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CAWANGAN PERAK
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**SCOPE OF WORK IN BUILDING CONTROL DEPARTMENT, MAJLIS
PERBANDARAN JASIN, 77000, JASIN, MELAKA
(COMPLETE)**

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DIPLOMA IN BUILDING SURVEYING**

**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.

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ACKNOWLEDGEMENT

In the name of Allah the most Beneficent and most Merciful, all praises to Allah, Lord of the universe and peace be upon His messenger. I want to acknowledge Him on top of all for blessing me with patience and tenacity of mind to complete the practical training report. It is undeniably a vital requirements for certified Diploma with flying colours and I have received outstanding helps from many quarters which I would like to put on record here with great pleasure and deep gratitude.

Firstly, I would like to thank to Mohd Afandi Bin Yusof as my supervisor in Majlis Perbandaran Jasin (MPJ). He is very kind person and guided me during practical training at Majlis Perbandaran Jasin. He is spend time for me to get all the information to complete my practical training report. He is also explain to me the scope of work in building control department. He is giving me a task that I need to be done and explain to me with patience when I do not understand. Without his endless care and wit, I would not have made any clear progression and understand the purpose of practical training. Most thanks for his support, feedbacks and all the worthwhile lessons.

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ABSTRACT (SYNOPSIS OF REPORT)

This practical training report is consist all about the information about my case study through practical training under Majlis Perbandaran Jasin during four (4) months of practical training. The topic that I have been chosen to complete my practical training report is “Scope of Work in Building Control Department, Majlis Perbandaran Jasin”. I have choose this topic because I have gain more experience and knowledge during practical in Building Control Department, MPJ.

This report have five (5) chapter which is for first chapter is consist of company background, second chapter consist of literature review which I can get the information of my topic through relevant sources such as interview my supervisor in Building Control Department and internet, third chapter is information of my case study, fourth chapter is problems and recommendations based on case study and fifth chapter is the conclusion of the whole chapter in practical training report.

For first chapter, it is the content all about the detail of Majlis Perbandaran Jasin. It is also including the company background, organization chart of Majlis Perbandaran Jasin, list of the department, objectives of Majlis Perbandaran Jasin, mission, vision, the location of Majlis Perbandaran Jasin and also the numbers of staff in Majlis Perbandaran Jasin.

The second chapter is the content about literature review which related to my topic. All the general information I have included in this chapter. It