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PRACTICAL TRAINING REPORT (ADS666)

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TITLE OF REPORT:

THE IMPLEMENTATION OF AUDIT PENGUKUHAN 5S IN YAYASAN SARAWAK

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Chapter 1

Introduction

1.0 Organization background

Yayasan Sarawak has been established under the Ordinance Yayasan Sarawak State Government as a statutory body on 27 May 1971. Below are the objectives of its establishment by the ordinance.

1.1 The objectives of its establishment by the Ordinance are:

1. Provide scholarships and loans or provide financial assistance of any kind to anyone, especially people of Sarawak and the people generally, to continue their education at schools, colleges, universities or other higher education institutions in or outside the country, according to the terms and conditions set by the Board;
2. Actively promote increased educational opportunities for the people of Sarawak in particular and Malaysians in general, in the state and any institution of higher learning around the world but give priority to universities in the country;
3. Provide scholarships and other financial assistance, and try to get the kind of sponsorship from other bodies for the people of Sarawak in particular and Malaysians in general, when considered appropriate;
4. Provide assistance and facilities to anyone who requires consideration of the Board are in need of assistance or facility;
5. Provide assistance, either loan or grant to an organization or institution so established and administered for the purposes of scientific, medical, educational, charitable, social or charitable work, and
6. Contributions and assistance in national emergencies or disasters.

Chapter 2

Schedule of Practical Training

2.0 Summary of Practical Training

I was positioned as an audit trainee in Internal Audit department. The practical training was about a month, which is from 16 May 2011 until 17 July 2011. Being a practical trainee of audit gave me so much real experience from what I have learned from theory. I was under supervision of Madam Noranne Hashim and three others auditor.

2.1 Log Book

Below are my activities in a month at Yayasan Sarawak.

DATE	ACTIVITIES
Week 1 16/5/11-20/5/11	<p>In this first week, I and several trainees were introduced to human resource manager, Madam Hajijah and we were brief about background, rules and culture of Yayasan Sarawak, before consigned to different department. I was assigned to Internal Audit department, which was under Madam Noranne as my supervisor for the whole practical training. Both of my supervisor and human resource manager had welcomed us trainees with friendly and warm welcome.</p> <p>For the whole week I have learnt about a lot of things and one of it was meeting. I have attended meeting for ISO, and meeting for “Persijilan Amalan Persekitaran Berkualiti” (QE), both meeting was with all internal audit staff and 5S staff. From these meeting I have learnt and experienced how real meetings handle.</p> <p>Besides, in the first week I have been exposed to 5S culture, one of it was gardening as an outdoor activity every 4.30 pm. Apart from it, the activity of gardening is one of the ways to enhance the spirit of teamwork and communication among employees. It was the quality environment (QE) initiative for Yayasan Sarawak improvement of quality at the workplace.</p>

Chapter 3

Analysis

3.1 Introduction of 5S

In Yayasan Sarawak, the quality must according to the standard and the quality is measured by my department the internal audit and also external auditor. I took implementation of 5S as my analysis study which is based on “Audit Pengukuhan N02/2011” for a better workplace. The “5S” practice is a well-known as methodology used to improve the work environment. Once used primarily by the Japanese, this concept is quickly gaining popularity in many Western countries. In the organization that I have been trained, they put so much effort in this 5S. There are so many implementations of 5S in Yayasan Sarawak. 5S Practices are the beginning of a healthy, comfortable and productive life for everyone at work. This is fundamental to higher productivity.

Almost all the organizations used 5S in their organization. This 5S founded in Japan in mostly Japanese firms. Since it was introduced by Takashi Osada in the early 1980s, it is believed that applying the 5S techniques could considerably raise the environmental performance in production line including housekeeping, health, safety and more. (Mohd et al, 2010). 5-S is an important tool in TQM. Over the last century, the Japanese have formalized this technique and named it as 5S Practice (Ho, 1995)

This consistent practice is a one of elements of total quality management (TQM), a total organization using quality thinking and methods to manage. It is the way to improve the effectiveness, flexibility and competitive of a business as a whole. Total quality management (TQM) can also be define as a method to removing waste by participation of everyone in the organization including the top management, middle management and shop floor.