

INDUSTRIAL TRAINING REPORT

CORPORATE SERVICES DEPARTMENT (PROCUREMENT, ASSET & ICT
MANAGEMENT)

SIRIM QAS INTERNATIONAL SDN.BHD.

PERSIARAN DATO MENTERI, SHAH ALAM, SELANGOR, MALAYSIA

PREPARED BY:

NAME: FATIN NADZIAH BT AHMAD

MATRIC NUMBER: 2012360673

PROGRAM: BACHELOR OF INFO.SC.
(HONS) RECORD MANAGEMENT

TRAINING DURATION: FEB 2015-JUNE 2015

Faculty of Information Management, MARA University of Technology
Segamat, Johor

Table of Contents

Chapter 1: Introduction.....	1-10
Background of the organization (SIRIM Berhad)	
1.1.2 SIRIM QAS International Sdn.Bhd.	
1.1.3 Vision, Mission and Value of SIRIM Berhad.	
1.1.4 Vision, Mission and Value of SIRIM QAS International Sdn.Bhd.	
1.1 Organizational Structure (SIRIM Berhad)	
1.2.1 Organizational Structure (SIRIM QAS International Sdn.Bhd.)	
Chapter 2: Organization Information.....	11
2.1 Departmental Structure	
2.2 Department Function	
Chapter 3: Training Activities.....	12-50
3.1 Tracking	
3.2 Labelling	
3.3 Opening new file	
3.4 Scanning	
3.5 Key in data	
3.6 Improving the current document management system (DocuFlo);Case Study in SIRIM QAS International Sdn.Bhd.	
Chapter 4: Conclusion.....	51-52
4.1 Lessons learned – Skills developed (technical, communication, human, image building, etc.)	
4.2 Knowledge gained	
4.3 Suitability of Organization	
4.4 Limitations and Recommendations.	

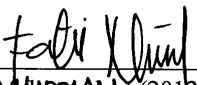
Declaration

DECLARATION OF ORIGINAL WORK

This declaration is made on the 3rd July 2015.

Student's Declaration:

I, Fatin Nadziah bt Ahmad, 2012360673, student of Bachelor of Information Management (Hons) Records Management, from the faculty of Information Management, hereby declare that the work entitled Corporate Service Department, Procurement, Asset & ICT Section, SIRIM QAS International Sdn.Bhd. is my original work. I have not copied from any other students' work or from any other sources except where due reference or acknowledgement is made explicitly in the text, nor has any part been written for me by another person.



~~FATIN NADZIAH BT AHMAD~~ (2012360673)
(FATIN NADZIAH BT AHMAD)
2012360673

Abstract

Student from the Bachelor of Information Management (Hons) Records Management of Faculty Information Management. Started the industrial training from February 2015-June 2015. Placed under the Corporate Services Department, Procurement, Asset & ICT Management, SIRIM QAS International Sdn.Bhd. Put under the supervision of Miss Noor Kamasahliza, an executive from ICT management. There were a lot of training activities that have been carried out by the student that being related to the field of records management throughout her training period. Among them are doing a tracking document process, labelling the file, opening new file, scanned documents batch by batch, key in data that related to tax invoice and also key in data of the scanned documents into the intranet document management system DocuFlo. There is also a case study carried out by the student which entitled 'Improving the current document management system (DocuFlo): Case Study in SIRIM QAS International Sdn.Bhd. where basically the student carried out the case study for the purpose of improving the document management system, DocuFlo itself and enhance the features in the DocuFlo. There was an encouraging feedback that the student got from the case study carried out. It can be concluded that the case study meet its objective from the findings. The student also gained and adapted a lot of very useful experiences especially regarding the work in professional environment such as presentation manners, importance of teamwork, importance of being punctual, proper ways to write up a letter and others mentioned in the report. Even though there are some limitations found by the student, there are still recommendations that can be made to fix the problems.

Acknowledgment

Alhamdulillah. Firstly, I am as a student from JIM2466C feels very thankful to Allah that give a chance to keep breathe and life in this world. In this opportunity, I am able to complete the responsibilities that have given. Next, I would like to thanks to my beloved lecturer Sir Faisal Ramsi that give me the right guideline to complete the IMC 690 – Industrial Training academic writing report. Besides that, a lot of thanks because always give a good explanation and input to me. Big thanks also for Miss Noor Kamasahliza, my organization supervisor and Mrs.Fauziah Sulaiman, my head section who have guided me a lot throughout my training period. It is important to improve my selves especially to meet the goals. Next, I would like to thank my family member that give support. Lastly, I also would like to thank my classmate member and to entire staff of SIRIM QAS International Sdn.Bhd, especially Procurement, Asset & ICT management Section because always give me a hand. Thank you very much and Assalamualaikum.