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PRACTICAL TRAINING REPORT
BINTULU DEVELOPMENT AUTHORITY (BDA)

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 BINTULU HISTORY

The history of Bintulu stretched back to 40,000 years ago with the discovery of relics found in the Great Niah Caves, that about 120KM to the North of Bintulu where the civilization started. There were also indications of early trade carried out with ancient China.

Bintulu was once under the rule of the Brunei Sultanate. However, in the year 1841, Sarawak was ceded to Sir James Brooke, an English adventurer who then became the First Rajah of Sarawak. In 1861, Bintulu which is still part of Brunei, was also ceded to the Rajah and became part of Sarawak. Moreover, Bintulu is situated closed to Brunei, it played a very significant role in the history of democracy in Sarawak. On September 8th, 1867, it became the first meeting place of the State Legislative Assembly, for the State Council.

Furthermore, the Brooke family had ruled Sarawak for about 100 years before it was occupied by the Japanese in between 1941 to 1945. When Charles Vyner Brooke, the Rajah, returned to Sarawak in 1946, he took steps to hand over Sarawak to Britain. Thus, in July, 1946, Sarawak became a British Crown Colony. Colonial rule lasted until July 22, 1963, and then on September 16th, 1963, Sarawak joined the Federation of Malaysia.

Following the discovery of large reserves of natural gas off shore Bintulu in 1969, a feasibility study conducted in 1975 found in nearby Tanjung Kidurong as a suitable site for Sarawak's first deep-water port.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 THE WEEKLY REPORT

2.1.1 WEEK 1 (16.07.2012 – 20.07.2012)

On the first day, I did a report duty to a Human Resources Manager Mr. Hamdan Hambali, he introduced me to the Supervisor who's in charge monitored my training at BDA, Madam Melati. She introduced me to the other staff and showed me around BDA office. After showing me around the office, we had a quick brief about my task and she explains a bit about BDA sections and units. At first I have quite difficulties adapting the working environment since it was my first day at work but after the introduction, I was more relax and try to learn the working environment. During the 'ice breaking' session, I have been introduce to the people in the office and I found that there are very friendly and willing to help me in any difficulties.

On the next day, straight away I have given a task by the Administration Assistance to do inventory and property filing. The task was to make sure that the file is located in the right place for future usage. Proper filling is important because the file might be useful in the future references. I've applied these filing as what I have learned in Office management. The next day I continued my task by labeling the document so that the document more updated. Then my supervisor instructed me to do the stock control. She taught me how to monitor the stock and explain to me why stock control important in their department.

Stock control is the process of monitoring the stock at point of time and make sure the stock is sufficient. Having a sufficient stock is very important as it ensure that the capital is not

CHAPTER 3

ANALYSIS

ANALYSIS

Nowadays, modern management is not only focus on quality management system based on ISO series 9000:2000 standards, but also to the continuous improvement which is included in the ideas of so called 5S concept.

Therefore, I will discuss on analysis of 5S concept applied in BDA Property and Office Administration Unit. There will be the introduction of 5S, the importance of 5S, a little bit about Kaizen concept and application of 5S concept in the organization.

3.1 INTRODUCTION OF 5S

5S is being introduced in Japan by Dr Tuchiya and it is initiated for the first in Singapore during 1986. At the same time, 5S being introduced in Malaysia, Thailand, Korea, China, India, Indonesia, Sri Lanka, Russia, Hungary, Poland, Bulgaria, Columbia, Uruguay, Brazil, Costa Rica and Mexico (Universiti Tun Husein Onn Malaysia, 2009).

5S concept was being popularized and practiced by the Japan society. It is a methodology of creation and maintaining well organized, highly effective and high quality of workplace. It is the continuous improvement of work environment, quality, and safety in the work place (Michalska, 2007).

5S is the initial of 5 words from Japan which is followed by American word then, which is Seiri mean sorting, Seiton means set in order, Seiso means Shine, Seiketsu means standardize, and Shitsuke means sustaining the workplace (Wikipedia, 2012). It is being initialized to five key points that is more focus to a comprehensive quality environment. Besides, 5S concept gives benefit to make work easy, more organize and efficient.