



**DEPARTMENT OF BUILDING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA (PERAK)
KAMPUS SERI ISKANDAR**

**PRACTICAL REPORT TITLE:
AGREEMENT TO BUILT A NEW STRUCTURE TELCO PROJECT AND
PERMISSION TO WORK**

Prepared by:

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AUGUST 2021 – JANUARY 2022

BY

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**AGREEMENT TO BUILT A NEW STRUCTURE TELCO PROJECT AND
PERMISSION TO WORK**

be accepted in partial fulfillment of requirement has for obtaining Diploma in Building.

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(PERAK)

SEPTEMBER 2021 – JANUARY 2022

STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at OCK Telco Infra for duration of 17 weeks starting from 06 September 2021 and ended on 7 January 2022. It is submitted as one of the prerequisite requirements of BGN310 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

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UiTM ID NO: 2019436392

DATE: 7 January 2022

CHAPTER 1.0

INTRODUCTION

1.0 Background of study

Telecommunication is the transmission of information by various types of technologies over wire, radio, optical, or other electromagnetic systems according to Wikipedia. Today, telecommunication is widespread and devices that assist the process, such as the television, radio and telephone, are common in many parts of the world. There is also a vast array of networks that connect these devices, including computer networks, public telephone networks, radio networks and television networks.

Generally, telecommunication can make the person can reach each other without seeing other person. There are many structure that has they build to make our daily routine are more easier to study or working on the pandemic.

Telecommunication is not finish as it done, it also need to be maintained to make sure it is safe to use daily. Different company will responsible to maintain the quality of their own structure telco. For example, Tenaga Nasional Berhad will responsible to maintain the power on the structure, they will supply the electric on the cabinet to make the frequency to supply the data to another antenna.

1.2 Objectives

- i. To make a good contact with client for make the project.
- ii. To make more network structure around the country.

1.3 Scope of study

The scope of study is focus on the agreement with the client that want to rent our structure on site in the whole state in this country. Moreover, this study is to investigate the equipment that we will give to them if they want to rent the structure that we will build. Furthermore, this study are more focus on the permit for contractor to going to site before they want to do any work.

1.4 Types of work

There are two types of work that I has study in this practical which is make a agreement with the client and give the permit to work to go to the building that we want to build a new structure or to do maintenance or site survey and installation, this study were used to obtain information to complete this report. The work are divided to two part which are agreement and work permit. Make an agreement is the most priority to learn and to do. Work permit are the additional work that they give to me for make a good learning because I must have to have a discussion with the Building management or Land Lord.

i. Make agreement with client

Make agreement is writing down a promise made. Agreements are common in law and business. This process that they has go to site and they want we build in that area to cover the line on that area. My job is to give the price of the structure that they want to build and this agreement will make our site have the black and with if any happen.

ii. Work permit

Work permit is a permission to go to site to do any work.

Both work are make me know more about the step to make the structure telco. Using written reference is a best way to get the detail information about this study. However, some of information cannot be expose to public because it is a confidential information such as the cost use to build a structure and the rental that they have to pay to use and the rental we pay to Building Management or Land Lord. There are many method used in this study to obtain the information needed. This report both refer to the type document which is Letter Of Offer (LOO) and Permit To Work (PTW). The document on LOO has the rental for client, site address and the type of structure. Also the PTW are has the worker name list that want to go to the site.

CHAPTER 2.0

COMPANY BACKGROUND

3.1 Introduction of Company

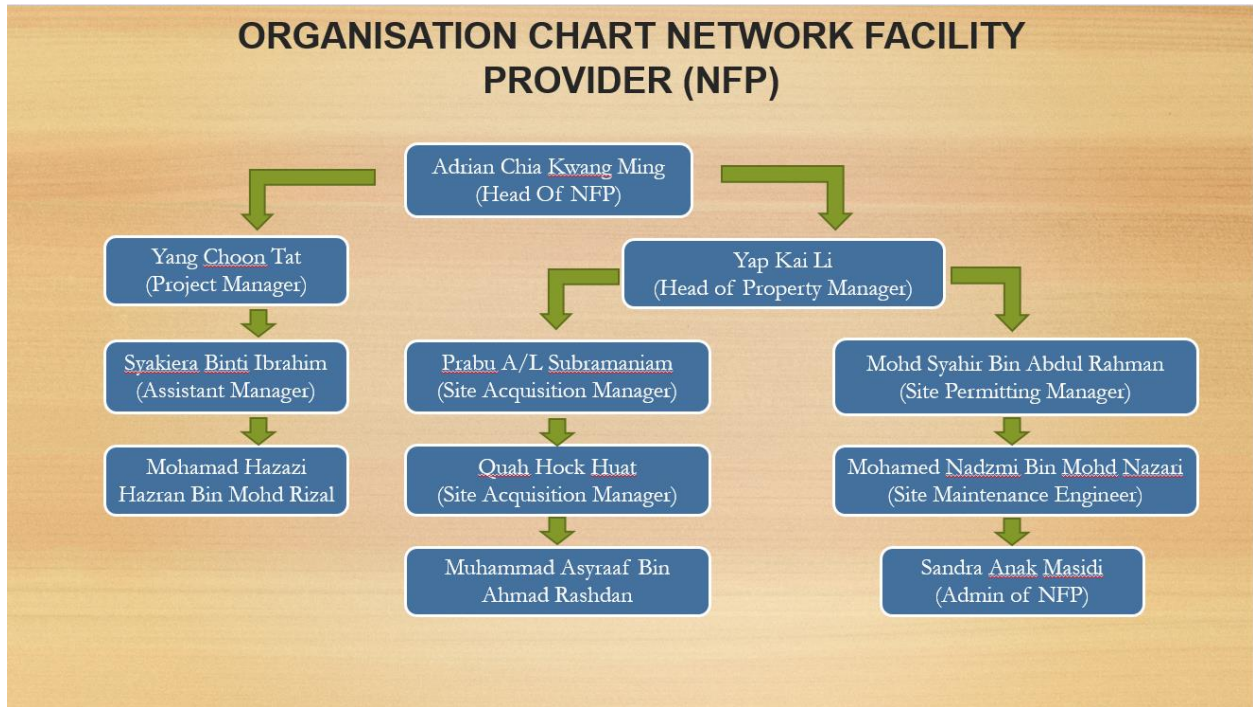
OCK Group provides full turnkey services in telecommunications network. Their service covers 6 segments, which are network planning, design and optimization, network deployment, network operations and maintenance, energy management, infrastructure management, and other professional services.



2.2 Company Profile

INFORMATION	DESCRIPTIONS
Company's Name	OCK Telco Infra
District officer	Ooi Chin Khoon
Assistant	Abdul Halim Bin Abdul Hamid
Type Of Company	Swata
Address	No. 18, Jalan Jurunilai U1/20, Seksyen U1, Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia
Coordinate	3.0910266108210456° N, 101.56447038382196° E
Telephone No	+(603) 5565-9688
Fax	+(603) 5565-9699
Email	hrm@myock.com
Website	https://www.ock.com.my/index.php
Business Hours	0800 Hours – 1700 Hours or 0900 Hours – 1800 hours
Vision	To be an innovative and leading provider of Telecommunication Network Services and Green Renewable Energy.
Mission	Exceeding customer expectations through timely delivery of our value added solutions and services.

2.3 Company Organisation Chart



OCK Telco Infra are divided by two Manager Yang Choon Tat and Yap Kai Li. They are the manager that has given use idea to do work. Next, Syakiera Binti Ibrahim are assistant manager and the main work is to prepare LOO for client. Prabu A/L Subramaniam are site acquisition manager and the main work for he is dealing with Building management or Land lord. Mohd Syahir Bin Abdul Rahman are site permitting manager and the main work are do for get the permitting to do the work from local counsel. Quah Hock Huat are site acquisition manager and the main work for he is dealing with Building management or Land lord. Mohamed Nadzmi Bin Nazari are the project engineer and the main work are going to site supervisor to update the progress of the work. Other that, He need to check TSSR and give approval if suitable. Sandra Anak Masidi are admin for our team and the main job are more to TNB and other admin job. Muhammad asyraaf Bin Ahmad Rashdan are student practical just like me but he doing for renewal TA. Adrian Chia Kwang Ming are the Head of our team. Lastly, me Mohamad Hazazi Hazran Bin Mohd Rizal are take place of Syakiera Binti Ibrahim.

CHAPTER 3.0

THE MAINTENANCE OF ROAD WORK

3.1 Introduction to Case Study

This study is focus on the work of making agreement with the client and the Permit to work for contractor to access to site. This site located at the whole of our country. There is a Technical Site Survey Report (TSSR) has made from the surveyor to us for making agreement. Other that, Personal In Charge (PIC) will made agreement with the Building management or Land Lord for the rental that we must pay to them. On the TSSR they have inform that the location they want to cover telecommunication system on that area. Also, some area has the existing structure has built it can make easier for adding other tenant to join in to the site as a sharer.

Permit To Work (PTW) are the permit for contractor to access to any site for do any work. Furthermore, the worker need to show the PTW to Building management or Land lord for access the site. PTW are importance to worker because the PTW are for inform to building management that they have approval from our Company to do work on that site at that days and time.

3.2 Challenges and obstacles

i. Decom

Decom is the site has built but they don't want to renew LOO agreement. Other that, the building doesn't want the structure because it was old structure and not safe for them.

ii. Site Drop

Site Drop are the main cause of the challenge because the site in making then the client has change they mind to not built on that area. This will cause losses to our company. If the site in progress for making the foundation they have change mind it will make our team need to clean up the site and make a lot of losses.

iii. Permit from Majlis or Highway

Permit from Majlis and Highway are also the main cause for we to make any work. Majlis will has the procedure we must follow the step. If we don't follow they will give citation to our company because not follow they step. Other that, the document they need also make the progress for doing work are take a time. We must contact the contractor to give the document that Majlis or Highway need.

iv. Site access

Site access are one of the cause that that will delay our work because of the Building management or Land lord can't give use the permission to access their building or land.

3.3 The machinery are uses for site access

i. sky lift

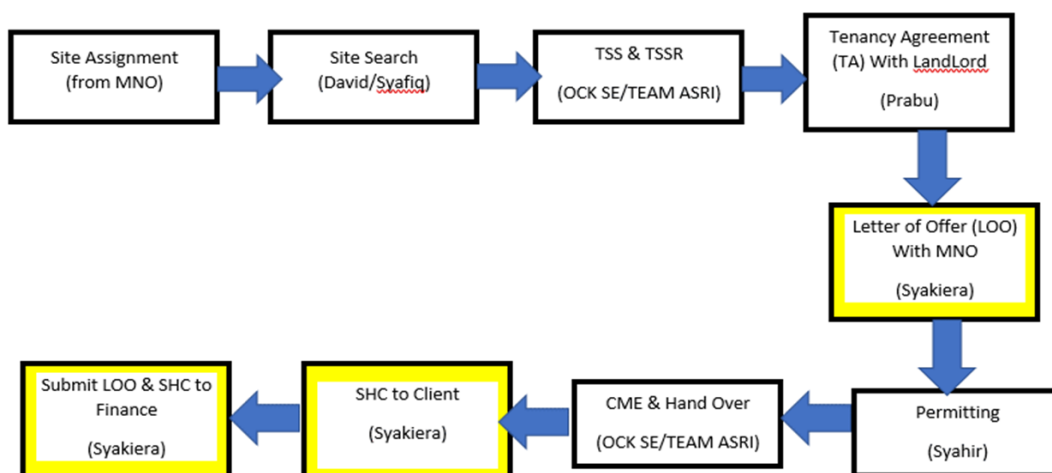
Sky lift is a transport that can go to top of building. This sky lift is using for access if the equipment to large or to weight that can't bring in to lift. It also uses for a site that on Billboard, Vacant Land or the Building are not give permission to access the building the permission that have is on the top of building only.

ii. Cat ladder

Cat ladder are being a ladder make someone can reach on the top of building without lift or sky lift. Cat ladder also has made before they want to do any work on the site for they to go on the top of building that they want to build a structure and foundation on that site.

3.4 The flow of work process

First step, is they will have a discussion in 14 days to confirm for the site that they want, which area they want to cover, what type of the structure that they want to build and it suitable or not. Next, our PIC will go to the building for will search the suitable building for the rooftop for not have a blocking the antenna to give or receive a data from another antenna. After that, The Contractor will go to the site and make a Technical Site Survey Report (TSSR) and must give to our site for approval. Furthermore, the PIC will make the Tenancy Agreement (TA) with Land lord or Building management. The next step is making agreement with the client for the rental, structure, and equipment that we will give. At the same time Permitting must do before any work on the site do for not make us get the penalty and have to pay. If we get the permitting from the Local counsel, we can do a Construction Management Engineering (CME) work. After the work has finish they will arrange the Hand over date which means the site will be under the client if any happen on the structure. Next, we will make the Site Hand Over Certificate (SHC) to client. Lastly, we will invoice to the finance for claim a payment from client.



CHAPTER 4.0

CONCLUSION

The conclusion of this report is about the making the agreement with client and the work permit of the Challenges and obstacles. The challenges have a solution and will make the challenges solve. Other that in this company I has learn more about a team work. Next, the network is like our life for know the issue that the world is talking. Network also like our life if someone don't have a network they will sad and don't know what to do. Lastly, the agreement and the work permit are make me a lot learn about the telco system for work and the importance work permit to the contractor. I has learnt a lot at this company and I will use the knowledge that I has learn for my future.