INDUSTRIAL TRAINING REPORT:
PETRONAS CHEMICALS ETHYLENE POLYETHYLENE

SPECIAL PROJECT:
SAP MASTER DATA UPDATE REQUEST FORM
(IMPERMENANT INVENTORY)

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ABSTRACT

This special project based on the period from 1st February 2017 until 29th June 2017 in Maintenance Department at Pertonas Chemicals Ethylene, Terengganu. The trainee is placed in Reliability and Integrity Management Sections (RIMS) under the supervision of Mrs Nadia Binti Ithnin which is a statisticians. The trainee is assigned to develop a form (impermenant inventory) as the special project which is SAP Master Data Update Request. Basically the is SAP Master Data Update Request is being considered in order to improve the level of management of handling an equipment in plant or site. Before this, they use traditional method so that it is such an ineffective way. However, the trainee also involved with other activities and programs which each of them gave new experience and gained a lot of knowledge. Throughout the industrial training session, the trainee had improved a lot of skills such as communication skill, problem solving, self-learning, teamwork and others. The industrial training session are going well until the end of the day. The staff in Pertonas Chemicals Ethylene gave a very good cooperation with the trainee during the industrial training session.

Keywords: Form, Impermanent Inventory, SAP Master Data Update Request

ACKNOWLEDGEMENT

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CHAPTER 1: INTRODUCTION

Industrial training is one of the necessary 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 course and successfully complete this subject for a certain period of time based on each faculty's requirements and policies. Usually the industrial training placement depends on the department needs according to student's preference yet, the industrial training placement shall be approved by the Industrial Training Coordinator in the first place where in this situation, and the ability is Madam Nurulannisa Binti Abdullah. Students need to find and go through the procedures and policies in finding suitable organization to be trained either in private or government sector. Basically, the purpose of the industrial training is to:

- Gain experience and learn about the industry of its discipline and related environment.

- Provide chance for students to apply knowledge and skills that are learned during their studies to real workplace.

- Provide opportunity for students to learn new understanding, technologies and other discipline with their related situation within fields of studies.

- Giving chance to students to acquire interpersonal skills and ability for team work through communication with professionals in their field of industries.

- Providing chance to gain knowledge of how to make best decisions to resolve work challenges.

- Understand the values of knowledgeable morals in their respected fields.

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Hence, this industrial training report was done based on my industrial training program that goes for five months starting from 2nd February 2017 until 29th June 2017. This industrial training was done successfully in the seventh semester of Bachelor program. As the student mention earlier, she was accepted to Petronas Chemical Ethylene Polyethylene and placed in Reliability Integrated Management Section at Maintenance Department which might be related with her area of study.

1.1   Background of the Organization

Figure 1: PETRONAS Logo

Oil crisis in early 70's had affected almost all countries in the world including Malaysia. Thus, as a developing country, Malaysia had to figure out effective ways to slip through the crisis. One of the ways initiated by Malaysian Government is by creating PETRONAS. PETRONAS is established and began their early operations within the premises of the Prime Minister's small department office at Jalan Dato' Onn, Kuala Lumpur. The office had just two phone lines and housed 15 people at time. Today, PETRONAS operates out their

headquarters at PETRONAS Twin Towers, Kuala Lumpur. Home to more than 8000 residents since 1996 that act as one of the most recognizable buildings in the world.

Since its establishment, PETONAS is developed to be an integrated international oil and gas company with business interest in 35 countries. As of March 2005, the PETRONAS Group comprised 101 wholly owned subsidiaries, 19 parties owned outfits and 57 associated companies. However, the objective of the PETRONAS is to contribute to the well-being on the people and the nation. The company subsidiaries includes, PETRONAS Dagangan Berhad, PETRONAS Gas Berhad, MISC Berhad, KLCC Properties Berhad, PETRONAS Chemicals Sdn Bhd, Malaysian Marine and Heavy Engineering, PETRONAS Carigali Sdn. Bhd, PETRONAS Carigali Overseas Sdn. Bhd, PETRONAS Research Sdn. Bhd, MITCO Sdn. Bhd, PETRONAS Fertilizer and PETRONAS Methanol Sdn. Bhd.

PETRONAS Carigali Sdn Bhd

CH Mutiara Petroleum Company Sdn Bhd (50%)
Kebabangan Petrolem Operating Co. Sdn Bhd (40%)

KBB Joint Operating Co. Sdn Bhd (60%)

PCPP Operating Company Sdn Bhd (40%)

PETRONAS Hartabina Sdn Bhd
PETRONAS Research Sdn Bhd

* PETRONAS Dagangan Bhd (69.86%)
  Kuala Lumpur Aviation Fuelling System Sdn Bhd (65%)
  Lub Dagangan Sdn Bhd (100%)

IOT Management Sdn Bhd (20%)
Assar Chemicals Dua Sdn Bhd (20%)
PS Pipeline Sdn Bhd (50%)

PETRONAS eLearning Solutions Sdn Bhd
KLCC (Holdings) Sdn Bhd

* KLCC Property Holdings Berhad (52 58%)**

PS Terminal Sdn Bhd (50%)

Petrosains Sdn Bhd
Institute of Technology PETRONAS Sdn Bhd

* MISC Berhad (62 44%)
Malaysia LNG Sdn Bhd (90%)

IndianOil Petronas Pvt. Ltd (50%)
Trans Thai-Malaysia (Malaysia) Sdn Bhd (50%)

PETRONAS South Africa (Pty) Ltd

Malaysia LNG Dua Sdn Bhd (60%)

Trans Thai-Malaysia (Thailand) Ltd (50%)

PETRONAS India (Holdings) Company Pte Ltd

* PETRONAS Gas Berhad (60.63%)

Gas Malaysia Sdn Bhd (20%)

PETRONAS Aviation Sdn Bhd

Kimanis Energy Venture Sdn Bhd (60%)

Industrial Gasses Solutions Sdn Bhd (50%)

PETRONAS Penapisan (Terengganu) Sdn Bhd

Malaysia Refining Company (53%)

* Bintulu Port Holdings Berhad (32.79%)

PETRONAS Maritime Services Sdn Bhd

Malaysia LNG Tiga Sdn Bhd (60%)

White Nile (5B) Petroleum Operating Co. Ltd (50%)

Malaysian International Trading (Japan) Corporation Sdn Bhd
Gas District Cooling (Holdings) Sdn Bhd

Gas District Cooling (KLIA) Sdn Bhd (60%)

PETRONAS Technical Services Sdn Bhd
SPE Engine Solutions Sdn Bhd

Advent Marine Technologies (Malaysia) Sdn Bhd (50%)

Energas Insurance (L) Limited
PETRONAS Trading Corporation Sdn Bhd

Japan Malaysia LNG Co Ltd (86%)

Styrene Monomer (Malaysia) Sdn Bhd
OGP Technical Services Sdn Bhd

Centroid Technical Services Co. Ltd (60%)

PETRONAS Base Oil (M) Sdn Bhd

* PETRONAS Chemicals Group Berhad (69%) (formerly known as Kuantan Terminals Sdn Bhd)

BASF PETRONAS Chemicals Sdn Bhd (40%)

PETRONAS NGV Sdn Bhd
PETRONAS Lubricants International Sdn Bhd
Bekalan Air KIPC Sdn Bhd

Kertih Terminals Sdn Bhd (40%)
Idemitsu SM (Malaysia) Sdn Bhd (30%)
BP PETRONAS Acetyls Sdn Bhd (30%)

PETRONAS Penapisan (Melaka) Sdn Bhd
PETRONAS Management Training Sdn Bhd
PETRONAS International Corporation Ltd

Transasia Pipeline Company Pvt. Ltd (35%)

Sanzbury Stead Sdn Bhd
PETRONAS Capital Limited

Engen Limited (80%)
PFLNG Solutions Limited (60%)

Dragon LNG Group Ltd (30%)
Port Sudan Refinery International Co. Ltd (50%)
Milford Energy Ltd (50%)
Uzbekistan GTL LLC (33 3%)

* Listed on Bursa Malaysia
** Equity interest held directly and indirectly by PETRONAS

Figure 2: PETRONAS Company Shareholders

Besides, the corporation manages to offer several of job opportunities for the Malaysian people and also provides a substantial source of income for the Malaysian government. Currently PETRONAS is developing a refinery and petrochemical integrated development project (RAPID) in Pengerang, Johor that would presume to further empowered PETRONAS in the oil and gas industry. PETRONAS also have shared values which are related to the culture and responsibility towards contributing to the people and nations.

Shared Values	Description
Loyalty	Loyal to nation and corporation
Integrity	Honest and upright
Professionalism	Committed, innovative and proactive and always string for excellence
Cohesiveness	United in purpose and fellowship

Table 1: PETRONAS Shared Values

In addition, PETRONAS is not only focusing on achieving their mission and vision, this national icon company of oil and gas industry has their common beliefs that has driven them from humble beginnings to their outstanding present. Prior to that, 6 PETRONAS Cultural Beliefs (PCB) has been developed as a guidance for all the employees so that they will have a common mindset in performing their duties.

RESULTS MATTER	OWN IT!	FOCUSED EXECUTION
I stretch my limits to deliver superior results	I own the results and don't blame others	I plan, commit and deliver with discipline
NURTURE TRUST	TELL ME	SHARED SUCCESS
I always keep my promise and build mutual trust	I seek, give and act positively on feedback	I collaborate for the greater good of PETRONAS

Figure 3: PETRONAS Cultural Beliefs

PETRONAS is currently governed under leadership of Tan Sri Mohd Sidek Hassan (Chairman of PETRONAS) with the current president, Datuk Wan Zulkiflee Wan Ariffin and assisted by other entrusted board members.
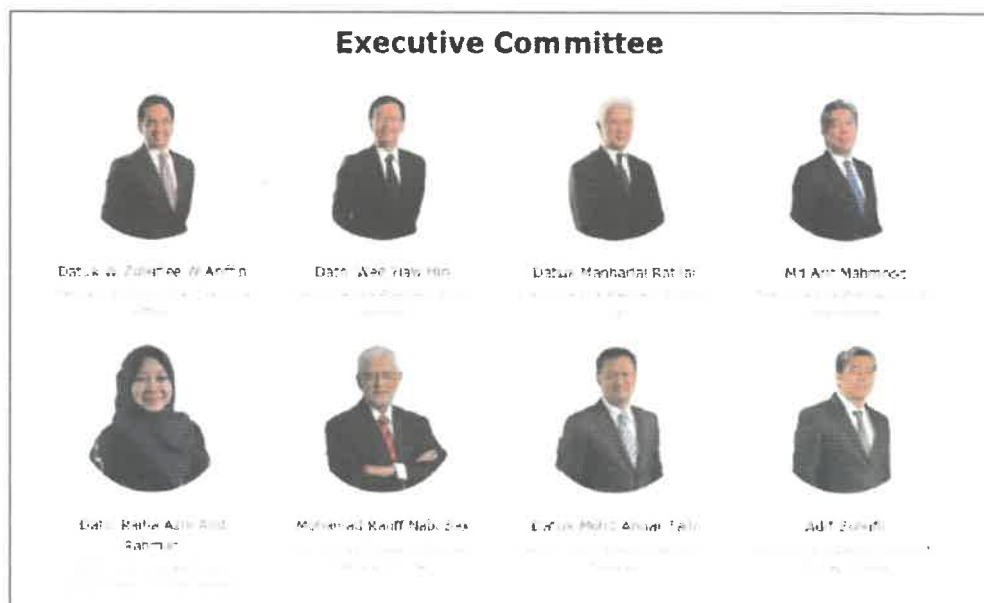
Figure 4: PETRONAS Board Members

Petronas has involved with various petroleum activities ranging from upstream to downstream exploration, oil and gas refinery, gas processing and liquefaction, gas transmission of pipeline operations, petrochemical manufacturing, shipping, marketing of the end product as well as being in property investment. The existence of so many of its subsidiaries and associated companies, make it possible for Petronas to have a fully integrated oil and gas operations.

The major aspects of PETRONAS integrated business include:

UPSTREAM
- Exploration and Production
- Gas and Power

DOWNSTREAM
- Oil and Petrochemichals & Technology and Engineering
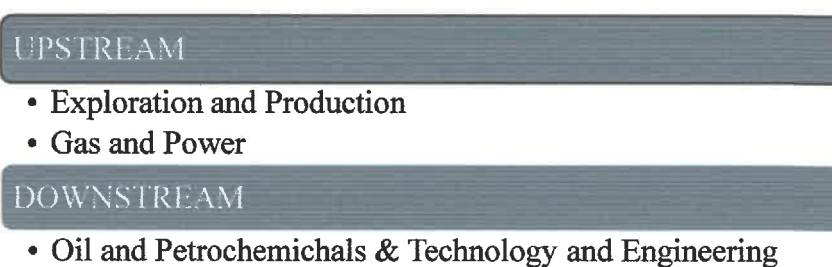
Figure 5: PETRONAS Integrated Business

PETRONAS business activities include:

Exploration, development and production crude oil and natural gas in Malaysia and overseas.	Liquefaction, sale and transportation of Liquefied Natural Gas (LNG).	Refining and marketing of petroleum products.
Processing and transmission of natural gas, and the sale of natural gas products.	Manufacture and sale of petrochemical products.	Trading of crude oil, petroleum and petrochemical products.	Shipping and logistics relating to LNG, crude oil and petroleum products.

Figure 6: PETRONAS Business Activities

In conjunction with that, PETRONAS has five major facets in its integrated business as follows:
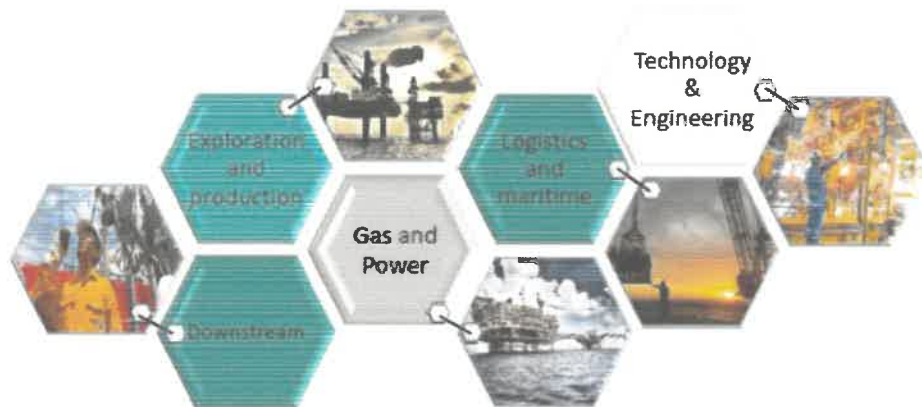
Figure 7: PETRONAS Major Facet

Most of the revenue of PETRONAS is largely contributed by the production from the downstream operation. By having refinery and petrochemicals industries, PETRONAS has growing tremendously in downstream businesses in which PETRONAS Chemicals Group (PCG) has been given the mandate in leading the petrochemicals production as the backbone of the company. Nowadays, PCG has becoming the leading petrochemical producer in Malaysia and became one of the largest in South East Asia (We Are PCG, 2016). PETRONAS also involves in the global lubricants manufacturing via its PETRONAS

Lubricants International Sdn Bhd (PLISB). PETRONAS Syntium, Sprinta and Urania are the examples of their product that are currently having a high demand on.

Figure 8: Examples of PETRONAS products

PETRONAS has four main services provided besides its upstream and downstream exploration. The services can be simplified as below:

Figure 9: Services of PETRONAS

In 1983, Malaysia's maiden shipment of LNG set sail when Petronas delivered 57,000 tons of LNG to Japan. Besides Japan, Petronas now deliver LNG to South Korea, India, Belgium and many other countries. Currently, Petronas is one of the top three largest LNG suppliers in the world. On third July 1981, Petronas opened its first service station in Taman Tun Dr Ismail, Kuala Lumpur in which it still stands until today. This paved the way to the setting up of more stations throughout Malaysia, and it was the foundation for the establishment of Petronas Dagangan Sdn Bhd.

Today Petronas has more than 1000 service stations across Malaysia. The latest and the most modern stations are located at Solaris Putra and Solaris Serdang – 'first-of-its-kind' twin stations that use green technology. Petronas conceptualized these stations to become places not just for refueling vehicles but to cater one's needs too. Petronas Research Sdn Bhd (PRSB) at the beginning of its establishment in 1978 acts as a laboratory services department before it was changed to R&D organization in 2006 due to high demand of research work.

Petronas Chemicals Ethylene and Polyethylene Sdn Bhd (PCEPESB)

PCEPESB formerly known as Ethylene Polyethylene Malaysia Sdn Bhd (EPEMSB) was initially begin as a joint venture between PETRONAS, BP Chemicals and Idemitsu Co with original shareholding of 60%, 15% and 25% respectively. An agreement was signed on 8th June 1991 to set up the ethylene plant in Kerteh Integrated Petrochemical Complexes (KIPC) by providing the instrument for the implementation of a grassroots ethylene plants.

PCEPE was incorporated on 11th July 1991 with a mission to become a world class ethylene producer and to form the nucleus of Malaysia's very own petrochemical complex. As one of the PETRONAS OPU's under the PETRONAS Chemicals Group (PCG), PCEPESB keep on growing to supply the best ethylene and polyethylene product to the market demand. Just like the main branch that always in line with their vision and mission, PCESB has also set high it's goal to be the preferred supplier of ethylene and polyethylene delivering best-in-class performance.

Vision

- The Preferred Supplier of Ethylene and Polyethylene Delivering Best-in-Class Performance.

Mission Statement

- We are a business entity generating values to our stakeholders.
- We are committed to deliver reliable quality products through sustainable operational excellence.
- We are responsible towards our customers, employees, community and environment.

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Initially, design capacity of PCEPESB begins with 320000 metric tons per annum (MTA) in 1995 and in the next following two years which is in 1997, PCEPESB undergone its first expansion to increase its capacity to 400000 MTA. Now, under EMAX project, PCEPESB expands to the current capacity of 440000 MTA of ethylene and 800 MTA of hydrogen gas.

The operating hours for the plant is roughly about 8,000 hours/year = 333 days/yr which include 91+% Onstream Factor provided that this plant will have 19 days down. In PCEPESB several departments have been established with a specific job scopes in order to sustain the productivity throughout the years. In Petronas Chemical Ethylene Polyethylene have eight department which are:

- Human Resources Department
- Health, Safety and Environment Department
- Finance Department
- Operational Excellence Department
- Technical Services Department
- Maintenance Department
- Operation Department
- Central Lab Department

The core business of PCESB ever since the company's establishment is focusing on the production of ethylene. PCESB has attracted customers from both domestic and international regions throughout the years due to their excellent reputation in ethylene production. The business is basically circulates among the OPUs of PETRONAS as well as its stakeholder, Idemitsu Co due to the demand of ethylene as raw materials for their process. The product is transferred through pipelines to:

- PETRONAS Chemical Polyethylene Sdn. Bhd.
- PETRONAS Chemical Low Density Polyethylene Sdn. Bhd.
- PETRONAS Chemical Olefins Glycol Derivatives Sdn. Bhd

The product is also sent to Idemitsu Co. at Pasir Gudang, Johor every year through shipment from Kerteh Port using tankers as Idemitsu Co. is also one of the stakeholders for PCESB. Besides, PCESB has exported its product to various customers from other countries such as Korea, China and Indonesia. It is in line with the company's vision to be internationally recognized.
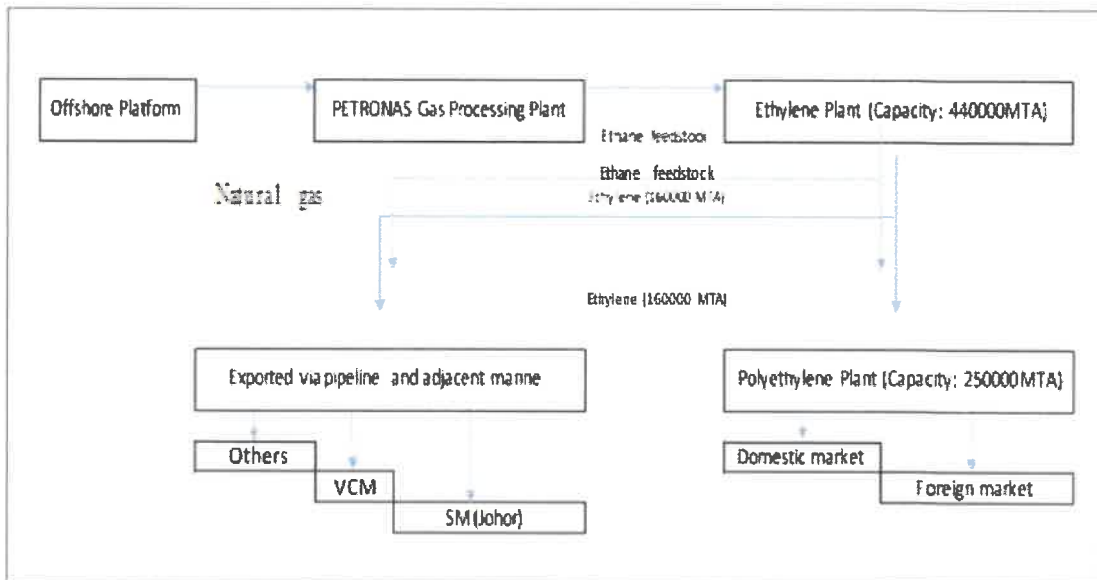
| Offshore Platform | PETRONAS Gas Processing Plant | Ethylene Plant (Capacity: 440000MTA) |

Ethane feedstock

Ethane feedstock
Ethylene (160000 MTA)

Natural gas

Ethylene (160000 MTA)

| Exported via pipeline and adjacent marine | Polyethylene Plant (Capacity: 250000 MTA) |

| Others | Domestic market |

VCM

Foreign market

SM (Johor)

Figure 10: Schematic flow of Ethylene

The core products of PCEPESB are ethylene and polyethylene. From the raw ethane feed, the ethane will pass through the acid gas removal vessel before it was delivered to the next stage of cracking and quenching process. In PCESB, furnace (one of the reactors) is the heart of the overall process of ethylene production because it will work as the cracker to crack the raw ethane to produce ethylene. At the final stage, the ethylene product will be further purified in the ethylene fractionator and will be channeled to the storage tank. The production of ethylene is usually would be furthered process by the Polyethylene Plant Section for another production on basis of ethylene (Product PCEPESB, 2016).

Component	Unit	Specification
Ethylene	volume% - min	99.9
Methane & Ethane	volume ppm – max	1000
Ethane	do.	500
Propylene	do.	10
Acetylene	do.	5
Carbon monoxide	do.	2
Carbon dioxide	do.	2
Hydrogen	do.	5
Oxygen	do.	2
Nitrogen	do.	100
Sulfur	do.	2
Water	do.	5
Methanol	do.	5

Figure 11: Product Ethylene Sales Specification

Ethylene can be further derived to produce several of products as it goes from one reaction to another. However the main production in PCEPESB, mainly focused on the production of Ethylene and Polyethylene.
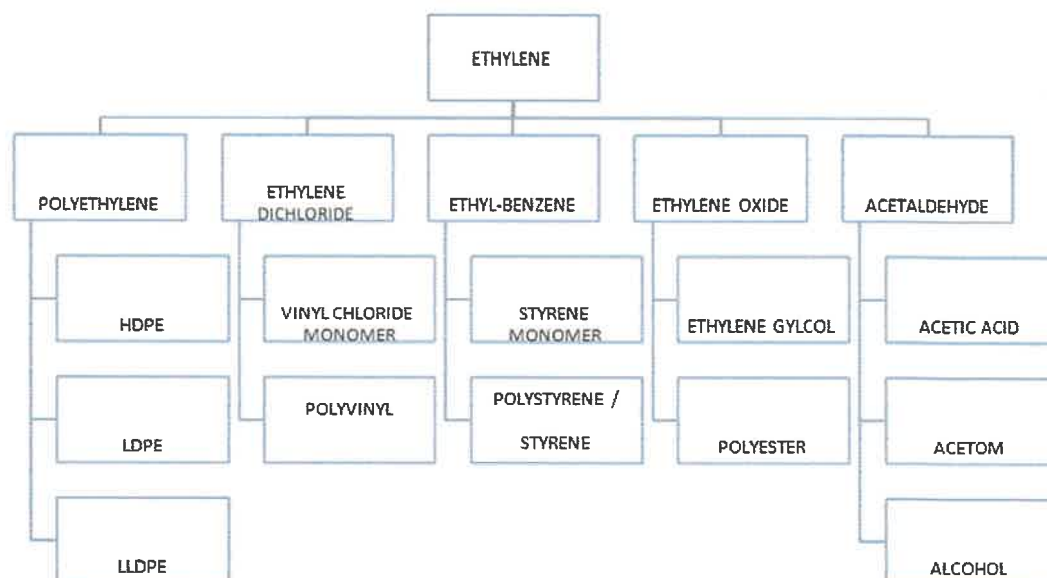

Figure 12: Ethylene Derivatives
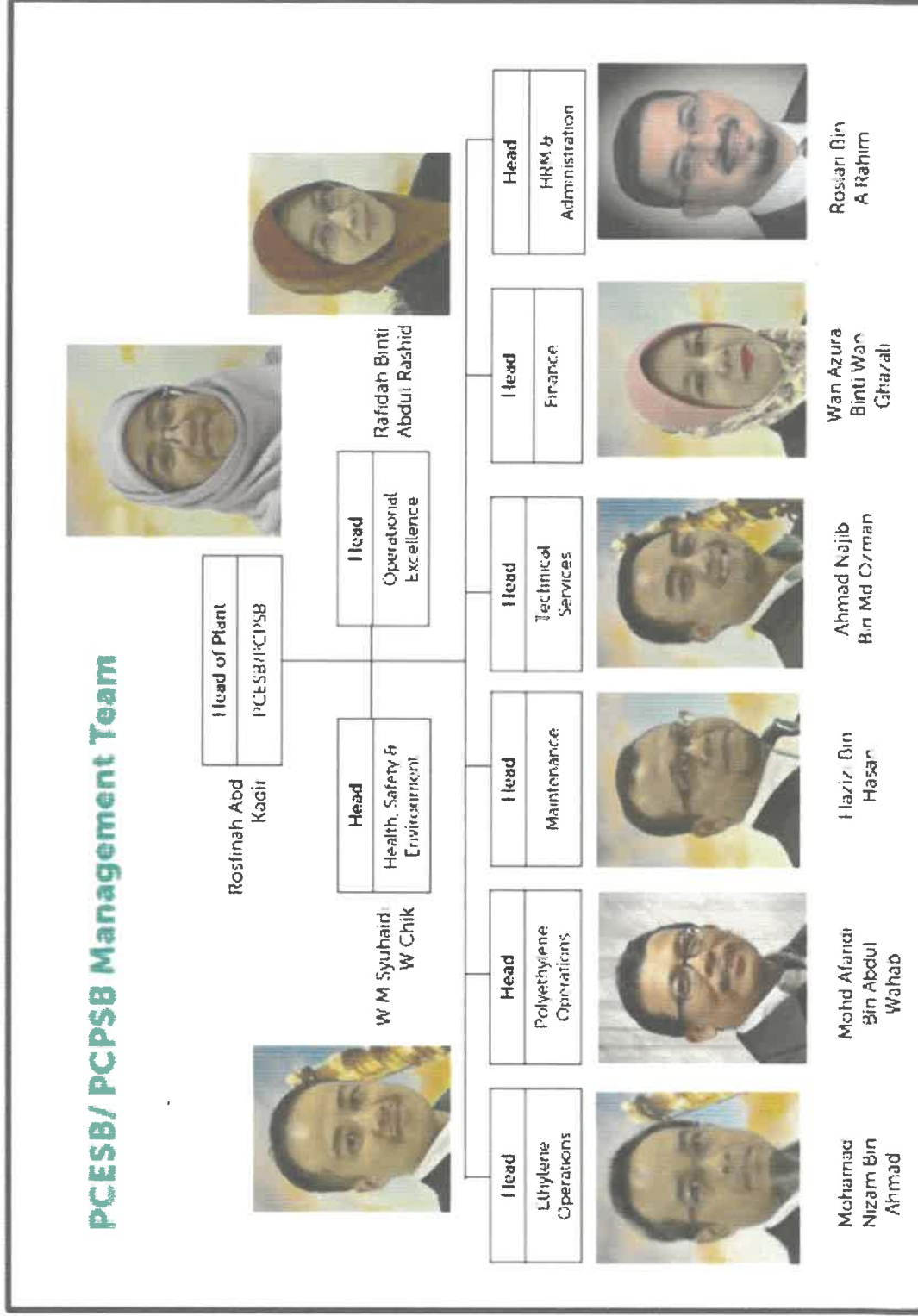
1.2   Organizational Structure

PCESB/ PCPSB Management Team

Head of Plant
PCESB/PCPSB

Rostinah Abd Kadir

Head
Operational Excellence

Rafidah Binti Abdul Rashid

Head
Health, Safety & Environment

W M Syuhaidi W Chik

Head
Ethylene Operations

Mohamad Nizam Bin Ahmad

Head
Polyethylene Operations

Mohd Afandi Bin Abdul Wahab

Head
Maintenance

Hazrin Bin Hasan

Head
Technical Services

Ahmad Najib Bin Md Osman

Head
Finance

Wan Azura Binti Wan Ghazali

Head
HRM & Administration

Rosian Bin A Rahim

Figure 13: Board Members of PCEPESB

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CHAPTER 2: ORGANIZATION INFORMATION

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Petronas Chemicals Ethylene (PCESB) Maintenance department is a hybrid of 'Area Base Maintenance' and 'Discipline Base Maintenance' concept. The Area Business Team (ABT) is responsible for the day to day emerging maintenance to ensure an uninterrupted plant production. It is also responsible for asset management aspects of maintenance functions in the front line and acts as focal person in providing maintenance and engineering support to Operations for its dedicated area of responsibility. The Central Service Team (CST) provides Centralized Engineering functions such as specialist technical advice, major repairs and overhaul of equipment and custodian of common facilities in the complex. It can be as a Technical Owner of plant assets and provides technical support and Centralized engineering services for the complex.

2.1   Reliability and Integrity Management Section

Reliability and Integrity Management Sections is the section have been manage efficient usage of physical activity, for example, examinations and tests important to guarantee that vital hardware will be appropriate for its proposed application for the duration of its life. In particular, work movements identified with this component concentrate on (1) keeping a calamitous arrival of a risky material or a sudden arrival of vitality and (2) guaranteeing high accessibility (or constancy) of basic wellbeing or utility frameworks that avert or moderate the impacts of these sorts of occasions. Planning and keeping up hardware that it is fit for its motivation and capacities when required is of fundamental significance to prepare

enterprises. Keeping up regulation of unsafe materials and guaranteeing that wellbeing frameworks work when required are two of the essential obligations of any office.

2.1.1 Roles of Reliability and Integrity Management Sections

- Lead, review and establish Asset Reliability & Integrity Strategy to improve equipment reliability and integrity performance.

- Integrator who manage and coordinate all Asset Reliability & Integrity initiatives so that align with overall reliability and integrity strategy.

- Custodian for Bad Actor Management, RIM Assurance audit, Asset Life Study implementation

- Lead Reliability & Integrity incident investigation and Root Cause Analysis.
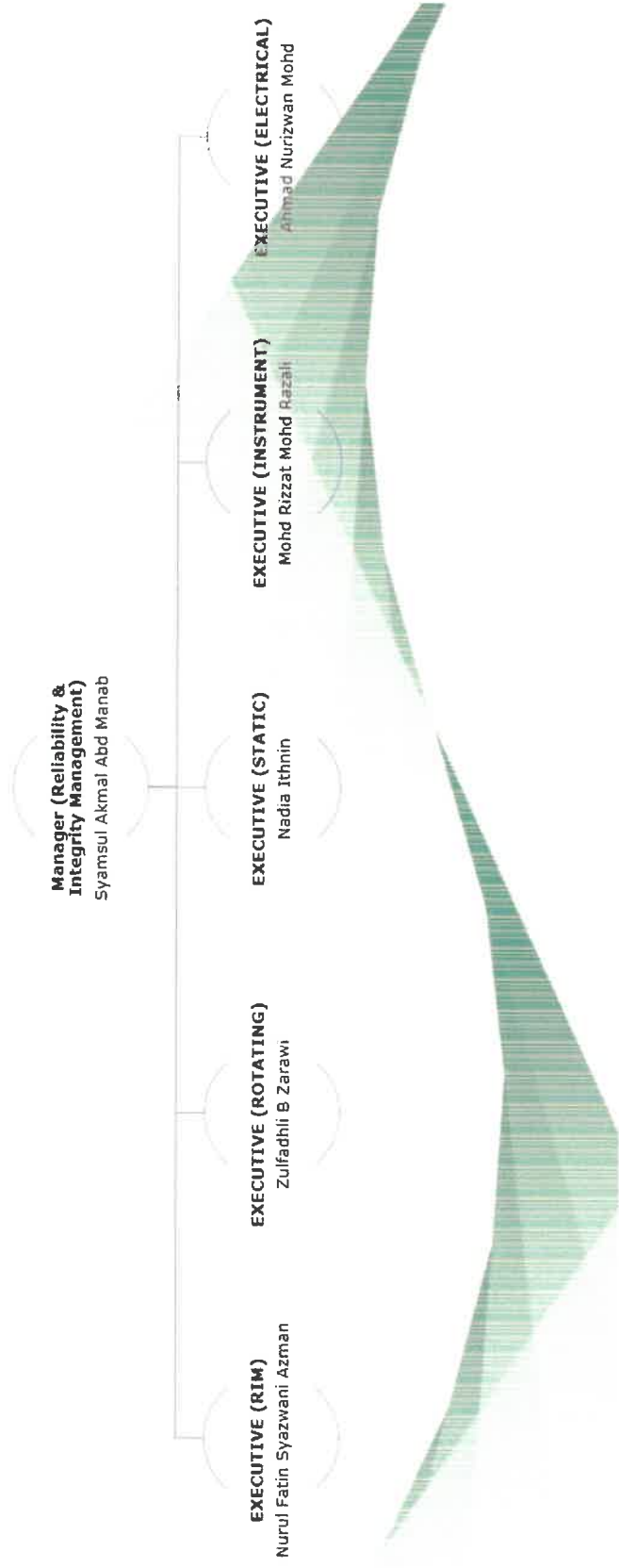
2.1.2 Activities of Reliability and Integrity Management Sections

Reliability and Integrity Management Sections activities happen at a few authoritative levels. Industry supported specialized boards of trustees and associations are persistently attempting to propel the condition of learning with respect to appropriate outline and review, test, and preventive upkeep practices to help guarantee that hardware is fit for benefit at authorizing, and stays fit for benefit for the duration of its life. This section regularly set up focuses of magnificence in the advantage honesty field, set up corporate guidelines, and elevate endeavors to constantly enhance the security and unwavering quality of process hardware. At a working office, the RIMS activities are an essential piece of everyday operation including administrators, upkeep representatives, investigators, temporary workers,

architects, and others required in planning, determining, introducing, working, or looking after hardware.

2.1.3 Chart of Reliability and Integrity Management Sections

PETRONAS CHEMICALS ETHYLENE SDN BHD
Reliability & Integrity Management Section, Maintenance Department

PETRONAS

Manager (Reliability &
Integrity Management)
Syamsul Akmal Abd Manab

EXECUTIVE (RIM)
Nurul Fatin Syazwani Azman

EXECUTIVE (ROTATING)
Zulfadhli B Zarawi

EXECUTIVE (STATIC)
Nadia Ithnin

EXECUTIVE (INSTRUMENT)
Mohd Rizzat Mohd Razak

EXECUTIVE (ELECTRICAL)
Ahmad Nurizwan Mohd

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITES

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3.1 Training Activities

Training activities is daily task or activity that the industrial student has to do during five (5) months at Petronas Chemical Ethylene Polyethylene, which including many scope of work such as administrative work, managing event and many more. During practical training, many program and activities that provided by the organization to practical student such as Petronas Leading Women Network, Minggu Penghayatan Al-Quran and many more. For five months of trainee, student will get many experience and new knowledge in learn something new at organization.

3.1.1 Safety & Security Briefing

Introduction

PCEPESB provided a lot of trainings to their staffs and contractors compromising of different objectives that are related to the purpose of the training. Capability Management Section (CM) of PCEPESB is given the mandate to run and handle the protocol of the training. They are endowed and responsible to ensure the training run smoothly. Amid this five months of internship, trainees in PCEPSB has been given the chance to participate in Health, Safety and Environment (HSE) Briefing and Security Briefing. This briefing is conducted by HSE Department for every Mondays and Thursdays. One needs to re-attend the training four months of work/industrial training in order to regain and re update on his or her awareness of the safety or to alert on any changes of the safety regulations.

Objective Safety Briefing

- To ensure that all staffs and contractors are well informed about HSE policies, rules, regulations and practices in PCEPE.

Objective Security Briefing

- To make the participants aware about the consequences of violating the rules.

Outcomes

PCEPE has no tolerance to all contributing factors for any incidents that might lead to loss, whether it is a loss of life or asset. During the HSE briefing, participants are briefed about the ZeTo (Zero Tolerance) Rules that have been practiced in all PETRONAS OPUs and HCUs. Other than that, all the rules regarding the activities in the plant are explained by the HSE Department representative.

Security briefing proceeds just after the HSE briefing session finished. In security briefing, it is introduced concerning:

- Entrance gate
- Entrance to process area and requirements.
- Parking and traffic management

3.1.2 Clerk's Tasks

Basically office task assigned to internship student is the normal tasks given by the staff or office worker for example key in data in system, help staff to do documentation, create template of ECA and photocopying documents. From the task that was given, it can help trainee to gain some experience, and make them understand the management and workflow in the office environment.

3.1.3 Equipment Criticality Average Template

Trainee got an assignment to do Equipment Criticality Average template by Organization Supervisor. This template is for calculation average the damage of equipment in the plant or site of PCEPE. Based on the briefing, this template are used when damage to property in plants involving human injury and environmental pollution. Its takes three days to complete this assignment.

Figure 14:3.1.3   Equipment Criticality Average Template

3.1.4 Committee Members

3.1.4.1 PETRONAS Leading Women Network East Coast Region (PLWN)

Figure 15: PETRONAS Leading Women Network East Coast Region (PLWN)

PETRONAS Chemicals Ethylene Sdn Bhd/ PETRONAS Chemicals Polyethylene Sdn Bhd (PC EPE) has successfully held PETRONAS Leading Women Network (PLWN) event for East Coast Region on 27 February 2017. The event was organized by PC EPE, a collaboration with PETRONAS Peninsular Malaysia Asset (PMA) and Petronas Chemical Group OPUs. With the theme 'Leading from the heart' the session was participated by more than 200 staff from all OPUs in East Coast region including Kuala Terengganu and Gebeng,

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also delegates from PRSB and HRM. The session is organized with objective to have inspired women workforce with strong leadership women presence and as a networking platform externally and internally.

In this event have session sharing which are sharing by Puan Sarimah Awang (Deputy Director of DOSH Terengganu) their career journey and challenges as a women in male dominated field, the speakers emphasized the importance of women to stand strong, having work life balance and deliver their best in work. Another than that, another sharing from YM Ungku Haslina Ungku M Tahir (Head of Human Capital Management) sharing their interesting perspective as PETRONAS women leaders and also shared the distribution of women workforce in PETRONAS by business, by fields and by age demography.

3.1.4.2 "Minggu Penghayatan Al-Quran (MPAQ)"

Figure 16: "Ceramah" by Ustaz Harryanto

Joining the Minggu Penghayatan Al-Quran program and be a part of committee in this program. This program runs for three days starting from 13th March until 15th March 2017. The participant joined the activities comes from staff, trainee and children of workers in

PETRONAS Chemical Ethylene. This program is carried out to foster the spirit of working in organizations with sincerity and based on Quran and the ways of working in Islam. The program runs for three days and got an overwhelming response from PCEPE staff because the activities organized as very beneficial.

The highlight first day of program were talks from Ustaz Harryanto Rizal Lokman theme Technology Integration and Collaboration toward the blessings of the organization. In his talk, Ustaz Harryanto highlight strengthening an ethical culture and integrity to build a community that has religious and spiritual values are intact and supported by noble character. Moreover, he said an excellent work culture also played a key role for example is provide a direction and guidance in the organization to ensure the implementation and the goals accomplished. Another than that, he highlight an excellent work culture should also contribute to strengthening the community morality and the state. In addition, we should works according to Islamic leaders such as Thufail Bin Amru and Sultan Al-Fatih.

Figure 17: Day 2 activities

Highlights in day two of the program were "Tilawah Al-Quran, "Hafazan", and explorace. Activities "Tilawah Al-Quran" and "Hafazan" joined by staff and children of workers. This activities are divide by three (3) categories which are for men staff, women staff and children

of workers. At evening, the activities carried out is explorace. This activities are for build strengthen relationship between staff and build a team work spirit.

Figure 18: Day 3 activities

On last day, the highlight activities are nasheed, talk from Ustaz Tarmizi Ali and closing ceremony of Minggu Penghayatan Al-Quran. Activities nasheed joined by staff department by department. Other than that, talk by Ustaz Tarmizi Ali is themed focused execution according to Al-Quran. In his talk, he said determination to achieve success with high robustness example Thomas Edison invented the light bulb after the successfully attempting until a thousand times. Another than that, he said staff should have persistence and abstinence surrender to continue to learn and work for example is Tan Sri Syed Mokhtar Bukhari successfully built a business empire. Another example is Praj B. J Habibie successfully in industrial aeronautic.

3.1.5 Prime X: Launching of Implementation Revised Joint Integrity Procedure

Figure 19: Launching of Implementation Revised Joint Integrity Procedure

Monday assembly is one of the main activities involving all the PCEPE's staffs where it is usually were held two times a month on Monday. Monday assembly gathered all the staffs where there will be sharing session, announcements, duty updates where he or she will be reporting any events or incidents that occurred between respective two weeks and any other relevant issues that needs to be conveyed by any parties or department in assembly. Plus, there are also recognition session and PETRONAS culture belief session. During the recognition and PETRONAS Cultural belief sessions, the focal person would introduce "The star of the month for staffs" whom implement and carry out PETRONAS cultural belief aspect while performing their daily tasks. On 17 April 2017, Flange Management team has launched the Implementation of Revised Joint Integrity Procedure. The launching session is led by TP Static, Mr Mas Arman Sugindi assisted by Static Engineer, M Nazri Mahdar. The

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launching session started with Focused Recognition given by Mr Mas Arman to M Nazri Mahdar for great effort organizing and facilitating JIT Training to PCEPE staffs. The launching session is very symbolic as Torque Wrench is delivered by Head of Maintenance to ABT and CST managers. Launching session was ended with soft reminder to Maintenance staffs, to comply with revised requirement and search for professional reference, when in doubt.

3.1.6   PCEPE HSE & Process Safety Symposium 2017

Figure 20: HSE Day

Health, Safety and Environment Department at PCEPE create an event on 02nd May 2017. This event are about the importance safety at working place and also accept the challenge from Head of PCEPE, Miss Rosfinah Binti Abd Kadir about mission of Petronas "Together We Strive" towards free injury. So staff should improve the skills and achieve Zero incidents towards conservation and preservation of environment. Highlight in this program are project a story title "Bhopal: A Prayer for Rain".

The summary of the story is in 1984, a couple of months before the fiasco, Dilip, a rickshaw driver, loses his compensation source as his rickshaw separates while transporting a worker

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to the Union Carbide pesticide plant in Bhopal. Dilip lives in the ghettos around the plant with his significant other, a child and his sister. The plant witnesses a drop in its income because of lower offers of pesticides, and with a specific end goal to decrease the misfortune the authorities disregard security and upkeep. Scrutinizing the chemicals utilized as a part of the plant, Motwani, a newspaper journalist distributes reports in his temporary printing press which are slighted by the majority of the authorities and specialists. Roy, the in-control for the wellbeing of the plant communicates his worries. The authorities consider the laborer's untrustworthiness as the reason for the mischance and the plant keeps on working. Dilip is given a superior paying empty occupation in the plant regardless of without the ability to work apparatus. A gas break is counteracted by Roy when water is blended with methyl isocyanate, and trying to prevent individuals from freezing, the authority in the plant attacks the notice siren.

Warren Anderson, the CEO of Union Carbide, visits the plant to assess its usefulness, where he is advised about an arrangement to associate two extra tanks for capacity of methyl isocyanine to expand the yield of the plant, overlooking the decayed state of the tanks. Roy gives his abdication to the organization and encourages Dilip not to discuss the plant's wellbeing on the off chance that he wishes to hold his occupation. Dilip makes a telephone call to Motwani depicting what Roy just stated, and communicates his dread about the plant's security, saying he will come back to the rickshaw-pulling business when his sister is hitched.

Keeping in mind the end goal to conquer the expanding income misfortune, the authorities closed down the plant, terminating the vast majority of the laborers, including Dilip. The plant authorities at that point arrange the utilization of the rest of the methyl isocyanate at the earliest opportunity. Motwani races to caution the general population in the region of the plant to clear and travel west, since the notice sirens were beforehand attacked. Dilip faculties the risk and visits the plant, understanding that the plant had been bargained.

In conclusion, project this movie give an impact to staff PCEPE to working with zero incident and free injuries because anything happen will give long term effect to environment, health and people. In addition, it also will effected an economic of country and also oil and gas sector.

3.1.7 Innershine: Reveal Your Inner Beauty

Figure 21: Ladies gathering

On 11th May 2017, ladies staff in PCEPE are encouraged to participate PCEPE Ladies Gathering. This program about what should ladies have to build an attraction with a beauty. So the information have shared are about inner shine and how to choose a right color in dressing. An opinion from ladies staff about inner shine are should have possesses a high piety. When have possesses a high piety each carried blessings from Allah. Another than that, to build inner shine ladies should have shaping the character and personality based on the Quran. So when have that character, everyone will respect and people will see we have external and internal beauty. In addition, ladies should have an aspect such as be positive, do not compare with others, focus on the strength and know what we want. This aspect are important because it will build inner shine beauty from the eyes of someone else.

3.1.8 Electronic Publishing/Design

3.1.9.1 Airx PCEPE Bad Actor Resolution Newsletter

Newsletter is a magazine that is published electronically, especially on the internet. It's a publication that is issued occasionally, normally bound in a paper cover, and ordinarily contains papers, stories, ballads, and so on by numerous authors, and regularly photos and drawings, every now and again spend significant time in a specific subject or region, as leisure activities, news, or games (Dictionary.com, 2017). Designing and developing a complete organization newsletter spent much time than imaginary by trainee herself where the beginning of the task given by Nadia Ithnin on 12th February 2017 and finally the result of the newsletter was completed on 29th June 2017. This task actually start create on 31st May 2017. The development of these newsletter hold for short time because trainee needs to

complete the special project given by organization supervisor. Therefore, table below display

the development process of Airx PCEPE Bad Actor Resolution newsletter:

Table 2: Development process of Airx PCEPE Bad Actor Resolution newsletter

Dates	Descriptions
19th – 20th April 2017	Obtain information of Airx PCEPE Bad Actor Resolution and get these information in a softcopy of slide presentation by PowerPoint.
23rd April 2017	Draft out the rough sketches of new design cover newsletter and present to Nadia Ithnin. She share some ideas and re-confirm the design and proceed with Microsoft Publisher to develop another newsletter.
25th April 2017	Research a combination of color and photo to create an attractive newsletter.
07th – 09th May 2017	Obtain the information Airx PCEPE Bad Actor Resolution in a softcopy of slide presentation from slide 10 PE RD4040 to BA PE Withdrawal Injection.
31st May – 5th June 2017	Continue designing the newsletter from PE-0-E-082 to PE-1-K400. Having a discussion with organization supervisor, Nadia Ithnin and she approve the design of the newsletter.
11th – 29 June 2017	Continue designing the newsletter from ET-0-P-401 to PE-2-K-430B. Finalizing the newsletter and re-check with Nadia Ithnin again if there are any necessary action to be made. Pass the softcopy to her (refer appendix A).

3.1.9   Sap Master Data Update Request Form (Impermanent Inventory)

This is one of the main task of trainee. Sap Master Data Update Request Form are used for registering of equipment in the plant or site. When using the impermanent inventory, data in the organization is more organized and simplifies the process of registration of these items and facilitates clerical work to include data in the PETRONAS database. This form has three separations namely staff, Engineering Management of Change (EMOC) and SAP Data Amendment (SMDA). In Engineering Management of Change (EMOC) have three (3) subdivision of form while SAP Data Amendment (SMDA) have five (5) subdivision for staff save the data in the impermanent inventory before they continue it to key in data in the PETRONAS database. The details information regarding of this project can be found in next section (3.2 Special Project).

3.2 Special Project

Special project is a prerequisite 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 proper or various project suggested 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 applied and developed their skills and knowledge in establishing and completing the special project. To give an example, the special project can be developing a website, developing a system or application, multimedia applications or corporate video, user manual or improvement of process and procedure within the students' learning context area. To add with, the special project itself can be an event conducted and developed by the students themselves according to the organization suitability and approval. 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 because, to ensure that the special project developed by the students are functionally used by the organization's itself and it contributes as a beneficial mechanism for the organization or the department's utilization.

3.2.1 Sap Master Data Update Request Form Project Overview

Electronic form is PC program rendition of a paper form. Beside dispensing with the cost of printing, putting away, and conveying pre-printed form, and the wastage of outdated structures, e-structures can be rounded out quicker in light of the fact that the programming related with them can naturally organize, figure, gaze upward, and approve data for the client. According to Matsuo, Nakamura and Tatekawa (2001), the electronic form has been improved in order to support the effort of reduce printing of documents such as letters and images. Which means, the main objective for the existence of Sap Master Data Update Request Form is to reduce the amount of paper usage or in other terms, paperless. From one point of view, the electronic file is block of arbitrary information or resource for storing information which is available to software and usually based on some kind of durable storage (Yousif, 2010).

Therefore, this system basically will consists of transferring data and storing data. The special project was developed by using Microsoft Access only. The special project developed on the subject of EMOC Documentation and SAP Master Data Amendment of Reliability and Integrity Management Section records. Before this, the records were originally in a hardcopy version where it was kept according to each subject done by them in a file. For example, one of staff in Maintenance Department had to fill the form to registering new tag number of equipment. They needs comes to Reliability and Integrity Management Section to send the form and the clerk will key in the request into a system.

Now user only use the impermanent inventory which are Sap Master Data Update Request Form by using the form in Microsoft Access. Through Microsoft Access, user will know the

movement of their request to the Reliability and Integrity Management Section because all request are recorded and kept in database by the trainee.

3.2.2 Problem Statement

Data is a gathering of actualities that has been converted into a shape that PCs can handle. A database is a collection of information that is organized so that it can easily accessed, managed and updated. In Master Data Update Request Form traditional versions which are fill one by one using Microsoft Excel and print it. It's the one way waste the time of user because they need to comes to department for send the request form. It also make staff feel confusion if in one time, many user send the request form. Last problem is if using traditional method, the user is not clearly to fill up the form. From the problem statement stated by organization supervisor, the trainee decided to use Microsoft Access to ease their task in keep track their activities.

3.2.3 Objectives

- To create a smooth request process of form.
- To reduce time to fill out the form.
- To create timeliness of results.
- To prevent from lost or damage the documents from the effects of natural disasters or human error themselves.

3.2.4 Scope of the project

System development in general comprises of two major components which are system analysis and system design. System analysis is the way toward gathering, translating certainties, diagnosing issues and utilizing the data to prescribe enhancements to the framework. Then system design is the way toward arranging another business framework or one to supplant or supplement a current system. The scope of this project is for provide a smooth transition when use the form. It also prevents confusion and reduces entry error when fill up the form. Besides that, through the impermanent inventory or SAP Master Data Update Request Form it is hopeful that might help staff in keeping in the track of work because compare with traditional version, all record of form are keep in file. So when need the record, staff or clerk need to find it in document room. Therefore, with the development of impermanent inventory or SAP Master Data Update Request Form by using Microsoft Access hopefully provide a beneficiary to section and department.

3.2.5 User target

Mostly, not all staff in Maintenance Department will use these impermanent inventory or SAP Master Data Update Request Form due to different job scenarios. So, this impermanent inventory or SAP Master Data Update Request Form was developed for Reliability and Integrity Management Section who are responsible in managing all data of equipment in the plant or sites.

3.2.6 Development tools of project

For instance, tools used by the trainee in establishing this special project as shown below in the table:

Table 3: Development Tools

Software	Description
Microsoft Access 2013	Microsoft Access is a database management system (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the Professional and higher editions or sold separately. Microsoft Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to data stored in other applications and databases
Microsoft Excel 2013	Microsoft Excel is a spreadsheet developed by Microsoft for Windows, Mac OS X, Android and iOS. It features calculation, graphing tools, pivot tables, and amacro programming language called Visual Basic for Applications. It has been a very widely applied spreadsheet for these platforms, especially since version 5 in 1993, and it has replaced Lotus 1-2-3 as the industry standard for spreadsheets. Excel forms part of Microsoft Office.
Visual Basic Programming	The Windows version of Access supports programming through Microsoft's Visual Basic for Applications (VBA), which is a dialect of Visual Basic. Programming with VBA. Programmers may write code directly using the Visual Basic Editor (VBE), which includes a window for writing code,

	debugging code, and code module organization environment.
Macros programming	Macros are used to make a sequence of computing instructions available to the programmer as a single program statement, making the programming task less tedious and less error-prone. Macros often allow positional or keyword parameters that dictate what the conditional assembler program generates and have been used to create entire programs or program suites according to such variables as operating system, platform or other factors. The term derives from "macro instruction", and such expansions were originally used in generating assembly language code.
Microsoft Project 2010	Microsoft Project is a project management software program, developed and sold by Microsoft that is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.
MySQL	MySQL is an open-source relational database management system (RDBMS). In July 2013, it was the world's second most widely used RDBMS, and the most widely used open-source client–server model RDBMS. Its name is a combination of "My", the name of co-founder Michael Widenius' daughter, and "SQL", the abbreviation for Structured Query Language. The MySQL development project has made its source code available under the terms of the GNU General Public License, as well as under a variety of proprietary agreements. MySQL was owned and sponsored by a single for-profit firm, the Swedish company MySQL AB, now owned by Oracle Corporation. For proprietary use, several paid editions are available, and offer additional functionality.

3.2.7 Project Planning
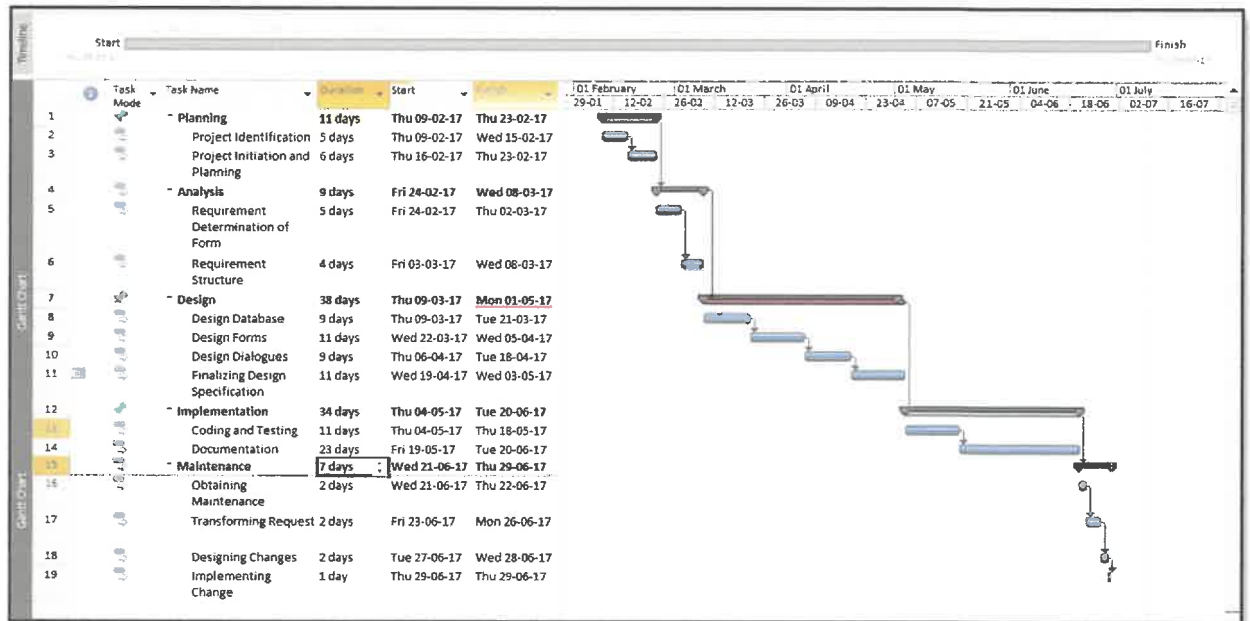
Figure 22: Gantt Chart of System Development

Time taken for completing this project required around 99 days excluded weekdays, starting on 9th February 2017 and ended on 29th June 2017. The Gantt chart was developed according to System Development Life Cycle (SDLC) methodology with total of five phases comprises of planning, analysis, design, implementation and maintenance. In planning, 5 days were spent to fulfil the requirement for project identification and selection whilst 8 days for project initiation and planning which make total of 6 days for the first phase. As for analysis, only 9 days were spent in total to complete the determination and structuring requirements continued with next phases which is design. Design is one of the longest phase to complete because in this phase, because basically, in this phase the logical data model will be the outcome and the system will slowly start to developed from this phase. The forms and reports in the database also were created based on the users' needs. Prototyping also were developed

in this phase so that the users could grasp the entire idea and the how the real system works hence, the trainee spent around 38 days to complete this phase.

Moving forward, after the design was ready, to ensure the functionality of the database and its interfaces, the trainee need to insert and configure the right coding and run the coding to ensure there are no error in the system. Mainly, in this phase the trainee need to checked, test, rechecked and re-test the coding and the system functionality until there are no syntax error, logical error nor run-time error in the coding. Different with documentation sub-phase, meanwhile the coding were developed and tested, the trainee could begin her documentation of the project. Because, writing a report does not interrupt any of the coding and testing sub-phase.

Thus, this phase commonly called as the longest phase to complete in SDLC methodology where the trainee herself spent around 11 days for coding and testing sub-phase while 23 days for documentation. Last but not least, maintenance, in general, during this last phase the trainee should collect maintenance requests from users of the system and then, analyzed the requests and if it is relevant, she need to make changes towards the system and implemented it again. This phase completed by trainee because the system has been tested and use by users.

3.2.8 Analysis

In these phase, trainee need to analyze what user want in the system for example collect the data to put in the system and identify the problem. In this phase, trainee need to analyze the system flow evolving solutions for overcoming the weaknesses of the system so as to achieve the organizational goals. In this phase, trainee need to use creative skills of the system analyst because want to satisfies the need of users and its scope.
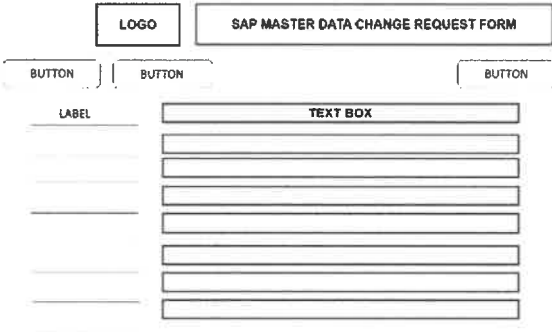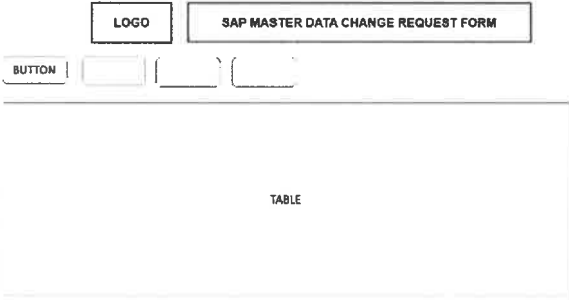
3.2.9 Design

The logical design produced during the analysis is turned into a physical design. Trainee will displayed main design of the SAP Master Data Update Request Form (Impermanent Inventory) initial with sketching by trainee before developing in Microsoft Access. Storyboard is straightforward realistic coordinator as outlines or unpleasant portrayals shown in grouping with the end goal of pre-picturing a question or any intuitive media arrangement.

There will be several relevant diagrams in developing SAP Master Data Update Request Form (Impermanent Inventory) comprises of context diagram, data flow diagram level 0, flowchart and entity relationship diagram. Context diagram is an overview of an organizational system that shows the system and the major information flows between the entities and the system meanwhile data flow diagram level 0 displays a system's major process, data flows and data stores at a high level of detail compared to usual flowchart. Data flow diagram (DFD) is versatile diagramming tools which represent both physical and logical information systems. As for entity relationship diagram (ERD), it is essential for every system developed because the diagram displayed detailed, logical representation of the data for an organization or for a business area and commonly the ERD are expressed in terms of entities in the business environment, the relationships among the entities and the attributes of the entities and their relationships. ERD is necessary for any system developed because it represents the existence of database or data store in the system.

3.2.9.1 Story Board of SAP Master Data Update Request Form (Impermanent Inventory)

Table 4: Story Board of SAP Master Data Update Request Form

Storyboard	Description
Main Form *Figure 23: Story board of Main Form*	This Main Form which act as a homepage of SAP Master Data Update Request Form (Impermanent Inventory). It will display the form should fill by staff before they proceed to EMOC or SMDA form. In this form have three button which are for save, print and close.
Multiple List Form *Figure 24: Story board of Multiple List form*	This is the multiple list form. This form will appear data haven key in into these form at the table. These form are created many because have two division which are EMOC and SMDA. In EMOC, this form will be create three which are for EMOC Create BOM, EMOC Create Equipment List and EMOC Create Maintenance Plan List while in SMDA have five division. There are SMDA Create Equipment List, SMDA Create Equipment List, SMDA Equipment Change/Update List, SMDA Equipment Change/Update List and SMDA Update BOM List. At panel of form have four button

in these form which are new, email, delete and print buttons.

Single Form

Figure 25: Story board of Single Form

This form will popup when user click new button on Multiple List Form. User can add new information when clicked new at button. These form are created many because have two division which are EMOC and SMDA. In EMOC, this form will be create three which are for EMOC Create BOM, EMOC Create Equipment and EMOC Create Maintenance Plan while in SMDA have five division. There are SMDA Create Equipment, SMDA Create Equipment, SMDA Equipment Change/Update, SMDA Equipment Change/Update and SMDA Update BOM. At the panel of form have five button which are save and new, email, print, clear and close button.

3.2.9.2 Context Diagram of SAP Master Data Update Request Form
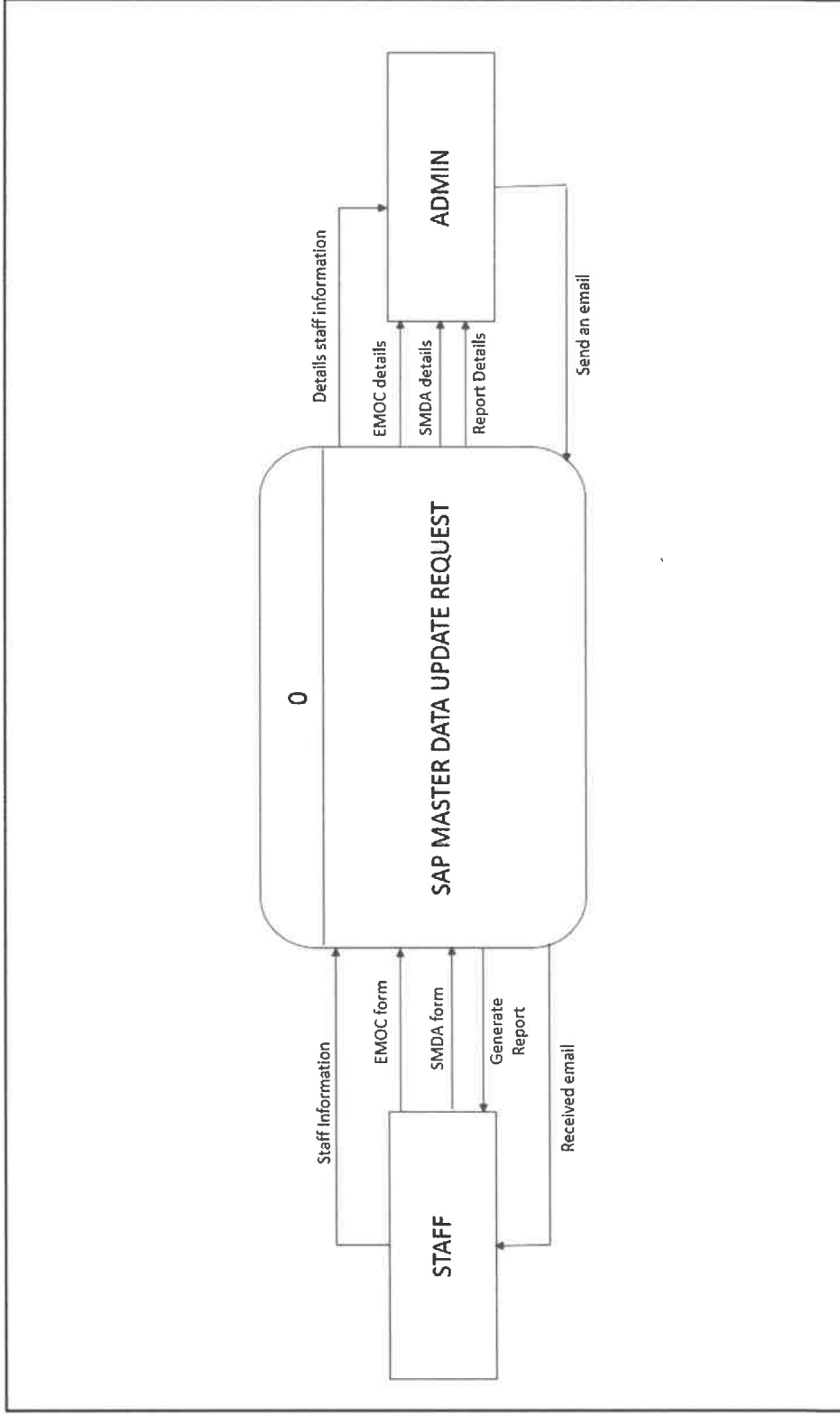
Figure 26: Context Diagram of SAP Master Data Update Request

3.2.9.3 Data Flow Diagram of SAP Master Data Update Request Form
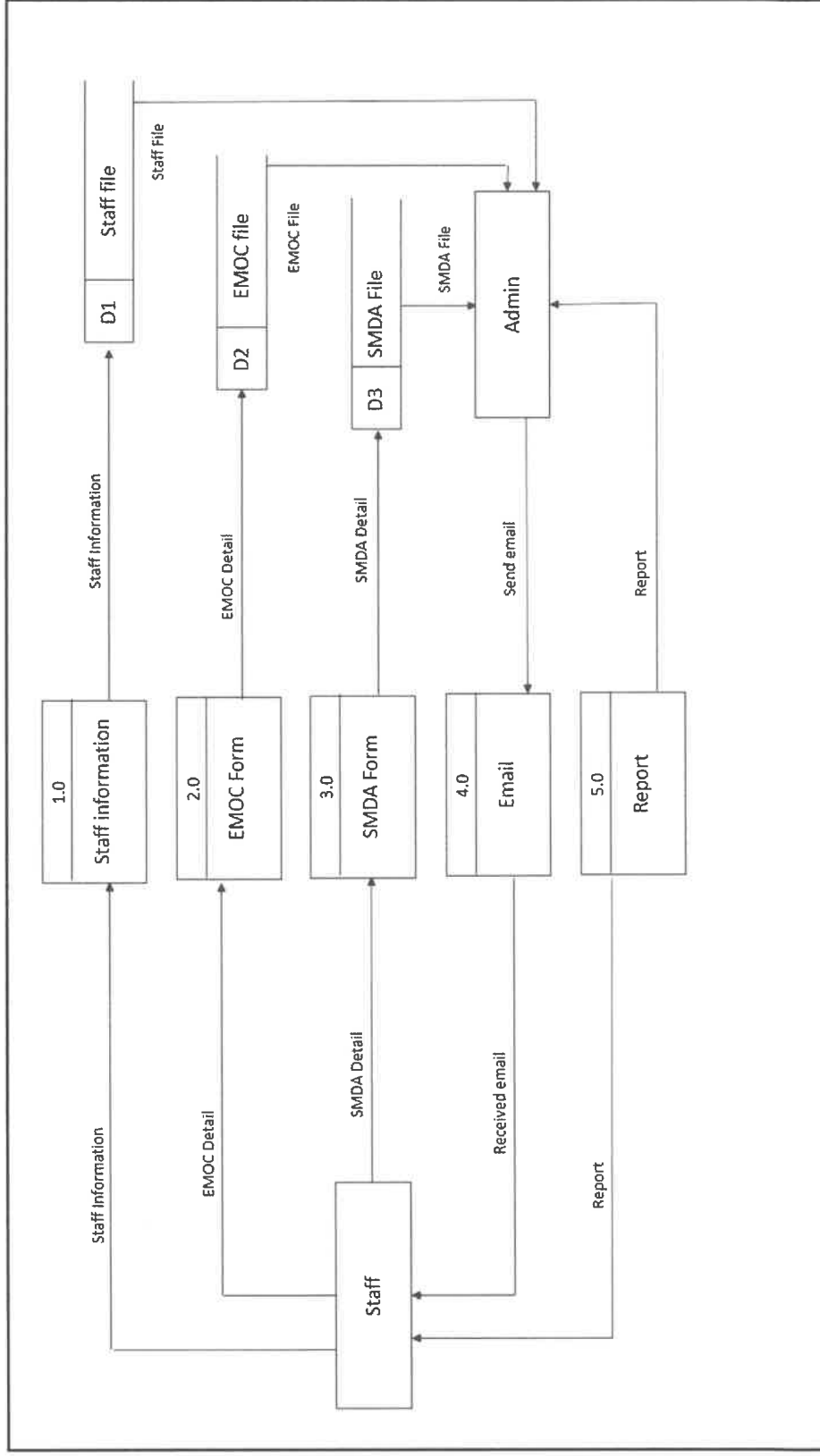
Figure 27: Data Flow Diagram of SAP Master Data Update Request Form

3.2.9.4 Flowchart of SAP Master Data Update Request

FLOWCHART	DESCRIPTION
  Start Copy file SAP MASTER DATA CHANGE REQUEST FORM Open form Fill the form name "MAIN" Print the MAIN form Send to manager No Approve Scan Main form Fill list of EMOC @ SMDA form Attach Main form and list of EMOC @ SMDA form Email form to RIMS End *Figure 28: Flowchart of of SAP Master Data Update Request Form*	1. Copy file SAP Master Data Update Request form from OEXMS Database and save it to computer. 2. Open the form SAP Master Data Update Request form. 3. Fill the form name main. These form have the details about staff and the equipment to register. 4. Staff needs to print main form. 5. After print, staff need to send the form to get an approval from manager. If manager not approve, staff need to redo third step. 6. After get an approval, scan the main form for an attachment. 7. Fill the EMOC or SMDA form to registering an equipment. 8. Email the form has been fill with the attachment of main form.

3.2.9.5 Entity Relation Diagram of SAP Data Update Request
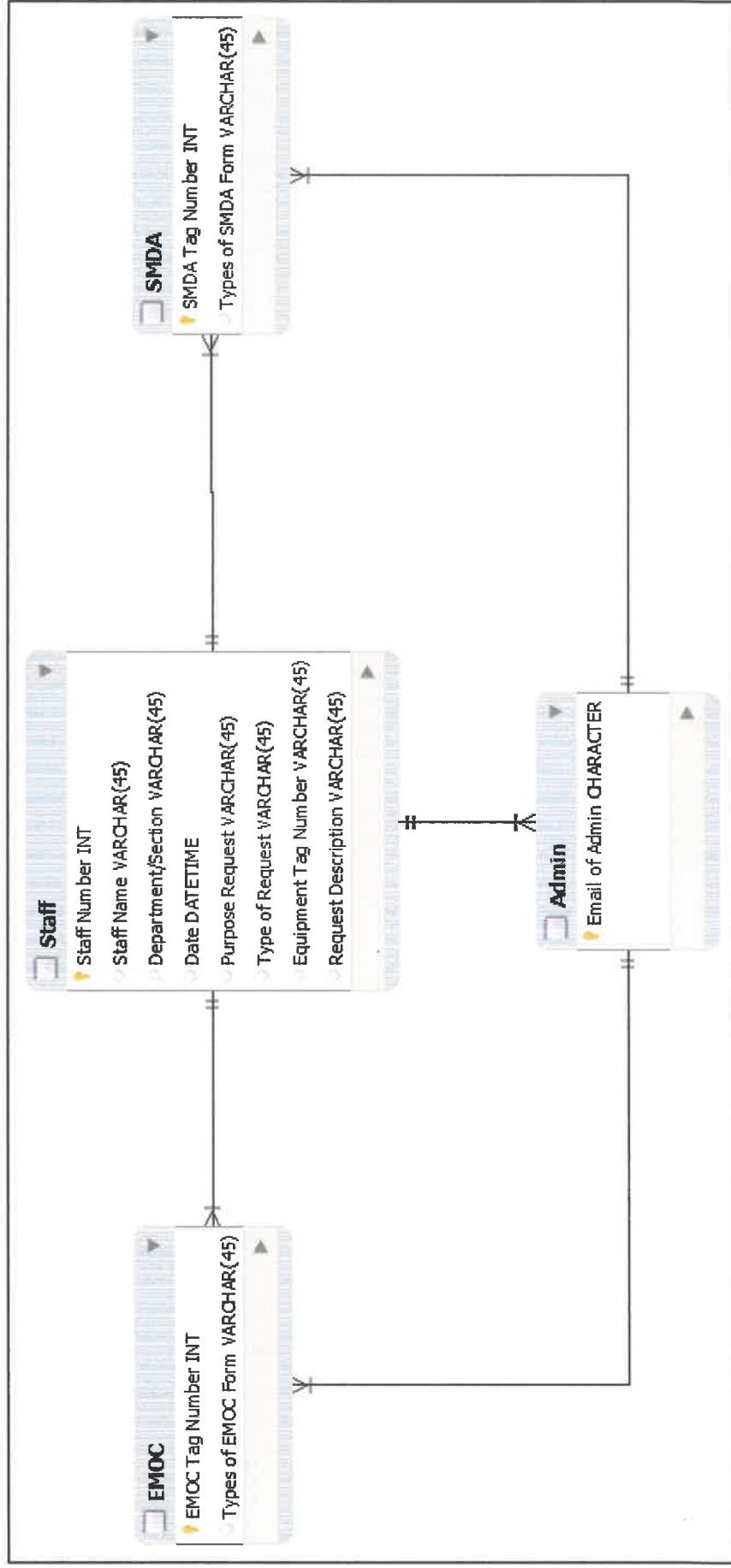
Figure 29: ERD of SAP Master Data Update Request Form

SAP Master Data Update Request Form (Impermanent Inventory) ERD business rules:

1. One staff can fill many types of EMOC Form
2. Many EMOC Form can be filled by a staff
3. One staff can fill many types of SMDA Form
4. Many SMDA Form can be filled by a staff
5. One admin must approved many type of EMOC Form
6. Many type of EMOC Form will be approved by one admin
7. One admin must approved many type of SMDA Form
8. Many type of SMDA Form will be approved by one admin
9. Many admin can handle one staff
10. One staff will be handle by one admin

3.2.10 Implementation

In this sub-topic, trainee takes 34 days to coding and test the form in the department. Coding times take 8 days and testing takes 3 days. Coding these form are use macro of Microsoft Access and Visual Basic Application in Microsoft Access. Testing the system takes 3 days where these system are already upload in their database. So staff want use these form should download these form at database of PETRONAS Ethylene. So overall for coding and testing are takes 11 days while for documentation which are creating user manual are takes 23 days. Its takes long times because trainee needs to do step by step in the manual.

3.2.11 Maintenance

To keep the form are stable and not have any problem, trainee obtaining the system in two days. Trainee also had a request from organization supervisor to change the system such as changing main form, changing a table in the database, changing the design and else. In 5 days for makes a changing is not enough but trainee can completed it without needs extra days.

CHAPTER 4: CONCLUSION

CHAPTER 4: CONCLUSIONS

Through the 5 months of the industrial training program in Reliability and Integrity Management Section at Maintenance Department, PETRONAS Chemicals Ethylene Polyethylene , the trainee has picked up a lots of noteworthy information, abilities and obviously encounter that learner would not get in class. It is entirely unexpected from the study situation and workplace. So this part will finish up the use of information, skills and involvement in undertaking the task (learning increased), individual thoughts and conclusion, lesson learnt and constraints and recommendation by the trainee.

4.1   Application of knowledge, skills and experience

There are a lots of information, skills and experience the trainee got during internship programs or industrial training that they can't adjust in class lesson. It is on the grounds that nature in the class and modern preparing very surprising. In five month of the industrial training, the trainee can acquire numerous information from their better and staff than achieve their task. The trainee given a chance to encounter any circumstance in the industrial training such do office undertaking, joined an event, and design a newsletter and more. In addition, the trainee can increased all the information's and encounters that they learnt during industrial training.

Table 5: Application of Knowledge, Skills and Experience

Project/Activities	Knowledge	Skills	Experience	Related Course
Designing Flowchart	Know how to design the flowchart of the system	The trainee able to enhance her skills in Microsoft Visio, designing skills, communication skills and time management.	The trainee designs flowchart for systems used by Reliability and Integrity Management Section	• Information System Analysis for Information Professionals I (IMS606) • Information System Analysis for Information Professionals II (IMS 655)
Special Project	Microsoft Access is a database management system (DBMS) and it is a member of the Microsoft Office suite of applications, included in the Professional and higher editions or sold separately.	The trainee able to enhance her skills in developing special project by using Microsoft Access based on what had been learned in subject IMS506 and expand her skills in using visual basic programming language and macro programming. With macro programming	Able to learn visual basic application and macro programming	• Database application for information management (IMS 506)

	and visual basic programming, it functions and create a better interfaces and usage among its users.			• Electronic Publishing (IMD258)
Design a newsletter	In view of what the trainee did had gained from subjects IMD205 and IMD258, the trainee ought to recognize on the imperative elements and reasonable data that should be set on the particular media configuration appointed by the staffs.	The trainee able to enhance her skills in using Microsoft Publisher and other software application that support to creating the media design to make it more attractive such as Microsoft Visio and Power Point.	The trainee Reliability and Integrity Management Section	
Industrial training report	The trainee recognize on what ought to be wrote in the modern preparing report in view of the rule given by the mechanical preparing facilitator and in this way, alluded to IMS606, IMS655 and IMC651 subjects so as to build up the industrial training report until the point that it is finished and satisfied	The student likewise acquire understanding in the three specific subjects so the industrial training report are composed accurately as per its necessities and data should have been filled in it.	The trainee experienced in building up this industrial training documentation by herself beginning from the first page of this report until its last pages. The student additionally ready to connected her insight in creating both special	• Information System Management (IMS552), • System Analysis in Information Management I & II (IMS606 & IMS655) • Evaluation of Information Services (IMC651).

its criteria. The student additionally recognize to draw the diagrams related with the		project and industrial training report starting from planning phase to maintenance phase.

4.2 Personal thoughts and opinions

Industrial training gives trainee a new knowledge and new thoughts and opinion towards working in an organization. During the internship, the trainee able to communicate well with different level using their communication skills those they learn at university. Basically, in the class the trainee only focused on the theories and reading. But with practical training, they can apply their skills that they learn in the class that can improve their ability in knowledge management and communication skills. Besides that, in PCEPE always gives the trainee task to make sure they train themselves to work and gives them advantaged to perform in future in other organization.

In addition, the experience during industrial training can make the trainee more confidence and matured to be better in doing job or task in the future. This programmed of internship also gives the trainee advantages in order to help them improve their soft skill and communication skill and also to make them understand what is work environment that they will face the real working. In general, the internship program can help the trainee to be more understand what they learnt during classes and about their field of study and performs well in the real work situation.

To add on, the trainee also thinks that knowledge and skills that had learnt in UiTM Kelantan is very useful throughout the trainee internship period in PCEPE. It also makes the trainee thought and realized that Information Technology working area does not restricted to be a programmer or someone who deals with computers only. There are a lot of tasks and working field that can be done under the Information Technology aspect. To give an example, the trainee was placed in Reliability, Integrity Management Section which is a division under

Maintenance Department subsidiary and this department in sum, they help to maintain the plant, scheduling maintenance of plant, turnaround activities, reliable the data and so on.

4.3   Lesson Learnt

Surviving in the PETRONAS Chemical Ethylene and Polyethylene for five months does open up a lot of opportunities for the trainee to learn a lesson in many aspects which can be comprises of communication skills, punctuality, problem solving, stress management, priority and time management. Communications skills are the one of the main lesson learnt by the trainee starting from the trainee first day at PCEPE. The trainee herself learnt on how blend in and socialize with the staffs in the department regards of age differences and the trainee also acknowledge manners and suitable approaches towards other staffs especially towards the head departments and PCEPE Leader Team. This skill important to be guard with because due to good manners and suitable approach in communicating with them could left them with better impression towards the trainee along with her university brand.

In communication skills, trainee had improved the communication skill during the industrial training program. This is because communication is the best key to express the ideas and views clearly to others. The trainee learnt how to communicate with professional level and unprofessional level. There is a bit different way to communicate with them but still shows respect each other. A good communication skill can encourage the trainee to be more confident in delivering ideas and views.

Next lesson learnt trainee get from industrial training in five month is punctuality. Punctuality is important in working life because when have punctuality, task given by boss or management will solve in on time. When have punctuality in working environment, it may show respect to boss and others staff because can finished the task before or on the time deadline.

As for problem solving, trainee learnt on how solve the problem by self. While doing the special project, there are a lot of restraints the trainee face. The trainee not expect too much for staff help because they is surely busy. So the trainee solves the restraints by self by referring to tutorials on websites and YouTube. YouTube is one of the best guider for the people who want to learn by self. Throughout the industrial training program, the trainee had improved more in problem solving skills.

Stress is the means by which the body responds to any sort of interest, risk or change being experienced. In five month in organization, trainee learn how to manage stress in working life. Managing a stress very hard because need to have attitude of patient for example trainee got a many task in one time and trainee need bring all task to doing at home. Another than that, trainee also learn how to face with stressful people such as needs task suddenly before the deadline.

As for priority, trainee learnt how to give a priority in working life. For example, trainee got two task in one time which are one easy task and hard task. So trainee takes a hard task first because hard task take time to finish it and have many work to do. After finish the hard task, trainee continue doing easy task because easy task taking a short time though these two task are in same deadline.

In time management, trainee learnt particularly when there is an accommodation time and date for her allotted errands either by the learner's director or different staffs. With guidance from the staffs in the division, the trainee figure out how to distinguish which undertakings and steps should the trainee start with and consequent activity after that along these lines spare more vitality and time taken in finishing a task given by them. To add on, the trainee additionally figured out how to be more dependable and preparing to confer extra time working hours if there are any quick allocated errands should be submitted. Learning on the most proficient method to submit and convey different undertakings can be one of the hardest difficulties. At the point when works should be submitted on the exceptionally same day, the trainee need to stress her abilities in guaranteeing that the errands are finished and submitted appropriate on its dateline. In this way, the student learnt on the best way to get concentrate on a few errands in a similar time, for example, amid the learner day by day movement.

4.4   Limitation and Recommendations

4.4.1   Limitations

In the Reliability, Integrity Management section have some limitations which are mostly in term of information technology (IT). Other than that, the staff in RIMS also still lacking in using the technology that need practiced to enhance their skills and knowledge's. The section need hire the expertise that has more experiences and skills to handle the information technology activities in the RIMS. Besides, during internship, the trainee had been hard the time to communicate with the staff in consultation about system development. The trainee also can't get enough information to complete their task regarding of the lack of IT staff.

Another limitation is communication tools. The utilization of Lync as the main communication medium in PCEPESB is vividly important. The utilization of Lync is much easier accessible for document attachments, able to conduct presentation and survey and also Lync is accessible to interact with all PETRONAS staffs all around the globe. In five month internship, trainee had an issues in communication tools because all staff are using Lync. All the information and activities in PCEPE are spread in an email. So it hard to trainee get an information and to communicate with other staff.

Another limitation is task to trainee. In Reliability, Integrity Management section (RIMS) quite limited task that related to field of the trainee. So that organization supervisor just let the trainee finishing the special project which is developing a system. But then, there is nothing much to record the activities on that day in log book that had been provided by faculty unless the trainee records the progress of the special project in there. The trainee spent most time in own table or working space until some of the staff consider that the trainee as a quite person but actually not. If there is a task that might involve with others, the trainee maybe becomes a social able person.

4.4.2 Recommendations

In Reliability, Integrity Management section (RIMS) there is not much staff who expert in system. If the trainee wants to ask staff, they do no ever familiar about it. Next recommendation is give all trainee can use Lync as communication tools. So trainee will got easier an information and easier to contact staff to asking or get an information. Lastly is As mention at the limitation part about the task for the trainee, here the suggestion for it to improve the management of the trainee by the organization forthcoming. If the trainee from the IT background thus the given tasks must be related with it. It must be the same if the trainee from management background, financial background or else. But it does not matter to ask for a little help for another task that does not related. It can gain more experience and knowledge for the trainee.

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APPENDICES

Appendix A

Airx PCEPE Bad Actor Resolution Newsletter

PETRONAS CHEMICAL ETHYLENE SDN. BHD.
PETRONAS CHEMICAL POLYETHYLENE SDN. BHD.

PETRONAS
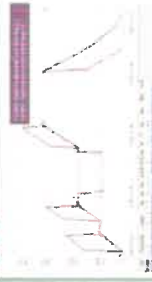
AIRˣ
PCEPE BAD ACTOR RESOLUTIONS
"SHARED SUCCESS"

PE-0-E-082 (Low Performance)

GATE 1

Minor BA: For Closure

GATE 2

Major Cause	Justification	Action	Expected	Cost
Incorrect reading of TC 0089	Deviation in temperature reading is confirmed	To replace TE 0089 & TE 0090	Reinstate E 082 performance as per design	By vendor

Root Cause Analysis

GATE FORM

GATE 4

Problem Statement

- E-082 trips on high temperature at TT0091 at 854 degC even when the outlet temperature is below set point of 563 degC

Scope and Goals

Scope :
Review mechanical, instrument & electrical design the electric heater to ensure all equipment are met.
Goal :
To run PE 0 E 082 as per intent

AIRx
PCEPE BAD ACTOR RESOLUTIONS
"SHARED SUCCESS"

YEAR 2016

Figure 30: Example of Airx PCEPE Bad Actor Resolution newsletter 1

PE-1-K-400 (High LEL at Oil Tank)

PE-1-K-400 HIGH LEL AT OIL TANK
GATE FORM

EQUIPMENT TAG & PROBLEM STATEMENT

On xxxx, PE operation detected high LEL (60-70%) at PE 1 K 400 LO tank breathers. It is the second occurrence in one year in which high LELs detected at LO tank breather after buffer gas loss incidents. The first incident cause the mechanical seal to fail O ring enlarge and snap, but for the recent incident, it is suspected that the seal is still intact based on sour oil leakage rate but high LEL is still detected at oil tank breathers which is the only similarity between first and second incident

SCOPE, GOALS & MILESTONES :

- K&H emergency shutdown/interlock system
- Operational and MTTE of buffer LO and sealing system degassing system, float trap system
- Modification to separate LO into different K1 cards (HPN2 and LO buffer gas supply to mechanical seal)

ET-0-P-401A MECHANICAL SEAL LEAK

GATE 1

EQUIPMENT TAG & PROBLEM STATEMENT

ET-0-P-401 A repetitive mechanical seal failure

GATE 2

ET-0-P-401A MECHANICAL SEAL LEAK
GATE FORM

SCOPE & GOALS

Scope: Pump & mechanical seal assembly QHQC

Goals: To prolong MTBF of mechanical seal & avoid rework

RD 4040

EQUIPMENT TAG & PROBLEM STATEMENT

In FY2015, 3 incidents of RD4040 burst happened which contributed to RMGRK PONC.

SCOPE, GOALS & MILESTONES

- Equipment maintenance strategy which cover on the job, spare parts strategy, BRC, equipment test run and WCS
- Design review of RD4040 to improve rupture disc integrity which cover on ED Furnace and environment effect.

PROBLEM STATEMENT

The following are extracts from the incident reports produced by the Shift Supervisors on duty during the incident:

i. First Incident
At 0930hrs, 10th January 2015, 1LH4045 alarm activated. Field operators stopped PE 1 S440 for cleaning purposes of PE-1-Y445. At that time, the operators observed that 1 of 2 rupture disks has burst. Maintenance informed for replacement of the disc.

ii. Second Incident
On 22th April 2015, 1LH4045 activated intermittently. This indicated that agglomerate has failed vibrating screen, PE-1-S440. Field operator found that the rupture disc has burst. The vibrating screen was then bypassed to allow cleaning activities of PE-1-S440.

iii. Third Incident
At 1947hrs, 9th September 2015, 1LH4045 activated. Field operator went to bypass and stop the screen to clean PE-1-S440. At that time it was found that the rupture disc has burst. Due to heavy raining, the burst rupture disc was covered with plastic bag to prevent water ingress into S440. Mechanical engineer on standby was informed but unfortunately no spare rupture disc was available. Once cleaning job was completed, S440 was put back online.

Figure 31: Example of Airx PCEPE Bad Actor Resolution newsletter 2

Appendix B: User Manual

PETRONAS

PETRONAS CHEMICALS ETHYLENE SDN BHD
PETRONAS CHEMICALS POLYETHYLENE SDN BHD

SAP MASTER DATA UPDATE REQUEST FORM

USER PACK

TABLE OF CONTENTS

LIST OF ABBREVIATIONS

	Abbreviations
Bills of Materials	*BOM*
Engineering Modification Management	*EMOC*
Reliability and Integrity Management System	*RIMS*
System Application Product	*SAP*
SAP Master Data Amendment	*SMDA*

FLOW OF SINGLE FORM

Single form are used for one item for fill in the form. For example is user wants fill data in the form only data, so user needs use this form because user can send the form direct to RIMS section. For the information, single form divide two which are EMOC and SMDA. Below are flow chart of single form:

```
                    ( Start )
                        |
            +-----------------------+
            |      Open Main        |
            +-----------------------+
                        |
            +-----------------------+
            |  Print the MAIN form  |
            +-----------------------+
                        |
            +-----------------------+
            |  Fill up Section A    |
            +-----------------------+
                        |
            +-----------------------+
            |   Scan Main form      |
            +-----------------------+
                        |
            +-----------------------------+
            | Fill list of EMOC @ SMDA form|
            +-----------------------------+
                        |
   +-------------------------------------------+
   | Attach scan request form and list of      |
   |        EMOC @ SMDA form                    |
   +-------------------------------------------+
                        |
            +-----------------------+
            |   Submit Email        |
            +-----------------------+
                        |
                    ( End )
```
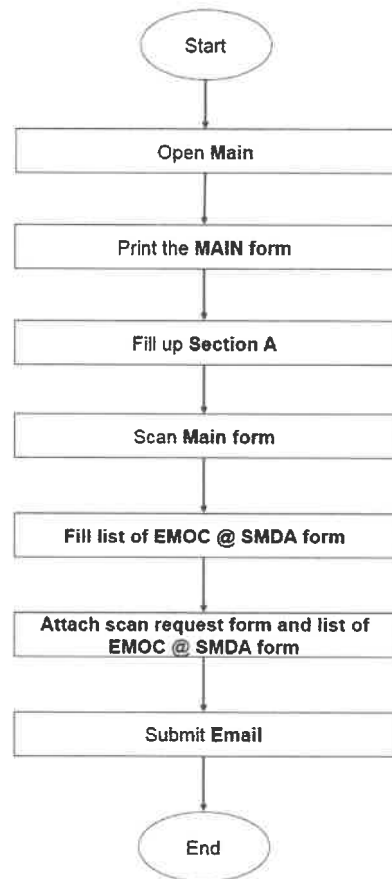
FLOW OF MULTIPLE FORM

Multiple form are used for many list to fill in the form. This multiple form can be used by using Template SAP. User needs fill that template for easier to key in all data in the form. In multiple form divide into two which are EMOC and SMDA. Below are the flowchart of multiple form:

```
                    ┌──────────┐
                    │  Start   │
                    └────┬─────┘
                         │
              ┌──────────────────────┐
              │      Open Main        │
              └──────────┬───────────┘
                         │
              ┌──────────────────────┐
              │  Print the MAIN form  │
              └──────────┬───────────┘
                         │
              ┌──────────────────────┐
              │   Fill up Section A   │
              └──────────┬───────────┘
                         │
              ┌──────────────────────┐
              │    Scan Main form     │
              └──────────┬───────────┘
                         │
              ┌──────────────────────┐
              │  Fill SAP Template.xls │
              └──────────┬───────────┘
                         │
              ┌──────────────────────────────┐
              │  Open SAP MASTER DATA CHANGE   │
              │        REQUEST FORM            │
              └──────────┬─────────────────────┘
                         │
              ┌──────────────────────────────┐
              │ Attach Main Form & list of EMOC @ │
              │          SMDA form             │
              └──────────┬─────────────────────┘
                         │
              ┌──────────────────────┐
              │     Submit Email      │
              └──────────┬───────────┘
                         │
                    ┌──────────┐
                    │   End    │
                    └──────────┘
```
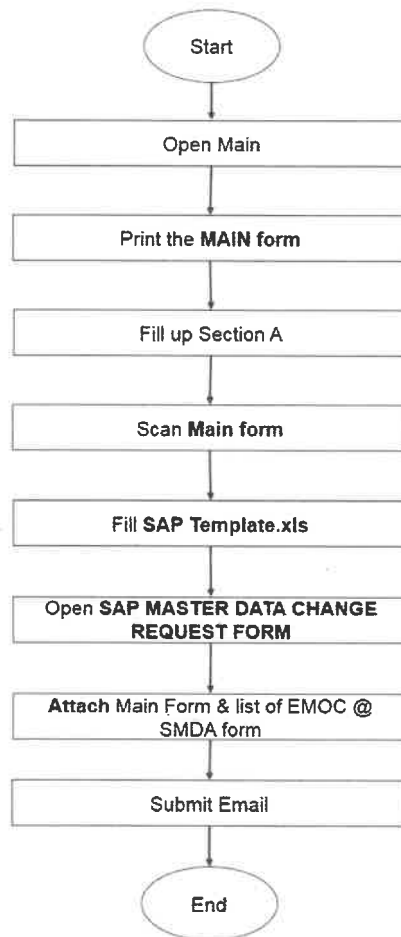
SAP MASTER DATA UPDATE REQUEST FORM

TEMPLATE SAP

TEMPLATE SAP

This template used together with corresponding multiple forms. All data will transferred into respective for multiple form using the import data function. There are example template of form

i. EMOC Create BOM

ii. EMOC Create Maintenance Plan

iii. SMDA Create MPLAN

iv. SMDA Change Update BOM
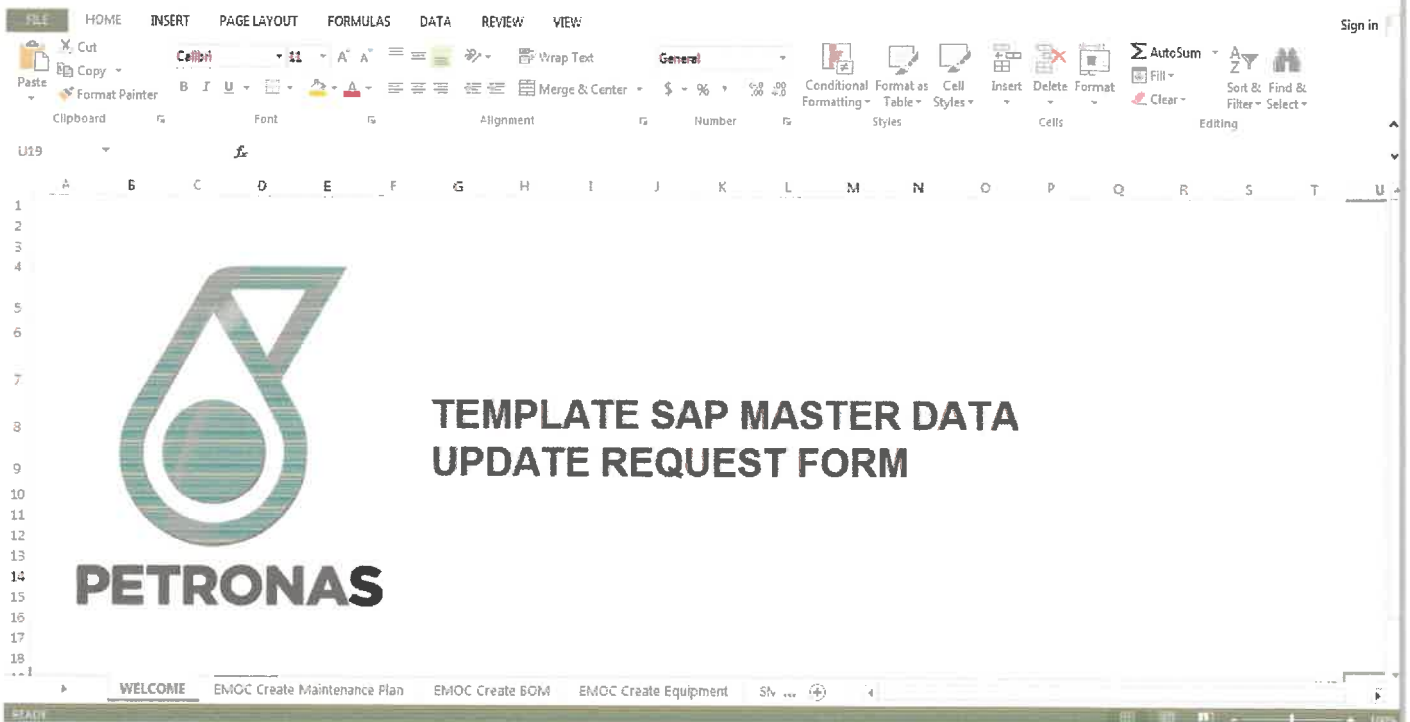
SAP MASTER DATA UPDATE REQUEST FORM

COPY FILE

SAP MASTER DATA UPDATE REQUEST FORM
COPY FILE
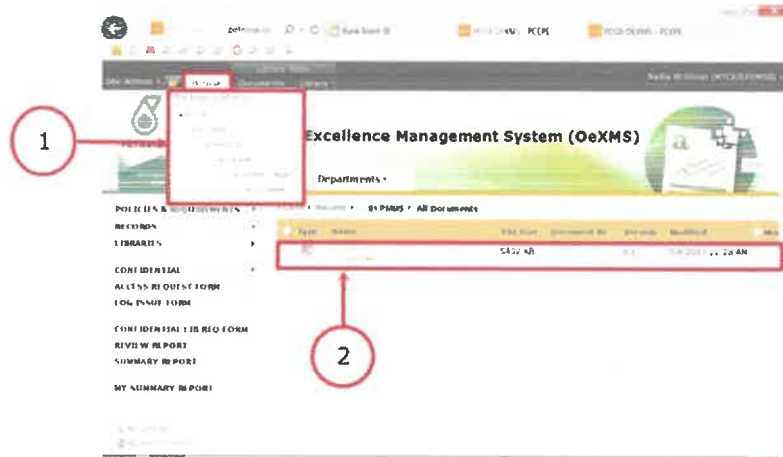
1. **Follow the step of picture above** to open the form
2. Next, **Double click** these form to open it.
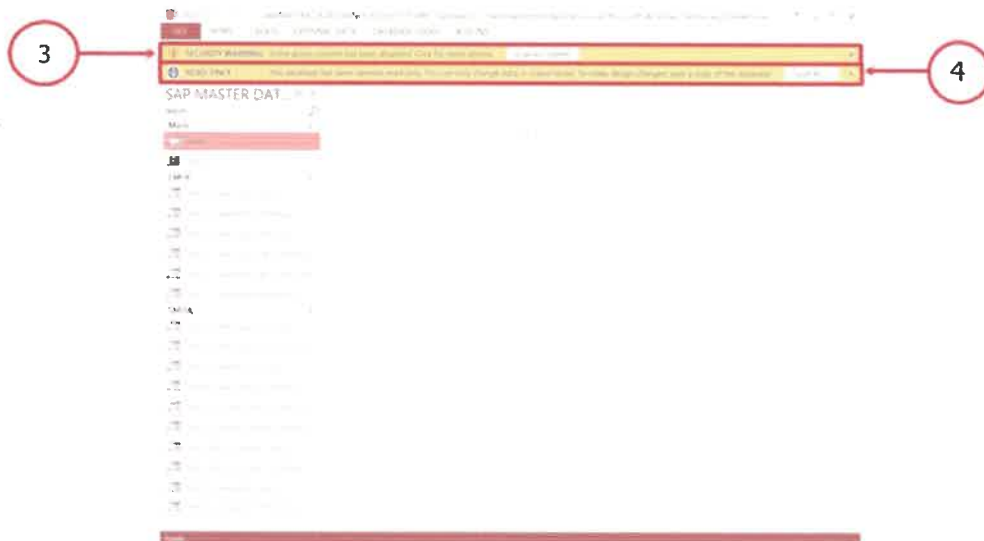
3. Click to Enable Content
4. After that, **click Save** as to save file.
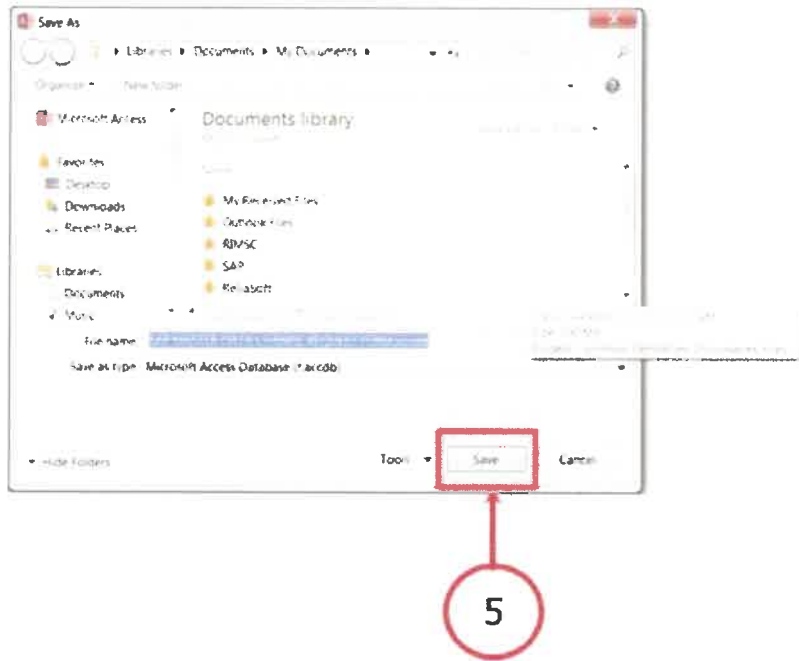
5. Click Save file into your computer or desktop.
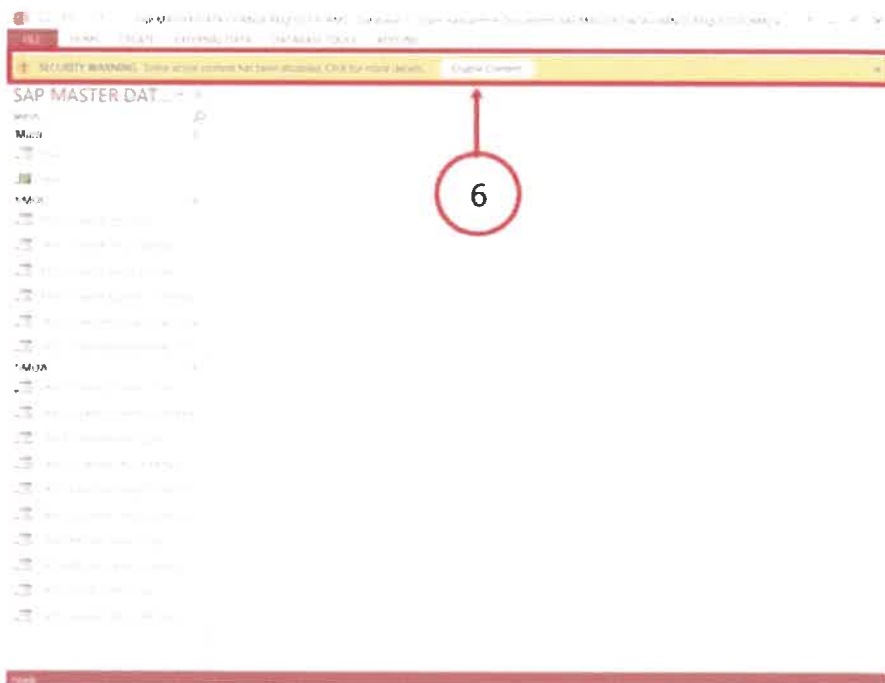
6. After save, open it and Click Enable Content to use it.

SAP MASTER DATA UPDATE REQUEST FORM

MAIN FORM

SAP MASTER DATA UPDATE REQUEST FORM
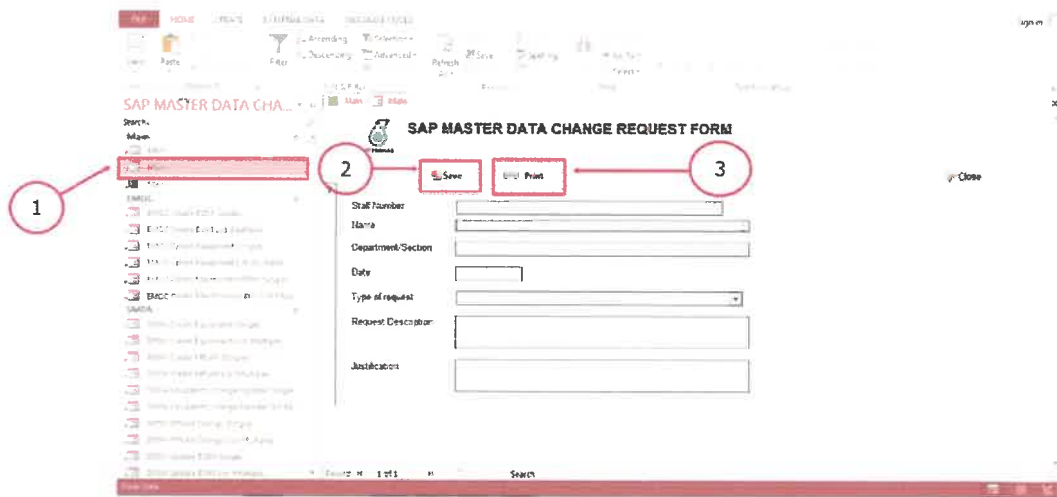
MAIN FORM

1. **Click Main Form** and fill it.
2. **Click save** to save the Main Form.
3. **Click Print** to preview print Main Form.
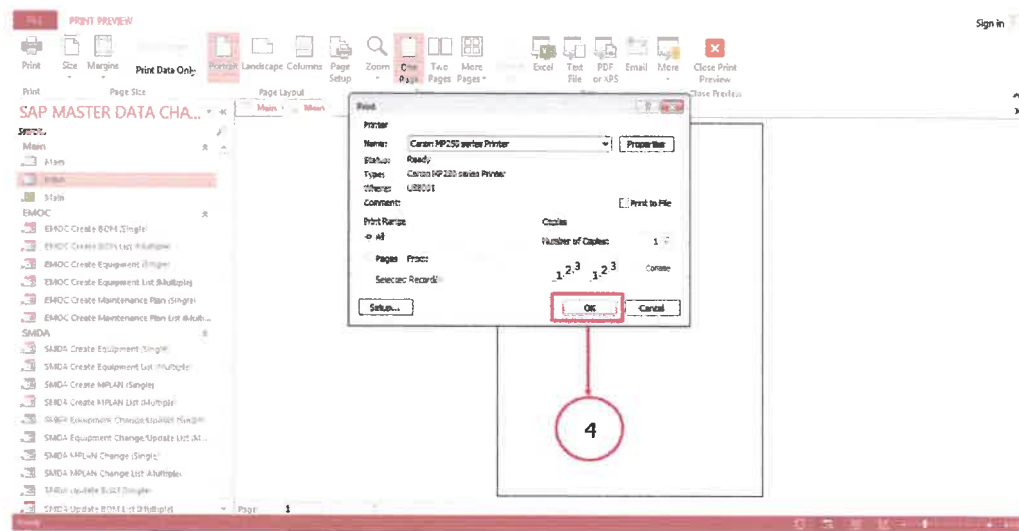
4. **Click OK** to continue print Main Form.

SAP MASTER DATA UPDATE REQUEST FORM

ENGINEERING MANAGEMENT OF CHANGE (EMOC)

# ENGINEERING MANAGEMENT OF CHANGE (EMOC)

EMOC SINGLE FORM
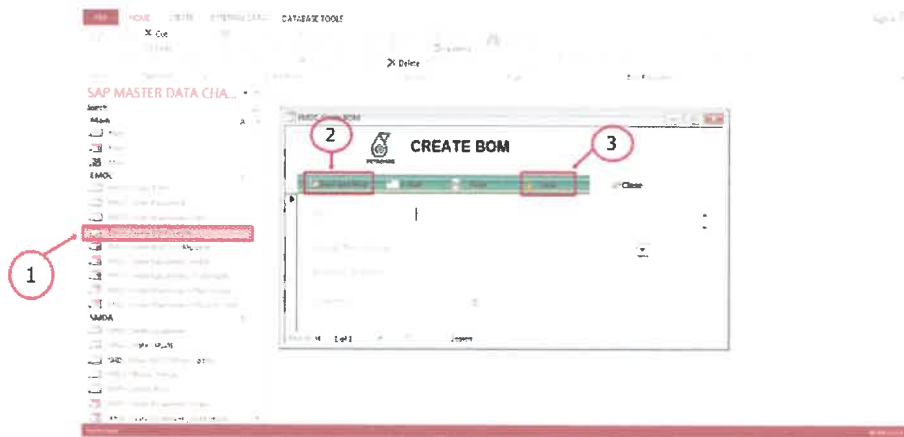
1. **Click EMOC Create BOM** to open form.
2. Fill the form to create BOM **and save** it.
3. User can **Click CLEAR** button to reset data.

4. **Click EMAIL** to email the request to RIMS.

5. **Click Attach File** to attach scanned Main request form.
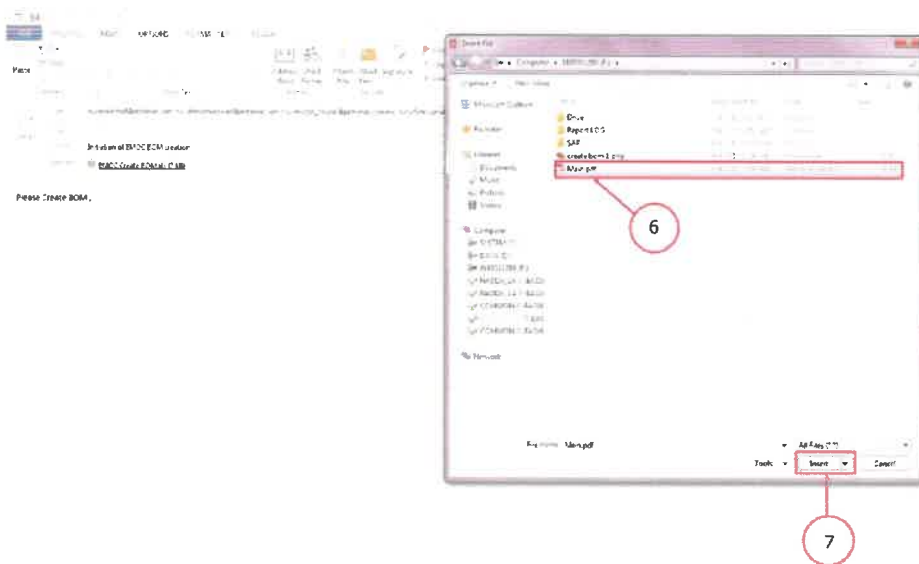
6. **Click the file** wants attach. Eg : Main.pdf.
7. **Click Insert** to attach an email.
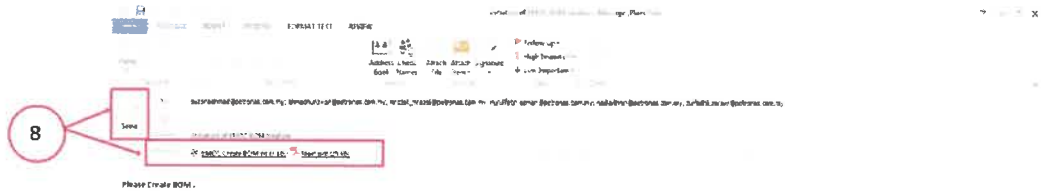
8. **Click Send.**
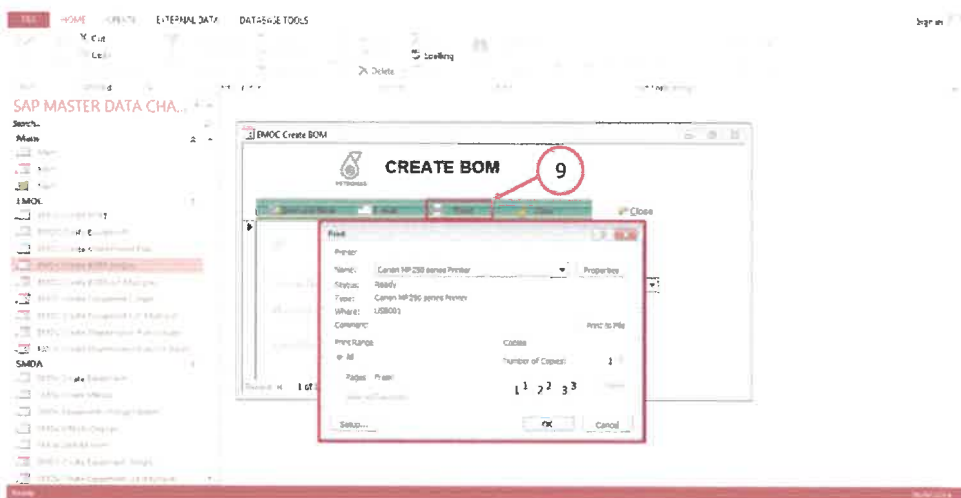
9. **Click Print** to keep the form in hardcopy format.

EMOC MULTIPLE FORM
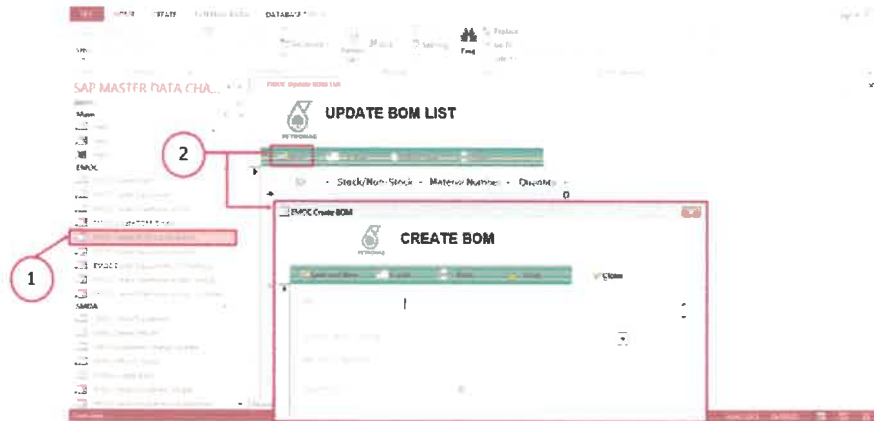
1. **Choose form to open. Eg: EMOC Create BOM List.**
2. **Fill in the form directly or attach pre-filled** respective Excel Template SAP file.
3. **Open Template SAP.xls** file.
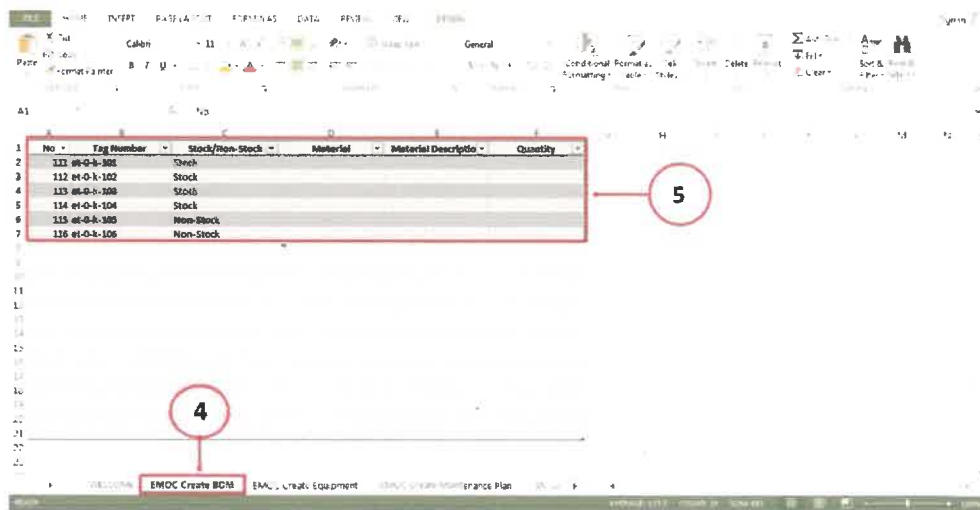
4. **Choose the template** wants to copy into SAP Master Data Update Request Form. **Eg: EMOC Create BOM.**
5. **Copy all data** in EMOC Create BOM of Template SAP.
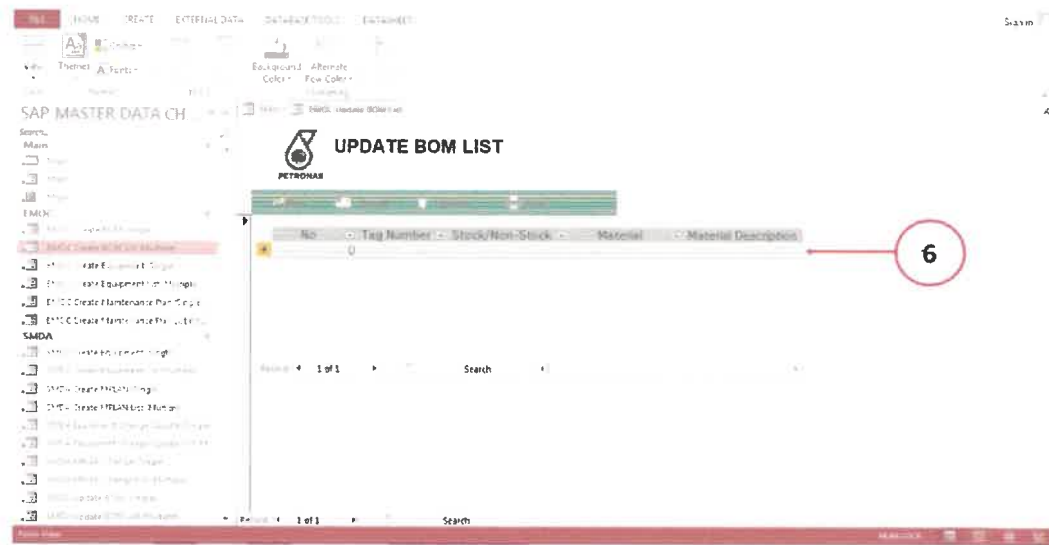
6. **Select all column in Create BOM List to paste all data** from EMOC Create BOM of Template SAP.
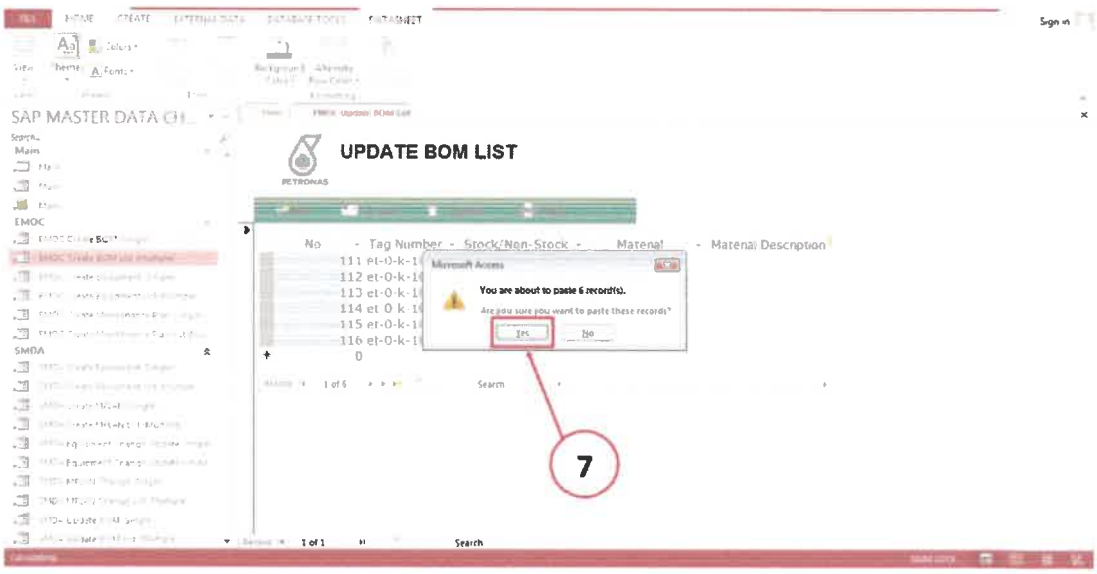
7. Upon the pop-up, **Click Yes** to continue copy the data into the Create BOM List.
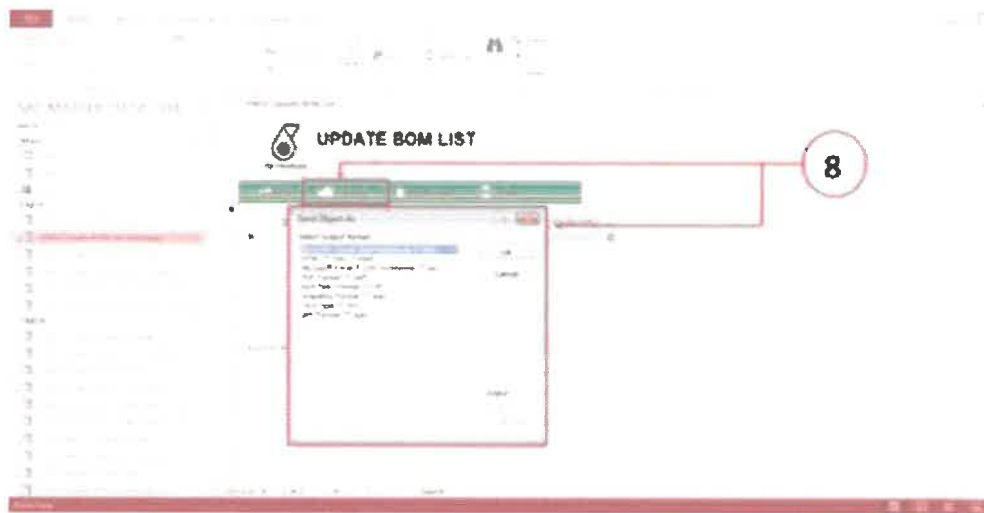
8. **Click Email** to email the request to RIMS.
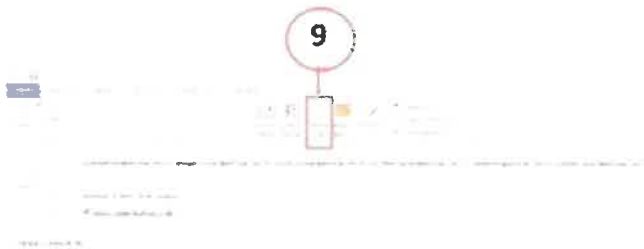
9. **Click Attach File** to attach scanned Main Form.

10. **Click the file wants attach**. Eg: Main.pdf.
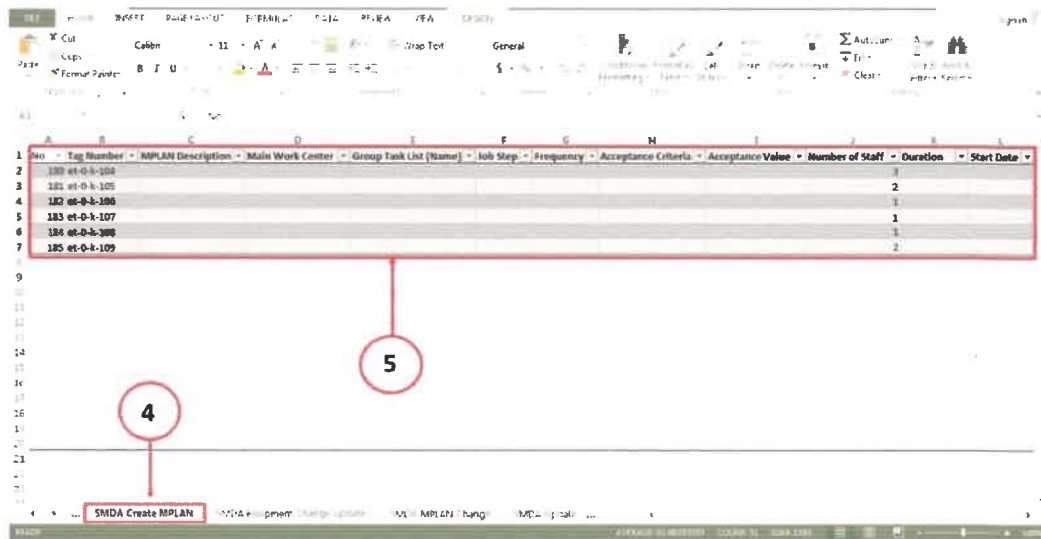11. **Click Insert** to attach an email.

12. **Click Send.**

NOTES

1. **Click Refresh All** to update the table.
2. **Click Delete** to delete any data.
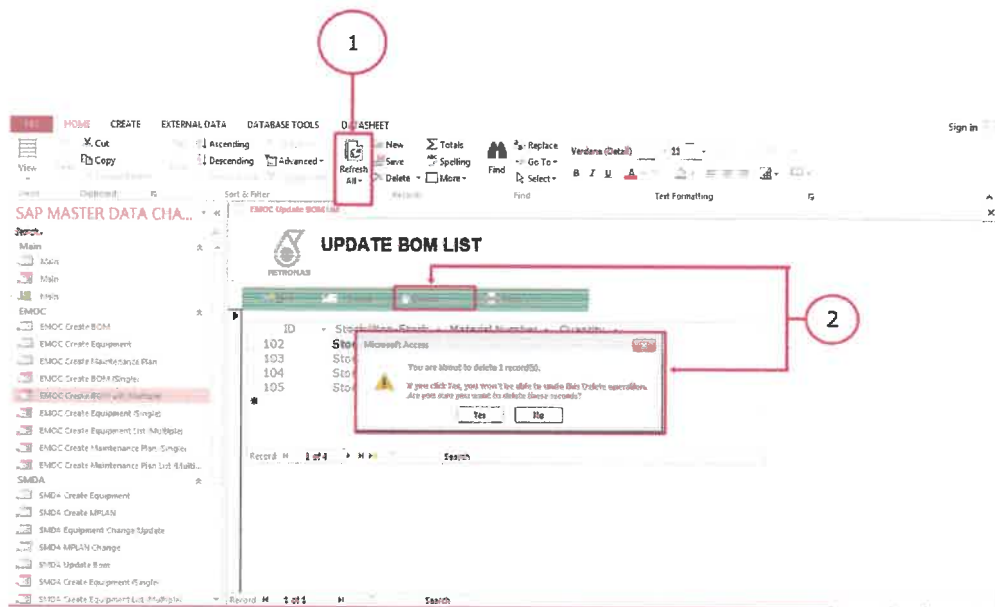
3. **Click Print** to keep the form in hardcopy format.
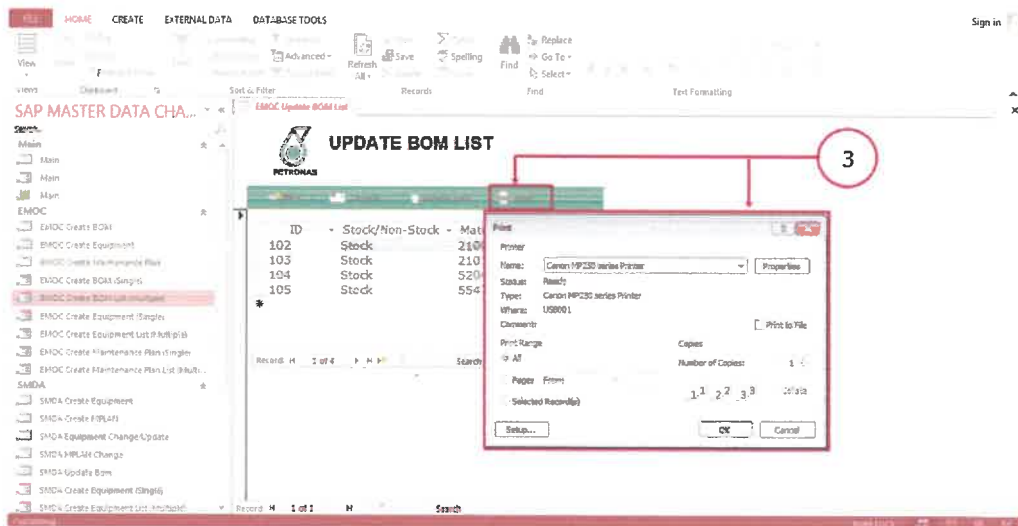
SAP MASTER DATA UPDATE REQUEST FORM

SAP MASTER DATA AMENDMENT (SMDA)

SAP MASTER DATA AMENDMENT (SMDA)

SMDA SINGLE FORM
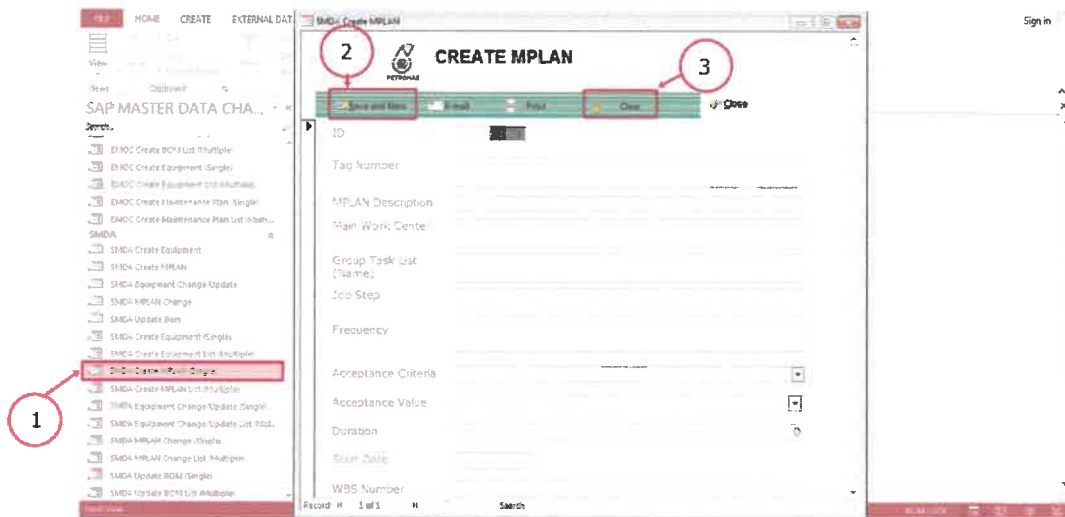
1. **Click SMDA Create MPLAN** to open form.
2. **Fill the form to create MPLAN** and save it.
3. User can **Click CLEAR** button to reset data.
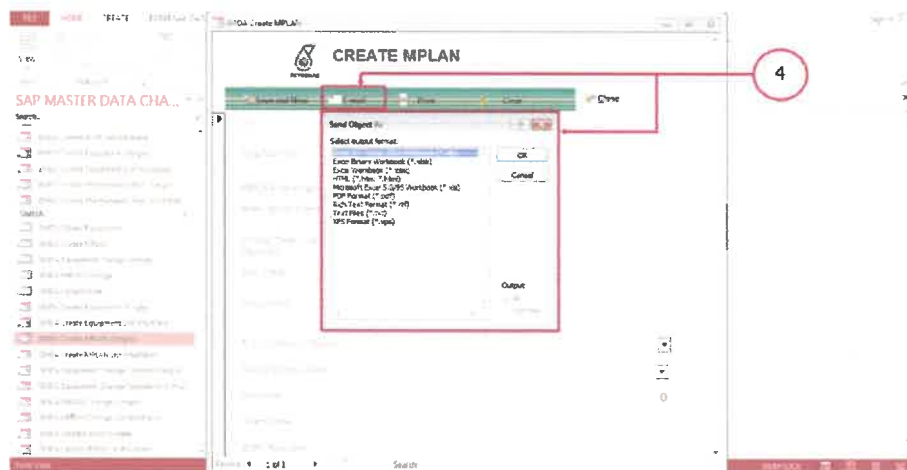
4. **Click Email** to email the request to RIMS.

5. **Click Attach File** to attach scanned Main request form.
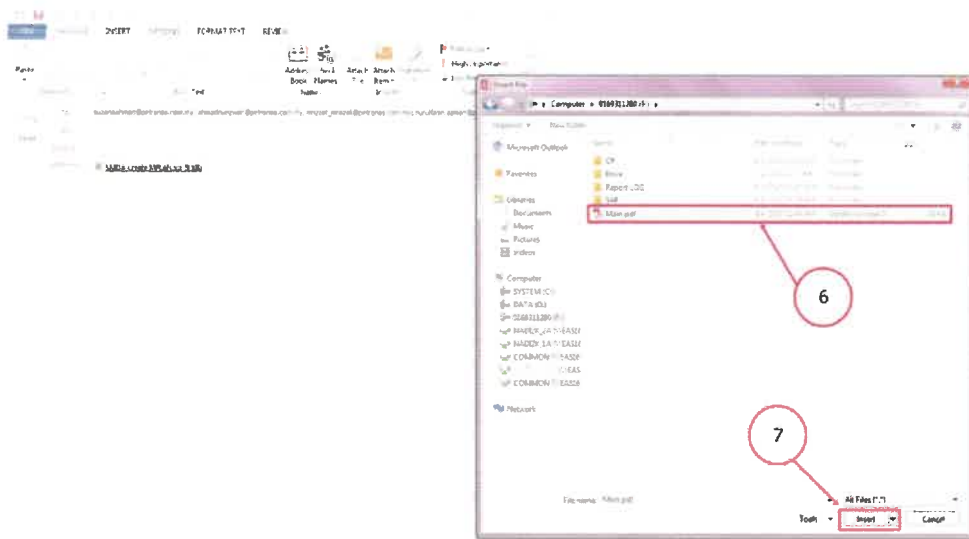
6. **Click the file wants attach.** Eg : Main.pdf.
7. **Click Insert** to attach an email.

8. Click Send.
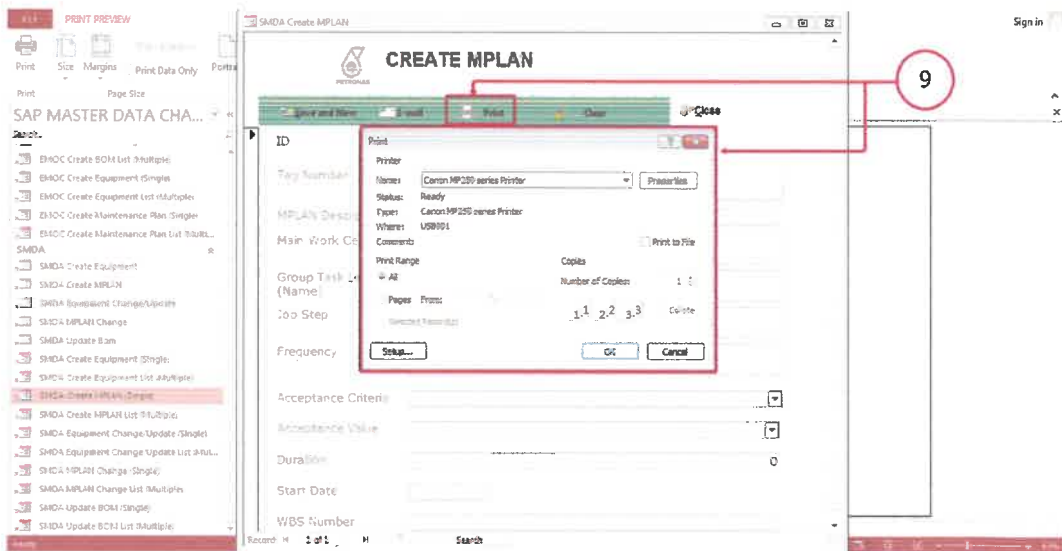
9. **Click Print** to keep the form in hardcopy format.

SMDA MULTIPLE FORM
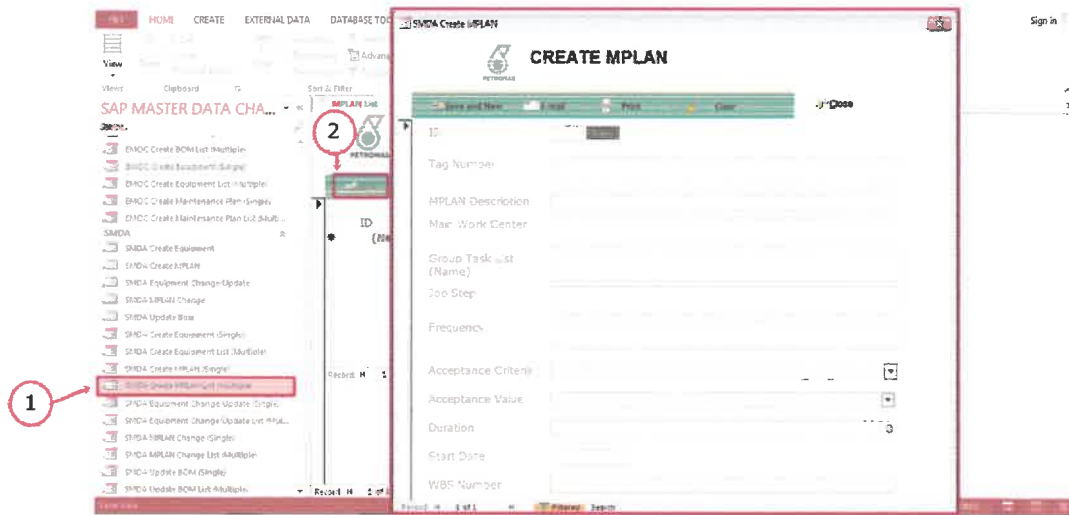
1. **Click SMDA Create MPLAN.**
2. **Fill in the form directly or attach pre-filled** respective Excel Template SAP file.
3. **Open Template SAP.xls** file.

4. **Choose the template** wants to copy into SAP Master Data Update Request Form. **Eg: SMDA Create MPLAN.**
5. **Copy all data** in EMOC Create BOM of Template SAP.
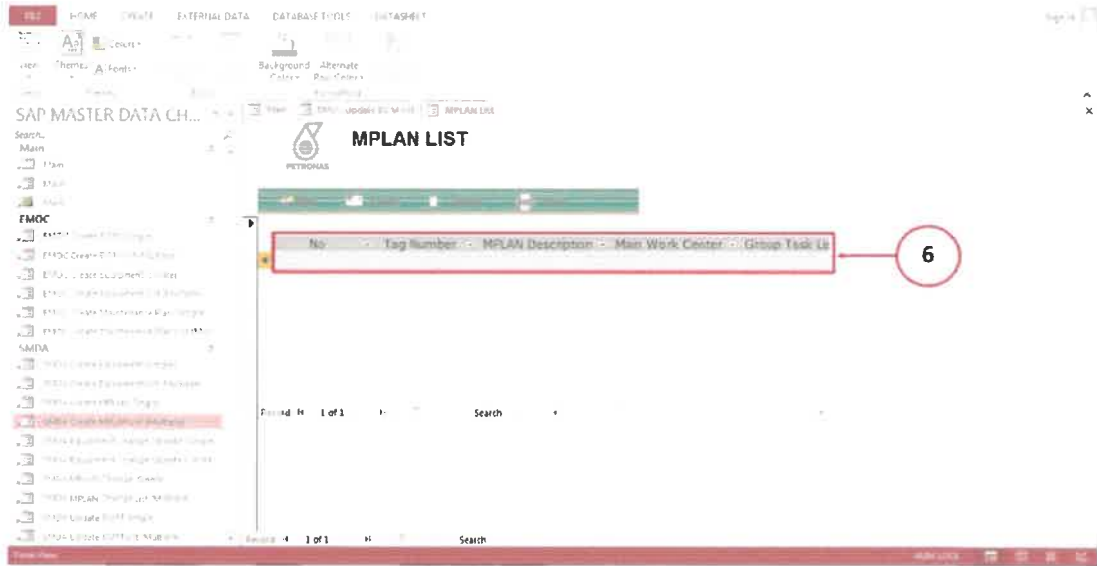
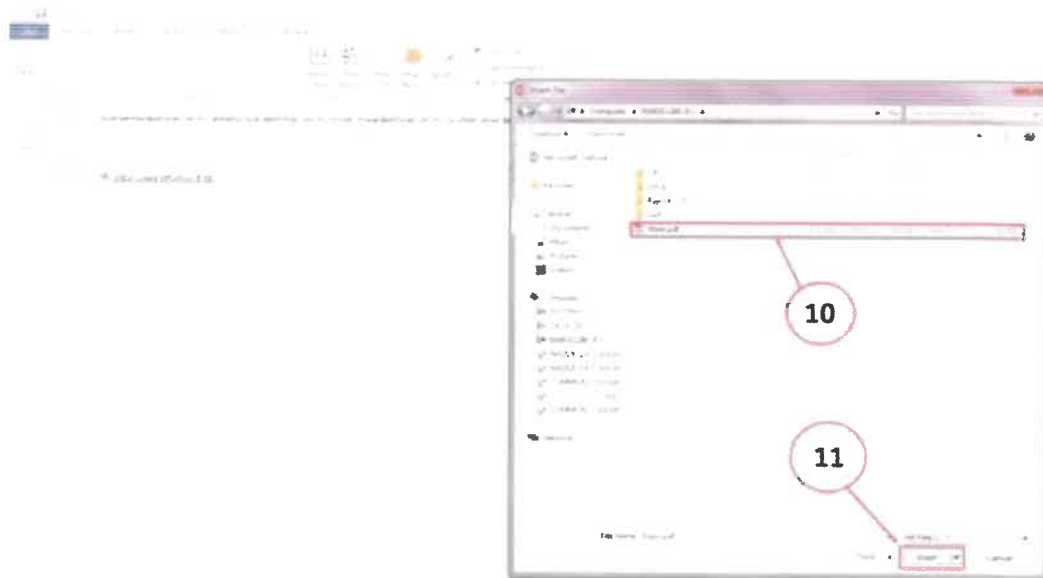6. **Select all column in MPLAN List to paste all data** from EMOC Create BOM of Template SAP.
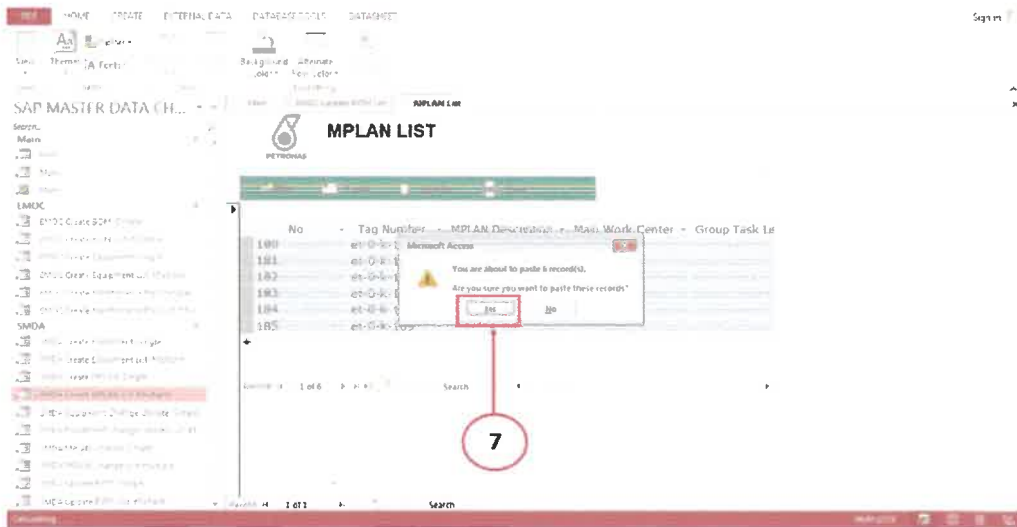
7. Upon the pop-up, **Click Yes** to continue copy the data into the MLAN List.

8. **Click Email** to email the request to RIMS.
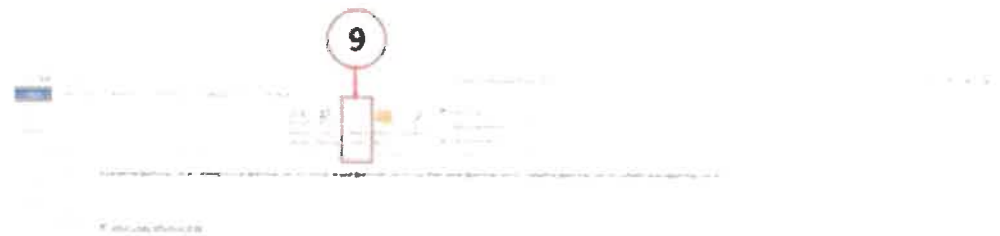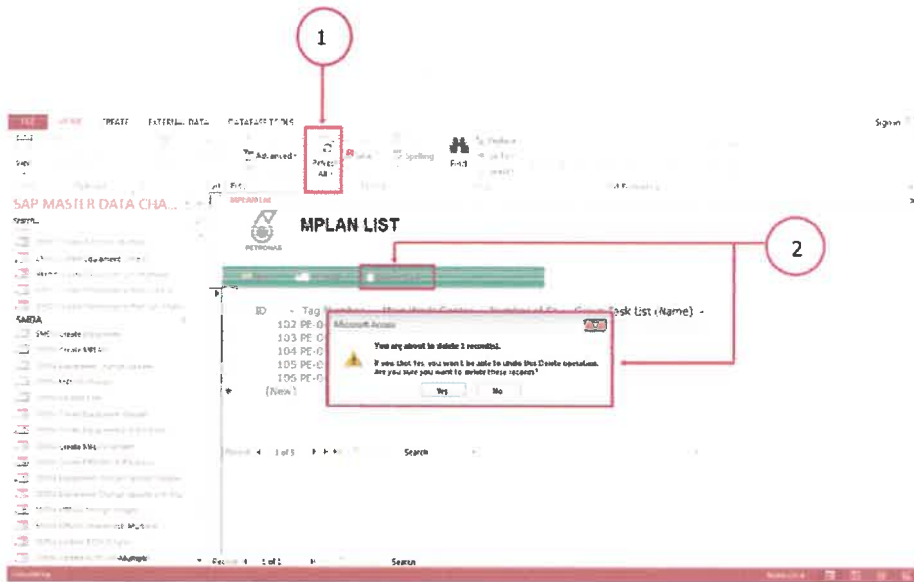

9. **Click Attach File** to attach scanned Main Form.

10. **Click the file wants attach**. Eg: Main.pdf.
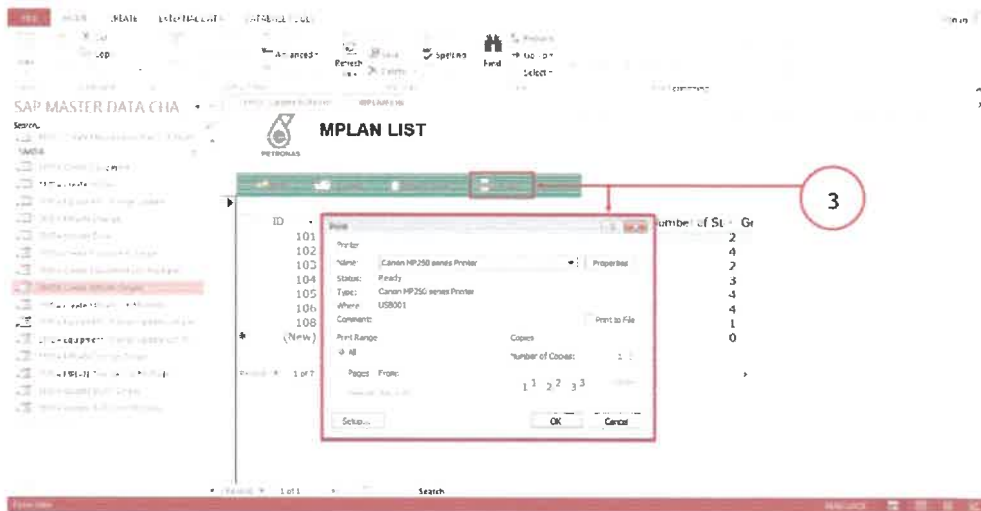11. **Click Insert** to attach an email.

12. **Click Send.**

NOTES

1. **Click Refresh All** to update the table.
2. **Click Delete** to delete any data.

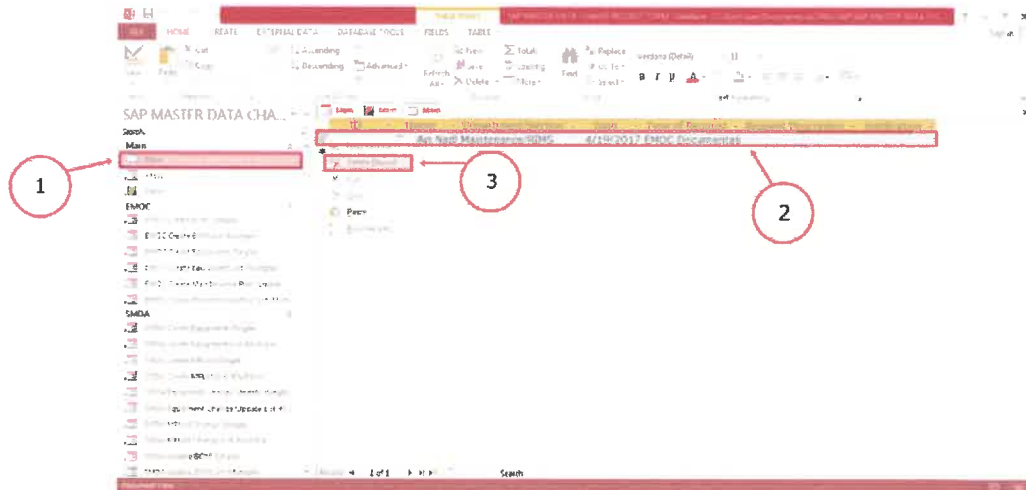3. **Click Print** to keep the form in hardcopy format.
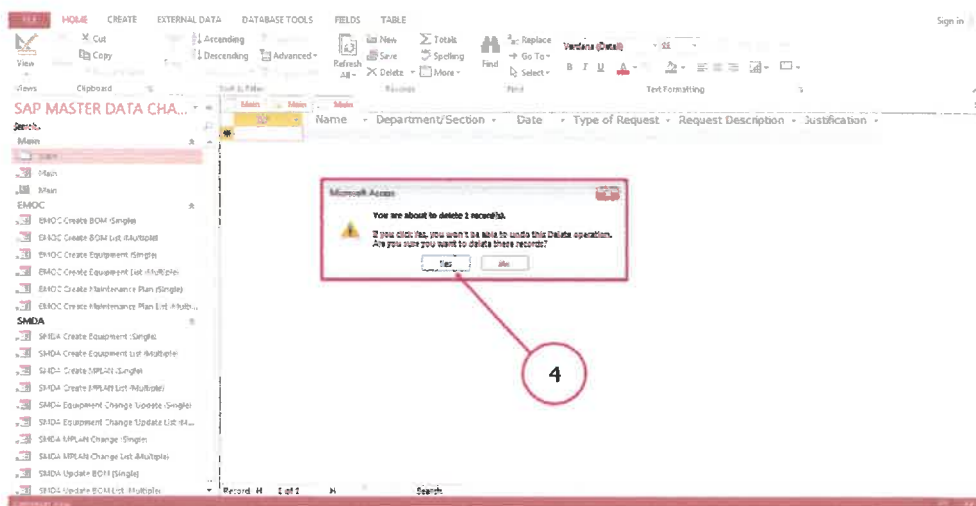
SAP MASTER DATA UPDATE REQUEST FORM

TROUBLESHOOTING

DELETING OLD DATA

In the MAIN FORM, user can fill only one time. If user wants create a new data, the old data had to be deleted because when user wants print it, blank data will appear. So there are step to delete old data in MAIN FORM.
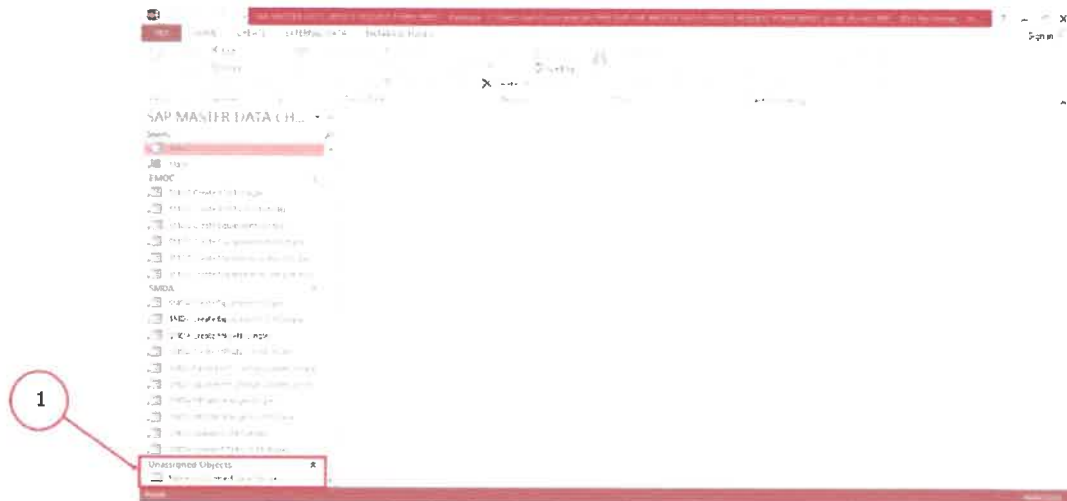

1. **Click table** of MAIN.
2. **Click the row data** wants to deleted
3. **Click right-click** and choose delete record.
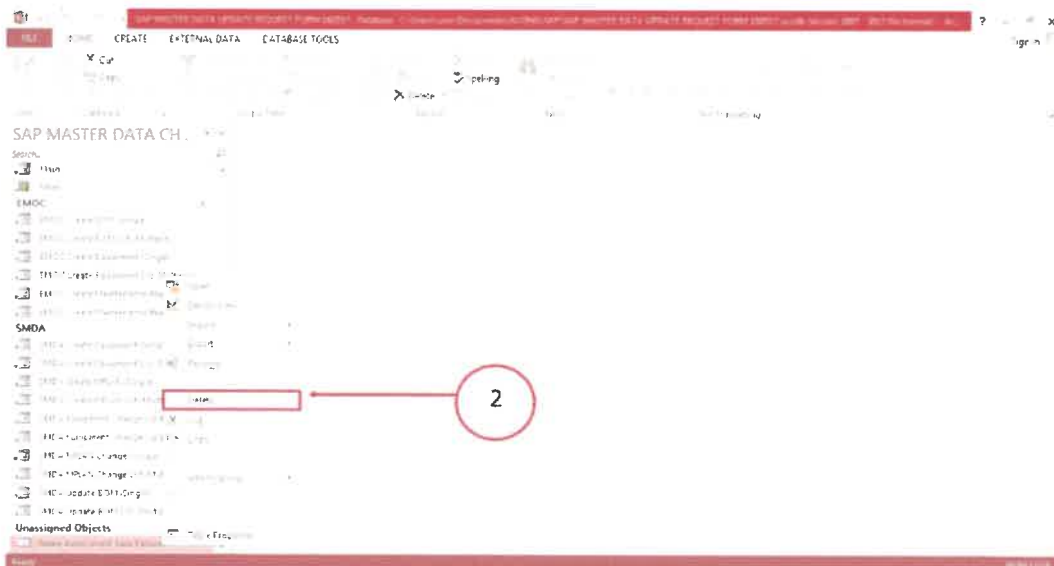

4. **Click YES** to delete old record.

DELETING UNNECESSARY TABLE

1. Click unassigned table.

2. Press Right-click and Click delete.
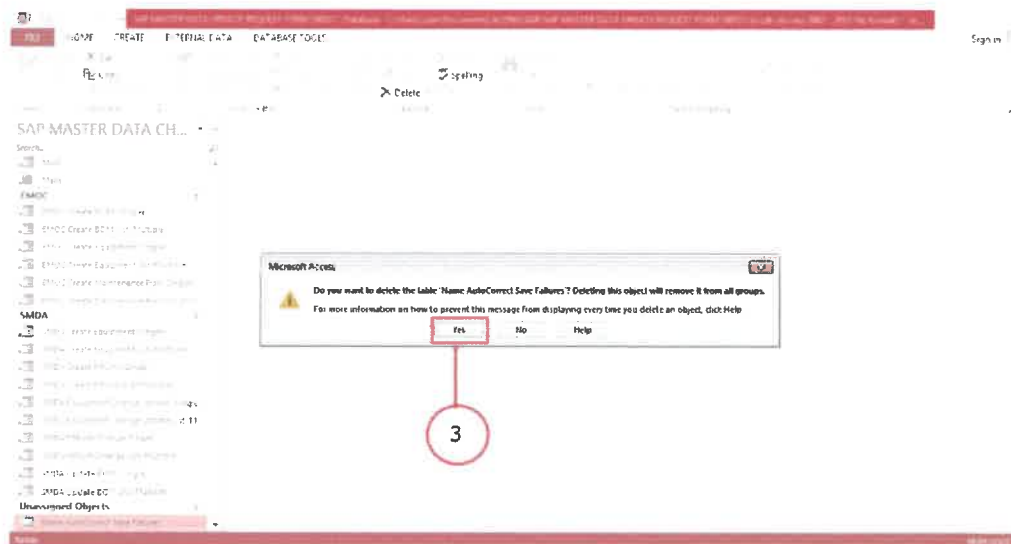
3. Once the pop-up appear, **Click Yes** to delete the unassigned table.

DIRECT EMAIL

User can email direct to RIMS using Template SAP Master Data Update Request and Main form if have problem when using SAP Master Data Update Request Form. There are the step by step how email direct to RIMS :
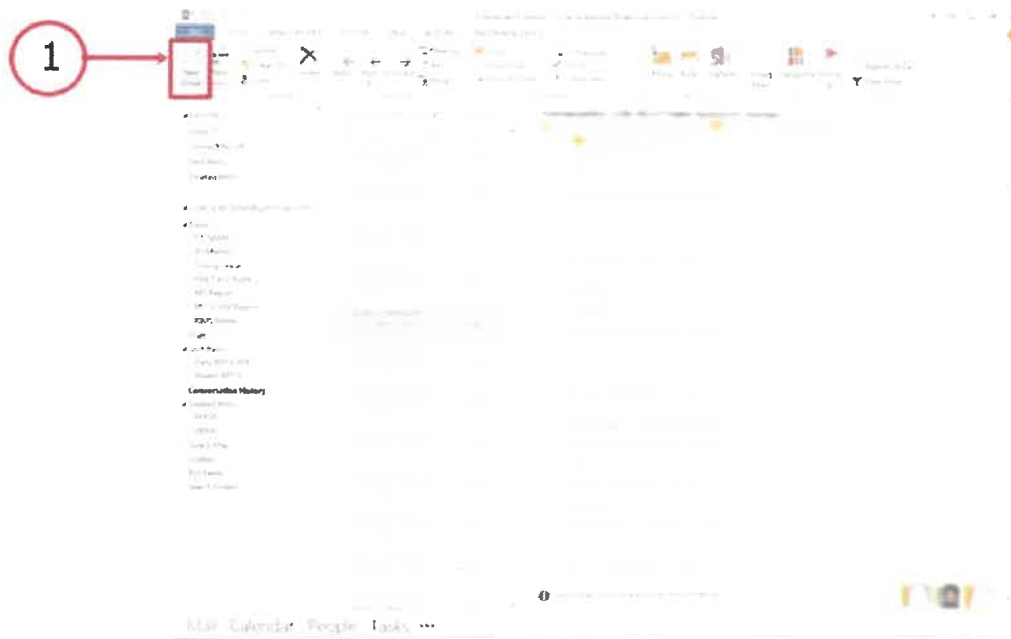
1. **Open Microsoft Outlook** and **Click New Email.**

2. **Fill email of recipients.**
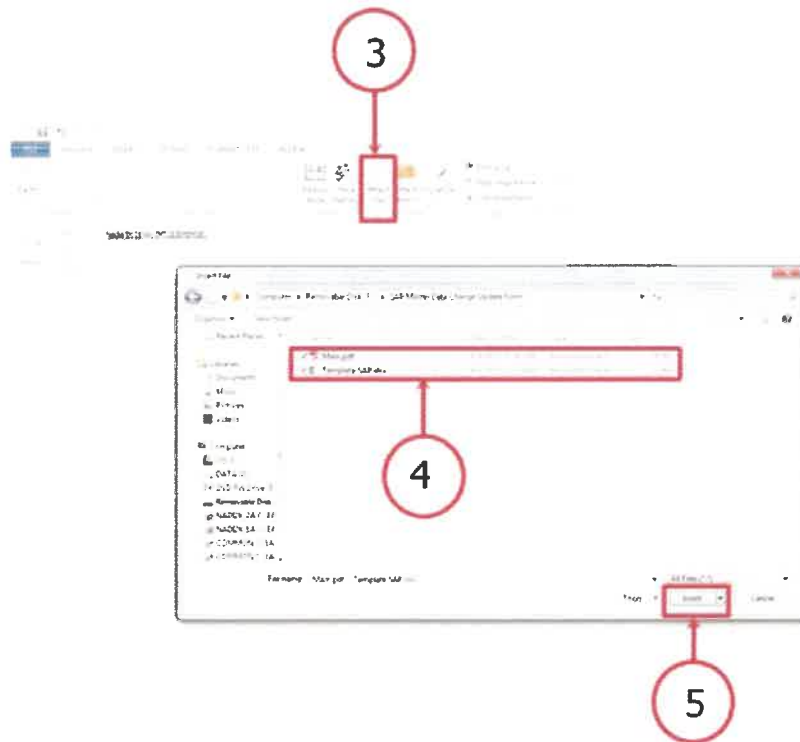
3. **Click Attach File** to attach scanned Main Form and Template SAP.
4. **Click the file wants attach**. Eg : Main.pdf and Template SAP.xls
5. **Click Insert** to attach an email.

6. **Click Send.**

Appendix G: Slides

INDUSTRIAL TRAINING

Nur Ain Nadhirah Binti Anuar (2014563109)
Bachelors of Information System Management (IMS)
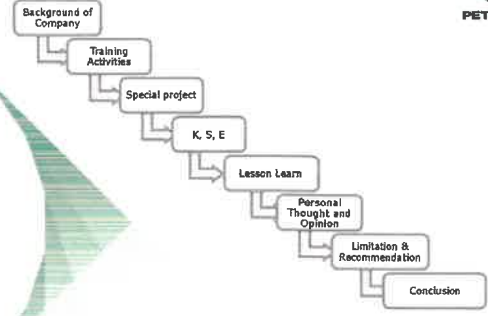PETRONAS Chemicals Ethylene and Polyethylene
Sdn. Bhd (PCEPESB)

PETRONAS

PRESENTATION OUTLINE

PETRONAS

- Background of Company
  - Training Activities
    - Special project
      - K, S, E
        - Lesson Learn
          - Personal Thought and Opinion
            - Limitation & Recommendation
              - Conclusion

Presentation Title (Internal) :
Division – Rumah/RU/HSE/BU (Action
Name of Presenter

©Petroliam Nasional Berhad (PETRONAS) 2014

About PETRONAS

Presentation Title: Industrial Training
Nur Ain Nadhirah Binti Anuar

Petroliam Nasional Berhad (PETRONAS) 2014

PETRONAS Chemicals Ethylene

PCEPE was Incorporated on 11th July 1991.	
Lot 3834, Kawasan Bukit Tengah, Km 105, Jalan Kuantan-Kuala Terengganu, 24300 Kertih, Kemaman, Terengganu, Malaysia	
Vision	The Preferred Supplier of Ethylene and Polyethylene Delivering Best-in-Class Performance.
Mission Statement	To become a world class ethylene producer
	To form the nucleus of Malaysia's very own petrochemical complex.

Presentation Title: Industrial Training
Nur Ain Nadhirah Binti Anuar

Petroliam Nasional Berhad (PETRONAS) 2014

Product PETRONAS Chemicals Ethylene (PCESB)

Department in PETRONAS Chemicals Ethylene (PCESB)

Reliability and Integrity Management Sections

Safety and Security Briefing

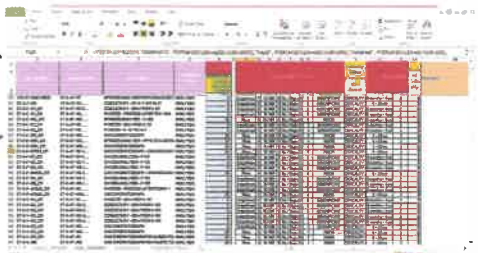|	
Conducted by HSE Department	• Re-attend the training four months of work/industrial training • Every Mondays and Thursdays.
Objective Safety Briefing	• To ensure that all staffs and contractors are well informed about HSE policies, rules, regulations and practices in PCESB.
Objective Security Briefing	• To make the participants aware about the consequences of violating the rules.
Outcomes	• Briefed about the Zero (Zero Tolerance) Rules • In security briefing, it is introduced concerning: • Entrance gate • Entrance to process area and requirements • Parking and traffic management

Presentation Title: Industrial Training
Nor Ain Nadhirah Binti Anuar

Petroliam Nasional Berhad (PETRONAS) 2014

Equipment Criticality Average Template

Calculation average the damage of equipment

This template are used when damage to property in plants

Presentation Title: Industrial Training
Nor Ain Nadhirah Binti Anuar

Petroliam Nasional Berhad (PETRONAS) 2014

PETRONAS Leading Women Network East Cost Region (PLWN)

Presentation Title: Industrial Training
Nor Ain Nadhirah Binti Anuar

Petroliam Nasional Berhad (PETRONAS) 2014

"Minggu Penghayatan Al-Quran"

Presentation Title: Industrial Training
Nor Ain Nadhirah Binti Anuar

Petroliam Nasional Berhad (PETRONAS) 2014

Innershine: Reveal Your Inner Beauty

Prime X: Launching of Implementation Revised Joint Integrity Procedure

Airx PCEPE Bad Actor Resolution Newsletter
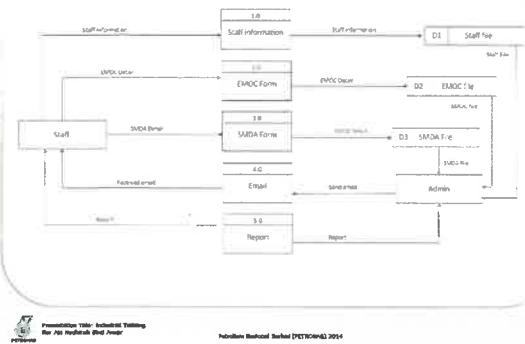

Airx PCEPE Bad Actor Resolution Newsletter

Special Project

Staff of PCEPE

Registering of equipment in the plant or site

PCEPE SAP Master Data Update Request Form
— XX —
(Impermanent Inventory)

Problem Statement
- Delaying process registration when use old method

Objective
- To make faster request
- To create a smooth request process
- To create a smooth request process

Project Planning
- 11 days
- Develop form using SDLC Concept

Entity Relationship Diagram

EMOC
- EMOC Tag Number INT
- Types of EMOC Form : VARCHAR (45)

Staff
- Staff Number INT
- Staff Name : VARCHAR (45)
- Department/Section : VARCHAR (45)
- Date : DATETIME
- Purpose Request : VARCHAR (45)
- Type of Request : VARCHAR (45)
- Equipment Tag Number : VARCHAR (45)
- Request Description : VARCHAR (45)

SMDA
- SMDA Tag Number INT
- Types of SMDA Form : VARCHAR (45)

Admin
- Email Admin : CHARACTER

Context Diagram

STAFF → SAP MASTER DATA UPDATE REQUEST → ADMIN

0

Data Flow Diagram

Main Page of PCEPE SAP Master Data Update Request Form (Impermanent Inventory)

PCEPE SAP Master Data Update Request Form (Impermanent Inventory)

Outcomes of Project

2 Weeks ➡ 3 Days

Knowledge, Skills and Experience

Knowledge	Skills	Experience
• Know how to design the flowchart of the system • Know how to use Microsoft Access • Gained from subjects IMD205 and IMD258	• Able to enhance skills designing skills. • Enhance skills in developing special project • Able to learn visual basic application and macro programming	• Designs flowchart for systems used by RIMS • Able to learn visual basic application and macro programming • Designs a newsletter for RIMS

Confidence and matured

Personal Thoughts and Opinions

Help the trainee to be more understand in the real work situation

Improve knowledge and communication skills

Lesson Learnt

Punctuality

Problem solving

Stress Manage

Take Priority

Limitation and Recommendation

The staff in RIMS also still lacking in using the technology that need practiced to enhance their skills and knowledge's.

Communication tools

Quite limited task that related to field of the trainee

Conclusion

| Exposed to working real working environment |
| Gained knowledge |
| Strengthen and weakness |

Thank you

Q & A