



UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

PRACTICAL TRAINING REPORT
(FIRE SAFETY DIVISION)
FIRE AND RESCUE DEPARTMENT MALAYSIA

PREPARED BY:

ZIAN AZIZI BIN YUSUF 2010136919

DECEMBER 2013

TABLE OF CONTENTS

Contents	Pages
Title page	i
Decleration	ii
Acknowledgement	iii
CHAPTER 1	
1.0 INTRDUCTION OF THE ORGANIZATION	1
1.1 Background of the Organization	1
1.2 Objectives	4
1.3 Mission and Vision of the Organization	5
1.4 Fire and Rescue Department of Malaysia Quality Policy	6
1.5 Organization Structure	8
1.6 Core Business of the Organization	12
1.7 Other relevant Information pertaining to the Organization	14
CHAPTER 2	
2.0 CURRENT JOB DESCRIPTION	22
CHAPTER 3	
3.0 ANALYSIS OF TASKS	34
CHAPTER 4	
4.0 RECOMMENDATIONS	37

CHAPTER 1

1.0 Introduction of the Organization

In this chapter, I will explain the background of the Fire and Rescue Department, objective of the organization, mission and vision of the organization, Fire and Rescue Department of Malaysia quality policy, Fire and Rescue organization structure, core business of the Fire and Rescue Department and other relevant information pertaining to the organization of the Fire and Rescue Department of Malaysia.

1.1 Background of the Organization



Formed of Malaysian Fire Services in 1883

Malaysian Fire Services was formed in 1883 with 15 members of the volunteer Fire Services in Selangor, headed by H.F. Bellamy and placed under the supervision of the Sanitary Board. In 1895 the volunteer organization became the Permanent Fire and Rescue Services. Fire services were eventually established in

CHAPTER 2

2.0 CURRENT JOB DESCRIPTION



Fire Safety Officer Inspection

2.1 Fire Safety Division

Fire safety refers to precautions that are taken to prevent or reduce the likelihood of a fire that may result in death, injury, or property damage, alert those in a structure to the presence of an uncontrolled fire in the event one occurs, better enable those threatened by a fire to survive in and evacuate from affected areas, or to reduce the damage caused by a fire. Fire safety measures include those that are planned during the construction of a building or implemented in structures that are already standing, and those that are taught to occupants of the building.

CHAPTER 3

3.0 Task Analysis

I face many problems and challenges while doing my job. Here I stated the problems and challenges that I have to face while doing my routine work.

3.1 Do not have a qualified instructor in the office

Working situation is not the same at school time. While in school and university if we do not know about something we can ask the teacher or lecturer about it. But while working it was difficult for us to find people who can teach us. We have to learn through experience. So I need a long time to solve this problem. We only can get instructing knowledge while attending courses. But we will not see the really qualified officer in the office. Maybe we only can use our senior officer because of their experience but we still cannot find the expert in our office to teach us more.

3.2 Problem from the customers

My customers are developers, contractors and architects. All of them are educated person but still do not want to follow the law and procedure. Some of them know the law and procedure how to apply for inspection from Bomba. They can apply for inspection the building that they develop for fire safety if they already install the Bomba requirement for fire safety. But they still apply for inspection either the building still doesn't have fire safety equipment. It will waste our time because we know that the building not comply with the fire safety requirement and we will reject the application for license, occupational permit and for fire certificate. This kind of