



UNIVERSITI TEKNOLOGI MARA

FACULTY OF CIVIL ENGINEERING

INDUSTRIAL TRAINING REPORT

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**ABSTRACT**

Industrial training is one of the course for students of University Technology MARA (UiTM) to pass their Diploma in Civil Engineering level. However, it gave opportunities to students some experiences thus can increase their knowledge.

This industrial training has been going on for around 8 weeks at Jabatan Kerja Raya Daerah Muar. While joining this training, I have opportunities to learn something new in reality life that I may not learnt at my class. In addition, this industrial raining also can help in future subjects such as Highway Engineering, Structural Concrete & Steel Design, and Building Services.

Next, students were exposed to the correct way of communicating while joining this industrial training. Moreover, communicating with customer, supervisor, staff, manager and colleagues are equally important in formal situation while it is also a way to build confidence.

Besides, it is also help to solve a problem by applying the theory that have learnt at class indirectly. Furthermore, I also experience the work culture where it is encourage me to keep studying and success in life. Experiencing the working life is the best even though there were many challenges. Thus, the students can able to face the problems and challenges in the future.

In addition, one of the advantages that students will get through this training will build self-esteem and can improve skills and efficient in performing students' duty. It also can help in solving every problem with dedication.

In conclusion, industrial training is important course for every student to gain new experiences and can form a capable student of doing physical works. In other words, training session was a physical learning that used skills to solve problems besides our mind that used in class.

## ACKNOWLEDGEMENT

The internship opportunity I had with the Jabatan Kerja Raya Daerah Muar was a great chance for learning and knowing the professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many professionals who led me through this internship period.

I would like to extend my sincere appreciation to Jabatan Kerja Raya Daerah Muar for giving me the opportunity to undertake this Industrial Training for 8 weeks starting from 8<sup>th</sup> July 2018 to 2<sup>nd</sup> September 2018. The most thanked to Ir. Rahmat Bin Rashib, the company's manager for giving me the opportunity and receiving me to undergo Industrial Training at his company.

In addition, I also thank to my supervisor at JKR Daerah Muar, Muhammad Hanafi Bin Selamat who taught me much about the field of Civil Engineering. There is so much knowledge I can get as I undergo the Industrial Training. I hope with every knowledge that I learned will benefit me in the future. I am very grateful to all employees of JKR Daerah Muar for being able to spend time teaching me without complaints despite busy doing their daily tasks.

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I perceive as this opportunity as a big milestone in my career development. Hope to continue cooperation with all of them in the future. I am totally enjoying my internship as the part of the company. I feel so happy can learn something new and special moment in my life. With their guidance, I can feel my spirit will blow out, because they help me to understand the difficult thing that might disturb their time and duty to explain clearly to me. Hopefully I have another opportunity to work with all of them one day. InsyaAllah.

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## CHAPTER 1: INTRODUCTION

### 1.1 INTRODUCTION

JKR is the short form for Jabatan Kerja Raya or in English words stands for The Public Works Department. The function of the department is to implementation of development projects. JKR committed to produce the products and give the quality services that fulfill customer satisfactory, followed the environmental impact assessment to make sure the safety and health of the staff in good condition.

Jabatan Kerja Raya (JKR) or Public Works Department (PWD) as it was formerly known has been formed since 1872. Since it started with the traditional method of organizational structure for quite sometimes and has undergone a few changes in type of procurements. Until recently due the tremendous changes happening here locally and abroad JKR has to embark on the transformation of reorganisation or known as restructuring process of JKR organization so that it will align with the current development ([www2.jkr.gov.my/v2/malay/aboutus/OS\\_history](http://www2.jkr.gov.my/v2/malay/aboutus/OS_history)).

In the field of project management, JKR implicated in planning, designing, implementing and monitoring projects. During the completion of a project, they need to get along with time, resources and quality in order to conclude the project to meet its objectives and customer requirements. There are two techniques to execute projects which are Conventional methods, and Design and Build methods. By using conventional techniques, all the planning and design prepared in-house. The construction phase is carried out by our appointed contractor through a tender process. For the surveillance and scrutinizing, we have an option whether to do it manually or engage the consultant to do it. For projects conceded out design and build, we will ascertain your statement. The next process will outset from planning, design and construction and monitoring will be through by contractors. At the construction juncture, we perform the excellence role of auditors will also monitor the project on definite conditions. All levels of project management are conducted either through conventional means or processes of design and build are bound to Quality Management System (QMS). This system is part of our attempt to acquire high quality and consistent products through process control. (<https://www.jkr.gov.my/en/page/planning-design-%26-construction>)