



UNIVERSITI  
TEKNOLOGI  
MARA

FACULTY OF CIVIL ENGINEERING

INDUSTRIAL TRAINING REPORT

AIDA BATRISYIA BINTI ABDUL HALIM  
(2016458162)

BAHAGIAN PENGURUSAN FASILITI,  
UNIVERSITI TEKNOLOGI MARA (UTM),  
CAWANGAN JOHOR KAMPUS SEGAMAT,  
KM.12, JALAN MUAR,  
85000 SEGAMAT,  
JOHOR.

JULY 2018



**Abstract**

Univeristi Teknologi Mara (UiTM) Cawangan Johor Kampus Segamat is one of the branches of Universiti Teknologi Mara that is located in the state Johor Darul Ta'zim. This campus was established in December 1983 in Bukit Siput, Segamat. In January 1990, the campus moved to its permanent place in Jalan Muar, Segamat which provides bigger location. Bahagian Pengurusan Fasiliti UiTM Segamat is one of the sections that is responsible to regulate, oversee and to make sure all of the assets in the campus to always be in pristine condition to use in order to ensure UiTM as a beautiful campus as well as having a complete and conducive infrastructure with the occasional construction project that happens inside the campus. During the two months of my training, I work in the maintenance and project unit both which gives me knowledge for the future.

## Acknowledgement

First and foremost, I would like to express my sincere gratitude towards the Almighty God, Allah SWT for easing my time during the duration of my industrial training.

I would also like to thank Universiti Teknologi Mara (UiTM), Cawangan Johor Kampus Segamat for giving me the opportunity to complete my internship there. I got the chance to learn and improve my professional development therefore I was very lucky to be able to be a part of the organization. I am also grateful for the opportunity to meet and worked with amazing and professional individuals that have help me so much in understanding the work done in their specific field of work.

Having that in mind, I would like to thank En. Ahmad Shahrizan Bin Ahmad Mohamad Esman, the Deputy Director of the Department of Facility Management who would make the time to guide and help me despite his busy schedule and encouraging me to work around the office and site in order for me to gain experience.

I express my deepest thanks to my supervisors at the department Pn. Maznah Binti Salamin (Senior Engineer), Pn. Fariza Binti Abd Rahman (Assistant Engineer), En. Nifarikhan Bin Ghazali (Assistant Engineer) and En. Norman Bin Ahamad (Senior Technician) for guiding me throughout my time of industrial training which are extremely valuable for my studies, theoretically and practically.

I take this training as an experience that I can use in the future. I will work to achieve better results in anything I do in the future in the best possible way and I will continue to work hard in order to attain my desired objectives.

## Table of Content

	<b>Page</b>
<b>ABSTRACT</b>	<b>i</b>
<b>ACKNOWLEDGEMENT</b>	<b>ii</b>
<b>TABLE OF CONTENT</b>	<b>iii</b>
<b>LIST OF TABLES</b>	<b>v</b>
<b>LIST OF FIGURES</b>	<b>v</b>
<b>LIST OF APPENDICES</b>	<b>vi</b>

### **CHAPTER 1**

#### **INTRODUCTION**

<b>1.1 INTRODUCTION</b>	<b>1</b>
<b>1.2 OBJECTIVES OF PRACTICAL TRAINING</b>	<b>1</b>
<b>1.3 COURSE OUTCOMES</b>	<b>1</b>
<b>1.4 BACKGROUND OF THE COMPANY</b>	<b>2</b>
<b>1.5 ORGANIZATIONAL STRUCTURE</b>	<b>2</b>
<b>1.6 NATURE OF THE BUSINESS</b>	<b>3</b>
<b>1.7 PRODUCTS</b>	<b>3</b>
<b>1.8 MARKET STRENGTH</b>	<b>3</b>
<b>1.9 CONCLUSION</b>	<b>3</b>

### **CHAPTER 2**

#### **TRAINING ATTENDED**

<b>2.1 INTRODUCTION</b>	<b>4</b>
<b>2.2 EXPOSURE LEVEL</b>	<b>4</b>
<b>2.3 CONCLUSION</b>	<b>14</b>

**CHAPTER 3**  
**TECHNICAL REPORT**

<b>3.1</b>	<b>INTRODUCTION</b>	<b>15</b>
<b>3.2</b>	<b>TRAINING REPORT</b>	<b>15</b>
<b>3.3</b>	<b>PROBLEM ENCOUNTERED AND HOW TO OVERCOME</b>	<b>31</b>
<b>3.4</b>	<b>EXPERIENCE GAINED</b>	<b>31</b>
<b>3.5</b>	<b>CONCLUSION</b>	<b>32</b>

**CHAPTER 4**  
**CONCLUSION**

<b>4.1</b>	<b>INTRODUCTION</b>	<b>33</b>
<b>4.2</b>	<b>LESSONS LEARNED</b>	<b>33</b>
<b>4.3</b>	<b>KNOWLEDGE GAINED</b>	<b>34</b>
<b>4.4</b>	<b>SUITABILITY LIMITATIONS AND RECOMMADATIONS</b>	<b>34</b>
	<b>REFERENCES</b>	<b>35</b>
	<b>APPENDICES</b>	<b>36</b>