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ARCHITECTURE, PLANNING AND SURVEYING UNIVERSITI  
TEKNOLOGI MARA  
CAWANGAN PERAK  
KAMPUS SERI ISKANDAR**

**INTERNAL AUDIT OF ASSET IN NATIONAL  
METROLOGY INSTITUTE OF MALAYSIA**

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**PRACTICAL TRAINING REPORT  
MARCH – JULY 2018**

DECLARATION:

I hereby admit that this report is the result of my own efforts, except for the certain parts that are attached from sources that specified in reference chapter.

Prepared By:

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Date: 2 July 2018

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Date:

## **Acknowledgement**

In the name of Allah, the Compassionate, the Merciful. All knowledge belongs to him and yet still it is granted to human kind, a perpetual sinner. First of all I wish to express my blessed feeling to be able to go well through my practical training to gain a working experience and knowledge in the building surveying field of work. Alhamdulillah, with His will I am be abled physically and mentally to complete this report by what I learned in NMIM. All the staff of the National Metrology Institute of Malaysia (NMIM) has been so kind by welcoming me delightfully.

All the staff and the workers in the institute is very friendly and is always ready to show me how the thing is done there in NMIM. It is also satisfying to narrow my thanks to the Operation Resource Group department of the NMIM. They are all very nice to me especially my supervisor Encik Mohd Zaki Mohd Harun. Even though he is having a busy and packed day, he always have time to teach me on how the asset management in NMIM is. I sees him as a responsible staff who take care of all people feelings around him by making sure everything they requested is done by the time they need it. He is also ready to sacrifice his time and energy and money to make sure all his works are done and set.

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## **Abstract**

This report consist of the procedure of Internal Audit in NMIM. Chapter 1 shows the introduction to the organization, information such as the history, the founder and the managing officer is introduced. Besides that, the manner of my training description is also elaborated which explain every detail of work that I am involved while ongoing training in the NMIM

Chapter 2 explain how the internal audit is conducted by a general procedure. The types and introduction to the audit is explain while the general procedure and documentation prepared is elaborated.

Chapter 3 introduce the exact activity done in NMIM to conduct the internal audit in institution. Every type of data is mentioned in this chapter which is prepared before the audit field work is conducted. The analysis on the data and its compilation is also documented in the appendix.

Chapter 4 shows the problem and recommendation. The problem stated is the problem arising while I am going through practical training in NMIM. There are also recommendation on how this problem can be solved to ensure a good working environment for the community in the institution.

Chapter 6 is the appendix which contain the document gained to assist in completing the work which is the Internal Audit in NMIM.