



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
NATIONAL ARCHIVES OF MALAYSIA PAHANG BRANCH
BANDAR INDERA MAHKOTA 14, 25200 KUANTAN,
PAHANG DARUL MAKMUR**

**SPECIAL PROJECT:
PROJEK URUS (URUS REKOD UNTUK SIMPAN)**

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01 FEBRUARY 2017 – 30 JUNE 2017

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**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2017 – 30 JUNE 2017

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by,

Mohamad Amir Ihsan bin Adnan
2013106789

Date of submission: 11 July 2017

ABSTRACT

This industrial training final report are based on the trainee's internship period from 1st February 2017 until 23rd July 2017 in RWNA Engineering Sdn Bhd and National Archive of Malaysia Pahang Branch. In this industrial training report, the trainee will discuss regarding his internship activities starting with the organization introductory followed with department introduction along its business tasks. Then, all of the trainee's training activities within both organization will be elaborated thoroughly continued with the trainee's special project explanation under chapter three. Then, there will be reflection assessment on chapter four as the final remark from the trainee himself before references and appendices attachments.

Keywords: National archive, enterprise resource system, system administrator, records management, archive management, records appraisal, disposal of records, projek urus

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For this opportunity, I am very thankful to National Archive of Malaysia Pahang Branch for giving me the opportunity to carry out my internship successfully and for providing great hospitality during my internship period. I also would like to express my appreciation and gratitude to my organization supervisor, Madam Syazwani bt Salleh as well as other staffs whom I highly respected in this organization for their excellence supervision, valuable advice, feedback and tips as well as their kindness in guiding me whenever I face difficulties through my internship despite their busy schedule.

I would also love to address my special appreciation to my faculty supervisor, Madam Nurulannisa bt Abdullah for her valuable advices in completing my internship in this organization. Without their expert guidance, assistance, direction, affectionate encouragement, comments, suggestions, support, critical suggestions and constructive criticism from time to time throughout this internship it could have been rather difficult for me to complete the whole work in an efficient manner.

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CHAPTER 1: INTRODUCTION

Higher Education Institution in Malaysia had given a requirement for their student to have industrial training along the process in completing their study. Industrial training is one of the essential part of work scope at MARA University of Technology (UiTM) and most all of undergraduates' students in UiTM need to go through this industrial training process and successfully complete this subject for a certain period of time based on each faculty's requirements and policies. Basically, the purpose of the industrial training is to:

- Gain experience and learn about the industry of its discipline.
- Understand the values of professional ethics in their respected fields.
- Provide opportunity for students to apply knowledge and skills that are learned during their studies to actual workplace.
- Give opportunity to students to acquire interpersonal skills and ability for team work through interaction with professionals in their field of industries.

At first, the trainee was given an opportunity to start his internship at RWNA Engineering, Gebeng on 1st of February 2017. Unfortunately, he had to change his internship place to National Archive of Malaysia Pahang Branch (NAM Pahang) due to several un-avoided reasons. He moved to NAM Pahang on 1st of March, 2017 after his request for change have been approved by Prof Madya Dr. Ghazali Osman. Therefore, this industrial training report was based on the trainee's internship activity at RWNA Engineering from 1/2/2017-28/2/2017 and also at NAM Pahang from 1/3/2017 until 30/3/2017.

1.1 Background of the National Archive of Malaysia (NAM Pahang)



Figure 1.1: National Archive of Malaysia Pahang Branch's Building

The National Archive of Malaysia Pahang Branch (NAM Pahang) had been established on 23rd June 2011 in Bandar Indera Mahkota 14, Kuantan Pahang and was launched by Your Highness' Sultan Pahang. Before the building was completely developed in 2011, all the historical records and materials regarding to Pahang state are stored within National Archive of Malaysia Terengganu Branch (NAM Terengganu). At that time, NAM Terengganu stored all the records for East of Malaysia region because they were the only archive institution that exist in that region.

In 2011, after the building has been developed, the Director General of National Archive of Malaysia had decided to transfer all the records and materials of Pahang's state to its own land. Once they got a new building, all the records and materials were transferred to NAM Pahang and it consumed seven month for the transfer to be done. Since that, NAM Pahang began their operation and services for all government agencies in Pahang in regards to records management matter. These include to identify, collect, keep, maintain, and disseminate all records and materials that are considered

historical and valuable to Pahang's state and also provide guidance in the terms of records management procedure for all government agencies in Pahang. Up until now, they have delivered their services perfectly and non-stop trying to make NAM Pahang become one with their citizen so that people know the function of NAM.

Operating Hour of NAM Pahang

Table 1.1: Operating hours of NAM Pahang

Days	Time
Monday - Thursday	08.00 am - 05.00 pm
Friday	08.00 am – 12.15 pm 02.45 pm – 05.00 pm
Saturday - Sunday	Close
Public Holiday	Close

As many other government agencies, NAM Pahang opens 5 times a week and operates from 8.00 am until 5.00pm. Any public or researchers who need the services provided by the archive such as borrowing reference material can come to the archive on the working hour. Meanwhile for other purposes, creating agencies who need to deal with officers relating to records management, they can call the archive first before an appointment can be made.

National Archives of Malaysia's Logo



Figure 1.2: Logo of ANM Pahang

As other state archives, NAM Pahang uses the National Archive of Malaysia's logo. The logo was created by Mr. Sumali Bin Amat and was actually inspired from the dome-shaped (Moorish) form of the Sultan Abdul Samad building, which symbolises the image of Malaysia.



Figure 1.3: ANM Pahang's frontdoor

Vision

- Produce citizens who are knowledgeable and love Malaysia national heritages.

Mission

- To preserve record of enduring value, provide research and reference services as well as to communicate and popularize archival heritage.
- Popularizing archives and heritage.
- Making the National Archive as an Information Resource Centre and the National Research (SERC).

Objective

- Collect, store and preserve all records and archival materials from all over the state of Pahang and national historical value as well as providing research facilities and referral to government agencies and the public.
- Help the government to establish a system of records management in a systematic, effective and economical, particularly among public offices and state / federal Pahang.

Function of NAM Pahang

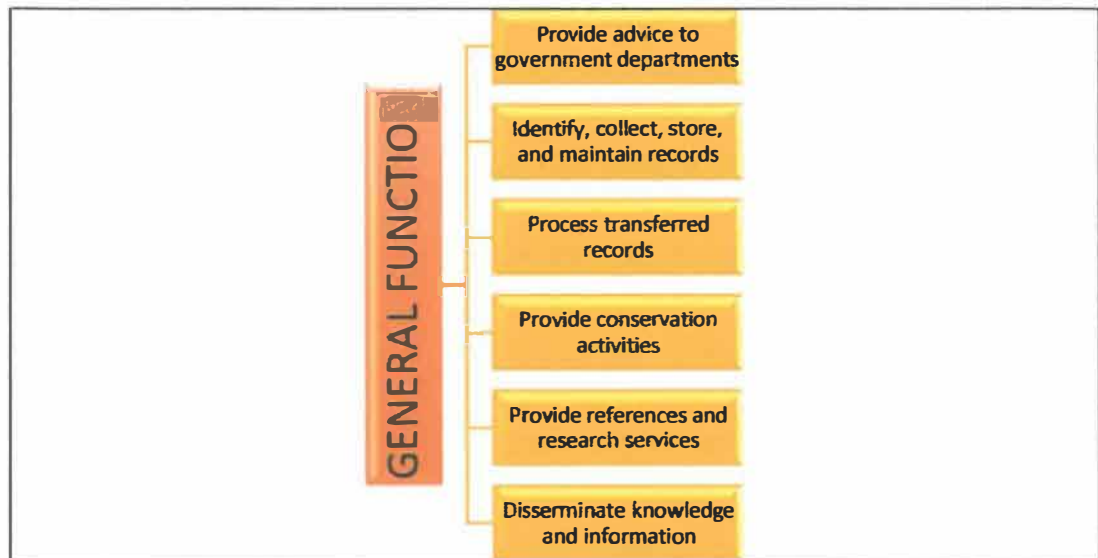


Figure 1.4: General function of NAM Pahang

The general roles and responsibilities of the National Archive is uniform in all states. The functions are more focusing on records management program to assist department's agencies of government in the states to manage public records systematically so that public records of permanent value can be preserved for future reference. Their roles and responsibilities are such follows:

- Conducting visits and providing expert advice in the records management program to government departments, including the Department of Federal, State, Federal and State statutory body and the emphasis is on the systematic management of public records;
- Carry out records experiments on the records that are not active for the purpose of identifying records that are worth remains and ones that can be destroyed, based on the reference values, and national legislation;
- Transfer and provide storage space for public records that are worth enduring for the purpose of maintenance, so that the records can be reviewed;

However, for NAM Pahang branch, their functions narrowed down into smaller scope which focuses on the records management of public offices in Pahang state. Their roles and responsibilities are such follows:

- To provide advisory service in relation to a systematic, efficient and economical record management for the state/federal office in the entire state of Pahang.
- To trace, acquire and keep all types of records and documents which has national and historical value for permanent storage in the NAM Pahang in which it serves as a custodian to the archives records from state/federal public office in the entire state of Pahang
- To carry out records conservation activities under the care of NAM Pahang as well as to monitor collection materials are in good and perfect conditions.
- To carry out expansion and educational archives activities in the effort to disseminate national heritage treasury collections under storage and custodian of the NAM Pahang.
- To process records that has been transferred by state/federal public office in the entire state of Pahang for permanent storage in the NAM Pahang.

1.2 Organization Structure

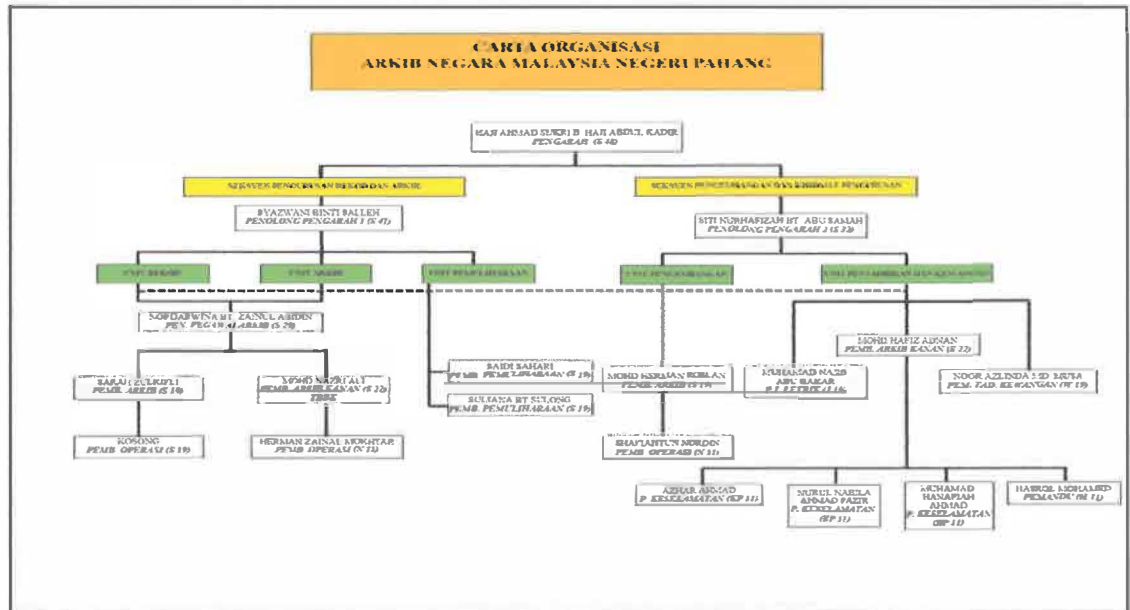


Figure 1.5: Organization chart of NAM Pahang

NAM Pahang Branch management is currently operated by 19 professional staffs. The head of management is conducted by a director officer which is Mr. Hj Ahmad Sukri Abdul Kadir, and being helped by 3 assistants. The top and middle management is consisted with several manpower which is archive assistants, conservator assistants, chief clerk, finance, operation assistants, driver, and also security. All these position are selected by the headquarters in Jalan Duta before later on being transferred to NAM Pahang.

NAM Pahang Branch management is divided in several important department which is, records department, archive department, conservation department, outreach/expansion department, and administration and last but not least, finance department. Records department is responsible to help officers in all disposal process requested by agencies starting from their delivery of request form until end of the process. Meanwhile, archive department are responsible in transferring records from

agencies to the archive. Next, conservation department is responsible in the work of conservation and preservation of record material that are transferred to the archive before being stored in the repositories. Meanwhile for outreach or expansion department, they are responsible to help officers in organizing outreach programs, keying data in compass system, and also help fulfilling researchers need. Lastly, administration and finance department are responsible to help officers in managing the administration of the NAM Pahang.

CHAPTER 2: ORGANIZATION INFORMATION

2.1 Departmental Structure

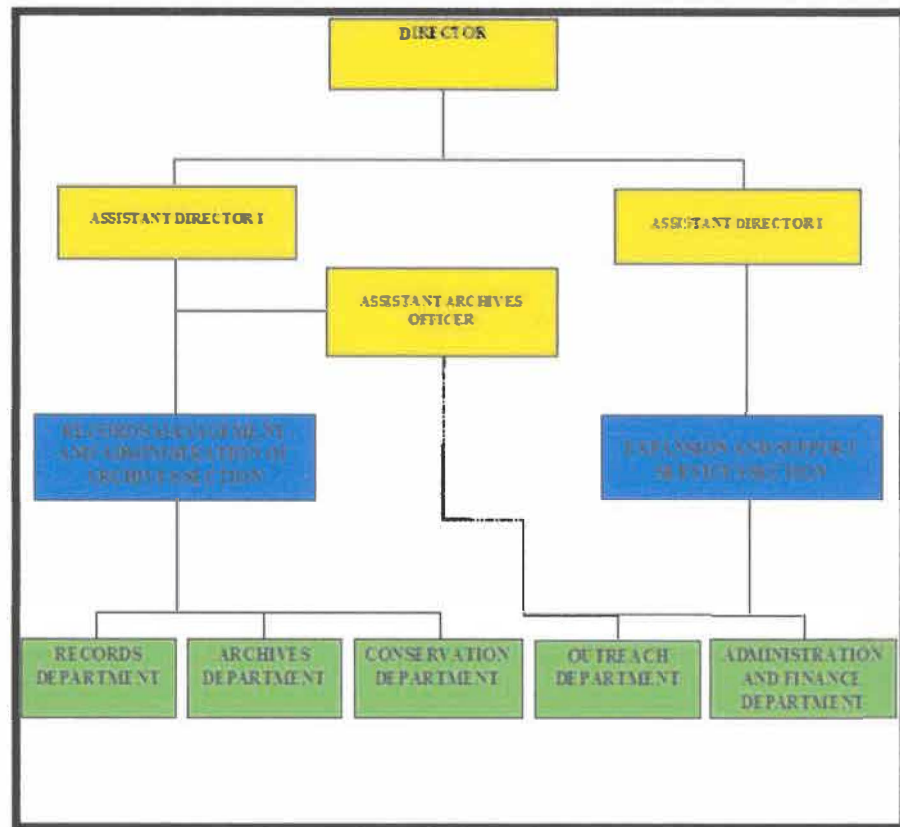


Figure 2.1: Departmental Chart of NAM Pahang

All organization need to have suitable and perfect division of department in order for their management to run effective and efficient. This is because, a perfect division of department of an organization can contribute a focus power to achieve their vision and mission perfectly to their intended users. Same goes to NAM Pahang, the organization has divided their management into several crucial section and department. NAM Pahang's top management has divided their management into two section. First is, the Records Management and Administration of Archive Section. Second, the Expansion Support Services Section. These two section has their own function in order to

maintain delivering their services to the users also for the archive. Records Management and Administration of Archive Section functions in assisting officers to handle all kind of process that related to the disposal records process, transfer records and conserver of the records.

Meanwhile, the Expansion Support Services Section functions in assisting officers to handle the administration works of NAM Pahang and providing references or materials to the researchers, and also developing outreach program for the public. Under the Records Management and Administration of Archive Section, there are several department exist which is records department, archive department, and also conservation department. For the Expansion Support Services Section, they consists with several other department which is, the outreach department and also administration and finance department. All the division of department provide clear hierarchical of works in the organization. In addition, the acceptance of practical students in NAM Pahang has given an abundant chance to the students in implementing archival works. This is because, the Assistant Director of NAM Pahang which acts as the supervisor of the practical students assigned them in all department in the organization by giving a rotation schedule.

Instead of receiving experiences in daily works of the organization, practical students also can get hands-on approach in doing the archival works from repairing damaged documents, into retrieving files from the repositories. These reflect that practical students here are ready to learn all kind of new knowledge in the archive.

2.2 Department Function

This part will describe the functions of each department available in the NAM Pahang. There are two sections in the archive, which is Records Management and Administration of Archive Section and also Expansion Support Services Section. Both of these section has their own functions to the NAM Pahang, followed by several departments under these two section.

2.1.1 Records Management and Administration of Archive's Section

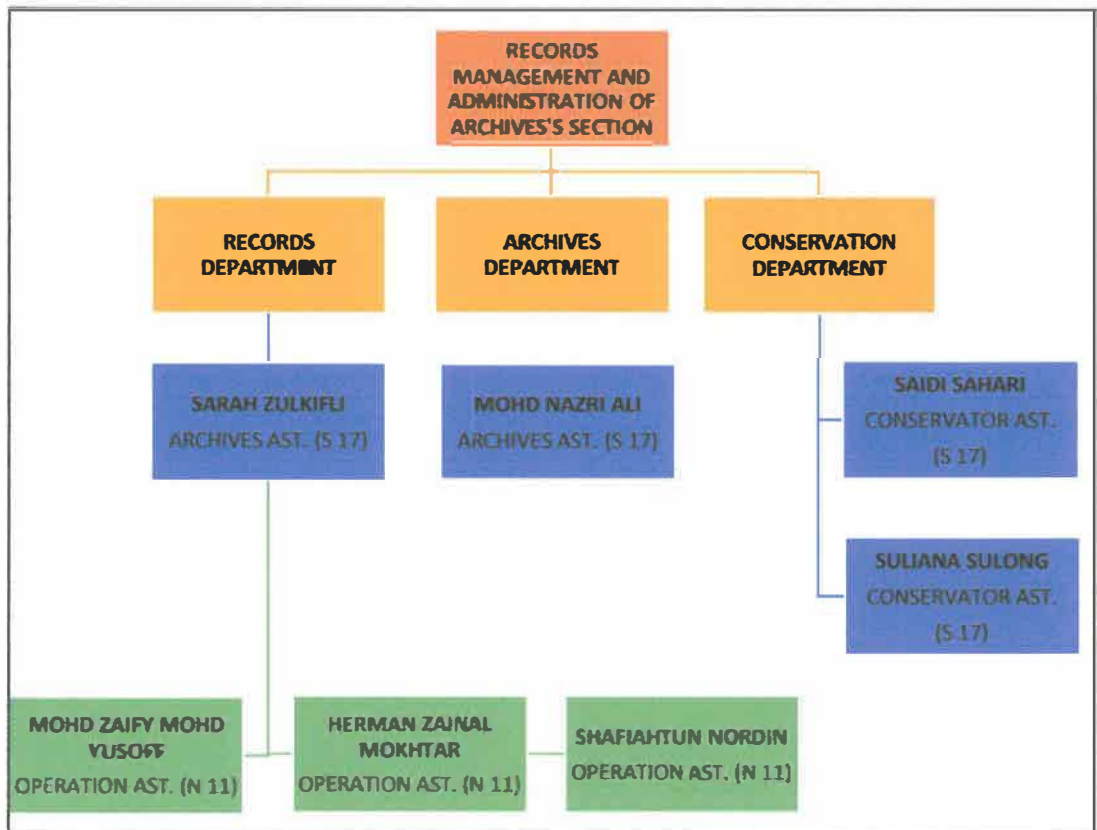


Figure 2.2: Hierarchy of Records Management and Administration of Archive's Section

Records Department

Records Department is responsible to handle functional record of the NAM Pahang Branch. The main scope of this department is to handle the disposal of records requested from agencies. This department is being led by the archive assistant which is Madam Sarah Zulkifli. She will accept any files that are related to the disposal of records requested from all government or federal agencies. The department is also strengthened by three other employees, which is the operation assistants. They are Mr. Herman Zainal Mokthar, and Madam Shafiahtun Nordin.

Archive Department

Archive Department is responsible to handle the transfer of records from creating agencies to NAM Pahang until the records are stored in the archive's repository. This department start their works after the transfer decision has been made by the director and the staffs in this department will give a date to transfer the records. Mr. Nazri Ali is the head of this department and he is responsible to literally accept the transferred record during the promised date. He is also assisted by the three operation assistant in the department as mentioned earlier. The Archive Department is also in charge for all the materials stored in the archival repositories. The staffs need to update the location of the file in COMPASS system, which includes the works of file registration, boxing, and many more.

Conservation Department

Conservation Department is responsible for the conservation and preservation of records in the NAM Pahang. This department consists of two conservator assistant which is, Mr. Saidi Sahari and Madam Suliana Sulong. They will receive the files that

need to be repaired and preserved after the cleaning process has been done by the operation assistants.



Figure 2.3: Conservation's area

2.1.2 Expansion and Support Services's Section

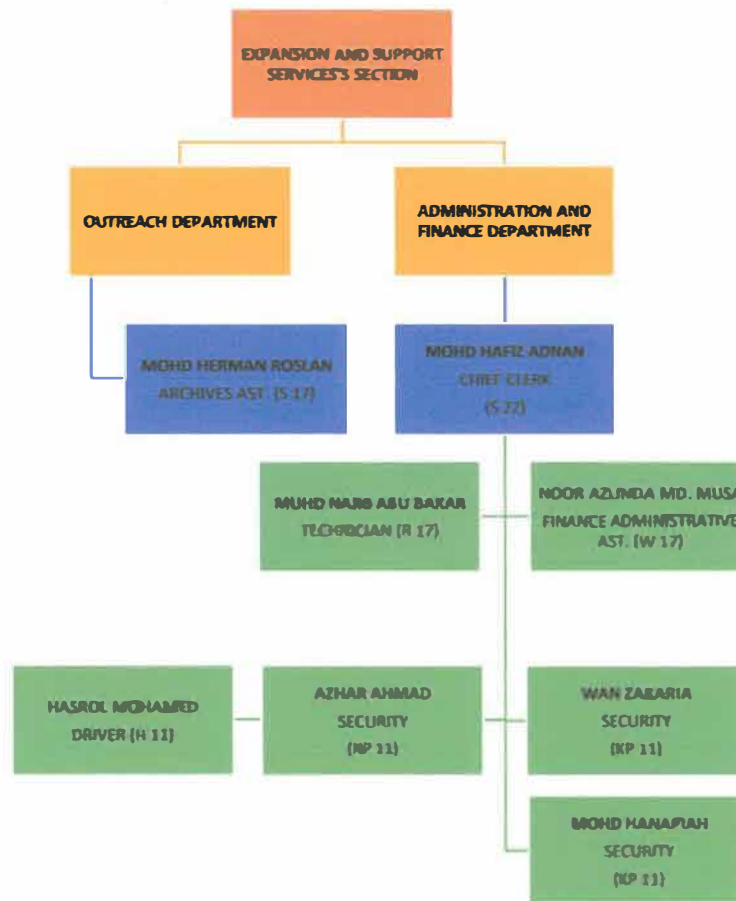


Figure 2.4: Hierarchy of Expansion and Support Service's Section

There are two departments under the expansion and support services section. The departments are outreach department and also administration and finance department. Generally, this section functions in assisting officers to handle the administration works of NAM Pahang and providing references or materials to the researchers, and also developing outreach program for the public.

Outreach Department

Outreach Department is responsible to handle any kinds of outreach programs or visits regarding the archive. This department will handle exhibition inside & outside of the archive. Usually, schools and other institutions are always welcomed for a visit into the archive. Once agencies come for a visit, the activities organized will be setup by Mr Herman Roslan.



Figure 2.5: Research Hall's area

The staffs in Outreach Department are also responsible towards the Research Hall in the archive. The research area of the archive can be considered as the contact point for members of the public and government/corporate officials, who wish to find out about the holdings of the archive. The staffs need to handle researchers who came to the archive and assist them in retrieving research materials that they need. This means, the staffs are also fully responsible for the movement of file from the repository to the researchers.

Administration and Finance Department

Administration and Finance Department is responsible to handle all the administration and finance works in the NAM Pahang. This department handles housekeeping & functional records of archive. The department is led by a chief clerk, Mr. Mohd Hafiz Adnan.



Figure 2.6: Administration's area

Meanwhile for finance, the position is held by Madam Noor Azlinda Md Musa, a finance administrative assistant. Generally, all departments are assisted by operation assistants in doing the organization's including administration works and also archival works. Technician, drivers, and security are also under this department.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

There are many activities that have been through as a practical student in RWNA Engineering and also in NAM Pahang. In RWNA Engineering, the trainee had been assigned into an IT department to support the business of the organization. The trainee had been given many tasks that is related to system administration. The organization used a specialized software which is newly installed called Epicor ERP10 to run its business, so the trainee had to learn and understand how the system works before being taught how to administer the system. After the learning process completed, then the trainee will be given tasks upon user requests.

Meanwhile in NAM Pahang, the trainee had been exposed to many areas especially in terms of Records and Archive Management. This is because the trainee here had given a rotation schedule which he has to serve for different departments in a specific period. So, the trainee had the opportunity to do various kind of works from the basic administration works, until into the archival works such as accession, appraisal, transfer and also conservation and disposal of records.

So in this chapter, all the training activities that had been went through by the trainee will be based on these two different organization with two different work scopes which is IT area in RWNA Engineering and Records and Archive Management area in NAM Pahang.

3.1 Training Activities

3.1.1 Training Activities in RWNA Engineering

3.1.1.1 Installation of Epicor ERP10

RWNA Epicor10 is a specialized ERP software that the company bought which is used to support its daily operation. The software is currently maintained by the IT staff in RWNA's main site, Gebeng. Epicor ERP10 is a single, end-to-end software solution for business. Epicor is also available on premise, hosted, or in the cloud as a software as a service (SaaS) solution and it is built on 100% Microsoft technology for greater access and mobile workers.

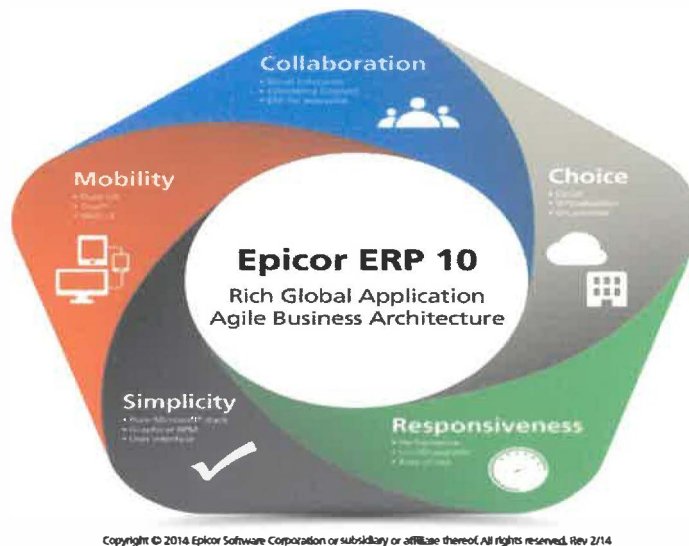


Figure 3.1: Epicor ERP 10's Features

The software is newly introduced in the company which make it not yet available and fully used in other RWNA's sites in Malaysia. So, sometime the trainee has been assigned to install the software for them in the country remotely by using the TeamViewer software. Any matter regarding to the system will be addressed to the IT staff. This means, if user requests that the system need to be customized and adjusted according to their needs, then the IT staff in RWNA Gebeng will be

responsible to take that action as soon as possible. However, the installation of the software is frequently interrupted and cannot be completed due to the slow network connection at the other RWNA's site. This is because some sites are in rural areas which involve poor network condition.

3.1.1.2 Setup RWNA's VPN & Adserver for Site Admin

Besides doing installation of Epicor ERP10 for other sites, the trainee also been assigned to setup Virtual Private Network (VPN) and Adserver for site's admin. This is because, the strain on today's corporate networks is greater than ever before. Thus, admin of each site must can continually connect through geographically dispersed work groups in an efficient, cost-effective manner.

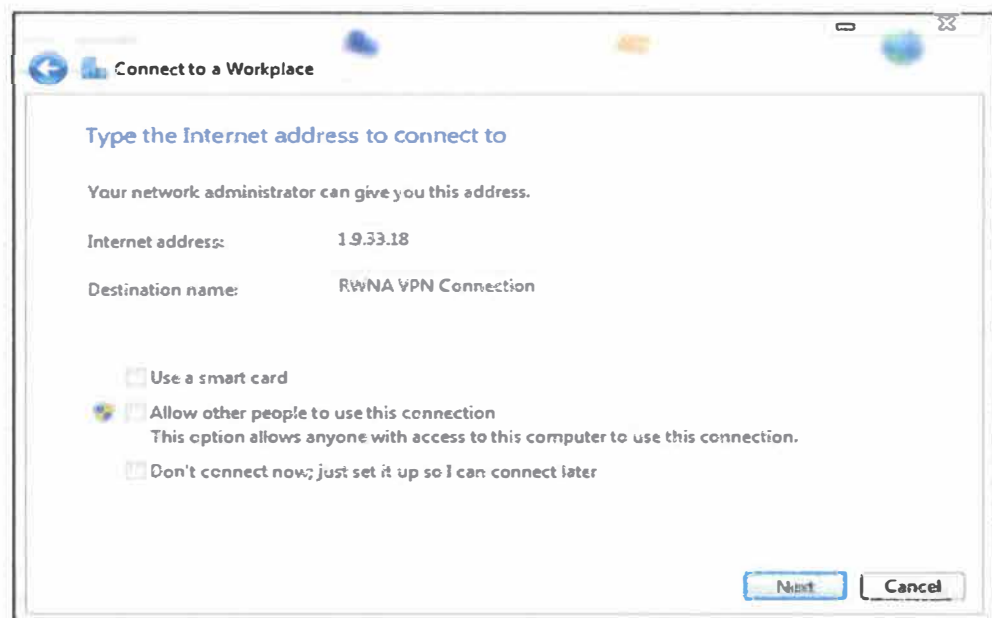


Figure 3.2: Setup for RWNA's VPN Connection

As RWNA Engineering expand their networks to link up with partners, and as the number of telecommuters and remote users continues to grow, building a distributed enterprise becomes ever more challenging. To meet this challenge, RWNA uses VPN connection among their other sites to enable them outsource

network resources on a shared infrastructure. VPN also enable their users to connect to the corporate network whenever, wherever, or however they require.

3.1.1.3 Create Curriculum Vitae by using Crystal Reports

Crystal Reports is a business intelligence application that RWNA used to create custom reports from a variety of data sources. The package includes the major features needed for a business to create a database reporting environment, such as data access, report design/formatting, report viewing, and application integration.

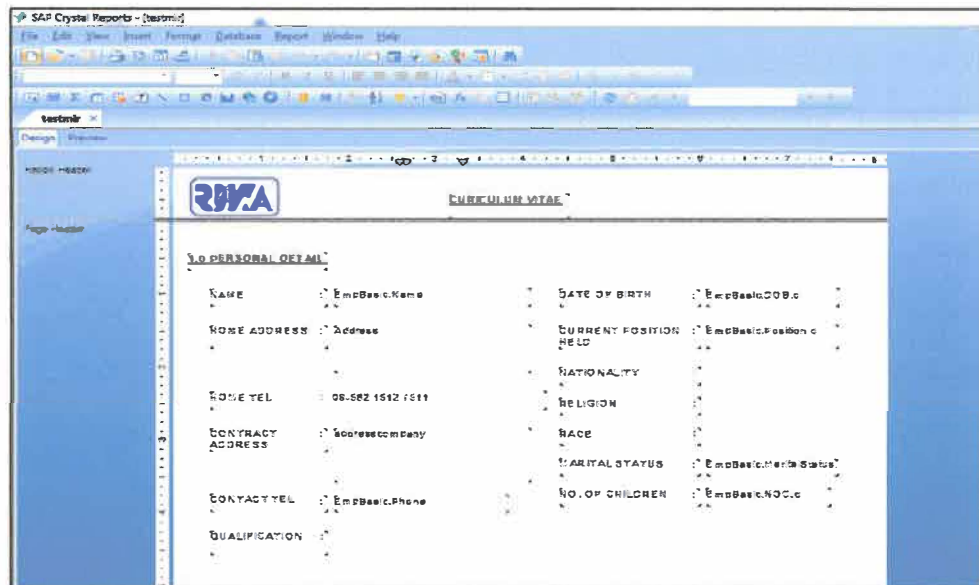


Figure 3.3: Creating CV by using Crystal Reports

The software allows users to graphically design data connections and report layout. In the Database Expert, users can select and link tables from a wide variety of data sources, including Microsoft Excel spreadsheets, Oracle databases, Microsoft SQL Server databases, Microsoft Access databases and many more. Report designers can place fields from these sources on the report design surface, and can also deploy them in custom formulas which are then placed on the design surface. The trainee has been trained on how to use Crystal Reports in making a curriculum vitae (CV) of the employees in RWNA. Firstly, the layout of the CV was given by the

supervisor, then all the trainee had to do is to create the same layout except the output, in Crystal Reports. Then, the output is simply extracted from the system's database. The greatest benefit of using Crystal Reports for report creation is its simplicity and ease of use. The report design interface is extremely user friendly and accommodating for users of different skill levels.

3.1.1.4 Create Packing Lists of Machines or Equipment

Packing List which also known as a packaging slip or a shipping list is a document which details the contents, and often dimensions and weight, of each package or container. The other details that are necessary within the packing list include the package count and type, the dimensions and the numbers of each package, product description, and a reference to the line item on the commercial invoice.

Key	Key1	Key2	Key3	Key4	Key5	ShortChar01	ShortChar02	ShortChar03	Character01
0001-17	EQ-PO-SF0001	MANSCO0e	Mirage	MEM000e	Flange Packing Machine c/w Drive Motor				
0002-17	EQ-PO-SF0001	MANSCO0e	Mirage	D	Section c/w Swivel Tool base				
0003-17	EQ-PO-SF0001	MANSCO0e	Mirage		Vertical Toolholder				
0004-17	EQ-PO-SF0001	MANSCO0e	Mirage		Base Assembly				
0005-17	EQ-PO-SF0001	MANSCO0e	Mirage		Jaws				
0006-17	EQ-PO-SF0001	MANSCO0e	Mirage		Sealing Straps				
0007-17	EQ-PO-SF0001	MANSCO0e	Mirage		Rains				
0008-17	EQ-PO-SF0001	MANSCO0e	Mirage		Kick Feed Assembly				
0009-17	EQ-PO-SF0001	MANSCO0e	Mirage		Machine Clamping Bolts				
0010-17	EQ-PO-SF0001	MANSCO0e	Mirage		A17 Pipe Assembly				
0011-17	EQ-PO-SF0001	MANSCO0e	Mirage		Machine Clamping Bolts				
0012-17	EQ-PO-SF0001	MANSCO0e	Mirage		A17 Pipe Assembly				
0013-17	EQ-PO-SF0001	MANSCO0e	Mirage		Filter Lube Pack				
0014-17	EQ-PO-SF0001	MANSCO0e	Mirage		Tool Kit				
0015-17	EQ-PO-SF0001	MANSCO0e	Mirage		Landscrews & Nut				
0016-17	EQ-PO-SF0001	MANSCO0e	Mirage		Manual end Certificate				
	HMP05	Hot Airblaker	Metal Box						
	HMP05	Hot Airblaker	Drilling Machine						
	HMP05	Hot Airblaker	82 Morse Taper Arbor						
	HMP05	Hot Airblaker	Coolant System						

Figure 3.4: Creating Packing Lists of Machines

RWNA purchased a lot of machines and equipment which is used in their oil and gas industry and all those machines come with packing lists. The trainee had been given task to recreate the packing list in a meaningful way. This is because, before that, all the list come separately with each machine. So, the trainee is responsible to combine them altogether in a single receipt. All the list need to be in a meaningful

way which can categorized under the same brands or manufacturers. With that, the equipment is easy to trace for necessary action.

3.1.1.5 Record Video of Cold Cut Process for Project Engineer

Recording a video regarding oil and gas equipment manufacturing process is also a duty for the IT department in RWNA. Usually, a project engineer will ask the assistant of IT staff to record a video for them. This is because the video is needed to be sent to the client of RWNA for their review. Usually, client will review the process by judging on the time needed to cut the metal and the precision of the cutting.



Figure 3.5: Cold Cut Process

The trainee had the opportunity to help project engineers recording a video of Cold Cut process for RWNA's client. Cold Cut is the process of cutting metallic, or a combination of the two materials through the use of Ultra High Pressure Water. A Cold Cut process produces no heat and therefore no distortion of the base material and produces no sparks so can be used in volatile atmospheres. It can be used to

simultaneously cut and weld prep steel ready to accept the replacement steel. The time needed for the process to be completed vary with the size of the metal or steel that is required to be cut.

3.1.2 Training Activities in NAM Pahang

3.1.2.1 Open new files & closed files



Figure 3.6: Steps in Opening New Files

In the admin department, the trainee was exposed with admin jobs in the archive. One of them was to open a new file. There are several steps to open new files. First, archive will receive/create new document from any agencies. The types of document would be inward and outward correspondence, fax, and also email. These document need to be in the right file, to make sure they are well managed according to their contents. New file that is created would be an open file type, which is in white colour. Later, a classification number is given to the file so that it will be able to represent the content of the file. For example, ARKIBPHG.600.19/6/2. The classification number will be given by the chief clerk. After that, the date of the file was opened need to be written on the file cover. Then, an appendix paper need to be inserted inside the file and the file is ready to be used which later will be stored in the registry room.

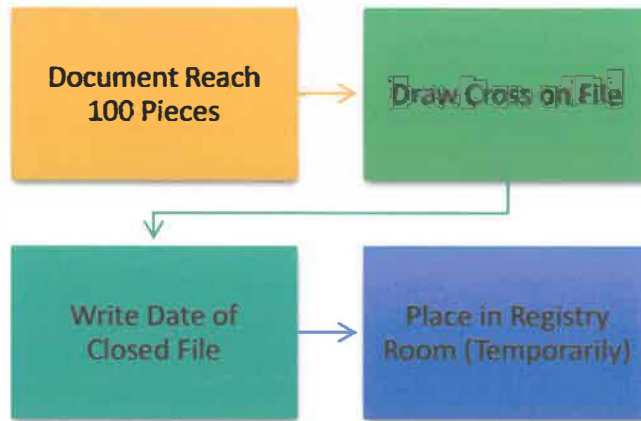


Figure 3.7: Steps in Closing Files

There are several steps that need to be followed in order to close a file. To close a file, a big and long cross need to be drew on the file cover and some notification need to be written on it showing that the file is closed. For instance, the notification is such DITUTUP PADA 17/2/2014, SILA RUJUK KE VOL 2. These sentences will be written in the cross bar on the file along with the date of the file closed. The closed file later on will be stored in the registry room temporarily as it is still important for the staffs to make it available for further references.

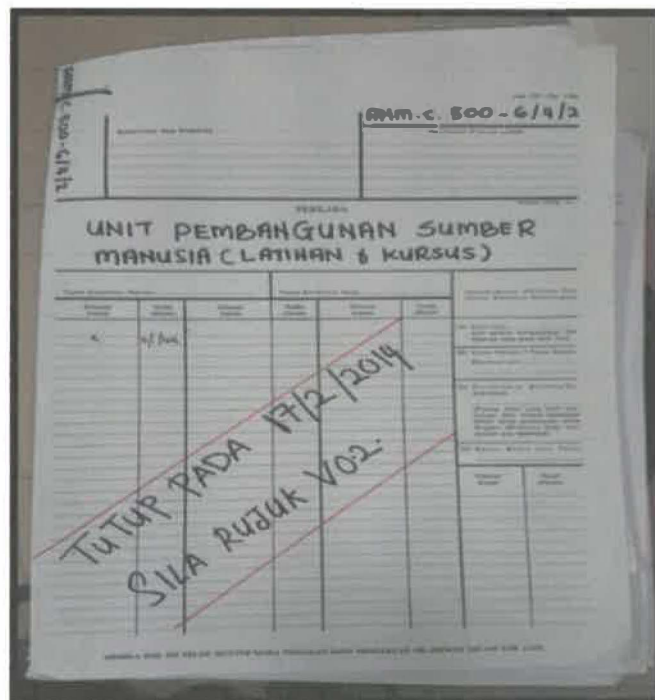


Figure 3.8: Example of Closed File

3.1.2.2 Register inward and outward correspondence

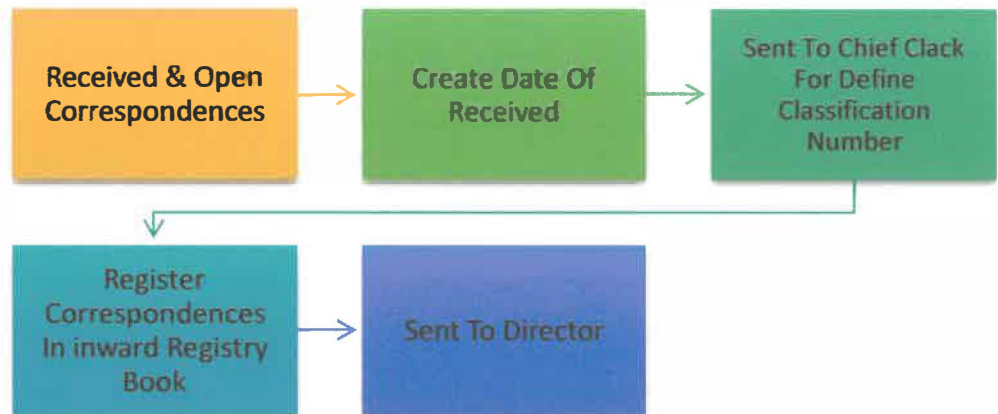


Figure 3.9: Steps in Registering Inward Correspondence

Correspondence or any types of document whether it is letter or email, those are received by the archive need to be registered officially. This task is still under the administration department and is usually done by the operation assistants. Any correspondence or document that is sent to the archive will be opened with suitable tool to avoid damage of the contents.

After that, a date stamp need to be placed on the according to the document received. Then, the document will be given to the chief clerk for him to define the classification number of the document. Done with chief clerk, the document will be registered in an inward registry book. Several descriptions about the document need to be written in the book such as, date of received, title of correspondence, name of agencies, and classification number. Done register in registry book, the document will be sent to the director for further action.

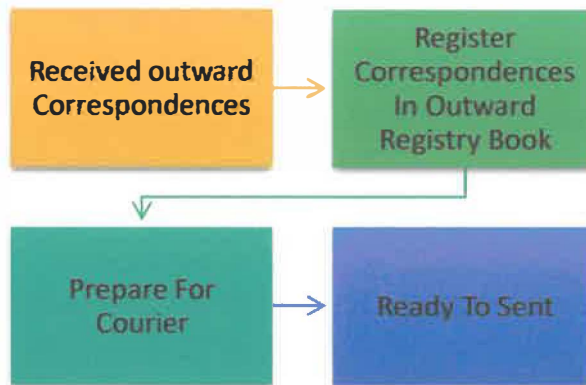


Figure 3.10: Steps in Registering Outward Correspondence

Register outward correspondence is little bit different with inward correspondence. Usually, an archive officer will create the outward document and give them to operation assistant to handle the document. The outward document need to have two copies, one for archive, and one for the agencies so it need to be photocopied first.

Later, the outward document need to be registered in the outward registry book. The description that need to written in the book is quite the same as the description from inward correspondence, just change the date for outward document. Then, the document need to be prepared for postage and send to the correspondence agencies.



Figure 3.11: Inward and Outward Correspondence Register Book

3.1.2.3 Cleaning document

Cleaning document in NAM Pahang Branch is one of the steps that need to be taken after creating agencies transfer their records to the archive. Cleaning process is done by operation assistants in a certain period of time. They have an appropriate room with suitable equipment such as vacuum and also other cleaning tools. In cleaning documents, we need to clean each pieces of document contained in the files. Any metals or alien material on the document such as stapler clips, paper clips, and adhesive tape need to be removed. In addition, the document also need to be wiped and dusted to remove dust. During the process, the trainee needs to wear apron with mask and gloves as the dust might interrupt the work process and it is also bad for health.



Figure 3.12: Cleaning Room

3.1.2.4 Key in data in COMPASS (book, files, newspaper)

COMPASS is the system that have been used by the archive for registry of records in the database. COMPASS can also be a finding aids for researchers who come into the archive to get their materials. They also can review any digitize document in the system. Any records or materials that exist in the archive need to be available in the COMPASS so that it can simplify both parties whether the archive or also researcher in terms of retrieval. A certain data need to be inserted in the COMPASS for different types of records which is books, files, and also newspapers. Books would be annual books, agencies books report and many more. Data that need to be filled in the system is summary of the materials, such as physical description of the books, number of pages, and state whether the document have any chart or map included in it. The trainee managed to get a hands on experience to key in data into COMPASS for Lembaga Kemajuan Pahang Tenggara (DARA) which involved about 400 files and need about 2 months to finish it.



Figure 3.13: Process of Entering Data into COMPASS for Project DARA

3.1.2.5 Repairing document

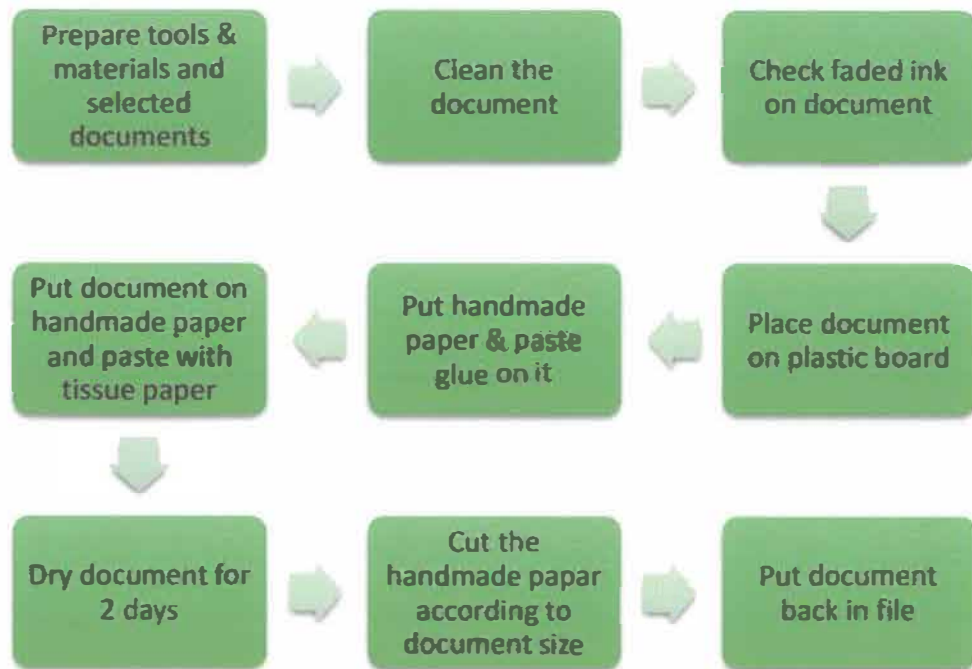


Figure 3.14: Process of Repairing Damaged Documents

In this department, the training activities will be handled by conservator assistants. The main function of this department is to repair all damaged documents stored within the archive. There are several steps in repairing damaged documents.

First, any file that contained damaged document must be checked so that it can be identified whether the document still can be repaired or not. After that, a running number need to be written in each document in the file including the cover file to avoid misplace of the document after the process is finished. Then, the document need to be cleared from any dust or paper clips. After that, the contents of the document need to be checked whether the ink fade or not. To do this, an acid solution with specific paper is required to detect the ink. Faded ink will be covered by acetone and Texel grill papers.

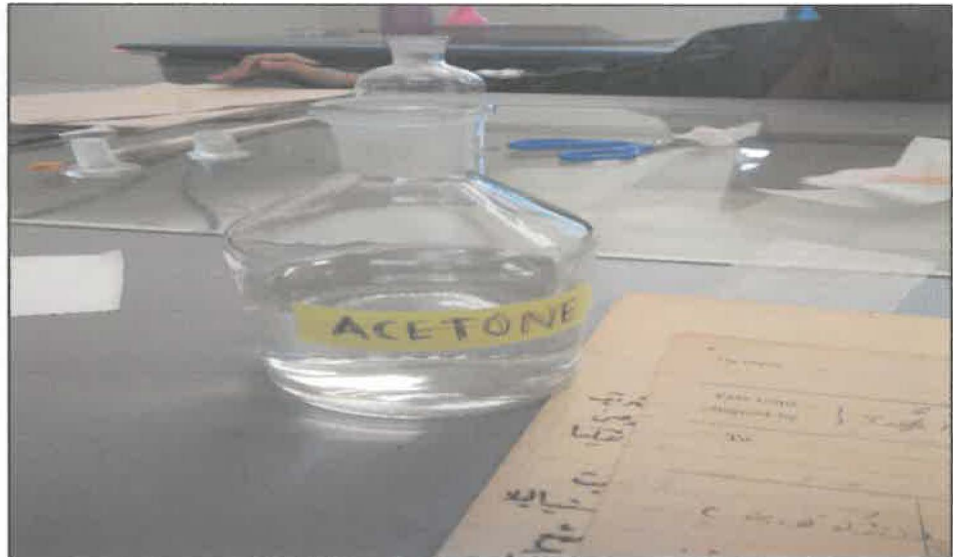


Figure 3.15: Acetone which is used in the repairing process

Done the steps, the document need to be placed on a plastic board. Then, distil water is sprayed on the document and is pasted on the handmade paper. Then, glue is pasted on the document. Next, tissue paper is placed on the document, and glue is pasted on it. After that, the document will be left for dry in temperature room for 2 days. After the document dried completely, the handmade papers will be cut according to the document size. After all process is done, the document will be placed in the file according to its arrangement.

3.1.2.6 Binding book with hard cover

Binding a book is also a part of conservation department's task. Binding process usually occur to produce new book from any documents that need to be stored in the archive. Binding books process is divided in 2 phases which is, stitching document, and hard cover book.

i. Stitching Document

The binding book process starts with stitching the required document. First, an estimation need to be made to calculate how many documents is needed to

make a book. Before the stitching starts, the trainee need to make front and back cover of the book. The cover need to be cut perfectly following the size of the document. After the cutting has done, trainee need to prepare tools and material for the stitching process. Sewing process materials such as needle, waxed thread, weight need to be prepared on the table. A weight need to be placed on the document and the sewing process can start directly and later on proceed with making the hard cover for the book.

ii. **Hard cover book**

Tools and materials that are needed for making the hard cover would be mounting board, buckram paper, ruler, knife and many more. First, the mounting board need to be cut according to book size. Then, the buckram paper is cut to cover the mounting board. The buckram paper is pasted on the top and back of the mounting board. PVA glue is used to paste the mounting board on the book and the book is compressed with the compressor to ensure it glued perfectly. Last but not least, the trainee had the chance to decorate the book with gold tinted word as for the title.

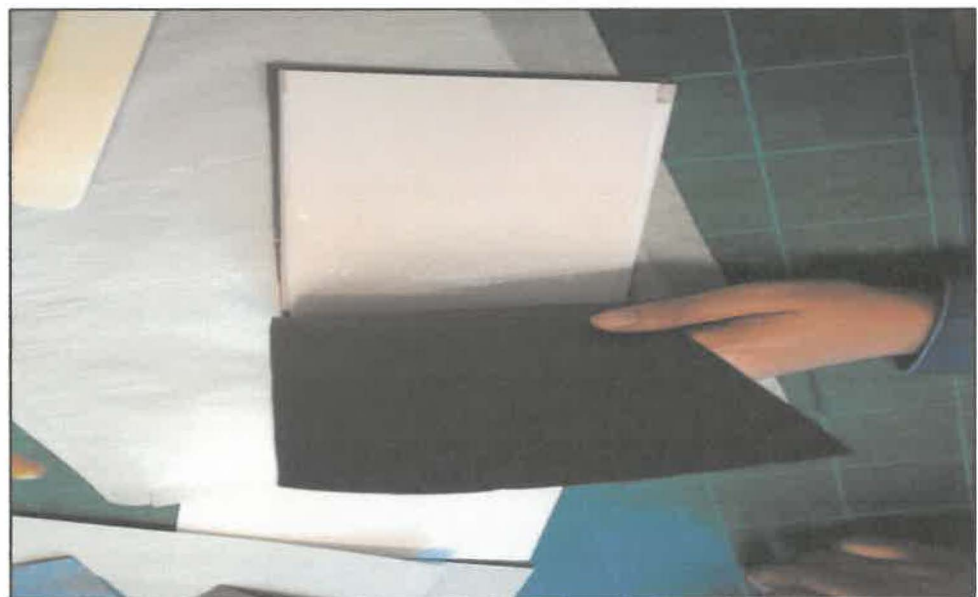


Figure 3.16: Glued Hard Cover

3.1.2.7 Labelling files

Archive department is responsible in labelling files. The purpose of labelling files is that to ease the process of retrieval when it is needed. Before the labelling process can be done on the boxes or files, the label itself need to be produced and printed by the staff in the archive department. In labelling process, all boxes of files that still unlabelled in the repositories will be retrieved first. Usually, all the unlabelled boxes and files will be retrieved batch by batch. Then, it will be placed in a working room for a certain period. After that, the labelling process can be started. The label need to be placed on the back of the files, centre and approximately 1 cm from its top. After the labelling is done, the batch of the files will be returned to the repositories to be stored.

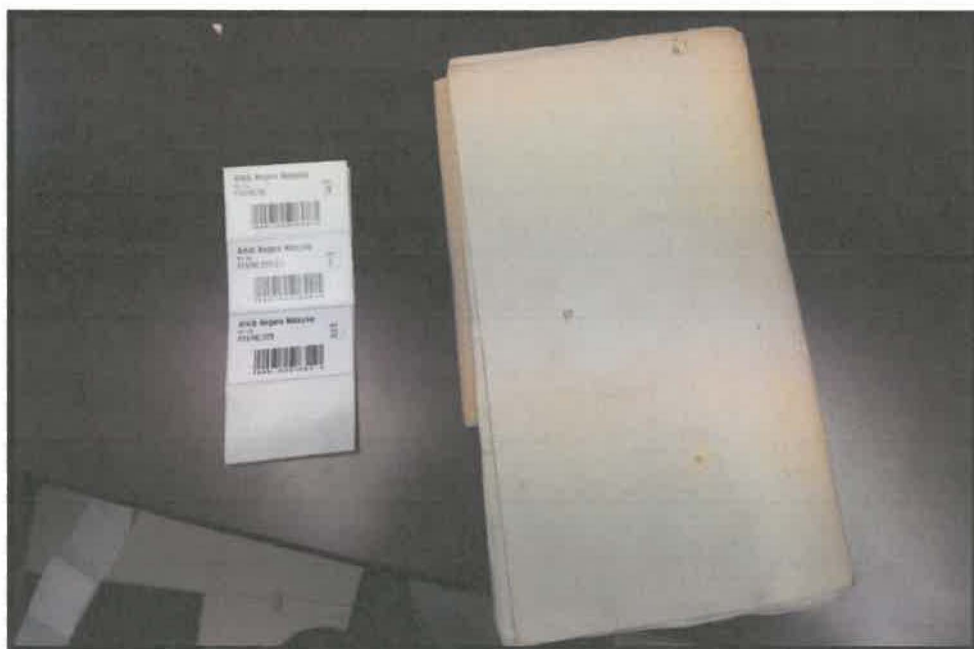


Figure 3.17: Back of the file which need to be labelled

3.1.2.8 Sorting Newspaper

Newspapers are also considered as records in the archive. This is because newspapers can be helpful to the researchers as an evident on specific event. Each day, all newspaper that are sent to the archive will be stored in the repository. Staff that is responsible to this task is the chief clerk. He will collect all the newspaper in the archive and place them in one room before being stored in the repository. There are several newspaper that are currently stored in the repository which is Berita Harian, News Straight Times, Sinar Harian, and Utusan Harian. At first, all the newspapers that are sent to the archive need to be collected.



Figure 3.18: Newspapers that has been sorted and arranged according to its accession number

On the evening, the collected newspapers will be placed in the working room which is located beside the archive repository. In the room, several boxes need to be folded and prepared to store the newspapers. After that, all the newspapers need to be arranged in a descending order followed by title and the

accession number of the newspapers. After all sorting process are done completely, the boxes of newspaper then need to be moved into the repository and placed on their racks. Later, labelling need to be done on the boxes to ease the process of retrieval.

3.1.2.8 Managing Research Area

Research area is the area in the archive which is open to users for the consultation of archives and the finding aids that relate to them. It is also known as a Research Hall in NAM Pahang. Usually, researchers will come to the hall to do research and acquire materials from the archive assistants. The research area of the archive can be considered as the contact point for members of the public and government/corporate officials, who wish to find out about the holdings of the archive. The trainee has been taught on how to manage the research area well. It is a noble job to ensure that we reply to the correspondence accurately and promptly and that any visitors come to NAM Pahang feel welcomed.



Figure 3.19: Research Hall's area

The trainee also had been trained on how to manage the attendance register which is available in the research hall. An attendance register documents all users of the archive's services on a given day. It is highly responsible to display the daily attendance register prominently and keep it open. The register should record:

- i- The date
- ii- The running number of visits per year.
- iii- The researcher's ticket number.
- iv- The name and signature of the researcher
- v- The researcher's telephone number and address.

3.1.2.9 Accessioning files

An accession can be defined as a consignment or load of records that is transferred into the Archive on any particular occasion. Accessioning is the act and procedures involved in transfer of legal title and taking records or papers into the physical custody of an archival agency, records center or manuscript repository. In NAM Pahang, the trainee managed to get a hands on experience into files accession with the archive assistant, Mr. Nazri.



Figure 3.20: Accessioning files from Tentera Udara Di Raja Malaysia Kuantan

For the transferring agency, there are several steps that need to be followed when preparing archival materials for transfer. Firstly, all the material should be neatly arranged by putting all the files or bundles into an intelligible order that facilitates retrieval. After that, the transferring agency also need to make sure that all components of consignment are tidy and properly packed in their folders and containers. All ferrous clips or pins should be removed and replaced by plastic tags. Then, while transferring to the archive, the consignment should be accompanied by their transfer lists, or they should be

described on the archive accessions form. This description is necessarily brief but allows the materials to be brought under control from the beginning. In all cases, both transferring agency and the archive must record exactly what has been transferred, and the archive must also record what has been done to the consignments.

There should be an accessions form for each accession that comes into the archive, whether it comes from the records center, direct from a government agency or from a non- Government source. As soon as the accessions form is signed, the archive will assume responsibility for the custody, preservation and use of the material in accordance with the provisions of the relevant archival legislations and the regulations and the procedures of the Archive. There are several steps that need to be followed when the consignment reaches the archive.

1. Check the consignment for signs of insect infestation or mold, and notify preservation department if they need treatment before coming with other, unaffected, accessions.
2. Complete an accessions form, if one has not already been completed, and obtain a signature from a representative of the agency sending the consignment.
3. Make an entry in the accessions register identifying the new accession.
4. Acknowledge receipt of the accession so that the transferring agency has a record of the transfer.
5. Check that the consignments are properly labelled.

6. Place the records in a secure temporary storage area set aside for new accessions.
7. Check the records against the accessions form, transfer list and/or summary list to make sure that the paperwork does refer to these materials and that all items have been included.

Later, after the accession process has been completed, the consignment then will be stored temporarily in the repository before undergo fumigation process which carried out by an external party.

3.1.2.10 Boxing and labelling files after fumigation process

The boxing and labelling work is done in the fumigation room and it is a continuous process from the accession process. It is fundamental to the archive administration that all materials accessioned should be moved into secure accommodation that supports their preservation and use as soon as possible. Once all the consignment have been fumed after the fumigation process, they are ready to be moved to storage.



Figure 3.21: Boxing process in the fumigation room

Most files easily fit into standard storage containers. Boxing involves packing them into the box, neither too tightly nor too loosely, and labelling the boxes with archival references. When the materials have been placed in the repository for storage, their location should be entered in the location register and the repository floor plan should be updated to show that the shelves are no longer free. Once the materials have been placed in the repository and entered in the location register and a list has been completed, the main processing of the accession is complete.

3.1.2.11 Held and exhibition during Karnival Perlumbaan Bot in conjunction with Hari Keputeraan KDYMM Sultan Pahang

NAM Pahang is responsible to carry out expansion and educational archives activities in the effort to disseminate national heritage treasure collections under their storage. During the Hari Keputeraan KDYMM Sultan Pahang in May ago, the trainee with several other interns and archive's officers had the opportunity to open a booth in an annual event of Karnival Perlumbaan Bot Negeri Pahang. The exhibition was held for about 3 days and there were many activities carried out during the event. The trainee's task during the event was to setup the booth, keeping the area cleaned, and also entertain the public who came to the NAM's booth.



Figure 3.22: Trainee and other interns in NAM Pahang's booth during the event

3.2 Special Project

Special project is a requirement for each of industrial training students' need to be carried out in order to complete the industrial training supervised by both faculty supervisor and industrial supervisor. Special project can be any suitable or various project proposed to the industrial supervisor or faculty supervisor and the special project itself can be any kind of project that brings benefits towards the organization or the industrial along with the students themselves where they can apply and develop their skills and knowledge in establishing and completing the special project. Therefore, to continue with the development of the special project, it shall be approved by both parties comprises of Organization's Supervisor and Faculty Supervisor. This is to ensure that the special project developed by the students can contributes a beneficial mechanism for the organization or the department's utilization.

3.2.1 Project Overview

Project URUS basically is a record management programme that rarely held by NAM Pahang to appraise records for government agency or from a non- Government source. As the URUS refers to Urus Rekod Untuk Simpan, the project is actually a process of appraising records to determine the value of records for further use, for whatever purpose, and the length of time for which that value will continue and later on will be decided whether the records need to be transferred or disposed. The project is led by the director of NAM Pahang, Hj Ahmad Sukri Abdul Kadir and was accompanied by his two assistant director and the trainee himself.



Figure 3.23: Director of NAM Pahang is giving speech for the project's opening

Records can have variable of types or degrees of value to a public records body, and these values affect how records are managed and how long they need to be kept. This applies to records in all formats and media. This process of records appraisal is primarily focused on identifying key departmental records which are needed for ongoing administrative, legal or fiscal purposes. Understanding the value of such collections will:

- Assist efficient and effective administration
- Enable decision making and policy development based on current information
- Allow organisations to be accountable in terms of the management of resources, as well as legal and fiscal scrutiny

There are two activities involved in appraising records:

1. Deciding what records need to be kept how long in order to allow organization to continue its work. This is known as appraisal for “continuing utility”.
2. Involves deciding what records merit permanent preservation as archives because they have an enduring value for purposes other than those which they were created, such as historical value. This is known as appraisal for “enduring value”.

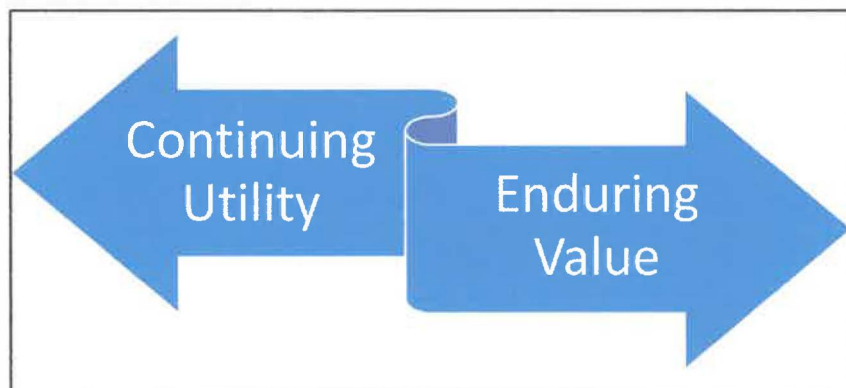


Figure 3.24: The activities involved in appraising records

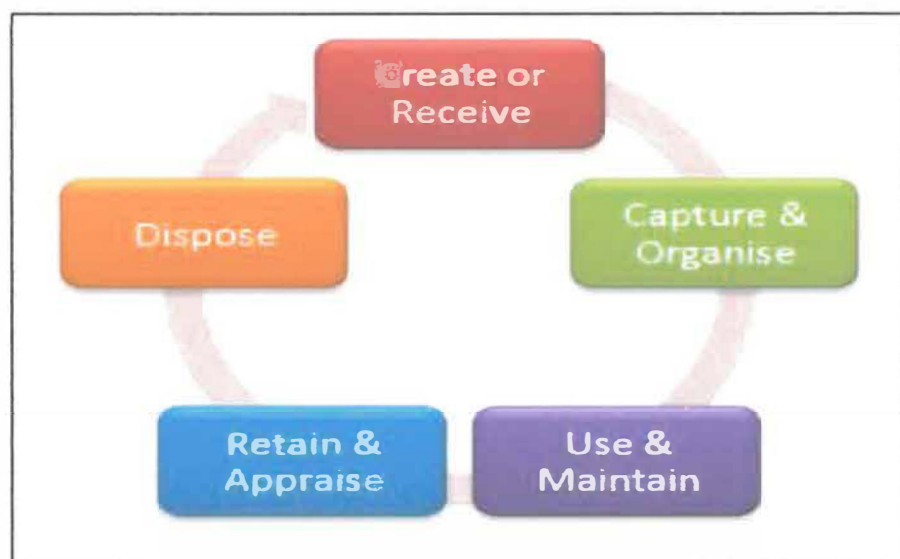


Figure 3.25: Life cycle of records

These 2 appraisal process are linked and frequently take place at the same time. For example, at the certain categories of records, such as primary copies of minutes of a top-level committee, it is possible to predict how long those records are likely to be needed by their creators and users. It is also possible to predict that the records will have an enduring value because of the evidence they contain will have permanent value for the purposes of evidence or research. For other categories of records, it is not always possible to predict at the point of their creation how long their usefulness or value will last. For example, no matter how precisely the contents of series of operational files has been defined, it will not be possible to determine in advance whether the whole series will have an enduring value or whether series may be destroyed at a future date.

For this reason, a review later date will be necessary for some categories of records. However the aim should always be to undertake the two appraisal processes at the same time. This means that, at the same time the records are created, a future action is determined, whether is to destroy the records, transfer them to the archival institution or review them at a particular date.

3.2.2 Problem Statement

The project was carried out on behalf of Majlis Perbandaran Kuantan (MPK) when they seek assistant from NAM Pahang to determine the value of their records which was kept in SUKPA Pahang, Indera Mahkota. The call was made as their records in the building had exceeded the amount of 100,000 which made them difficult to handle that amount of records not knowing which records are valuable and not. Furthermore, the vast amount of records that were stored in the building were not taken a very good care due to the poor condition of the building.

In addition, MPK actually have been frequently switch over buildings for their storage of records. It can be said that the amount of building MPK rent for records storage reached 10 buildings which were located all over Kuantan. So, NAM Pahang was responsible to react to those call and served MPK to help them appraise their records and gave advisory services in records keeping in one of their rented building which is SUKPA Pahang.



Figure 3.26: The damaged records found

3.2.3 Objectives

Project URUS involves to determine:

1. What the records are (or what they will be once they are created)
2. Who creates them and why
3. How they relate to the MPK's function and to other records
4. How they are used, when and by whom

Once all this information is known, the continuing utility or enduring value of records may be assessed. Other focus of Project URUS were:

- to dispose of records promptly when their continuing utility for business purposes has expired, whether that disposal is by destruction or by transfer for archival preservation
- to balance economy with good administration

It is very necessary that records are neither disposed of too late or too early in their life cycle. This is because if certain records are disposed too early, the records with continuing utility or enduring value may be destroyed. While if certain records are disposed of too late, resources are wasted storing and maintaining that unneeded records.



Figure 3.27: Trainee with the Director of NAM Pahang during Project URUS

3.2.4 Project Planning

The project took about 3 days to be completed. Before the project initiated, the MPK was required to submit a letter to ANM Pahang stating that they require advisory services regarding records management in their organization. In the letter, they also needed to provide some pictures of the condition of their files and storage so that ANM Pahang can review the matter and take action. After that it was the responsibility of assistant director and the director himself to take into account and reply that letter towards MPK. After some time, both parties will reach on an agreement and marked a specific date for the project to be carried out.

3.2.5 Disposal and Transfer of Records

There would be two end results of Project URUS. All the records that had undergo appraisal process then will be decided whether they will be transferred to the archive or disposed. This means that there are two other processes that need to be done after Project URUS which is completing the Disposal Archive Form and also Transfer to Archive Form.



Figure 3.28: The bundle of records which had undergo appraisal process

After appraisal process has been done, a Disposal Archive Form will be given for the records that need to be disposed. The descriptions on the selected records need to tally with Disposal Archive Form to avoid problems for both parties. There are several types of form that are related to the Disposal Government Records without Disposal Records Schedule. They are Archive 5/08, Archive 6/08 Archive 7/08 Archive 8/08 Archive 9/08 Archive 10/08. For this case, MPK need to take Archive 5/08 because they are having file disposal. They need to fill in all the necessary information including the

files that need to be disposed. Done fill all the information, they need to make 2 copies of the form and those two copies will be sent to the archive for further action.

Borang 5

Arkib 5/08

**BORANG PERMOHONAN BAGI PELUPUSAN FAIL
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)**

BUTIR-BUTIR JABATAN		Untuk Kegunaan Arkib Negara					
(1) <i>Kementerian/Jabatan/Agensi</i>	(2) <i>Sisubagian/Cawangan/Unit</i>	Tarikh Terima: Jumlah Fail: No. Bolehdayang:					
(3) <i>Pewujud Rekod (Jika tidak sama dengan (1))</i>							
MAKLUMAT MENGENAI REKOD							
(4) <i>Kategori Rekod</i> <input type="checkbox"/> <i>Eungsi</i> <input type="checkbox"/> <i>Am</i>		(5) <i>Pemakai Kertas/Datuk</i>					
(6) <i>Tarikh Dinyatak</i>		(7) <i>Ukuran Basah</i> (meter panjang.)					
No. (8)	No. Bahagian Fail (9)	Tajuk Fail (10)	Jumlah (11)		No. Lantikan (12)	Cawangan/ Bahagian (13)	Gedung (14)
			<i>Qsmpada</i>	<i>Kepada</i>			
<p>(15) Mengikut Seksyen 25 dan 26, Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pelupusan rekod di atas:</p> <p>Nama Pegawai: _____ Tandatangan/Tandatangan/Cap Jabatan: _____</p> <p>Jawatan: _____ Tajuk: _____</p>							

Figure 3.29: Archive Form 5/08 which is used for files disposal

[Subperaturan 7(3)]
Borang 5

Araib 5/08

BORANG PERMOHONAN BAGI PELUPUSAN FAIL
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)

BUTIR-BUTIR JABATAN		Untuk Kegunaan Arkib Negara					
(1) Kementerian / Jabatan / Agensi: PEJABAT SETIAUSAHA KERAJAAN PAHANG	(2) Bahagian/Cawangan/Unit: Unit Prestasi Dan Tabawrib Bahagian Pengurusan Sumber Manusia	Tarikh Terima: Jumlah Fail: No. Persewaan:					
(3) Pewujud Rekod [jika tidak sama dengan (1)]:							
MAKLUMAT MENGENAI REKOD							
(4) Kategori Rekod: <input type="checkbox"/> Fungsian <input type="checkbox"/> Am	(5) Peringkat Keselamatan: TERBUKA (10 26 ~P)						
(6) Tarikh Diliput: 1966 - 1990		(7) Ukuran Rekod: 57cm x 35cm (sekotak) x 50 kotak (meter panjang)					
Siri	No. Rujukan Fail	Tajuk Fail	Tarikh		Bil. Lampiran	Cadangan Pelupusan	Catatan
			Daripada	Kepada			
(8)	(9)	(10)			(11)	(12)	(13)
1	PAHANG SULIT 0645 SJ 2	LEMBAGA PENGARAH SYARIKAT INDERA GAJAH	18.1.71	14.2.1974	40	S	✓
2	PAHANG SULIT 4518	KAWASAN LARANGAN TERBANG C HIGHLANDS	23.10.1971	23.11.1972	6	S	✓
3	PAHANG SULIT 4564	TAMAN NEGARA	5.9.1972	8.4.1973	34	S	✓
4	PAHANG SULIT 8139	SULTANATE LANDS ENACTMENT	13.9.1960	18.6.77	80	S	✓
5	PAHANG SULIT 0309	MENGHADKAN TEMPAT KEDIAMAN ORANG YANG DI-TANGKAP DI-BAWAH UNDANG2 JENAYAH BIL 13/58, KA-DAERAH BENTONG	15.4.1969	26.5.66	4	S	✓

Figure 3.30: Details of Archive Form 5/08 for files disposal

After the form has been sent to the archive, assistants director of the archive will review the form. After that, they will just check the information that are given by the MPK. The files that are needed to be transferred to the archive will be ticked (✓) and meanwhile for the files that are needed to be disposed will be ticked (x). Done doing the review, archive will sent the official letter to agencies along with Archive Form 5/08 that had been appraised by them. After permissions has been given by the archive to dispose the records, MPK has been given several methods to dispose them. They can either burn, shred, sell, and recycle the files. They need to use one of the method to destroy all the files.

Meanwhile for transfer of records, MPK need to send official letter and Archive Form 11/08 to the archive. The form 11/08 need to be filled in followed by the file that are necessary to transfer to archive and they need to give two copies of the form. After

reaching the archive, assistants director will review the list of file that are filled in the form. This is because the information need to be tally with all the files to ease both parties. Later, both MPK and the archive will set up a date for the transfer of records.

3.2.6 Implications of Project URUS

The aim of Project URUS was to ensure that all MPK records were either destroyed or transferred to the archive at the right time, as a result of the systematic implementation of decisions made concerning the continuing utility and enduring value of the records. There were an estimation of over 100,000 of records that were in MPK possession in SUKPA Pahang's building without the supervision of the archive. Some of the records were not being taken a very good attention and the storage condition of the records were also overlooked.



Figure 3.31: Records that were collected to be appraised

Project URUS managed to take every problems regarding to those situation into the archive's attention. All the unattended records were successfully cleared and re-arranged into favourable condition. An advisory services regarding to the poor storage

condition in SUKPA building was also being held in order to store the records in a good condition. Besides, a lot of space has been created after the appraisal process. This is because, many of the records has been identified to be disposed and some of them cannot be retrieved due to badly damaged.

CHAPTER 4: CONCLUSION

Industrial training is significantly beneficial to all concerned parties in contributing towards the development of the nation. Being a student, one can acquire Industrial experiences and at the same time familiarize themselves with the real working environment at the Industrial training site. This opportunity also enables them to further expand their creativity while seizing the profession ethical values as basis to venture into professional career in the future. Therefore, students must develop themselves to become a valuable asset to the esteemed organization or industry.

In the meantime, the industry or organization shall be able to recognize, assess and guide their potential future employees. For some organizations, the students undertaking the Industrial training have in fact overcome the scarcity of professional workforce within the organization. On top of that, the industry/organization may also indirectly acquire professional consultation from the Faculty Supervisor during their visits to the organization.

By realising the advantages and the limitless amount of benefits that can be accomplished by all parties through this Industrial training, the excellent collaboration between the University and the industry must be greatly considered. The students and the Faculty Supervisors as the unification chain between the University and the organization must play their considerable parts so that the Industrial training will turn out as the most awaited activity by all parties in order to achieve common aims and aspirations.

4.1 Application of Knowledge, Skills, and Experience in Undertaking the Task

Knowledge, skills and experiences are often considered the most crucial things in undertaking task. Each day every mankind try to gain them as much as possible in order to make their daily life more effective and efficient in implementing tasks given. During the trainee internship period in NAM Pahang, a lot of knowledge, skills and also experienced has been learned thanks to the supportive environment in the organization. From the first day of internship, the trainee had been exposed to many areas especially in terms of Records and Archival Management. For flexibility of the trainee, they also give a job schedule for him to serve in different department for a specific period and each department has already got their task reserved for the trainee to be completed.

Interpersonal skills include everything from communication and listening skills to attitude and behaviour. Having a good interpersonal skills are crucial in working in an organization. Since the trainee's experience in having an internship in NAM Pahang, the organization had taught many things about interpersonal skills. The trainee had been taught how to speak to different people with different ways. For instance, there is a slight different between talking with staffs and visitors who came to the archive. The trainee also learned how to deal with public whenever they come to request for references. For examples, trainee need to entertain researchers by welcoming them to the research hall.

The trainee had been exposed a lot of things about Records and Archival Management along his internship period in NAM Pahang. Before this, trainee only learn about the

theory of both Records and Archival Management during classes and there were very little exposure about the real situation undertaking tasks in an archive. Upon the trainee arrival to the archive, he actually had the opportunity to explore more about Records and Archival Management. The most valuable experience or knowledge the trainee had gone through are such involving in disposal of records process, transfer of records process, cleaning records, conservation of records and also being able to participate in Projek URUS for Majlis Perbandaran Kuantan (MPK). Based on what NAM Pahang had given to the trainee, it is certainly an upgrade from what the trainee had learned in classes besides gaining new knowledge and experiences.

4.2 Personal Thoughts and Opinions

According to the trainee trivial experience and time spend in NAM Pahang, it does brings a lot of memories and beneficial experience for the trainee future undertaking in exploring what does it feel to live and survived in a working environment. During the intern period in NAM Pahang, the environment was totally extraordinary. The staffs are trained to be discipline and honest in many aspects such as working hours, time management, socialization among the staffs and many more. It is common to see staffs whom are overtime, working hard and diligent towards their time management and punctuality where they extraordinarily strive for the best. Furthermore, the staffs are also very kind hearted in which every personnel there is willing to teach any kind of archival works that the trainee demand to know. The trainee also feels that the organization does provide a lot of opportunities for the trainee to learn and experience new things in many ways. The supervisor, the staffs and head of department are also friendly to be approached and easy to deal with thus, with the supportive environment,

it creates a lot of ways that the trainee can learn through the period the trainee had to spend.

To add on, the trainee also thinks that knowledge and skills that had learnt in the university is very useful throughout the trainee internship period in NAM Pahang. It also makes the trainee thought and realised during in NAM Pahang that Records and Archival Management working area does not restricted to be an archivist or someone who deals with records or artifacts only. There are a lot of tasks and working field that can be done under the Records and Archival Management aspect. For instance, the trainee was placed in all department in which they help to support the organization's business and carry out its function for the state. They also help to carry out activities such as exhibitions to show the cultural and historical collection of the archive have in stored. Hence, based on the trainee overall experience in all department, the trainee can behold that Records and Archival Management field is wider than the trainee imagination before.

4.3 Lesson Learnt

NAM Pahang Branch have given a lots of valuable things and experiences to be treasured for the trainee along his internship period. Surviving in NAM Pahang during the internship period does wind up an abundant of valuable chances for the trainee to learn something new in many aspects which can be comprises of communication skills, time management, multiple tasks, honesty and also discipline. Communication skills is one of the primary lesson learnt by the trainee starting from the trainee arrival at the organization. The trainee himself learnt on how to blend in and socialize with the staffs in the department regardless of age differences. The trainee also acknowledged manners and suitable approaches towards other staffs especially towards the top level

management and other staffs. This skill is very important to be acquired as good manners and suitable approach in communicating with them could left them with better impression towards the trainee along with her university brand.

As for time management, the trainee learnt this lesson especially when there is a submission time and date for her assigned tasks either by the trainee's supervisor or other staffs. With guidance from the staffs in the department, the trainee managed to identify which tasks and steps should the trainee begin with and subsequent action after that thus, save more energy and time taken in completing an assignment given by them. Learning on how to commit and deliver multiple tasks can be one of the toughest challenges. When works need to be submitted on the very same day, the trainee need to emphasize all skills in ensuring that the tasks are completed and submitted right when it is needed.

As for honesty and discipline, these lessons are learnt by the trainee according to the working environment in NAM Pahang itself. Through the working environment in the organization, the trainee acknowledged on how to be honest in delivering working activities according to the company working hours policies. They were trained to be disciplined towards themselves and carry out their daily routine as effective and efficient as possible to reach the company goals and objectives. They also measured their performances every month in order to acknowledge their achievement and performances for that particular month.

4.4 Limitations and Recommendations

There are several limitations and recommendations that can be identified during my practical training in NAM Pahang.

4.4.1 Limitations

Lack of staffs

Judging on the amount of work in the archive, the number of staffs in NAM Pahang can be said is not enough to do all the work. This is because NAM Pahang only have 19 staffs only. 6 of them functions to support the organization but not in charge in the record management business. So, the other staffs involving the archive officers need to double their strength to carry the core function of the archive.

Technology equipment not up-to-date

Technology is important as it can help staffs to simplify their works. This is because, technology can make works become more faster and easier to do. NAM Pahang does have the common technology that people always use in the daily work such as computer. But one problem is, the computer is currently not so up to date. This is because most of the computers in the office are still using older computer and operating system which is Windows XP. Hence, this results in slowing down the performance of staffs in delivering their services to the archive.

4.4.2 Recommendations

Hire more staffs

Based on the statement earlier, NAM Pahang need to hire more staffs in order to manage the organization more effective and efficient. This is because, a lot of manpower is needed by judging on the amount of work the archive hold.

Update technology equipment

NAM Pahang need to have a dire upgrade in terms of technology. In order to be able to deliver full service towards the archive, the archive itself should consider on upgrading their computers and use newer operating systems. With the latest technology, the staffs are able to improve their work productivity as the deliveries are more reliable and efficient.

REFERENCES

- International Records Management Trust | Information for Good Governance and Accountability.* (2017). *Irmt.org*. Retrieved 15 May 2017, from <http://www.irmt.org/>
- National Archives of Malaysia.* (2017). *Www2.arkib.gov.my*. Retrieved 8 June 2017, from <http://www2.arkib.gov.my/index.html>
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APPENDICES

OFFICIAL DOCUMENTS



Sijil Penghargaan

Adalah Disahkan Bahawa

**MOHAMAD AMIR IHSAN BIN ADNAN
941014-06-5513**

Telah Berjaya Menamatkan

LATIHAN INDUSTRI

Pada 01 Mac 2017 Hingga 30 Jun 2017

Bertempat di

**Arkib Negara Malaysia
Negeri Pahang**



**HAJI AHMAD SUKRI BIN HAJI ABDUL KADIR
PENGARAH
ARKIB NEGARA MALAYSIA
NEGERI PAHANG**

Ruj. Kami : ARKIBPHG.700-12/1/1(3)
Tarikh : 4 Mei 2017

Senarai Edaran Seperti di Lampiran 1

Tuan/Puan,

**ARAHAN BERTUGAS MENGADAKAN PAMERAN KARNIVAL PERLUMBAAN BOT
SEMPENA HARI KEPUTERAAN KDYMM SULTAN PAHANG**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa tuan/puan adalah diminta untuk menjalankan tugas dan membantu kerja-kerja penyediaan pameran Karnival Perlumbaab Bot sempena Hari Keputeraan KDYMM Sultan Pahang seperti ketetapan berikut:-

Tarikh : 6 – 8 Mei 2017 (Sabtu – Isnin)
Masa : 7.00 pagi – 12.00 malam
Tempat : Dataran Pekan Lama Chenor

3. Sehubungan dengan itu, tuan/puan diminta untuk membuat **persediaan pameran berkaitan program pada 5 Mei 2015 (Jumaat), jam 5.00 petang sehingga selesai bertempat di Dataran Pekan Lama Chenor.** Bersama-sama ini disertakan jadual bertugas sepanjang pameran berlangsung seperti di **Lampiran 2.**

4. Perhatian dan kerjasama tuan/puan berhubung perkara ini amatlah diharapkan dan dihargai.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”
“ARKIB: INTIPATI KEPAD MASA”

Saya yang menurut perintah,



(HAJI AHMAD SUKRI BIN HAJI ABDUL KADIR)

Pengarah
Arkib Negara Malaysia
Negeri Pahang

**JADUAL BERTUGAS PAMERAN KARNIVAL PERLUMBAAN BOT SEMPENA HARI
KEPUTERAAN KDYMM SULTAN PAHANG**

TARIKH	BIDANG TUGAS
5 – 8 Mei 2017 (Jumaat – Isnin)	<ol style="list-style-type: none">1. Memberi taklimat semasa lawatan pelawat ke tapak pameran2. Mengambil gambar semasa pameran berlangsung3. Membuat demonstrasi pemuliharaan kepada pelawat4. Menyediakan kapsyen bagi gambar-gambar yang telah diambil5. Memastikan tapak pameran tidak ditinggalkan tanpa petugas6. Memastikan pameran sentiasa dalam keadaan teratur dan kemas7. Memastikan peralatan dan kelengkapan dikemas semula selepas pameran selesai

Mohamad Amir Ihsan bin Adnan
Lot 625 Kg. Nuar,
Jalan Seberang,
28000 Temerloh, Pahang
Darul Makmur

Prof Madya Dr. Ghazali Osman
Universiti Teknologi Mara (UiTM),
Bukit Ilmu, 18500 Machang,
Kelantan, Malaysia

24 Februari 2017

Tuan,

PERMOHONAN PERTUKARAN TEMPAT LATIHAN INDUSTRI

Merujuk kepada perkara di atas, dukacita dimaklumkan bahawa saya Mohamad Amir Ihsan bin Adnan (2013106789) pelajar UiTM Machang semester 7 jurusan Pengurusan Sistem Maklumat (IM245) ingin memohon pertukaran tempat latihan industri. Untuk makluman tuan, saya sedang menjalani latihan industri di RWNA Engineering, Kuantan dan kini berada dalam jabatan IT.

2. Tujuan saya memohon pertukaran daripada meneruskan latihan industri di RWNA adalah disebabkan kekangan pengangkutan. Hal ini kerana kenderaan yang saya gunakan sebelum ini adalah milik abang saya. Pada ketika itu, persetujuan telah dibuat yang saya boleh menggunakan kenderaan tersebut sepanjang saya menjalankan latihan industri di sini. Namun begitu, baru baru ini bidang kerja beliau telah bertukar di mana bidang itu memerlukan beliau untuk banyak bergerak dan terpaksa mengambil kembali kenderaan tersebut untuk diguna pakai bagi urusan kerja. Oleh yang demikian, saya telah ketiadaan pengangkutan untuk ke RWNA dan terpaksa memohon pertukaran tempat latihan industri ke pejabat ayah saya iaitu di Jabatan Pelajaran Negeri Pahang (JPNP) supaya dapat menumpang beliau sama sama ke tempat kerja.

3. Untuk makluman tuan juga, jarak daripada rumah saya ke RWNA adalah lebih kurang 36km dan tiada staff/rakan yang tinggal berhampiran supaya boleh menumpang saya untuk ke tempat kerja. RWNA juga tiada menyediakan asrama/hostel bagi pekerja mereka. Justeru, ini membuatkan saya terpaksa membuat keputusan untuk memohon penukaran tempat latihan industri.

4. Saya berharap agar permohonan ini dapat dipertimbangkan, dan seterusnya diluluskan oleh pihak Tuan. Bersama sama ini saya sertakan dokumen dari RWNA yang menyokong pertukaran saya. Segala keprihatinan dan kerjasama daripada pihak Tuan terhadap permohonan ini amatlah saya hargai.

Yang benar,



(MOHAMAD AMIR IHSAN BIN ADNAN)

Mohamad Amir Ihsan bin Adnan
Lot 625, Kg. Nuar, Jalan Seberang,
28000 Temerloh,
Pahang Darul Makmur

Pengarah Arkib Negeri Pahang
Bandar Indera Mahkota,
25200 Kuantan,
Pahang Darul Makmur.

26 FEBRUARI 2017

Tuan/Puan,

PERMOHONAN PERTUKARAN TEMPAT LATIHAN INDUSTRI

Merujuk kepada perkara di atas, adalah ingin dimaklumkan bahawa saya Mohamad Amir Ihsan bin Adnan dari Universiti Teknologi Mara Kampus Machang semester 7 dalam jurusan Pengurusan Sistem Maklumat (IM245) ingin memohon menjalani latihan industri di tempat Tuan/Puan sehingga 30 Jun 2017. Untuk makluman Tuan/Puan, saya kini sedang menjalani latihan industri di RWNA Engineering, Gebeng Kuantan. Namun begitu, dukacitanya saya mempunyai kekangan yang tidak dapat dielakkan untuk meneruskan latihan industri saya di institusi tersebut.

2. Tujuan saya memohon pertukaran daripada meneruskan latihan industri di RWNA adalah disebabkan saya mempunyai masalah dari segi pengangkutan. Hal ini kerana kenderaan yang saya gunakan sebelum ini adalah kepunyaan abang saya. Pada ketika itu persetujuan telah dibuat yang saya boleh menggunakan kenderaan tersebut sepanjang saya menjalankan latihan industri di RWNA. Namun begitu, baru baru ini bidang kerja beliau telah bertukar dan memerlukan beliau untuk banyak bergerak dan terpaksa mengambil kembali kenderaan tersebut untuk diguna pakai bagi urusan kerja. Oleh yang demikian, saya telah ketiadaan pengangkutan ke RWNA yang jaraknya lebih kurang 36km dari rumah saya dan terpaksa memohon pertukaran tempat latihan industri di tempat Tuan/Puan.

4. Jika saya diberi peluang untuk menyertai organisasi ini, saya berharap saya dapat menyertai secara aktif dalam menambah pencapaian organisasi ini terutamanya dalam bidang yang saya pelajari iaitu pengurusan sistem dan pengurusan rekod serta arkib. Saya berharap agar

permohonan ini dapat dipertimbangkan, dan seterusnya diluluskan oleh pihak Tuan/Puan. Segala keprihatinan dan kerjasama daripada pihak Tuan/Puan terhadap permohonan ini amatlah saya hargai.

Yang benar,



(MOHAMAD AMIR IHSAN BIN ADNAN)

Disahkan oleh,



YAZWAN BINTI SALLEH
PENOLONG PENGARAH I
ARKIB NEGARA MALAYSIA
NEGERI PAHANG

ATTENDANCE SHEETS

KAD MENCATAT WAKTU

A No. NAMA: MOHD. AMIR IHSAN ADNAN

KEM./JAB.: ANM NEGERI PAHANG.

BAHAGIAN/SEKSYEN:

BULAN... MAC

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	808:10			817:03		<i>[Signature]</i>
2	807:56			817:02		
3	807:44			817:10		
4						
5						
6	807:48			817:01		
7	807:45			817:02		
8	807:52			817:14		
9	807:55			817:04		
10	807:47			817:02		
11						
12						
13	807:45			817:03		
14	807:47			817:00		
15	807:49			817:03		

AMARAN

Sesiapa yang didapati menetik kad orang lain,
tindakan tatatertib akan diambil ke atasnya.

KAD MENCATAT WAKTU

B No. NAMA: MOHD. AMIR IHSAN ADNAN

KEM./JAB.: ANM. NEGERI PAHANG.

BAHAGIAN/SEKSYEN:

BULAN... MAC

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	807:45			817:03		
17	807:50			817:06		
18						
19						
20	807:52			817:02		
21	807:53					<i>[Signature]</i>
22	807:54			817:01		
23	807:53			817:04		
24	807:55			817:02		
25						
26						
27	807:54			817:01		
28	807:55			817:02		
29	807:54			817:04		
30	807:55			813:06		
31				814:32		

WJF000739—PNMB., K.L.

AMARAN

Seslapa yang didapati menetik kad orang lain,
tindakan tatatertib akan diambil ke atasnya.

A No. **13** NAMA: MOHAMAD AMIR IHSAN
BIN ADNAN

BAHAGIAN: ANM NEGERI PAHANG

BULAN MEI 2017

MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
80742			81700		
80757			81701		
80745			81701		
80748			81701		
80747			81700		
80744			81700		
80743			81701		

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

B No. **13** NAMA: MOHAMAD AMIR IHSAN
BIN ADNAN

BAHAGIAN: ANM NEGERI PAHANG

BULAN MEI 2017

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	80745			81700		
17	80745			81701		
18	80746			81701		
19	80738			81700		
20						
21						
22						
23	80742			81700		
24	80749			81700		
25	80748			81701		
26	80747			81701		
27						
28						
29	80745			81600		
30	80745			81600		
31	80742			81600		

AMARAN
Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No. **19**

NAMA: MOHAMMAD AMIR
IHSAN BIN ADNAN

BAHAGIAN: ANM NEGERI PAHANG

JUN 2017

BULAN.....

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	80745			81632		
2	80741			81631		
3						
4						
5	80747			81631		
6	80741			81631		
7	80740			81632		
8	80741			81632		
9	80732			81630		
10						
11						
12						
13	80735			81632		
14						
15	80754			81631		

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No. **19**

NAMA: MOHAMAD AMIR
IHSAN BIN ADNAN

BAHAGIAN: ANM NEGERI PAHANG

JUN 2017

BULAN.....

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	80751			81632		
17						
18						
19	80754			81631		
20	80757			81630		
21	80755			81631		
22	80753			81630		
23	80755			81630		
24						
25						
26						
27						
28						
29						
30						
31						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : MOHAMAD AMIR IHSAN B. ADWAN
Student's Id : 2013106789
Unit / Department : ALL (ROTATION)
Organization : NATIONAL ARCHIVE OF MALAYSIA (PAHANG BRANCH)
Semester : Mac - July 2017

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (✓)	DATE
1.	Receive, read and understand the documents;			28/12/16
	1. Industrial Training Handbook		✓	
	2. IMC690 Assessment		✓	10-14/7/2017
	3. Definition of Special Project (IM225/245 Only)		✓	
	4. Insurance Letter (UiTM)		✓	
	5. Industrial Training Report Overall Contents		✓	
	6. Cover & Title Page Guideline		✓	
	7. Declaration Guideline		✓	
2.	Receive, read and understand the rubrics;			
	1. Rubric – Industrial Evaluation		✓	
	2. Rubric - Individual Presentation		✓	
	3. Rubric - Industrial Training Report (Overall)		✓	
3.	Receive, read and understand all the forms			
	4. Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")		✓	1-10/2/2017
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)	✓	
6.	Understand that NO semester break during internship.		✓	

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		✓	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	✓	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	✓	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my		✓	28/2/2017
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		✓	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	✓	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		✓	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		✓	
15.	PAY your fees (semester Mac – July 2017) Refer Academic Calendar for the date.		✓	BEFORE 26/3/2017
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.		✓	27/2– 12/3/2017
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.		✓	13–26/3/2017 GUGUR TARAF 30/3/ 2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		✓	
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian		✓	

	Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.		✓	
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship		✓	BEFORE / ON 30/6/2017
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.		✓	10-14/7/2017
22.	Submit the Industrial Training Report (hard cover bind, dark blue)		✓	10-14/7/2017
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES	✓	
24.	Attach this checklist in Appendices section.	YES	✓	
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES	✓	

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

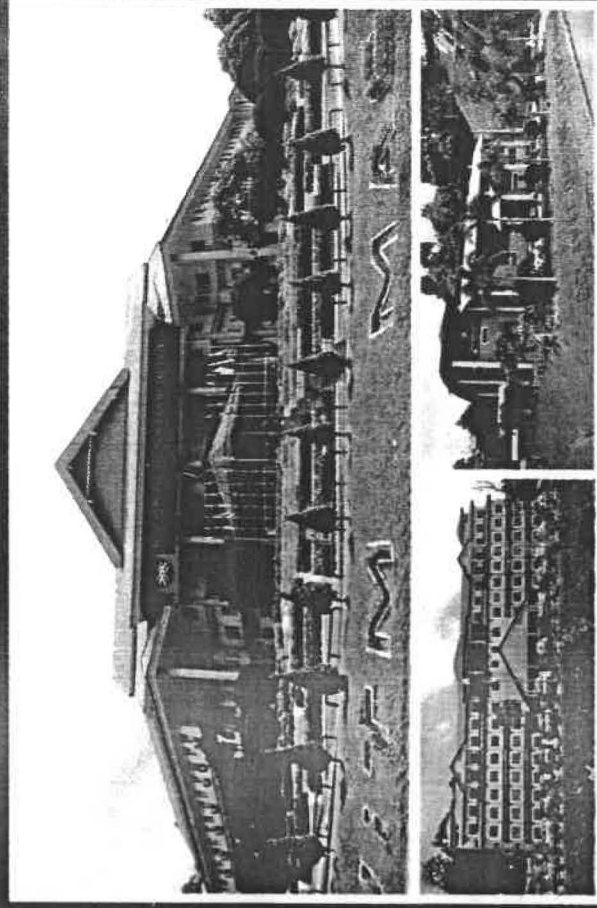
PHOTOS



LOGBOOK



UNIVERSITI TEKNOLOGI MARA (KELANTAN)



Universiti Teknologi MARA (Kelantan)
Bukit Ilmu, 18500 Machang, Kelantan
09-976 2000, 09-976 3300
<http://www.kelantan.uitm.edu.my>

PRACTICAL TRAINING LOG BOOK

INSTRUCTIONS

- 1) This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.
- 2) Student's responsibilities for keeping log book up-to-date.
- 3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.
- 4) It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:
 - It is available at your place of work during your training.
 - All entries, except sketches, are made in ink.
 - Entries are made within a week of the work to which they refer.
 - The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

RECORDING

The log book should contain the following information:

- 1) A neat concise description of each of your training locations and the work on which you are engaged.
- 2) Relevant sketches, data and circuit diagrams
- 3) References to textbooks, standards and other technical information related to the work being under taken. Constructive comment on the work being undertaken and your considered opinions as to its value as training


1. Student's Name : MOHAMAD AMIR UJAN B. ADWAN
2. UiTM Matrics : 2013106789
3. Programme : IN245
4. Semester : 7
5. Home Address : LORONG 5, NO.43 TAMAN MAHKOTA AMAN,
BATU 12, KAMPANG PAHANG DARUL MAKMUR
MALAYSIA.
6. Tel No (H) : 014-5465879
7. Place of Training : _____
8. Name of Supervisor : _____
In- Charge
9. Duration of Training From : 1/2/2017 To: 30/6/2017

FOR OFFICE ONLY

Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2	<p>Report Duty</p> <p>Health Safety Environment (HSE) Briefing</p> <ul style="list-style-type: none"> - HSE Supervisor <p>Sendi Undang Act - RMS / per kesalahan</p> <ul style="list-style-type: none"> - tukar RMSO = potong gaji staff RWNA <p>Pekerja kontrak (3 kesalahan: gantung thuri)</p> <ul style="list-style-type: none"> - ZERO Rules (Zero Tolerance) <p>QA Manager: Rizqina Wizartha</p> <p>IT dept: on going report: Epicor ERP10</p> <p>system maintenance: customisation based on user's request</p> <ul style="list-style-type: none"> - adapt Epicor system, learn how system works - cooperate with another interns to finish <p>maintenace works given by En. Imran.</p>	
2/2	<ul style="list-style-type: none"> - Installation of Epicor Software [Epicor ERP10] - step by step installation assisted by interns - installation of Crystal Reports - setting up connection (LAN) with RWNA - task: crystal reports ??? - make minimum vintre in crystal reports <p>BAC* crystal report: dashboard</p> <ul style="list-style-type: none"> - remove data from database - screening of employee personal detail <p>Business Activity Query (BAQ)</p> <ul style="list-style-type: none"> - retrieve data from database - generate report from crystal Report 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/2	<p>(Continue extracting data from crystal Reports into Epicor.)</p> <p>to: 1) Business Activity Query</p> <p>2) BAQ Report Designer</p> <p>Generate reports from data extracted</p> <p>= success!</p> <p>Steps to Extract Data from BAQ.] * if no addition on field</p> <ul style="list-style-type: none"> - analyse - test - BAQ test form / SAVE! - copy xml - open crystal Reports - database experts - create new connection - xml (import) - drag to selected tables - ok! <p>then:</p> <ul style="list-style-type: none"> * if / addition in field / to combine - display field - calculate field editor - create new - take existing field - combine / SAVE! <p>eg:</p> <p>Emp Basic Address + ' ' + Emp Basic Address2</p> <p>report: = check syntax</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/2	Create menu in Epicore for ECV . ^{service} project report. - system setup - security maintenance - menu maintenance - select list " " CC - create new file - create menu ID - create name - adjust header sequence - query report - JAVE	
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> * program type: BAQ Report </div>	
	Preview?	
	- go to service management, project, report - curriculum vitae - query employee - report generated ...	
	<u>Conclusion</u>	
	1. create crystal reports 2. create BAQ. 3. BAQ Design 4. create menu in system setup 5. query employee 6. preview #	
	- submit weekly report to En. Imran	
	 8/2/17	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/2	- repair crystal reports - fix BAQ on display fields - link xml from epicor to crystal Reports - generate report on crystal Reports - research special project ^{web design?} - learn css w3 ^{user manual?} on web development. = built-in responsiveness	
	<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>Crystal Reports</p> <p>middle</p> <p>Crystal</p> <p>css w3</p> </div>	
	* En. Imran MC.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/2	<ul style="list-style-type: none"> - customization UD101 (pengedaran PPE) - create menu in system setup → security maintenance → menu maintenance - menu in material → inventory → general operations - developer mode, customize - cpi binding all data 	
	<pre> graph TD Code[Code] --- Method[Method] Method --- Inventory[Inventory] Inventory --- General[General] General --- Operations[Operations] </pre>	
	<pre> graph TD List[List] --- Maintenance[Maintenance] Maintenance --- Code[Code] Code --- System[System] System --- UD[UD] </pre>	
	<pre> graph TD Main[Main] --- Inventory[Inventory] Inventory --- Material[Material] Material --- General[General] General --- Operations[Operations] </pre>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/2	<ol style="list-style-type: none"> - extract data from database <ul style="list-style-type: none"> - use customization code wizard dialog → simple search → get adapters - embed adapter → search dialog ADD. - wizard → event wizard → user <ul style="list-style-type: none"> - update selected code. - copy coding into script editor. - if error, copy ^{insert} assembly reference manager. [code] [dynamic] into script editor. Business Process Management (BPM) <ul style="list-style-type: none"> - method operation maintenance - method code (system, ud) 	
	<pre> graph TD GetNewUD101[GetNewUD101] --> PostProcessing[post processing] PostProcessing --> Update[update] Update --> PreProcessing[pre processing] PreProcessing --> Update Update --> Detail[detail] </pre>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/2		
	- create mandatory form by using before adapter	
	- user cannot save until they fill up the form completely	
	- insert Getlist code to display meaningful search action on parent menu	
	1) epi search column	
	2) case "Getlist"	
	* also under before adapter method.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/2		
	- key in parkinglists of machines into excel by model number, brand and machine's name.	
	- list all the available parking lots and give it to Mr. Imran.	
	- create quick search button on child menu of up101 on "Part"	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/3	- Made new labels for file '100' ⁱⁿ the file room.	
	- Replace the old labels with the new one.	
	- Help Mrs. Shafiqah create Barcode for 'Orly' files.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/3	- Accompany boss with 2 other staff go to Projek Urus for Majlis Perbandaran Kuantan at JUKPA PAHANG.	
	- Projek Urus stands for Urus Rekod & Arkhiv Simpan	
	acquiring,	
	- is a process of identifying, select and evaluate records/files for NPK.	
	- there was about 100,000 files/ records located in the JUKPA.	
	- some of it stored in a very bad condition, need to be destroyed.	
	- assist staffs in distributing forms to NPK employee in evaluating records/ files.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/3	- went to Aspek Uns of SUKPA with Pn Fiza and Pn Darwina.	
	- assist MPK staff in locating records and categorizing them under specific title.	
	- label each records found under each category and identify whether the records need to be destroyed, stored or preserved in archive.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/3	- Register ^{incoming} letters into the registry book and date stamp the letters.	
	- key in new classification code for ANM records and files :- file 200	
	- register outward letters into the registry book and prepare the letters to be posted to the correspondence address.	

[Signature]

SYAZWANI BINTI SALLEH
PENOLONG PENGARAH I
ARKIB NEGARA MALAYSIA
NEGERI PAHANG

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/3	- assigned to Bilik Pengurusan under Mr. Herman	
	- folding boxes to store files	
	- make files for specific organization	
	- classify files under certain types / number	
	- arrange respectively	
	- insert the arranged files into boxes	
	- number each boxes according to the amount of files	
	- send to repository	
14/3	continue work at Bilik Pengurusan	
15/3		
16/3		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/3	- continue work at Bilik Pengurusan with Mr. Herman	
	- folding boxes	
	- locate files for specific organization	
	- classify files according to certain types / number.	
	- arrange them respectively	
	- insert into boxes	
	- do numbering on boxes	
	- send to repository	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/4	- FRG.	
	- start cleaning all files / records that need to be preserved.	
	- characteristics of files / records :	
	1) damaged	
	2) fading ink	
	3) records that started to decay.	
	- cleaning the records by :	
	1) removing any kind of notes from the records	
	2) removing rust from records	
	3) sweep dust from the records	
	- after each files have been cleaned, they will arranged according to their numbers and prepared for the next step / process.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/4	- FRG.	
	- continue cleaning all files / records that need to be preserved.	
	- after finished cleaning, continue to next process which is acidification.	
	(Acidification)	
	- a process in which putting acetone on specific ink to ea prevent them from expanding.	
	- usually red / blue ink	
	- because the ink can damage the records on next process	
	- the ink can be tested whether it can expand or not by putting distilled water	
	- if they not expand, then no need to add acetone	
	* distilled water = non-acid water	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/A	- PRG.	
	- continue acidification process	
	- after each files have been undergo	
	acidification, it will placed according	
	to the number before move on to	
	the next process.	

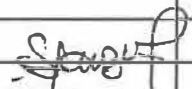
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/A	- PRG.	
	- continue acidification process	
	- files that have been completed are averaged	
	according to number.	

Sauwani
SYAZWANI BINTI SALLEH
PENOLONG PENGARAH I
ARKIB NEGARA MALAYSIA
NEGERI RAHANG

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/4	- assigned at Admin	
	- register inward and outward correspondence	
	- pickup /manage phone calls	
	- retrieve and return files into the files room	

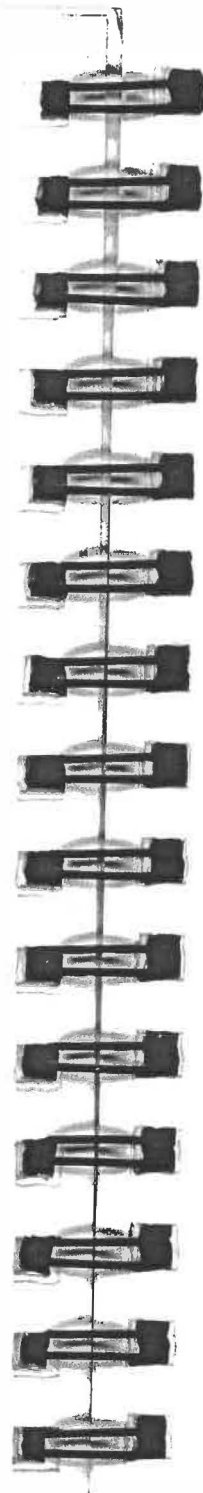
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/4	- assigned in repository / non published compass (level 1)	
	- newspaper labelling	
	- label according to their accession number / date / year.	
	- record each labelling / write their accession number and give it to CC.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/4	<ul style="list-style-type: none"> - assigned as Admin - register inward / outward correspondence - prepare the letter to be posted 	


 SYAZWANI BINTI SALLEH
 PENOLONG PENGARAH
 ARKIB NEGARA MALAYSIA
 NEGERI SEMBANG

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/4	<ul style="list-style-type: none"> - assigned under Mr. Herman at Research Hall - continue Projek Dara - locate and retrieve Projek Dara files from repository - replace old box with new one - make labelling on the box - enter data of the DARA files into the compuss 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/4	- assigned to PRG (Penulisan & Reprografi) under Pa. Juliang	
	- learn how to do bindery	
	- arrange recycled papers accordingly	
	- put glue cut the papers into small sizes (notebook size)	
	- registered to be a photographer due to 4 students' visit from kolej Vo kajuara/ Rompin.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/4	- continue do bindery in PRG, - put glue to the papers and leave it dry - arrange the dried papers into bundle.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/5	- cleaning files - remove all metals from the files / records - wipe the files from dust	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/5	- cleaning files - remove all metals from the records / files. - send the cleaned files back into repository - retrieve uncleaned files from the repository to cleaning room.	

S. Jazwani
 SYAZWANI BINTI SALLEH
 PENOLONG PENGARAH
 ARKIB NEGARA MALAYSIA
 KEMERLANG

31/5/16
 NURUL AMALIA BINTI ARIFFIN
 Fakulti Pengurusan Molekular
 Universiti Teknologi MARA
 Cawangan Kelantan
 Janda Bharu, Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5	- assigned under Mr. Herman Roslan	
	in the Research Hall	
	- continue with Projek DARA	
	- before doing barcode labelling, the	
	barcode need to be printed by using	
	a specialize barcode printer.	
	- the barcode was printed in Level 2	
	along with Mr. Nazri to handle the	
	barcode printer.	
	- all the barcodes were printed in	
	bulk.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/5	- continue with Projek DARA under	
	Mr. Herman Roslan of the Research Hall.	
	- bring all the barcodes that were	
	printed yesterday to the Research Hall.	
	- start labelling the barcode on the	
	DARA files.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/5	- continue with Projek DARA under Mr. Herman Roston at the Research Hall.	
	- continue labelling barcodes on the DARA files	
	- all boxes and files that has finished labelling they will brought into the repository to be stored.	
	- new boxes that does not have label will be receive and sent to the Research Hall.	

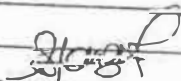
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/5	- continue with Projek DARA under Mr. Herman Roston at the Research Hall.	
	- continue labelling barcodes on the DARA files.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/6	- away / Quran (off day)	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/6	<ul style="list-style-type: none"> - register inward / outward correspondence - prepare the letter to be posted - pickup phone calls - accompany Mr. Nazri for accessioning files at the lobby. - review the accession list - store the files and wait for the finalization process. 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/6	<ul style="list-style-type: none"> - register inward / outward correspondence - prepare the letter to be posted. - retrieve materials from repositories as a researcher's request - pickup phone calls. 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/6	<ul style="list-style-type: none"> - register inward / outward correspondence - prepare the letter to be posted. - help Mr. Syazwani / Mr. Hafiz to review tender & bidding - check the tender if have necessary documents. 	


 SYAZWANI BINTI SALLEH
 PENOLONG PENCARAH
 ARKIB NEGARA MALAYSIA
 NEGERI PAHANG

