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PROJECT DOCUMENT CONTROL

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ABSTRACT

Office management is one of important backbone in any company management hence, this report will elaborate more about office management according to MS ISO 9001 : 2015 — Quality Management Systems. This study was carried out for Ilham Group Construction Sdn Bhd (M), Pulau Pinang. The objective of this discussion is to learn about document control job in various aspects including the type, importance, affects and procedures specifically in construction field. It will detail out the procedure of document controlling from the creation of document until obsolating document process.

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CHAPTER 1.0

PREFACE

1.1 Introduction

An internship is a temporary practical training or learning experience that associated to student's study field or profession interest. This helps student to explore more about the career and development their competency. Internship students are monitored and supervised. Commonly, internships needed at least 120 hours which consists 10 hours per week. However, there is no timelines set and the time period is according to the type of construction you are applying in construction internships. Normally, the time period set decided by the manager. There are three catagories intership in construction field, including :

- Civil Engineering
- Sustainable Construction
- Construction Management

There are also a few reasons why an internship is important and necessary to students such as students could gain more experience and knowledge about their career, learn about professionalism and work etiquettes. Lastly, if the internship experience is an excellent experience, the company might hire for a permanent position in the company. Internships could perhaps represent as pre-employment trainer. Managers and company Human Resources (HR) could contemplate the students in various contexts and aspects to evaluate worthwhile criteria to become the employee for the company.