



UNIVERSITI TEKNOLOGI MARA

FACULTY OF CIVIL ENGINEERING

INDUSTRIAL TRAINING REPORT

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(2017207528)

NUSA CREATIVE

**1132, JALAN SENAI UTAMA 2/4,
TAMAN SENAI UTAMA, 81400 SENAI,
JOHOR.**

DEKAD JITU SDN. BHD.

**3093, JALAN MERBAU 2,
BANDAR PUTRA, 81000 KULAI,
JOHOR.**

FEBRUARY 2021

Abstract

Industrial training is an important phase of a student life, this will properly help to develop required skills and knowledge before get into construction industry. All diploma students are required to experience industrial training for 17 weeks as part of their lesson plan in order to complete their 3 years at 6th semester for course of Diploma in Civil Engineering.

This report is a summary of all the work experience I have been able to gather during my Industrial Training programme at Nusa Creative Sdn. Bhd. located at Taman Senai Utama, Senai Johor a company registered with Pusat Khidmat Kontraktor Bumiputera and Construction Industry Development Board CIDB status G2(2018). and Dekad Jitu Sdn. Bhd. which is loacated at Bandar Putra, Kulai it is a company registered with Pusat Khidmat Kontraktor Bumiputera and Construction Industry Development Board CIDB status G7(2016). This company specialized in projects such as civil, building, building management, roadwork, agriculture and landscape. This company has been established since 2002 and already have more than 5 completed project.

In the first chapter, I will explain about the details of the company that I join for my industrial training programme. This chapter includes its mission , vision, the project that runs by the company, the organization structural and its nature of business.

The second chapter will be the most important context for my industrial summary which explains about the journey of my internship during 17 month. This chapter is the highlight on overall work that I have done in construction industry.

After that, we goes to the third chapter which is explains about my technical report on construction company's nature of work, problem encountered and experience gained during my internship with the company.

The final chapter is about conclusion, which is conclude what I have gained from this internship programme.

Acknowledgement

I would express my most gratitude to Universiti Teknologi Mara for Providing me opportunity to me to pursue the quantity surveying training as a partial fulfilment of the requirement for the Diploma of Civil Engineering.

I would like to thank Tuan Hj. Abdul Malek Bin MD. Yosoof for giving me an opportunity to undergo my industrial training at his successful company Dekad Jitu Sdn. Bhd. as well as Ms. Nur Najlaa Binti Sa'id who arrange my industrial training at the company. Beside that, I am honoured to have Mr. Mohd Khir Bin Mohd Nasir as my industrial training supervisor, with his guidance and encouragement from time to time and advice me during this programme. Such an excitement he could guide me with patience even though he is a busy man. In addition, I also like to thank Sir Ahmad Idzwan bin Yusuf as my Faculty supervisor for checking on me during industrial training visit.

Lastly, I would like to express my gratitude to all staffs in Dekad Jitu Sdn. Bhd., without their sharing and friendly welcoming to help me, I would not gained growth in knowledge and not having fun along this internship programme. There is a lot of knowledge and experience I have obtain during at their company.

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CHAPTER 1 : INTRODUCTION

1. 1 Introduction

Civil engineering is a profession which involves themselves in developing the infrastructure and sub-structure. They also touch the sector of public work such as roadwork, dam and bridges. There is a lot of category divided from the civil engineering discipline that includes quantity surveying, structure designing, project management and many more.

The first company, Nusa Creative Sdn. Bhd. that I work for was a Architecture company and also a contractor company with licence of Pusat Khidmat Kontraktor Bumiputera and Construction Industry Development Board CIDB status G2(2018). the main work of the company is provide technical drawing for contractors and clients.

The company, Dekad Jitu Sdn. Bhd. that I work for was a main contractor or general contractor which has licence of Pusat Khidmat Kontraktor Bumiputera and Construction Industry Development Board CIDB status G7(2016). The company consist with various department which is logistic and maintenance, technical unit, quantity surveyor unit, financial unit, human resources, administration unit and lastly school unit.

In this chapter, I will explain about the details of the company that I join for my industrial training programme. This chapter includes its mission , vision, the project that runs by the company, the organization structural and its nature of business.

1. 2 Background of the Company

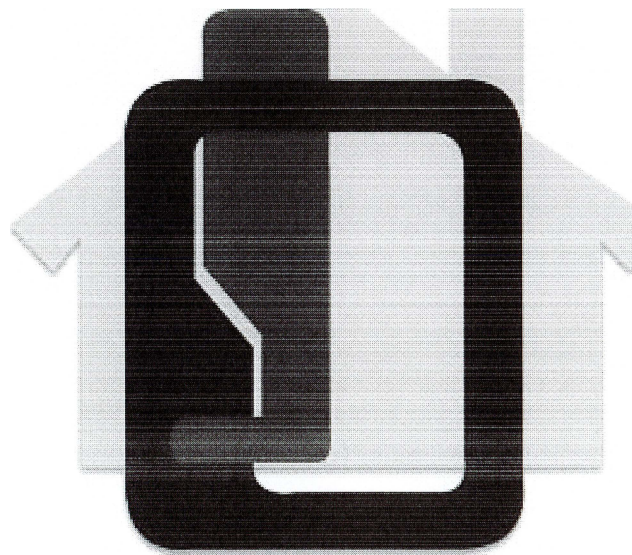
From 12th October 2020 until 30th October 2021, I have started my industrial training programme at a Architecture company named Nusa Creative Sdn. Bhd. and was established from 2012 at Taman Senai Utama, Senai Johor. The nature of business is towards construction and provide technical drawing

From 24th November 2020 until 10th February 2021, I have completed my industrial training programme at a main contractor company named Dekad Jitu Sdn. Bhd. and was established from 2002 located Bandar Putra, Kulai Johor. The nature of business is towards construction, maintenance and repair of roads, buildings, drainage and landscaping.

The history of the establishment of this company started from 27 February 2002 registered as a class 'F' contractor with a paid-up capital of RM30,000.00. The company has successfully carried out various works under local authorities and government departments and has a stable financial position. On 13 December 2015 Dekad Jitu Sdn Bhd was upgraded to a 'G7' class contractor with a paid-up capital of RM2,000,000.00.

The company has been founded and managed by Tuan Haji Abdul Malek Bin Md Yoosuf since its inception during 'F' class status up to 'G7' with a total staff of 12 people and has increased to 37 people now.

With the persistence and efficiency of the management and administration of this company has succeeded in reaching the current level of progress. The company also ventures into the services and rental of machinery as well as transportation. The company owns other companies under it.



Dekad Jitu Sdn Bhd

Figure 1.1 : Dekad Jitu Sdn. Bhd. logo

1.2.1 Company detail

Name : Nusa Creative Sdn. Bhd.

Main office : 1132, Jalan Senai Utama 2/4, Taman Senai Utama, 81400 Senai, Johor.

Office no. : 016 -716 3844

E-mail address : nusacreative@yahoo.com

Date of register : 15 may 2015

Company status : Bumiputera 100%

Business nature : construction, architecture

Registration as : PKK Bumi G2(20118), CIDB G2 (2018)

Name : Dekad Jitu Sdn. Bhd.

Main office : 3093, Jalan Merbau 2, Bandar Putra, 81000 Kulai, Johor.

Office no. : 07-597 0800

F-mail address : djsb@dekadjitu.com.my

Date of register : 27 February 2002

Company status : Bumiputera 100%

Business nature : construction, maintenance and repair of roads, buildings, drainage and landscaping

Registration as : PKK Bumi G7(2016), CIDB G7 (2016)

1.3 Organizational Structure

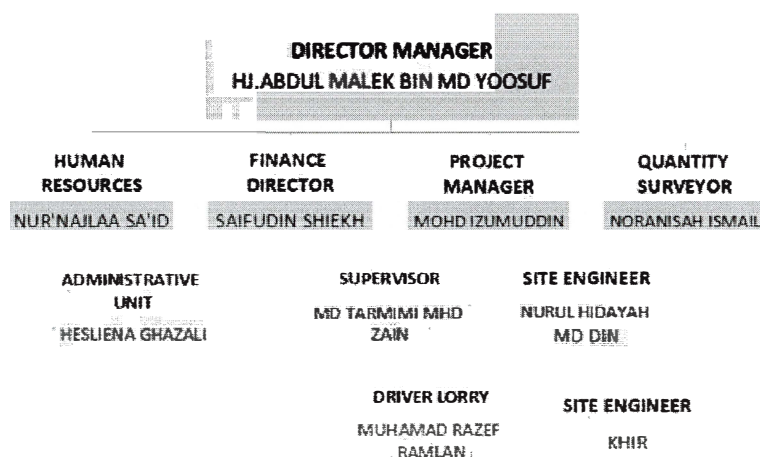


Figure 1.2 : Organization chart

1.4 Nature of the Business

Dekad Jitu Sdn Bhd is a company that dealing in all types of civil and construction works. The company is a G7 contractor company registered under CIDB and PKK BUMI. With the qualification earned by this company, they have no limits to do whatever budget needed for a project. The main office is located in Kulai, Johor. This company specialize in projects such as civil, building, building management, roadwork, agriculture and landscape. Dekad Jitu Sdn Bhd are specialized in roadworks and building. This company also provides machinery rental services with competitive price, professional services, effective and efficient.

When talk about contractors, the main work that they had done is the project management. Project management can be defined as planning, directing, leading, coordinating (scheduling) and controlling all resources (manpower, materials, machines, capital and money) to meet the technical, costs and time constraint factors of the project. Project management is the ability to implicate the knowledge, skills, tools and techniques to describe, organize, oversees and control during project processes.

Project management consists of several phases which is the initiating process, the planning process, the implementation, tracking and closing process of the project. The first step is the period of initiation, which is the stage of description. Through this process, the contractor must specify the objectives to be achieved for the specified project. They need to describe the project in every detail so that they can validate the customer's requested project design criteria and requirements. A poorly defined project can lead to problems with implementation and cause damage because of wasted time and resources.

Next, contractors must be aware of the phase of planning. The key goal of the planning process is expected to be done during the execution period are to be planned. To prevent the delay completion of the project, the techniques for monitoring the lists and sequences of the works must be carefully carried out. It was also important to carefully arrange the materials and manpower so that contractors could start the scheduled works at the exact time along with the adequate amount of resources.

In addition, contractors need to pay attention to the implementation process. This is the mechanism in which the staff are organized to implement the strategy and resources are coordinated. The quality, time and cost of the work are linked to the expertise of the staff and the quality of the materials in this process. Relations with the site employees are important as the contractor of a project because the employees only have to do the scheduled job if the contractor allows them to begin. In this scenario, miscommunication between contractor and employee will contribute to late completion time, poor product quality or product specification errors. Successful monitoring and project management are vital to the project performance. It must be known as soon as possible if there is a problem on the site, so that the project manager can quickly find the solution and track the situation.

Last but not least, Dekad Jitu Sdn. Bhd. have many suppliers to support their project. The client did not have to worry. The approval request must be check by the contractor so that the materials used meet the specifications needed to make sure the quality of the structures applicable.

1.5 Products

1.5.1 List of Completed Project

1. CADANGAN MEMBINA DAN MENYIAPKAN SEBUAH PEJABAT 2 TINGKAT, DI ATAS LOT MLO 1813A, JALAN JELAWAT, SKUDAI, MUKIM PULAI, DAERAH JOHOR BAHRU, JOHOR DARUL TAKZIM.



Figures 2.1 Completed Project



Figures 2.2 Completed Project

2. CADANGAN MENDIRIKAN SEBUAH PUSAT PERNIAGAAN DAN MEDAN SELERA 2 TINGKAT DI ATAS LOT 64947, JALAN MEDAN NUSA PERINTIS 2, MUKIM PULAI, DAERAH JOHOR BAHRU DARUL TAKZIM.



Figures 2.3 Completed Project



Figures 2.4 Completed Project

3. CADANGAN KERJA-KERJA KECEMASAN BAGI MEMBINA SEMULA TEMBOK PENAHAN PARIT MONSOON YANG RUNTUH DI JALAN TERATAI 36/30, BANDAR INDAHPURA, DAERAH KULAI.

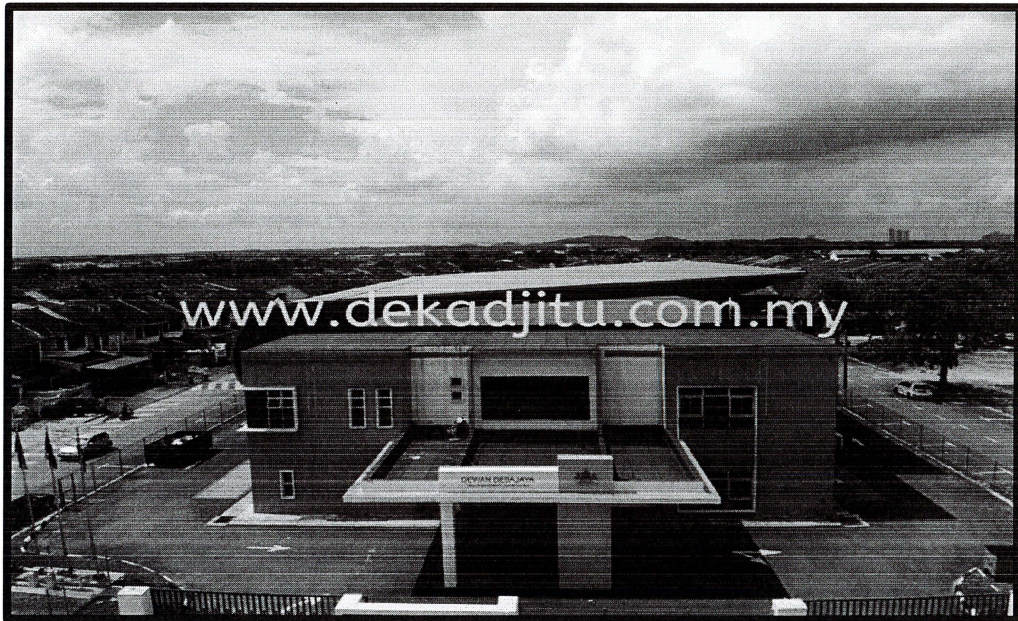


Figures 2.6 Completed Project



Figures 2.7 Completed Project

4. KERJA-KERJA MEMBINA DAN MENYIAPKAN SEBUAH DEWAN SERBAGUNA DI DESA JAYA.



Figures 2.8 Completed Project



Figures 2.9 Completed Project

5. KERJA-KERJA MILING DAN MENURAP SEMULA PERMUKAAN JALAN DI PERSIARAN JAYA PUTRA, TAMAN JAYA PUTRA.



Figures 2.10 Completed Project



Figures 2.11 Completed Project

6. U-DRAIN DI RUMAH AWAM, KELAPA SAWIT KULAI JOHOR.



Figures 2.12 Completed Project



Figures 2.13 Completed Project

7. CADANGAN MENDIRIKAN SEBUAH SEKOLAH AGAMA
INDAHPURA, KULAI JOHOR.



Figures 2.14 Completed Project



Figures 2.15 Completed Project

8. CADANGAN MEMBINA DAN MENYIAPKAN GELANGGANG
BERBUMBUNG DI JALAN MATAHARI INDAH PURA, KULAI.



Figures 2.16 Completed Project



Figures 2.17 Completed Project

1.5.2 LIST OF THE CURRENT PROJECTS

1. KERJA PENYELENGGARAAN JALAN DAN LONGKANG SERTA LAIN KERJA BERKAITAN DI TAMAN PONTIAN JAYA.



Figures 3.1 Current Project



Figures 3.2 Current Project

2. PROJEK MENAIKTARAF SEKOLAH MENENGAH VOKASIONAL
KOTA TINGGI KEPADA KOLEJ VOKASIONAL KOTA TINGGI, JOHOR.

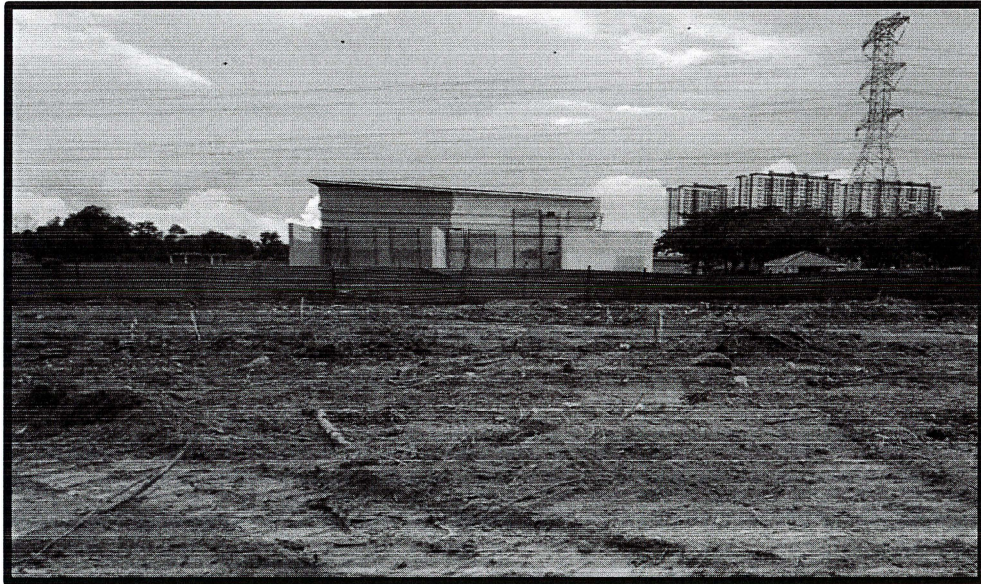


Figures 3.3 Current Project



Figures 3.4 Current Project

3. CADANGAN MEMBINA DAN MENYIAPKAN SEBUAH DEWAN SERBAGUNA BESERTA PONDOK PENGAWAL & KEBUK SAMPAH DI ATAS LOT 195080, MUKIM PLENTONG, DAERAH JOHOR BAHRU, JOHOR DARUL TAKZIM.



Figures 3.5 Current Project



Figures 3.6 Current Project

4. PROJEK MENAIKTARAF DAN MEMBAHARU MUKA JALAN DI
FELDA BUKIT BESAR, KOTA TINGGI, JOHOR.

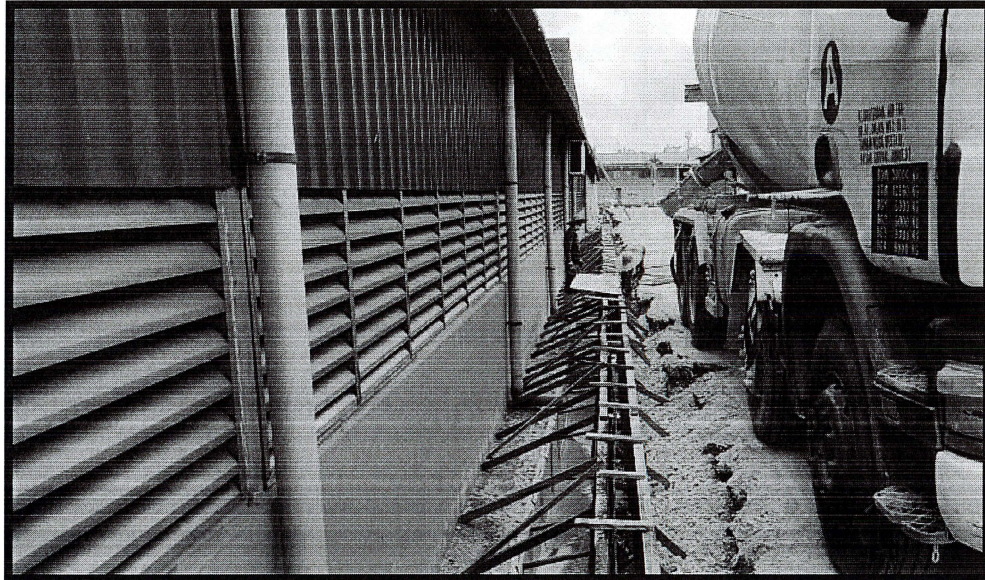


Figures 3.7 Current Project



Figures 3.8 Current Project

5. KERJA MENAIKTARAF LONGKANG SERTA KERJA BERKAITAN JALAN INDUSTRI 1, 2 & 3, KAWASAN PERINDUSTRIAN PEKAN NENAS, PONTIAN JOHOR.



Figures 3.9 Current Project



Figures 3.10 Current Project

1.6 Market Strength

Dekad Jitu Sdn. Bhd. have a good service for their clients that makes them satisfied with all the needs of their clients. The developer is a regular customer that always uses the services provided by this company. In addition, the company not only focuses on the good services they have given to customers, but also on competing to obtain a project tender with the other private company. Dekad Jitu Sdn. Bhd. had budget for the projects that higher than 10 million Ringgit Malaysia. Because of that, the company can survive on its own as the financial state of the company is stable.

1.7 Conclusion

Industrial training is very important since there is a difference in and during the lecture class between what students has learn. In order to help students contribute to their studies and learn how to use skills after they have already finished their studies, industrial training can also help students with so much information and experience. Still, civil engineering students have not got enough of their analytical skills and what they have in their classrooms. Many students of engineering are still unsure about the kind of challenge in the real world they will find. These chances should be taken at the end of the day and, at the same time, more knowledge should be obtained in order to collect all the experience and facts

CHAPTER 2 : TRAINING ATTENDED

2.1 Introduction

2020 is a year in which been shocks us with the presence of the deadly pandemic virus called Covid-19 that could effect our respiratory system. The infection of the bacteria came from various food that was consumed by the local people in Wuhan, China. So far, the spread of the virus has killed more than seven hundred thousand people. The government of Malaysia took action by implementing the Movement Control Order throughout the pandemic virus season in Malaysia to control the spread of the virus. Therefore, our industrial training session set by the UiTM Civil Engineering Faculty was affected by the limitation of the activity during the pandemic season.

I was exposed to many new things during my industry training. I was also subject to company rules and ethics in addition to practicing what I learned at UITM, and had to practice every time I attended industrial training. As I was undergoing industrial training at two company, For the first company \, I was stationed at their main office as a drafter given 10 hours from 8.30 a.m. to 6.30 p.m. from Monday to Friday a week. For the second company, I was stationed at the site in Kota Tinggi for vocational college upgrade project. I was given 9 hours per day from 8:30 a.m. until 5:30 p.m. from Sunday to Thursday and half a day on Friday for a week. Here's a weekly summary of my 17 weeks of training in the industry.

2.2 Exposure level

Week 1(12 October 2020 - 16 October 2020)

- Arrived at main office at Taman Senai Utama for the duty report and completing the document that need to be send to Industrial Training coordinator.
- Follow industrial training supervisor Ms. Siti Nur Khadijah Binti Kamarudin for operational briefing as a Draughter.
- The supervisor explained about the current progressing project
- Learn the method and equipment used to draw technical drawings.
- Assigned to draw a fire fighter plan for several site



Figure 4.1 using Autocad for Technical drawing

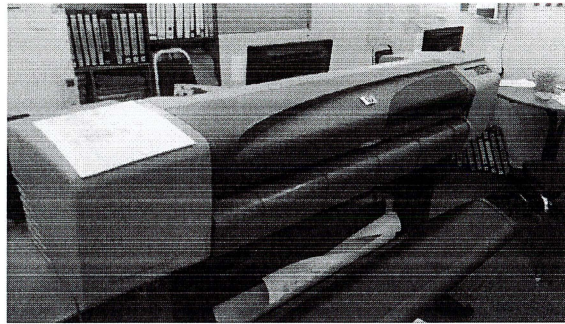


Figure 4.2 plot machine

Week 2(19 October 2020 - 23 October 2020)

- Assist Supervisor with documentation for submission
- Went out to submit the plan to several Tenaga Nasional Berhad (TNB) office of permission to obtain power supply for construction
- Meeting up with client at D'Harmoni infra at Taman Daya Johor to submit several corrected plan based on amandment given by City Council of Pasir Gudang



Figure 4.3 Meeting up at client main office D' Harmoni infra Sdn. Bhd.

Week 3(26 October 2020 - 30 October 2020)

- Learn and observe on how to design steel minaret that provided by supervisor.
- Do some correction on several site due to error on tittle block.
- Went to site visit at several completed project.

Week 4 - 6 (31 October 2020 - 23 November 2020)

- Work from home due to Movement Control Order, Conduct study on various topics.

Week 7 (24 November 2020 - 27 November 2020)

- Arrived at main office (Dekad Jitu Sdn. Bhd.) for the duty report and completing the document that need to be send to Industrial Training coordinator.
- Introduced to Industrial Supervisor, Mr. Mohd Khir Bin Mohd Nasir who is a Site engineer and notified about progressing project
- Given task to survey and retrieve price catalogs for several laptops to change the old laptops
- Assist supervisors with compile tenders copy
- Went to site visit with supervisor at Pontian Jaya for drainage construction.
- Assist engineer with completion of a claim report for submission to City Council of Pontian (Majlis Pemandaran Pontian).

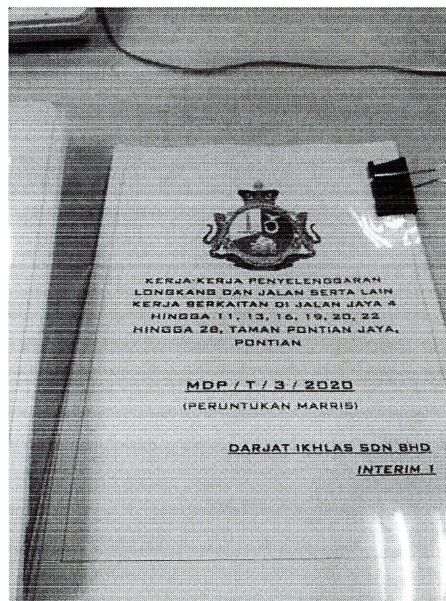


Figure 4.4 compiled tender copy



Figure 4.5 drainage construction Pontian Jaya

Week 8 (29 November 2020 - 4 December 2020)

- Went to site visit with Supervisor at Kota Tinggi ('Kolej Vokasional Kota Tinggi').
- Learn and observe the how to operate a drone and its use at construction site
- Learn and observe the drawing plan of the project
- Assist supervisor in rearrange and compile several plans refers to its list of content



Figure 4.6 site at Kolej Vokasional Kota Tinggi



Figure 4.7 Drone used for capture image of site progress

Week 9 (6 December 2020 - 11 December 2020)

- Update logbook
- Studied the Kota Tinggi Vocational Secondary School upgrading project plan
- Went to site at Kota Tinggi
- Observe the work on temporary electricity for construction site.

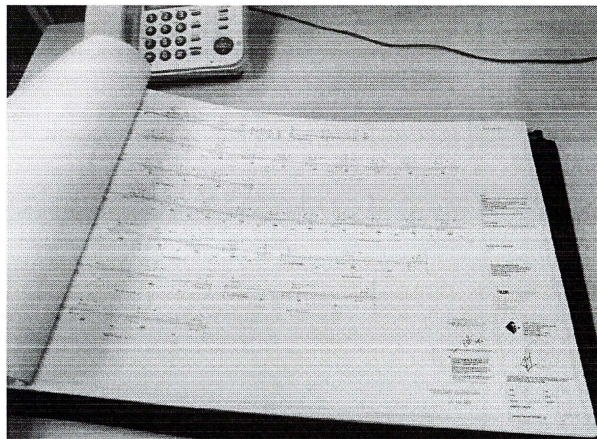


Figure 4.8 Structural Plan



Figure 4.9 work of temporary electricity

Week 10 (13 December 2020 - 18 December 2020)

- Went to site at Kota Tinggi ('Kolej Vokasional Kota Tinggi')
- Learn and observe the supervise piling process and it's Standard Operating Process.
- Learn on how to take record of a pile drive record.

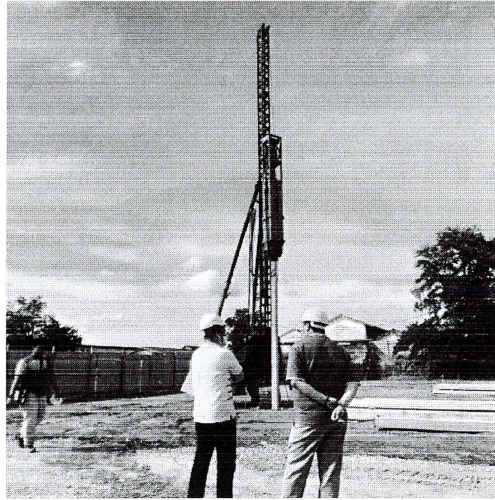


Figure 4.10 Observe piling process

Week 11 (20 December 2020 - 25 December 2020)

- Update logbook
- Follow Site Engineer to hardware store to buy required item for site
- Assist Site Supervisor with recording no. of blows on the pile drive record
- Follow Site Engineer to JKR Kota Tinggi for the project discussion



Figure 4.11 Hardware store

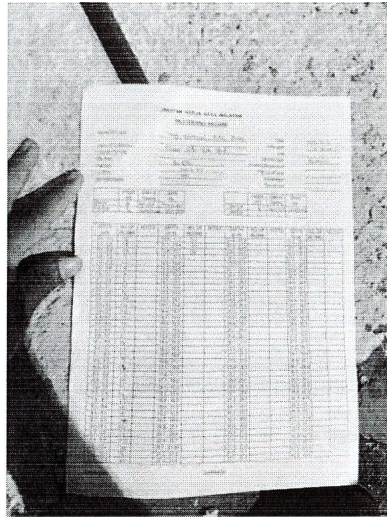


Figure 4.12 Pile drive record

Week 12 (27 December 2020 - 1 January 2021)

- Study the structural Drawing and Architecture drawing of ‘ Projek Menaiktaraf Sekolah Menengah Vokasional Kota Tinggi’
- Study the procedure of the Maintained Load Test (MLT) that will be conducted at site.
- Study the procedure of Pile Drive Analyzer (PDA) that will be tested on pile at site.
- Observe the full operational of Maintained Load Test on site
- Learn the practical way to observe and record PDA test on site
- Assist Site Supervisor with recording no. of blows on the pile drive record

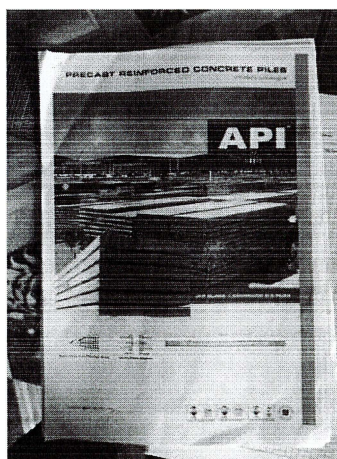


Figure 4.13 API of reinforced concrete pile

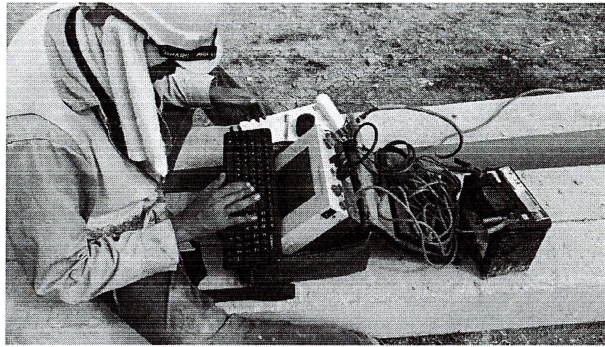


Figure 4.14 Observe the operating PDA test

Week 13 (3 January 2021 - 8 January 2021)

- Observe the initial MLT Test procedure for more information on conducting the on site test.
- Assist Site Supervisor with recording no. of blows on the pile drive record
- Make organization chart for documentation.
- Follow Site Engineer and Quantity Surveyor to Marr Consult Sdn. Bhd. at Johor Baharu for Discussion

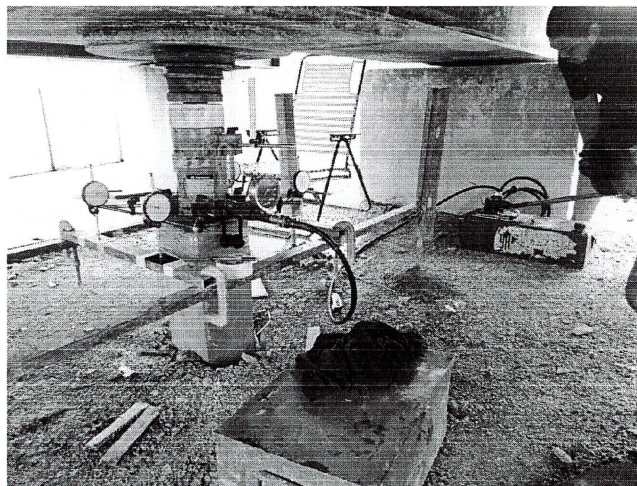


Figure 4.15 Observe initial setup for MLT test

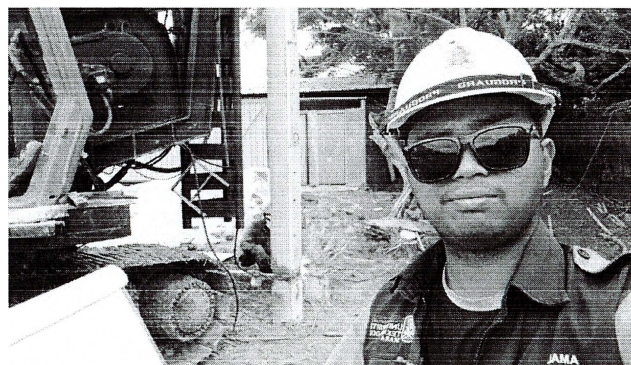


Figure 4.16 Recording the number of blows on Pile drive record

Week 14 (10 January 2021 - 15 January 2021)

- Update pile point location
- Assist Site Supervisor with recording no. of blows on the pile drive record
- Assist landscape unit by capture set of image of landscape work done along the main road of Kulai for claim report.

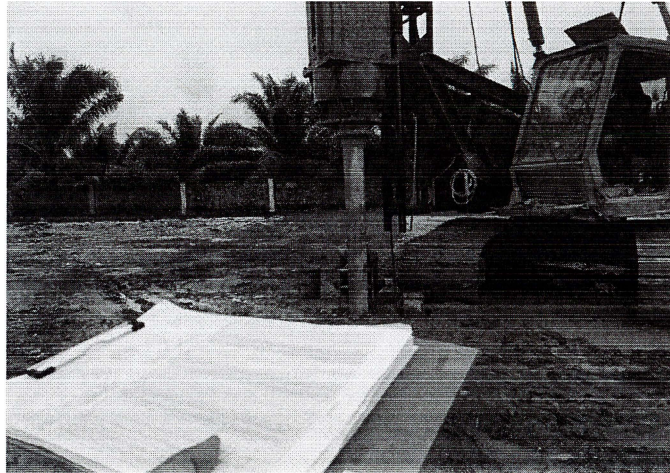


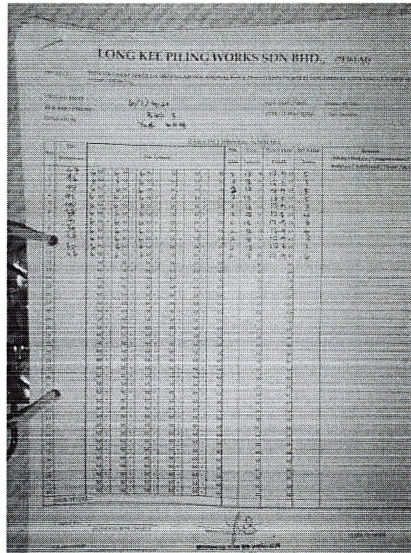
Figure 4.17 Recording the number of blows on Pile drive record



Figure 4.18 Sample of landscape work done

Week 15 (17 January 2021 - 22 January 2021)

- Update pile point location
- Assist Site Supervisor with recording no. of blows on the pile drive record
- Assist Site Supervisor by capture set of image of pile drive record and it summary bill quantity.



Pile No.	Pile Size	Pile Depth	Pile Location	Pile Type	Pile Material	Pile Weight	Pile Length	Pile Diameter	Pile Area	Pile Volume
1	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
2	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
3	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
4	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
5	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
6	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
7	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
8	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
9	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'
10	12" x 12"	10'	10'	10'	10'	10'	10'	10'	10'	10'

Figure 4.19 sample of pile drive record captured

Week 16 (24 January 2021 - 29 January 2021)

- Work from home, complete the task given by Faculty Supervisor about Company's Organization Chart.

Week 17 (31 January 2021 - 5 February 2021)

- Work from home, make a Covid-19 laboratory check statement for working staff at site.

Week 18 (7 February 2021 - 10 January 2021)

- Work from home, make a Covid-19 laboratory check statement for working staff at site.

2.3 Conclusion

In conclusion, the skills and competitiveness of our field of specialization have been enhanced over the past 17 weeks of industrial training. We tried to relate the work experience to the knowledge learned at the institute and, under supervision, applied the knowledge at work. Here, after studying, we have acquired the knowledge and experience that can be used for an appropriate job without delay. In order to be more competitive, we assessed career skills, knowledge and trust, and improved our marketability. We will be better prepared to face the world of work with the experience, knowledge and abilities acquired during industrial training.

CHAPTER 3 : TECHNICAL REPORT

3.1 Introduction

During our learning process, the Civil Engineering Diploma is not only about what we have learned, but also about how we can contribute to the country and society. Other than that, students from this industrial training could see which part they could improve more, and they should have learned a lot of things, especially soft skills, that they don't get in the classroom.

During 17 weeks of Industrial Training at Nusa Creative Sdn. Bhd. and Dekad Jitu Sdn. Bhd., I am involved in producing technical drawing and a project of 'Adding 4 Facilities Building at Kolej Vokasional Kota Tinggi'. The tender was from Malaysia's Kementerian Pendidikan (KPM).

3.2 Problem encountered and how overcome it

1) Broken Pile while hammering

The project of Adding 4 facilities at Kolej Vokasional Kota Tinggi's construction is now at piling process. During piling process there was several problem that we encountered which is occurs two broken pile while hammer it down into the ground. Site engineer propose to dig around the broken pile and cut before the broken section. Next, they will install new connector and add pile length for that point.



Figure 5.1 Broken pile repair process

2) Large water pipe broke

During excavation work for temporary site water supply, a machine operator accidentally broke the main underground pipe right before construction site boundary. This causes water supply around the area interrupted. The solution takes by engineer was cut the broken section of the pipe and change with a new one.

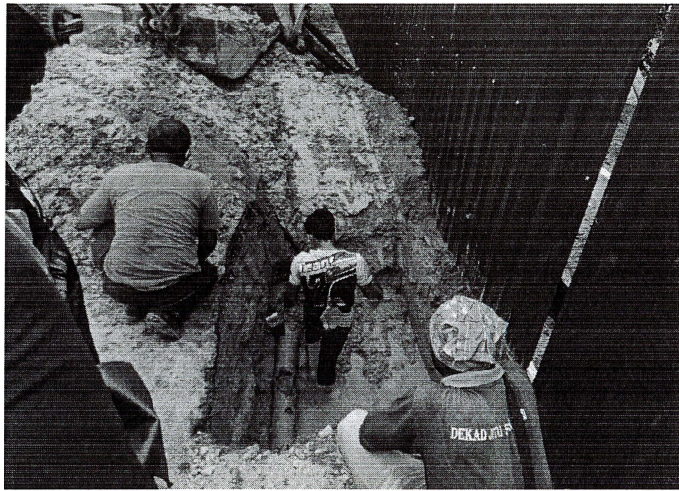


Figure 5.2 Repairing broken main pipe

3) Technical problem with machinery

This project required set of machinery to saves some time and energy during construction. Unfortunately, sometimes machines also have working problems and does not want to operate. This is because machine have their limit at their engine and gears such as overheating and inefficient. To cattle this problem, Dekad Jitu Sdn. Bhd. Has prepared more machinery to replace the busted machine on site that stored at their warehouse.

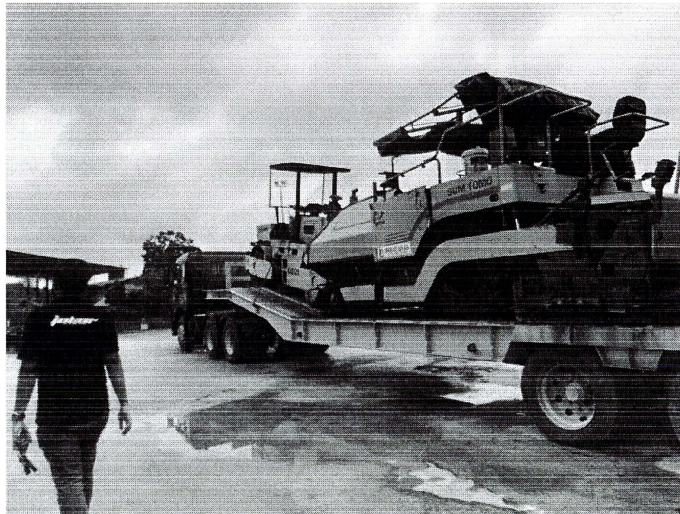


Figure 5.3 set of road construction machine at company's warehouse

3.3 Experience gained

I learn about the piling work with the equipment and the technique used for the construction of 4 new facilities at Kolej Vokasional Kota Tinggi. Sets of reinforcement concrete square pile with a dimension of 200 mm x 200 mm is the type of pile used for this construction. In foundations, such kinds of piles are used to improve bearing capacity and to minimize settlements at sites with low compressible soil that can not otherwise be used for construction purposes. For the piling process, the hydraulic hammer uses the impact of the hammer drop technique in which piles are knocked into the ground.

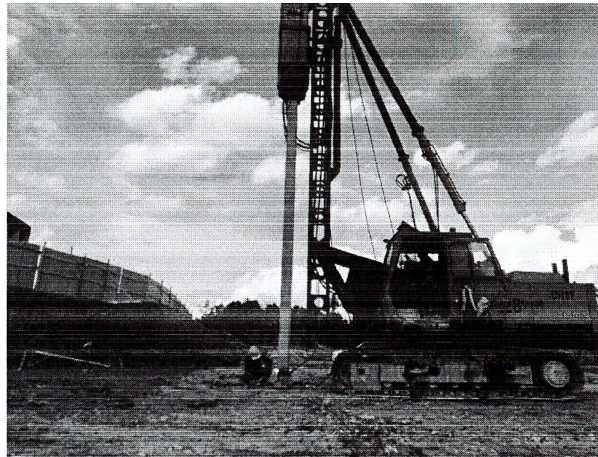


Figure 5.3 Piling work using hydraulic hammer

Another than that, I also learn on how to determine the period of time until the rate of settlement to check soil parameter and the evaluate shaft integrity, driving stresses, and hammer energy when monitoring installation. There are two method which is Maintained Load Test and Pile Drive Analyzer.

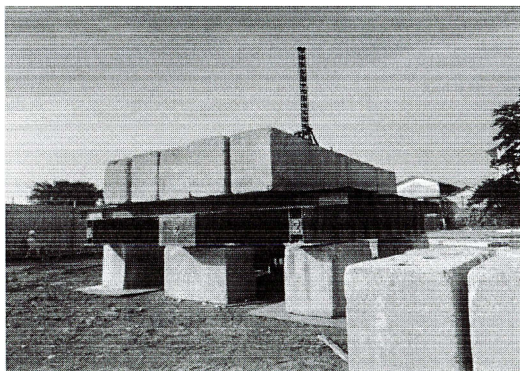


Figure 5.4 arranged stone block for MLT Figure 5.5 take the reading of the gauges

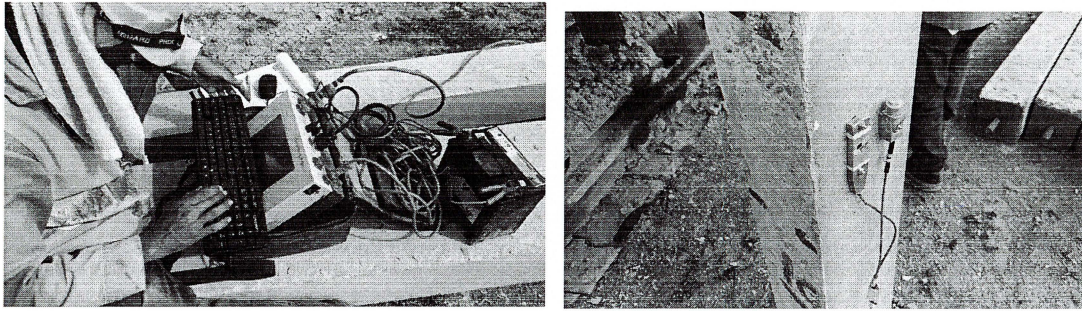


Figure 5.6 the computer used for PDA test Figure 5.7 attached PDA instrument on pile

3.4 Conclusion

In conclusion, before we begin it, every project or work you want to do must be fully prepared. There can be an incident at any time unless the project has been incorrectly conceived, and it can affect our lives as well. A good quality of work can result from perfect preparation. Unplanned work can also lead to work not being finished on time. Most problems can not be solved in a positive way, even though employees do not accept bribes for their own benefit. It is necessary to remove this habit in our country, because it can affect the quality of our country's work. If we do the job wrongly or do not finish the job on time, apologize to the manager and do a better next time.

CHAPTER 4 : CONCLUSION

4.1 Introduction

There is a lot of time and energy that I have spent during my industrial training session and the making of this final report. Without those experiences I gained from the industrial training session, I am not be able to finish this final report. Now, it is time for me to conclude my report with the details on the lesson learned, knowledge gained, suitability of organization, limitations and recommendations.

4.2 Lesson learned - Skills developed

1) Communication Skills

Student communication skills were acquired after 3 week of industrial training at Dekad Jitu Sdn. Bhd.. Students acquired their communication skills in front of their faculty lecturers and some engineers and supervisors during their presentation. To be honest, during working hours in the office, all employees work hard and concentrate on their mission; this rarely makes us communicate with them. As a result, we have to consider how to merge with our clique from this situation, and naturally we have exercised our own confidence and developed our communication skills. When we arrived at the site meeting, we also learned how to hold a meeting in the future. When we're at the construction site, we've learned how to interact with foreign workers and all the terms they've used on site, which are very different from the terms we've learned in the classroom.

2) Technical Skills

In conclusion, a lot of technical abilities have been acquired by industrial training students. How to calculate the quantity bill, AutoCAD drawings and using the equipments is the technical work that students have learned and are involved in. Internships can make students understand what they have learned when they have been exposed to technical work in their university laboratory. This is because the lessons learned about the theory from students are linked to technical work. As a result, students should conclude that without knowledge, students can not acquire their technical abilities.

3) Social Skills

Social skills needed by each student are also important because they can easily ask other people about what they don't understand using these skills. As an example, it is possible to ask the engineer or site supervisor about the work scope of the site. In conclusion, it was important to communicate effectively with others and to maintain relationships and build key links with social skills.

4.3 Knowledge Gained

1. The importance of communication

When carrying out construction work, communication is the most important thing. In essence, communication is an exchange of information with a view to delivering a message, and effective communication involves being able to transmit the message so that the intended recipients can hear and understand it. Good communication is key to any construction project's successful completion. Effective communication can boost teamwork and lead to better project cooperation. Bad communication can lead to misunderstandings, delays and issues.

In a construction project, the chain of command for communication needs to be determined. These are usually set out in the contract agreements and allow the owner and the general contractor to communicate via the architect with each other in general. The architect is in charge of dealing with his clients and it is the responsibility of the general contractor to distribute information to suppliers and subcontractors. Typically, the project manager is the key point in communication with the general contractor.

2. Project scheduling is a key component to success

The scheduling of projects is a way of communicating what tasks need to be completed and which organizational resources will be allocated within what time frame to perform those tasks. The schedule of the project is a document collecting all the work needed to deliver the project on time. The importance of planning for construction projects can not be overlooked because it plays a crucial role in the success of a project.

We need to plan projects carefully in order to organize and complete projects in a timely, efficient and financially responsible manner. Proper preparation will guarantee that the project is completed on schedule and within the budget. It not only details the

pace of the work, it also details how the activities are performed. In addition to this, scheduling determines the process and sequence of material distribution. Finally, to accommodate changes and unpredictable events, it allows for modifications.

4.4 Suitability Organization

CIDB and PKK Bumi registered G7 contractor by Dekad Jitu Sdn. Bhd.. This means that, the company has no limit in budget, the company is able to manage and build any project. the progressing project that I was involved with is the construction of adding 4 facilities building at Kolej Vokasional Kota Tinggi. The project is therefore compliant with the certification level of the company. I confirmed, as an internship student in this industries, that this company is very suitable for me to complete my industrial training session. This is because this business has given me the flexibility to contribute and most valuable experience and knowledge in this industry. I have done various of works especially the practical and documentation works. Also, the work in this company is not stressful because the management of this company is running efficiently. Besides, one of the benefits I gained from this company is the monthly internship allowance. This is one of the proves that the company care about every person involved. Last but not least, this company provided an office table and chair for me. This means that the company provided enough office equipment for staffs and internship student. The benefit I got from this is I can complete my documentation works comfortably throughout my industrial training session.

4.5 Limitation and Recommendation

At Dekad Jitu Sdn. Bhd., there is a wide range of knowledge and experience acquired during industrial training. There are still shortcomings, however, which need to be improved so that the work can be performed more efficiently and in a more precise way. In preparation for the future world of work, students should equip themselves with a variety of useful knowledge through the opportunities provided throughout industrial training.

Additionally, in order to improve their work deficiencies and weaknesses, students also need to be open-minded in receiving comments and opinions from others. In order to improve weaknesses and improve existing performance to be more

advanced and productive in the future, constructive remarks and suggestions will have a positive impact on students, universities and businesses.

In different matters, there are some comments and suggestions that every industrial training student needs to do. Such as, students need to be ready and confident before students undergo industrial training and provide the necessary equipment to ensure the smooth running of industrial training. This can help students demonstrate the organization's positive performance and can provide good engagement throughout the course of industrial training. Another than that, before choosing a company, students also need to conduct a survey to see the adequacy of the field of work of the company with the courses taken by students. This is to make it easier for learners to adapt to the company's field of work and then be able to implement what they have learned in work-related lectures.

University also plays an important role for students internship. In order to ensure that students are able to successfully complete their respective industrial training, the university should explain the objectives and scope of industrial training to all students more clearly, in order to avoid any misunderstandings and questions that arise between students. Additionally, the implementation of logbooks and final reports on industrial training is often a problem for students. For this reason, in order to make it easier for students to implement it perfectly without any errors or defects, lecturers need to set an example and explain the correct format of the log book writing and the final report of the industrial training.

Dekad Jitu Sdn. Bhd. is a company that is always open to any student for industrial training. In the course of industrial training, this company has provided opportunities for students to gain useful new knowledge and experience in the future. There are, however, some suggestions that would be proposed to improve the performance of the company. On a monthly basis, Dekad Jitu Sdn. Bhd. may hold a short meeting with students undergoing industrial training so that students can provide views and suggestions on the work they have done. For both parties, the two-way communication system between students and the company can bring many advantages and benefits. Secondly, Dekad Jitu Sdn. Bhd. should always receive and take on an ongoing basis industrial training students to provide opportunities for students to gain useful knowledge and experience before entering the real world of work. Industrial training carried out by students can also be carried out successfully through the exposure and knowledge provided by the company.

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Books

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