

**INDUSTRIAL TRAINING REPORT**

**AT**

**UNIT KEJURUTERAAN DAN PENYELENGGARAAN (UKP)**

**HOSPITAL UNIVERSITI SAINS MALAYSIA (HUSM)**

**KUBANG KERIAN, KELANTAN**

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## ABSTRACT

This report was written to discuss about the whole activities and promote the company that involve during the industrial training. The place for industrial training was located in Unit Kejuruteraan dan Penyelenggaraan (UKP), Hospital Universiti Sains Malaysia (HUSM), Kubang Kerian Kelantan. This industrial training was held about two months starting from 19 April 2015 to 6 May 2015. UKP section was built to provide and always upgrade services of building maintenance, utilities, engineering and facilities services and to ensure building environment is always in a good conditions. The jobs that have been assigned for a trainee during the starting day of industrial training includes survey, measuring works (painting work, tiles and ceiling installation) maintenance work (repairs pipes, sinks and et cetera) and administration work. From this industrial training, the trainee has to know the responsibility and task of a Civil Engineer, know how to tackle contractors, estimate costs for the project and so on. The trainee also will gain a lot experiences such as learning to improve communication skill, increase working performance and do not wasting time. Working at the hospital environment makes trainee realize the important of safety and health. However, the industry supervisors must guide their trainees and give them specific tasks during internship so that they know what to do and not just wasting time for sitting and chit chatting among themselves. Universities' supervisor also should visit their trainees at least once a month to observe and gain information of problems face by trainees so that improvements can be made towards industrial training in the future.

## ACKNOWLEDGEMENT

“In the name of Allah The Most Gracious, The Most Merciful”

First and foremost, I would like to praise Allah S.W.T for giving me strength and courage for me to endure obstacle while I'm finishing my industrial training report for my diploma. Honestly, it is not easy to accomplish the task given but in time, with His guidance, hopefully enough for me to put this job done. In preparing this industrial training report, I would like to take this opportunity to extend my gratefulness and appreciation to the people directly or indirectly involved in my training program.

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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Introduction**

This chapter is discussing about the introduction of industrial training, objectives, background of the company, organizational structure, nature of the business, product, market strength and conclusion. Organizational structure includes introduction to 'Unit Kejuruteraan Dan Penyelenggaraan', organization chart, objectives, mission, philosophy and corporate logo of HUSM. Nature of the business includes services of UKP, job satisfaction of UKP's sections (administration and financial management, engineering and project management, civil / structural works maintenance (maintenance of building/structures, roads, and irrigation system, and landscape and compound maintenance and pest control), clinical / biomedical works maintenance and mechanical works maintenance. The details of the topic will be discussed in the next points.

#### **1.1.1 Introduction of Industrial Training**

Industrial Training is a compulsory requirement for students in certain programs at all levels of higher education in Institutions of Higher Learning (IHL). To increase the level of graduates able to work, industrial training program was introduced to strengthen the competencies required. Industrial Training courses give students learning opportunities in the world of work to receive practical experience in order to improve the reliability of the market.