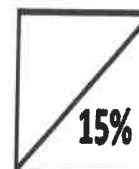
Student Information			
Name	MUHAMMAD IRFAN BIN ISAMUDIN	UITM No.	2019442686
Programme	EC110	ID No.	010930040383
Session	6	Semester	6
Date of Commencement	28 MARCH 2022	Date of Completion	27 JULY 2022
Organization Information			
Organization	SYARIKAT AIR MELAKA BERHAD (JABATAN FASILITI & LOGISTIK)		
Name of Supervisor	MOHD AZAM BIN TOMPANG		
Designation	PENGURUS JABATAN FASILITI & LOGISTIK		
Faculty Supervisor Information			
Name	MOHD FIRDAUS MOHD AKHBAR		

No.	Criteria	CO2-PO3 (DP1, DP2, DP3, DNS)	CO4-PO10 (NA4)	CO5-PO12 (-)
1.	Executive Summary	/5		
2.	Introduction on the organization			/5
3.	Report content		/5	
4.	Conclusion, recommendation, and evaluation for industrial Training			/5
CO-PO MARKS		/5	/5	/10

Signature & Official Stamp  
(Faculty Supervisor)

25/7/2022

Date



b) Logbook Evaluation Form

UTM.PKALI-08 (Dec 2021) School of Civil Engineering, College of Engineering, Universiti Teknologi MARA



PROGRESS ASSESSMENT FOR INDUSTRIAL TRAINING  
(Logbook Evaluation Form)

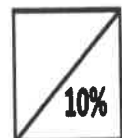
Student Information			
Name	MUHAMMAD IRFAN BIN ISAMUDIN	UTM No.	2019442686
Programme	EC110	ID No.	010930040383
Session	6	Semester	6
Date of Commencement	28 MARCH 2022	Date of Completion	27 JULY 2022
Organization Information			
Organization	SYARIKAT AIR MELAKA BERHAD (JABATAN FASILITI & LOGISTIK)		
Name of Supervisor	MOHD AZAM BIN TOMPANG		
Designation	PENGURUS JABATAN FASILITI & LOGISTIK		
Faculty Supervisor Information			
Name	MOHD FIRDAUS MOHD AKHBAR		

No.	Criteria	CO2-PO9	CO5-PO12
		(DP1,DP2,DP3, DKS)	(-)
1	Skill in writing a logbook		/5
2	Quality of work delivery		/5
3	Technical engineering content at least 80%, with design solution for well-defined technical problems	/5	
4	Allocate problems & analysis	/5	
CO-PO MARKS		/10	/10

Signature & Official Stamp  
(Faculty Supervisor)

25/7/2022

Date





c) Industrial Supervisor Evaluation From

UTM.PKA.LI-09 (Dec 2021) School of Civil Engineering, College of Engineering, Universiti Teknologi MARA



PROGRESS ASSESSMENT FOR INDUSTRIAL TRAINING  
(Industrial Supervisor Evaluation Form)

Student Information			
Name	MUHAMMAD IRFAN BIN ISAMUDIN	UTM No.	2019442686
Programme	EC110 - DIPLOMA IN CIVIL ENGINEERING	ID No.	010930040383
Session	6	Semester	6
Date of Commencement	28 MARCH 2022	Date of Completion	27 JULY 2022
Organization Information			
Organization	SYARIKAT AIR MELAKA BERHAD (JABATAN FASILITI & LOGISTIK)		
Name of Supervisor	MOHD AZAM BIN TOMPANG		
Designation	PENGURUS JABATAN FASILITI & LOGISTIK		
Comments/recommendations by the Supervisor			
Faculty Supervisor Information			
Name	MOHD FIRDAUS MOHD AKHBAR		

No.	Criteria	CO1-PO1 (DPL,DPS,DPE)	CO1-PO1 (DPL,DPS,DPE)	CO6-PO6 (DPT)	CO4-PO4 (NAL,NAL,NAS)
1	Comply with the time management and punctuality			/5	
2	Aware and receive well to the tasks given				/5
3	Able to identify the given tasks and able to relate with the relevant codes/standard measurement	/5			
4	Able to recognize the suitable standard/appropriate techniques, and modern engineering or IT tools to solve the civil engineering problems		/5		
5	Communicate effectively (oral and written) to the tasks given and being able to comprehend the work				/5
6	Able to initiate the appropriate techniques, and modern engineering or IT tools to solve the civil engineering problems		/5		
7	Able to repeated the appropriate techniques, and modern engineering or IT tools to solve the civil engineering problems		/5		
8	Behave according to the safety ethics			/5	
9	Ability to conduct well defined problems, locate and search relevant codes/catalogues/standard measurements	/5			
10	Ability to execute the tasks given with the application of knowledges/appropriate techniques	/5			
11	Ability to perform, gather and interpreting data which leading to the findings on the given problems/tasks	/5			
CO-PO MARKS		/20	/15	/10	/10

Signature & Official Stamp  
(Industrial Supervisor)


7/6/2022

Date



d) Faculty Supervisor Evaluation Form

UTM.PKA.LI-10 (Dec 2021) School of Civil Engineering, College of Engineering, Universiti Teknologi MARA



**UNIVERSITI  
TEKNOLOGI  
MARA**

**PROGRESS ASSESSMENT FOR INDUSTRIAL TRAINING  
(Faculty Supervisor Evaluation Form)**

Student Information			
Name	MUHAMMAD IRFAN BIN ISAMUDIN	UTM No.	2019442686
Programme	EC110 - DIPLOMA IN CIVIL ENGINEERING	ID No.	010930040383
Session	6	Semester	6
Date of Commencement	28 MARCH 2022	Date of Completion	27 JULY 2022
Organization Information			
Organization	SYARIKAT AIR MELAKA BERHAD (JABATAN FASILITI & LOGISTIK)		
Name of Supervisor	MOHD AZAM BIN TOMPANG		
Designation	PENGURUS JABATAN FASILITI & LOGISTIK		
Faculty Supervisor Information			
Name	MOHD FIRDAUS MOHD AKHBAR		


  

No.	Criteria	CO3-PO4	CO1-PO5	CO6-PO8
		(DPS,DP6)	(DK6, DP1,DP4)	(DK7)
1	Awareness of the responsibility to work in an ethical and professional manner.			/5
2	Able to recognize the suitable standard/ appropriate techniques, and modern engineering or IT tools to the civil engineering problems.		/5	
3	Able to imitate the appropriate techniques, and modern engineering or IT tools to solve civil engineering problems.		/5	
4	Able to operate the given task under supervision with relevant codes /standard measurement	/5		
5	Behave according to the safety ethics			/5
6	Ability to perform, gather and interpreting data which leading to the findings on the given problem	/5		
<b>CO-PO MARKS</b>		<b>/10</b>	<b>/10</b>	<b>/10</b>

Signature & Official Stamp  
(Faculty Supervisor)

7/6/2022

Date



INDUSTRIAL TRAINING ECM377

Faculty Supervisor Evaluation Form

e) Colloquium Evaluation Form

UITM.PKA.LI-11 (Dec 2021) School of Civil Engineering, College of Engineering, Universiti Teknologi MARA



PROGRESS ASSESSMENT FOR INDUSTRIAL TRAINING  
(Colloquium Evaluation Form)

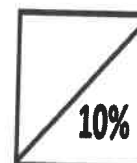
Student Information			
Name	MUHAMMAD IRFAN BIN ISAMUDIN	UITM No.	2019442686
Programme	EC110	ID No.	010930040383
Session	6	Semester	6
Date of Commencement	28 MARCH 2022	Date of Completion	27 JULY 2022
Organization Information			
Organization	SYARIKAT AIR MELAKA BERHAD (JABATAN FASILITI & LOGISTIK)		
Name of Supervisor	MOHD AZAM BIN TOMPANG		
Designation	PENGURUS JABATAN FASILITI & LOGISTIK		
Faculty Supervisor Information			
Name	MOHD FIRDAUS MOHD AKHBAR		

No.	Criteria	CO4-PO10 (NA1,NA2,NA4)	CO5-PO12 (-)
1.	Presentation skill.	/5	
2.	Organization background, scope of work covered, previous and current project undertaken by the organization.		/5
3.	Ability to explain scope of work and relate to practical and/or theoretical knowledge by referring to the specification and/or standards.		/5
4.	Ability to engage independently in subject knowledge during Q&A sessions.		/5
CO-PO MARKS		/5	/15

Signature & Official Stamp  
(Faculty Supervisor)

25/7/2022

Date



INDUSTRIAL TRAINING ECM377

Colloquium Evaluation Form

