



UNIVERSITI TEKNOLOGI MARA

FACULTY OF CIVIL ENGINEERING

INDUSTRIAL TRAINING REPORT

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(2016303513)

**IMBANGAN JUARA SDN. BHD,
NO 51, LEVEL 2, JALAN JALAN DAGANGAN 2,
PUSAT BANDAR BERTAM PERDANA 1,
13200 KEPALA BATAS
SEBERANG PERAI UTARA, PULAU PINANG.**

JULY 2019

ABSTRACT

The Industrial Training programme enables students to go out and gain more practical knowledge of what they have been taught in university based skills Office work procedure covering introduction to work ethics and structural drawing was explained with the relevant signs and symbols representing various items on such drawing. Site work for the period of training was undertaken at the Jalan Betik and Jalan Kulim. The projects consist of the installing pedestrian walk, and resurface and paved the road.

This report contains four chapter which is my experience during 8 weeks been in my hosting company, Imbangan Juara Sdn. Bhd. The content of all chapters is broadly explained and it is constructed from the practical basis of the sites work and office work for 8 weeks.

In the opening chapter, I explained about my company background, organizational structure, market strength and the projects those runs through company consultation. In this chapter, I put all record of history and futurity of my hosting company with its official address.

The second chapter is explains my overall internship or weekly summary. This chapter is the main chapter of this report which I recorded all the work that I have been executing based on logbook. It gives a highlight of what I have been doing during my Industrial Training.

Move to the third chapter, this chapter explained about the aspect and areas of the work. It is obvious that Industrial Training can improve working skills, and gain more experiences and knowledge. I also put several problems and its solution about the problem that I have been trough is construction and office work.

The final and fourth chapter explained about the lesson learned such as skills developed and knowledge gained. I also explained about the limitations and recommendations on the project that our company runs.

ACKNOWLEDGEMENT

First and foremost, thank to Allah SWT as finally I was able to finish my Industrial Training that have been given to us to complete our diploma. I would like to express my sincere appreciation and greatest gratitude to my industrial supervisor, family, lecturer and friends for their guidance through this task.

A Special thanks to Imbangan Juara's director, Miss Noor Masni Binti Osman because give me opportunity to work at her company and for her guidance towards me. I would to appreciate for her time give all her effort in guiding and encourage me in the field of Civil Engineering. This tasks has been done with all effort even I faced many obstacles while completing this industrial training. I would also acknowledge with much appreciation to staff at Imbangan Juara and the site workers for their help and information about construction that can improve my basic knowledge.

Last but not least, many thanks go to my family that always support me through this industrial training and for giving financial and morale support. Alhamdulillah, all the problem can be settle down and I was able to adapt properly and wisely.

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CHAPTER 1

INTRODUCTION

1.1 INTRODUCTION

This Industrial Training is a mandatory requirement for UiTM students. It is an approach given by UiTM throughout Malaysia to expose students to the real work environment that students will experience after completing the Diploma studies. Each students is required to complete this Industrial Training for 8 weeks that been signed by students itself. The training of the industry can also expand the knowledge and experience of students even if it takes a short time.

During the training, students are exposed to various activities in the field of work even though the task is not fully performed by the students due to the safety reasons but is provided with clear instructions and explanations to be used as knowledge. After achieving the period for Industrial Training, each student is required to prepare the final report to pass the Industrial Training. Therefore, students must adhere to the requirements by UiTM and the company during the Industrial Training.

1.2 BACKGROUND OF THE COMPANY

The company was registered with the Malaysian Companies Commission (SSM) on 22nd February 1992 under the name of Imbangan Juara Sdn Bhd as a contractor that registered with Pusat Khidmat Kontraktor (PKK) and Construction Industry Development Authority (CIDB). Imbangan Juara Sdn Bhd was registered as G6 contractor's company.

The company was conducted its operations at No 51, Level 2, Jalan Dagangan 2, Pusat Bandar Bertam Perdana 1, 13200 Kepala Batas, Seberang Perai Utara, Pulau Pinang. The company offers service activities for engineering work public such as building and housing construction, road construction, land work, plumbing and infrastructure work. The company has also been registered with the Malaysian Ministry of Finance. The company is increasingly developing with proper management.

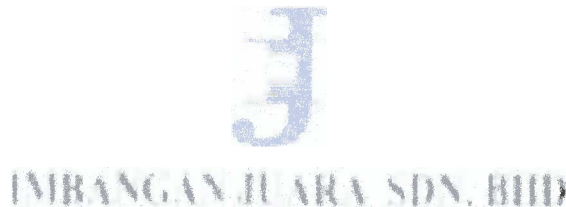


Figure 1.2.1 : Company Logo



Figure 1.2.2 : Company Imbangan Juara Sdn Bhd

1.3 ORGANIZATIONAL STRUCTURE

DIRECTOR

IR ABDUL HALIM B. MOHD GHAZALI

NOOR MASNI BINTI OSMAN

MOHAMAD ARIF FAHMI BIN MOHAMED

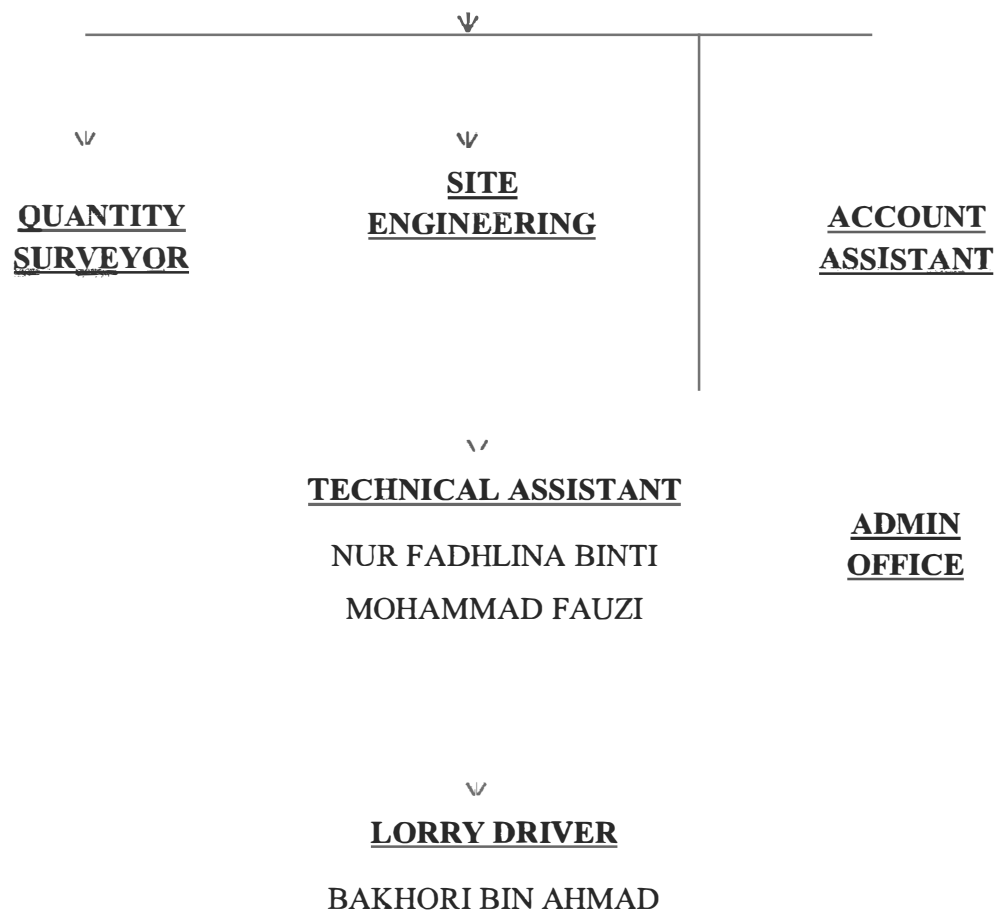


Diagram 1.3.1 : Company Organizational Structure

1.4 NATURE OF BUSINESS

A company must have its direction as other construction companies. Imbangan Juara Sdn Bhd has its own vision and mission. The mission of the company is to make it a competitive Bumiputra and equip the company with a dynamic and effective service. Its vision is to produce a productive, creative and innovative staff to create respected and high-performing company in Civil Engineering. Among the other mission of the company are maintains high professional competence and completes innovative and quality all the time. The quality policy is staffs at Imbangan Juara Sdn Bhd are committed to ISO 9001:2015 International Standard and will work toward total quality services and customer satisfaction trough continual improvement.

Imbangan Juara Sdn Bhd is more exposed to building construction and building drainage system. Over the 27 years of work experience, the company has completed nine building construction work and ten drainage system construction work. Other jobs include road construction and land work.

1.5 PRODUCTS

With nearly 27 years of experience in construction in the related field of civil engineering, Imbangan Juara Sdn. Bhd. has the ability to handle and complete projects that have been assigned. This is evident when Imbangan Juara Sdn. Bhd completed more than 15 projects involving construction work.

Both government and private sector are those who believe in the capabilities and make Imbangan Juara Sdn. Bhd the main contractor and sub-contractor responsible for completing the projects assigned to Imbangan Juara Sdn. Bhd.

Imbangan Juara Sdn Bhd also provided their own machinery, tractors and equipment. This company have approximately three types of machinery. The other things such as cone, signboard and so on.

No.	Project
1.	<i>Menaiktaraf sistem pengairan dan saliran pertanian di Skim Pengairan Pinang Tunggal, Daerah Seberang Perai Utara, Pulau Pinang – Fasa 1</i>
2.	Design and construct slope protection on 20 slopes at Air Itam Dam Road (No. Kontrak : PBAPP/PR/31/19)
3.	<i>Cadangan kerja tanah dan kerja-kerja berkaitan di Bertam Perdana 2 Fasa 3, di atas sebahagian Lot 13449, Kepala Batas, Seberang Perai Utara, Pulau Pinang.</i>
4.	<i>Cadangan membina dan menyiapkan 10 unit kedai pejabat 3 tingkat, 1 unit kedai pejabat 4 tingkat dan 1 unit pencawang elektrik di atas lot 33725, Fasa 2 Zon 4 (Town Park 5) Bandar Tun Hussein Onn, Mukin Cheras, Daerah Hulu Langat, Selangor Darul Ehsan</i>
5.	<i>Kerja-kerja pemasangan paip bekalan air dan kerja-kerja berkaitan dari Kg. Tenang ke Kg. Telaga Batu, Daerah Sik, Kedah Darul Aman</i>

6.	<i>Cadangan kerja tanah dan kerja berkaitan di atas Lot 20016, Mukim 6, Kepala Batas, Seberang Perai Utara, Pulau Pinang</i>
7.	<i>Membina dan menyiapkan satu (1) Blok bangunan dua (2) tingkat di SJK (T) Ladang Bukit Selarong, Kulim, Kedah Darul Aman</i>
8.	<i>Cadangan merekabentuk, membina, menyiapkan dan menyelenggara kerja-kerja penstabilan cerun dan kawalan hakisan serta kerja-kerja berkaitan di Universiti Teknologi MARA Malaysia (UiTM) Johor, Segamat, Johor Darul Takzim</i>
9.	<i>Pembinaan satu (1) blok bangunan tambahan empat (4) tingkat, satu (1) blok bangunan pra sekolah satu (1) tingkat dan lain-lain kerja berkaitan di Sekolah Rendah Jenis Kebangsaan (T) Permatang Tinggi, Seberang Perai Tengah</i>
10.	<i>Membina blok bangunan sekolah dan lain-lain kerja berkaitan di SJK (T) Kulim, Jalan Tunku Bendahara, Kulim, Kedah Darul Aman</i>
11.	<i>Membina blok sekolah tambahan dan lain-lain kerja di Sekolah Kebangsaan Taman Selasih, Kulim, Kedah Darul Aman</i>
12.	<i>Cadangan menurap semula, melebar dan menaiktaraf jalan serta kerja-kerja berkaitan di Tingkat Perusahaan 6, 4A, 6A dan lorong Perusahaan 8, kawasan Perusahaan 8, kawasan Perusahaan Perai, Seberang Perai Tengah</i>
13.	<i>Cadangan membina dan menyiapkan Balai Nelayan di atas tanah kerajaan (tanah tebus guna) Mukim 12, Daerah Barat Daya, Pulau Pinang</i>
14.	<i>Cadangan membina Parit Monsun 6.0M dan kerja-kerja berkaitan, Jalan Bertam, Mukim 6, Daerah Seberang Perai Utara, Pulau Pinang</i>
15.	<i>Meningkatkan taraf infrastruktur dan Jalan Ladang di kawasan Pokok Tampang, Seberang Perai Utara, Pulau Pinang</i>

Table 1.5.1 : Work Experience

1.6 MARKET STRENGTH

Imbangan Juara Sdn Bhd always providing its best for clients and always meet the instructions and requirement of the clients clearly. Imbangan Juara Sdn Bhd will gives some advantages if cooperate together such as :

- i. Offer low prices for every item and service charge
- ii. Always keep every project in control and avoid making mistakes
- iii. Will ensure to complete all work within the time provided
- iv. Will always finish the job neat and orderly
- v. Imbangan Juara Sdn Bhd will be responsible and liable for every damages or risks occurred during the project

1.7 CONCLUSION

Imbangan Juara Sdn Bhd is a company that performs variety of projects such as construction works, roads, repairs and renovations and so on. The company started the project and came to be known in 1993 during the project "*Cadangan Membina dan Menyiapkan Balai Nelayan di atas Tanah Kerajaan (Tanah Tebus Guna) Mukim 12, Daerah Barat Daya, Pulau Pinang*". Until now, the company has successfully completed 26 different project either from government or the private sector. This company will always provide the best service for their clients and will always fulfils its vision and mission.

CHAPTER 2

TRAINING ATTENDED

2.1 INTRODUCTION

This chapter is a summary of the weekly activities carried out during Industrial Training. Based on the activities written in the logbook will be briefly describe in this chapter, which includes task by supervisor. Each activity or task performed will be recorded in the daily logbook. Therefore, this section will briefly describe the activities and tasks that have been carried out during Industrial Training in eight weeks.

All activities will be describes from week to week in order to conclude the work done in one week to ease the review process. Each week will not be the same as there are public holidays provided by the company.

During Industrial Training, students were exposed to many new things. In addition, to applying what they have learned in UiTM, students were also been exposed to company rules and ethics. These things need to be practiced while in the company.

Furthermore, students are assigned to assist and prepare tenders and quotations to get the projects that have been advertised. Students were also given the responsibility to monitor the entire construction site at Jalan Betik for project installing pedestrian walk. The table below is a weekly summary of Industrial Training.

2.2 EXPOSURE LEVEL

WEEK	ACTIVITY
<p>WEEK 1 (15 July – 20 July)</p>	<ul style="list-style-type: none"> i. Reported to the organization ii. Introduced to staff. iii. The site supervisor explains about the details of the project that runs. iv. Learned how to write tenders and quotations from the office staffs. v. Go to the site at Jalan Kulim and Jalan betik. vi. Monitor the workers installing the formwork of the drain at Jalan Betik. vii. Monitor the workers resurface the road at Jalan Kulim.
<p>WEEK 2 (22 July – 27 July)</p>	<ul style="list-style-type: none"> i. Write and type the quotation for nine different projects. ii. Learned how to do bill of quantities iii. Learned the format of bill of quantities iv. Learned the step of installation of roof tiles and installation pavement with imprint v. Learned how to repair drain wall works vi. Learned how to build new single-storey house vii. Revisited the construction site at Jalan Betik. viii. See and monitor the worker poured the concrete on the BRC ix. See the worker make the grating for facilitate drain cleaning work and level the concrete x. Go to the site visit at IKS Perda xi. Learned how the contractor manage to

	<p>get the tender</p> <p>xii. Visit the places that needs repair</p>
<p>WEEK 3 (29 July – 3 August)</p>	<p>i. Type the bill of quantities for seven different project</p> <p>ii. Study the scope of the work of every projects</p> <p>iii. Learned how to repair and upgrade a hall</p> <p>iv. Learned how to repair the damaged and potholes of road</p> <p>v. Learned the steps, materials and equipment used for every projects</p> <p>vi. Go to a meeting at Kompleks Sukan Muadzam Shah, Alor Setar, Kedah</p> <p>vii. Discuss about the project run</p> <p>viii. Write a tender for one project</p> <p>ix. Learned how to write a tender and the format</p>
<p>WEEK 4 (5 August – 10 August)</p>	<p>i. Learned about the JKR specification such as Asphalt paver to JKR requirement namely surface texture, structural strength, dimension and regularity.</p> <p>ii. Learned the JKR specification about suggested maximum spacing for road delineators horizontal curve</p> <p>iii. Type the bill of quantities for eight different projects</p> <p>iv. Study the scope of the work of every project</p> <p>v. Learned how to repair, resurface and upgrade road and shoulder road</p> <p>vi. Learned how to upgrade a hall</p>

	<ul style="list-style-type: none"> vii. Go to the site visit at Politeknik Sultan Abdul Halim Mu'adzam Shah (POLIMAS) at Jitra, Kedah viii. Visit and identified places that need to be repair and upgrade ix. Bought the tender at JKR Alor Stat x. Learned how to start a project after going to site visit
<p style="text-align: center;">WEEK 5 (13 August – 17 August)</p>	<ul style="list-style-type: none"> i. Write nine bill of quantities for different project ii. Learned how to resurface and upgrade roads iii. Learned how to repair and upgrade fences iv. Learned how to repair and upgrade hall v. Learned the materials used for resurfacing road, upgrading hall and repairing fences vi. Learned the types of fences such as anti-climb fences, Galvanised Mild Steel and HDG Sliding Gate vii. Learned and understand about the coring test viii. Learned about the initial work such as cleaning the site before start the project
<p style="text-align: center;">WEEK 6 (19 August – 24 August)</p>	<ul style="list-style-type: none"> i. Go to the site visit at UiTM Bertam, kepala batas ii. Heard the talk and discuss about the project iii. Visit places that need to be maintained throughout the contract in the project iv. Write bill of quantities for ten different

	<p>project</p> <ul style="list-style-type: none"> v. Learned the types of road line and the materials used for project “<i>Kerja-Kerja Mengecat Garisan Jalan Parlimen Kepala Batas</i>” vi. Learned how to repairs the water gates and the components used vii. Know and understand the transportation used to resurface the road viii. Learned how to install culvert, the steps and material used ix. Learned how to resurface road at drainage work, the steps and materials used
<p>WEEK 7 (26 August – 30 August)</p>	<ul style="list-style-type: none"> i. Go to the meeting for the second time at Kompleks Sukan Mu’adzam Shah, Alor Setar, Kedah ii. Discuss about the problem happen and how to fixed it during the modification and maintenance iii. Write and type six bill of quantities for different project iv. Fill in the document tender for project at Institut Kemahiran Tinggi (IKM) Beseri, Perlis v. Know the scope of the work of G2 contractor vi. Provide evaluation form for faculty supervisor and industrial supervisor vii. Present work and experience gained

	<p>during industrial training to supervisor</p> <p>viii. Go to the site visit at Tapak Semaian Permatang Tengah, Seberang Perai Utara</p> <p>ix. Visited places that need to be carried out</p>
<p>WEEK 8 (3 September – 6 September)</p>	<p>i. Type and fill in eight bill of quantities for different project</p> <p>ii. Fill in document tender for company Imbangan Juara Sdn Bhd</p> <p>iii. Helped to finish two tender of KPTC by pricing the bill of quantities</p> <p>iv. Fill in the form of tenderer such as Form C, Form D, Form E and others</p> <p>v. Learn how to do a tender</p> <p>vi. Go to Kampung Lembah Raja for calculate the area of roof needed to change with the new one</p> <p>vii. Fill in the bill of quantities of M & E</p> <p>viii. Learn new things of mechanical and electrical work such as the type of air-conditioning, switchboard and others</p>

Table 2.2.1 : Weekly Summary



Figure 2.2.1 : Site visit at IKS Perda



Figure 2.2.2 : Site visit at Politeknik Sultan Mu'adzam Shah



Figure 2.2.3 : Visit places that need to be repaired in the Pusat Islam, Politeknik Sultan Mu,adzam Shah



Figure 2.2.4 : Change the roof to the metal deck, Politeknik Sultan Mu'adzam Shah



Figure 2.2.5 : Meeting at Kompleks Sukan Muadzam Shah, Alor Setar



Figure 2.2.6 : Site visit at UiTM Bertam

2.3 CONCLUSION

During 8 weeks working at Imbangan Juara Sdn Bhd, for the first week I spent a lot of time at construction site at Jalan Betek and Jalan Kulim. However, the project was about 50% complete when I reporting at Imbangan Juara Sdn Bhd. The rest of the week I spent a lot of time and are more likely do office work such as fill in price and retype the bill of quantities, and prepare document tender. In addition, I also went to the site visits in several places such as IKS Perda, UiTM Bertam, Politeknik Sultan Mu'adzam Shah and so on to get new project. I also went to Kompleks Sukan Muadzam Shah twice for meeting about project renovations the building to discuss the progress of the project and the problem occurred during the renovations.

CHAPTER 3

TECHNICAL REPORT

3.1 INTRODUCTION

- i. Project “*Menaiktaraf jalan-jalan, perparitan dan bahu jalan di sepanjang Jalan Betek, Jalan Padang Lalang, Seberang Perai Tengah, Pulau Pinang*” is one of the projects run by the company. Structural work must conform to the required by the developer. The work must also be in accordance with the specifications and drawings issued by the consultant.
- ii. I have retype and fill in the price in bill of quantities for more than 64 bill of quantities for different project.
- iii. Preparing 3 document tender for different project. Every tender must be prepared properly as it one of the factors the document tender accepted.

3.2 CONSTRUCTION OF DRAIN AT JALAN BETEK

3.2.1 Formwork

Formwork is a temporary construction used to hold concrete in place while it sets. As concrete is very heavy, formwork must be solidly constructed and firmly braced and supported. Most of the formwork used in the construction is wood type. This is because it is easy to install and operate. The wood used should be in a good condition and dry. This is because the type of wood has the quality and strength that can ensure its durability when concrete is poured, compacted, shaken and when concrete is set. Whereas if the wood is too dry, the concrete defects will occur such as honeycomb.

If the wood used is too wet it will stretch out the shape of the formwork and will result in unflattened concrete surfaces. The use of the wood of the formwork must not be more than 4 times. The use of the formwork in the structure of drain is very important to ensure the structure of the drain is perfect.



Figure 3.2.1.1 : Formwork of Drain

3.2.2 Board Sheathing

Sheathing is a covering or supporting structure. It can be used to refer to a layer of board or panel material that forms a part of floor, wall and roof. The materials most commonly used for sheathing include timber, plywood and gypsum. As concrete is very heavy, formwork must be solidly constructed and firmly braced and supported. To ease the removal of the formwork after the concrete is dry the sheathing must be well oiled before pouring the concrete.



Figure 3.2.2.1 : Board Sheathing

3.2.3 Drain Grating

Steel bar grating are widely used grating type. It can be used in the trench and drainage system as the trench and drainage cover to ensure excellent drainage performance and secure pedestrians safety. Grating can help to facilitate cleaning work in the gutter if any problem happen such as clogged drain and so on. The BRC steel also installed on the sheathing.



Figure 3.2.3.1 : Grating

3.2.4 Concrete Imprint

The value of imprinted concrete presents itself over and over again in all types of projects. The benefits of imprint concrete are reduce long-term maintenance and care. Other surface materials such as paver can become loose or settle, resulting in slippery. Before do concrete imprint, concrete must be poured on the sheathing and around the grating. Level and flatten the concrete.



Figure 3.2.4.1 : Concrete poured on sheathing



Figure 3.2.4.2 : Level and Flat the concrete

3.3 BILL OF QUANTITIES

Before start a new project, quantity surveyor must go to the site visit in advertised places from client that required contractors to execute their project. After that, quantity surveyor has to buy the tender from the client such as JKR, district office or another company. Quantity surveyor must fill in the price in bill of quantities and the price must be reasonable according to the item in the bill of quantities. Quantity surveyor also has to call the supplier to ask them about the price needed for every item. To ease the calculation, retype the bill of quantities in Microsoft Excel. It can calculate the price automatically. Then, complete the document tender and submit it to the client before the due date.

PEJABAT DAERAH DAN TAWAN
 DEWAN BESAR PANGKAL PINANG
 JALAN PANGKAL PINANG
 BANGKALAN, PANGKAL PINANG

KESELIAHAN TAWAN
 DEWASA
 DEWASA
 DEWASA
 DEWASA

KESELIAHAN TAWAN
 DEWASA
 DEWASA
 DEWASA
 DEWASA

BIL	BURUH/BUKUTIR REKIA	URUT	QTY	HARGA (RM)	JUMLAH (RM)
1	Kerja kerja awam termasuk tanggapan dan persiapan, muatan perancangan dan penyediaan dan muatan kerja (material dan peralatan) yang diperlukan untuk kerja-kerja pembinaan dan pembaikan, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender.	Prata			1,000.00
2	Menyediakan perancangan kerja awam, termasuk muatan perancangan dan penyediaan dan muatan kerja (material dan peralatan) yang diperlukan untuk kerja-kerja pembinaan dan pembaikan, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender.	Kulak			3,000.00
3	Menyediakan perancangan kerja awam, termasuk muatan perancangan dan penyediaan dan muatan kerja (material dan peralatan) yang diperlukan untuk kerja-kerja pembinaan dan pembaikan, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender.	Prata			1,000.00
4	Kerja-kerja awam termasuk tanggapan dan persiapan, muatan perancangan dan penyediaan dan muatan kerja (material dan peralatan) yang diperlukan untuk kerja-kerja pembinaan dan pembaikan, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender.	Prata			3,000.00
5	Kerja-kerja awam termasuk tanggapan dan persiapan, muatan perancangan dan penyediaan dan muatan kerja (material dan peralatan) yang diperlukan untuk kerja-kerja pembinaan dan pembaikan, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender.	Prata			3,000.00
6	Kerja-kerja awam termasuk tanggapan dan persiapan, muatan perancangan dan penyediaan dan muatan kerja (material dan peralatan) yang diperlukan untuk kerja-kerja pembinaan dan pembaikan, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender.	Prata	125	38.40	4,800.00
7	Kerja-kerja awam termasuk tanggapan dan persiapan, muatan perancangan dan penyediaan dan muatan kerja (material dan peralatan) yang diperlukan untuk kerja-kerja pembinaan dan pembaikan, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender, termasuk dalam bentuk, saiz dan spesifikasi yang ditetapkan dalam tender.	Prata			400.00
JUMLAH					12,700.00

CEKAT :
 Nama: NURUL AZILA BINTI SUHAIMI
 No. Kad Pengiraan: 930825-07-5586
 Tarikh: 14/10/2014

Cap Kanan: BOKA BERKUALITI

Figure 3.3.1 : Example of Bill of Quantities

3.4 TENDER DOCUMENT

A tender is a submission made by a contractor in response to an invitation of tender. It makes an offer for the supply of goods and services. Tender documents are prepared to seek offers. Tender documents may be prepared for a range of contracts, such as equipment supply, the main construction contract, demolition and enabling work.

Tender documents should be broken down into a series of packages each with its own design drawings and specifications suitable to be issued by the main contractor to potential sub-contractors. This makes the tender easier for the contractor to price and easier for the client to compare with other tenderer.

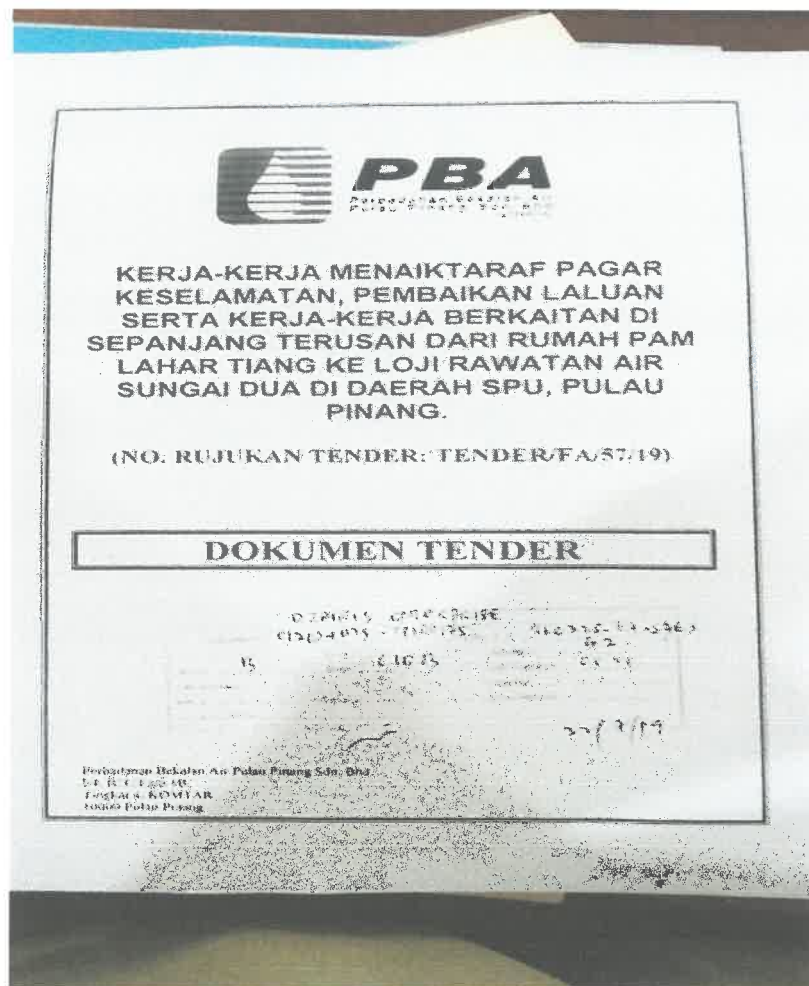


Figure 3.4.1 : Example of Tender Document

3.5 PROBLEM ENCOUNTERED AND HOW TO FIX IT

Among the problem is that the formwork is not properly constructed and stiff that can cause concrete to fall. Therefore, the formwork must be nailed and measured according to the size of the drain properly. Formwork also cannot be installed too far between one and each other. This may cause the formwork to unstable and cannot hold the concrete.

After concreting finish, ensure the concrete must be level and flat to ease the imprinted work. After the concrete is poured, ensure the surrounding area is clean from the concrete spill. Concrete can harden in a short time and will cause bumpy and can damage the road.

Problem that usually occurred when pricing the bill of quantities is quantity surveyor always missed out looked at the quantity of each item properly. It will affect the price in the overall price in bill of quantities. It can also cause loss to the company if too many mistakes occur. Then, quantity surveyor always missed out to do research in today's market price. If the price is too low, it can cause loss. To fix it quantity surveyor must recheck the quantity stated in the bill of quantities. Next, do research on the item price and take some benefits from the regular price. It also can cover another price of item.

Last but not least, the common mistakes in construction tenders are it has too many packages, inaccurate costing, inaccurate formatting, missing information, misunderstanding the specifications and client's requirements, spelling and grammatical mistakes and so on. Tenderers can be penalised or disqualified if they do not conform with the specified formatting. Tenderers can also be penalised or disqualified if there is required information that is missing for example question is left unanswered. A tender bid that contains spelling and grammatical mistakes, while not necessarily disqualifying the tenderer, may present client with an unprofessional impression. To avoid this, documents should be carefully checked and proof-read to correct any errors before sending to the client.

3.4 EXPERIENCE GAINED

During my 8 weeks here, what I learned from the project at Jalan Betek was how to build the pedestrians walk, materials used and so on. The process of installing pedestrians walk does not take very long time. From this project, I was able to communicate with the site workers on how and why we installed the formwork, board sheathing, using BRC and make grating on the drain. Firstly, the formwork was built by following the shape of the drain as we want to pour concrete on it. Formwork is required to hold the concrete from falling down. After all process is complete, the formwork will be removed from the drain. Secondly, board sheathing was used to accommodate and support the concrete as it very heavy. Next, the BRC is used to ensure the concrete that is being poured is not settled. In this case, the BRC was installed on the slab horizontally to make it stronger. If the BRC is used in the construction of house or building, it is install vertically so it does not buckle. Lastly, the most basic type of concrete finish is a smooth surface created through the use of screeds and trowels. Immediately after concrete has been placed in forms, concrete finishers utilize a screed to level out the concrete surface.

Next, I have learned on how to do office work such as prepared document tender and Bill of Quantities or quotation. The document tender have to be prepare neatly as it considered one of the accepted project factors. I also learned how to communicate with suppliers to obtain low price item that meet the requirements of the project.

Lastly, I also learned how to prepared tender document. Typically, a tender pricing document will be provided to be completed by tenderers. This make easier for those reviewing the tender bids to compare the various submissions. If this is incorrect, the final prices and the rest of the estimate may be discarded. Any costings that are incorrect will cast doubt on the suitability of the tenderer to successfully complete the project.

3.5 CONCLUSION

All projects depend on contractor's skills. Not all of the theories learned in the class can be used while working on construction sites. It is more about basic knowledge and experience. In addition, in order to keep to the work going smoothly, the contractor should always pay attention to their workers because any wrong doing may cause loss to the company. It can also delays the project. Each project has its own risks. Therefore, the safety of the workers and the public should be taken as a serious matter. If the step is wrong, it can cause varieties of injuries.

CHAPTER 4

CONCLUSION

4.1 INTRODUCTION

During the Industrial Training required for UiTM students to earn a certificate or Diploma in UiTM was an opportunity for me to expand my knowledge in the field of Civil Engineering. At the same time, I was able to practice the theory learned in class and practice the practical learned in the workshop.

During the 8 weeks being a member of Imbangan Juara, much exposure has been given to the project development and project management. However, the 8 weeks provide by the UiTM was not enough for me to explore into this field in more detail. In this chapter, I will discuss about the lesson learned, knowledge gained, suitability or organizations, limitations and recommendations.

4.2 LESSON LEARNED

Working at Imbangan Juara was one of the great opportunities. I can feel the real work situation and this experience will guide me when it comes to the real work situations. Imbangan Juara has taught me a lot about cooperation and responsible for carrying out the tasks provided. However, the implications of the industrial training make the different between theoretical and practical. Not all the theories learned are used when working. It is more about basic experience and knowledge about Civil Engineering.

In addition, during this practical period I was able to improve my self-confidences in facing the difficulties of being a student. At the same time can teach me more to be self-reliant and not depends to the others to do the work that is entrusted to me. This Industrial Training Programme was an excellent programme as it provides student with the opportunity to further their knowledge and skills in the field of study. This programme is very meaningful and it is an opportunity that a technical and academic student would not have had as an employee. It also provides excellent opportunities for social interaction and staffing, as well as make good relationships with staff and others.

This Industrial Training Programme had a positive impact on exposure in all aspects including social, scientific and economic. In addition, it can also convince the department or company in taking UiTM students to work with them.

4.3 KNOWLEDGE GAINED

To be concluded, for the past 8 weeks that Civil Engineering is a broad field of work that required skills and experience rather than academic achievement. This is because not all theories can be implemented on the site and practically not based on theory. However, the knowledge gained from the Imbangan Juara Sdn Bhd will be the great guidance to in real working world.

There is much to be learned including how to communicate with the supplier. If we are good at talking and discuss with them, we can get cheap prices on each item in pricing the bill of quantities. I also leaned on how to use Microsoft Excel to set the price. It can be calculate automatically and can save time compared to manual calculations.

Last but not least, I also learned the techniques and machinery used to build drains. In addition, I learned about the materials used such as using concrete grade 30 and BRC size 25mm in diameter. The formwork only use the dry ordinary wood. Moreover, I learned how to start a project such as going to site visit that has been advertised, buying the tender at JKR, district office and so on. I also experienced to be one of the members in meeting room with other contractor from different companies, discussing about the projects under control.

During the industrial training, I have learned to do office work and site work. All these experience and knowledge cannot be gained in the class.

4.4 SUITABILITY OF ORGANIZATION

Imbangan Juara Sdn Bhd is a contractor company that started operations on 22nd February 1992. This company has only 17 staff. Although they do not have large number of staff but they are committed to providing the best for clients. This company have nine contractors, two assistant contractors, one quantity surveyor and the rest are company accountant.

This company was a small company. The contractors here also performs quantity surveyor work such as preparing tender and bill of quantities. They also responsible to be a site supervisor at construction site.

4.5 LIMITATIONS AND RECOMMENDATIONS

During my industrial training at Imbangan Juara Sdn Bhd, I was very pleased with the service and guidance provided by the employers and staffs in the company. Here, I would like to make some recommendations that will benefit everyone involved in this industrial training programme especially to enhance the effectiveness of this programme. At the same time, these recommendations can be applied in the following semesters :

- i. Provide adequate exposure to students undergoing industrial training on external work done by the company
- ii. Companies need to be more responsible for students undergoing industrial training with more attentions to the students. So the time spent to the students can be more effectively and give benefits to the students and company
- iii. The equipment provided properly by the company to performed any work or tasks
- iv. Encouraging students to engage in company activities to build a sense of cooperation and relationship between students and staffs.
- v. Employees need to be more communicative with students for example on the site and work to be done on site as well as student knowledge is concerned
- vi. The company need to provide a fully equipped workplace with tools and stationary for students to do their work easily.
- vii. The company should give opportunity to students to carry out work on site such as asking students to present what they have learned.

APPENDICES

Appendix A : Meeting at Kompleks Sukan Muadzam Shah, Alor Setar

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UITM.FKA.LI-01

INDUSTRIAL TRAINING PLACEMENT INFORMATION FORM
(Borang Matlumat Penempatan Latihan Industri)

A) STUDENT INFORMATION (Matlumat Pelajar)

Name (Nama) : NUR SHAMIN BINTI ZULKEPLI : UiTM No. (No. UITM) 2016303513
Programme (program) : DIPLOMA KEJURUTERAAN AWAM : ID No. (No. k/p) 981207075482
Session (sesi) : SESI 2 16/17 : Semester (Semester): 5
Address (alamat): NO 18 PERSIARAN SEKSYEN 2/12, BANDAR PUTRA BERTAM, 13200 KEPALA BATAS, PULAU PINANG
Phone (Telefon) : - : Mobile No.(No. h/p) : 011-24200293
Email (emel) : nurshamin085@gmail.com

B) HEIRS (Waris)

Name (Nama) : ZULKEPLI BIN HARUN
Address (alamat): NO 18 PERSIARAN SEKSYEN 2/12, BANDAR PUTRA BERTAM, 13200 KEPALA BATAS, PULAU PINANG
Phone (Telefon) : - : Mobile No.(No. h/p) : 013-9647680

C) PLACEMENT OPTIONS (Pilihan penempatan)

No. (Bil.)	State (Negeri)	City (Bandar)
1.	<u>PULAU PINANG</u>	<u>KEPALA BATAS</u>
2.		

C) ORGANIZATION INFORMATION (Matlumat organisasi)

Name (Nama) : IMBANGAN JUARA SDN BHD
Address (alamat): NO 51, TINGKAT 2, JALAN DAGANGAN 2, PUSAT BANDAR BERTAM PERDANA 1, 13200 KEPALA BATAS, SEBERANG PERAI UTARA, PULAU PINANG.
Contact Person (Pegawai yang boleh dihubungi) : AZILA
Designation (Jawatan) : ADMIN
Phone (Telefon) : 04-5791195 : Mobile No.(No. h/p) : -
Fax No. (No. Fax) : - : Email (emel) : pirsb@yahoo.com

Office use:	Checked by:	Approved by:
-------------	-------------	--------------

Signature (Tandatangan)

Date (tarikh)

UITM.FKA.LI-02

Surat Kami : 100-UiTMKPG(FKA14/3/4)

Tarikh : 3 April 2019

EN IBRAHIM BIN HANAFI
IMBANGAN JUARA SDN. BHD.
NO.23-A LORONG BERTAM INDAH 1
13200 KEPALA BATAS
PULAU PINANG

Tuan,

**PERMOHONAN PENEMPATAN LATIHAN INDUSTRI BAGI PROGRAM DIPLOMA
KEJURUTERAAN AWAM (EC110)**

Nama: : NUR SHAMIN BINTI ZULKEPLI
No. Kad Pengenalan: : 981207-07-5482
No. Pelajar UiTM : 2016303513
Program : DIPLOMA KEJURUTERAAN AWAM
Semester : LIMA (5)

2. Saya dengan ini mengesahkan bahawa butir-butir peribadi dan akademik di atas adalah seorang pelajar di Fakulti Kejuruteraan Awam, UiTM, Pasir Gudang.

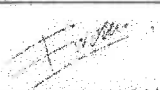
3. Sukacitanya jika pihak Tuan dapat menerima pelajar tersebut untuk menjalani Latihan Industri untuk tempoh **LAPAN (8)** minggu bermula pada **8 Julai 2019** sehingga **2 September 2019** sebagai pra-syarat untuk lulus. Sebagai makluman, pelajar dilindungi oleh insurans sepanjang tempoh latihan.

4. Jika Tuan bersetuju untuk penempatan pelajar ini, saya memohon jasa baik pihak Tuan untuk memaklumkan kepada pihak saya dengan melengkapkan "Borang Pengesahan Penerimaan" (lampiran UiTM.FKA.LI-04) dalam tempoh **DUA (2)** minggu daripada tarikh surat ini. Jika tidak ada sebarang maklum balas daripada pihak Tuan, permohonan ini dianggap **TIDAK BERJAYA**.

5. Latihan industri yang akan dijalankan selama 8 minggu adalah sangat pendek, tetapi ia sangat bermakna untuk membantu Universiti dalam menghasilkan bakal jurutera yang berdedikasi, cekap dan berdaya saing selepas tamat pengajian.

6. Fakulti Kejuruteraan Awam UiTM Kampus Pasir Gudang amat menghargai kerjasama pihak Tuan dalam semua hal yang berkaitan dengan latihan industri pelajar Fakulti Kejuruteraan Awam UiTM Kampus Pasir Gudang.
Terima kasih.

Yang benar,



MOHD FIRDAUS B. MOHD AKBAR
KOORDINATOR LATIHAN INDUSTRI
FAKULTI KEJURUTERAAN AWAM
KAMPUS PASIR GUDANG

KOOR. LI FKA UiTM PG

s.k 1) Ketua Pusat Pengajian Kejuruteraan Awam, UiTM Pasir Gudang

RESUME**PERSONAL DETAILS**

Name : NUR SHAMIN BINTI ZULKEPLI
Identification No. : 981207-07-5482
Date of Birth : 07/12/1998
Place of Birth : HOSPITAL SEBERANG JAYA
Age : 21
Sex : FEMALE
Marital Status : SINGLE
Race : MALAY
Religion : ISLAM
Citizenship : MALAYSIAN
Postal Address : NO 18 PERSIARAN SEKSYEN 2/12, BANDAR PUTRA BERTAM,
 13200 KEPALA BATAS, PULAU PINANG
Mobile Phone No. : 011-24200293
E-mail : nurshamin085@gmail.com

EDUCATIONAL BACKGROUND

Year / Period	Institution	Level	Achievement / Award
2005-2010	SK BANDAR BARU PERDA	UPSR	3A
2011-2013	SMK BANDAR BARU PERDA	PMR	4A
2014-2015	SMK BANDAR BARU PERDA	SPM	4A
2016- CURRENT	UITM PASIR GUDANG	DIPLOMA IN CIVIL ENGINEERING	CGPA : 3.19

EXTRA-CURRICULAR ACTIVITIES

Year / Period	Programme / Activity	Location	Participation
2018	VOLLEYBALL	UITM PASIR GUDANG	3 RD PLACE
2016-2017	TAEKWONDO MALAYSIA (WTF)	UITM PASIR GUDANG	GRADE 7
2014	PUTERI ISLAM'S MARCHING	SMK BANDAR BARU PERDA	SCHOOL

WORKING EXPERIENCE

Year / Period	Organisation	Designation	Responsibilities
2015	PARKSON, PERDA CITY MALL	SALES PROMOTER	EXPLAIN PRODUCTS AND SERVICE

SKILLS

Language skills :

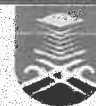
Language	Written	Speaking
BAHASA MALAYSIA	EXCELLENT	EXCELLENT
ENGLISH	MODERATE	MODERATE

Computer Literacy: IT PROFICIENCY MICROSOFT OFFICE APPLICATIONS (MICROSOFT WORDS, EXCEL, POWERPOINT, PUBLISHER), AUTOCAD AND DEV C++.

Other skills : PUBLIC IN RELATION SUCH AS PUNCTUAL AND WILLING TO WORK UNDER MINIMAL SUPERVISION. OTHER THAN THAT, EXCELLENT COMMUNICATION SKILLS WHICH IS CONFIDENT AND CAN FOLLOW INSTRUCTIONS CLEARLY.

HOBBIES

No.	Description
1.	READING MOTIVATION BOOKS
2.	SURFING INTERNET
3.	SPORTS – EXERCISE AND WALKING



UITEM.FKA.LI-04

Rujukan Kami : 100-UITEMKPG(FKA14/3/4)
Tarikh :

Koordinator Latihan Industri
Fakulti Kejuruteraan Awam
UiTM Johor Kampus Pasir Gudang,
Jalan Purnama 81750 Masai Johor.
(u/p: MOHD FIRDAUS B. MOHD AKHBAR, firdausakhbar@gmail.com)
Fax: 07-3818141

PENGESAHAN PENERIMAAN PELAJAR EC110 UNTUK LATIHAN INDUSTRI TAHUN 2019

Merujuk kepada surat/faks Tuan yang bertarikh 03/04/19 adalah disahkan pihak kami *menerima / tidak menerima pelajar Tuan bernama NUR SHAMIN BINTI ZULKEPLI dan nombor pelajar 2016303513 untuk menjalani latihan industri mulai 08/07/2019 hingga 02/09/2019 (8 minggu) di organisasi /syarikat kami.

Butiran Latihan:

Tarikh melaporkan : 08/07/2019
Masa melaporkan : 08.30 Pagi
Alamat melaporkan /
ditempatkan :

PEMBINAAN I & R SDN BHD
(582167-X)
No. 51, Tingkat 1, Jalan Dagangan 2,
Pusat Bandar Beram Perdana 1,
13200 Kepala Batas,
Seberang Perai Utara, Pulau Pinang.
plrbb@yahoo.com

Kami juga bersedia untuk menyediakan kemudahan berikut**:

1. Penginapan
2. Pengangkutan
3. Makanan dan minuman
4. Elaun bulanan
5. Kemudahan lain (sila nyatakan jika ada):

Ada	Tiada
	X
	X
	X
✓	

Sekian, terima kasih.

Yang benar,



KHOLIB BIN HANAFI
PENGARAH

(NAMA DAN COP ORGANISASI/SYARIKAT)

Sila faks / emailkan kembali surat ini kepada Fakulti Kejuruteraan Awam, UiTM Pasir Gudang selewat-lewatnya 2 minggu dari tarikh surat permohonan ini.

* Potong mana tidak berkenaan.

**sila tandakan (✓) bagi yang berkaitan

UiTM.FKA.LI-05

Our Reference: 100-UiTMKPG(FKA14/3/4)
Date: 18 / 7 / 19

To:
Industry Training Coordinator,
Faculty of Civil Engineering
Universiti Teknologi MARA
Cawangan Johor Kampus Pasir Gudang
Jalan Purnama 81750 Masai Johor

Dear Sir / Madam

**INDUSTRIAL TRAINING REPORT DUTY VERIFICATION
SESSION ...JUNE 2019.....**

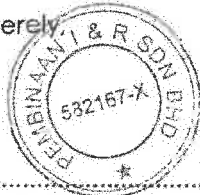
The above matter is referred.

Please be informed that the following students has reported for Industrial Training to our company / organization on 15 / 7 / 2019 (completed by the company/ organization) as stated.

STUDENT NAME : NUR SHAMIN BINTI ZULKEPLI
STUDENT NO. : 2016303513
ID NO. : 981207 - 07 - 5482
PROGRAMME : DIPLOMA CIVIL ENGINEERING
SEMESTER : 5
REPORT DATE : 15 / 7 / 19
INDUSTRIAL TRAINING ADDRESS : PEMBINAAN I & R SDN BHD
(582167-X)
No. 51, Tingkat 1, Jalan Dagangan 2,
Pusat Bandar Bertam Perdana 1,
13200 Kepala Batas,
Seberang Perai Utara, Pulau Pinang.
DURATION / PERIOD : 8 WEEKS

Thank you.

Yours sincerely



(Signature and Company /Organization Stamp)

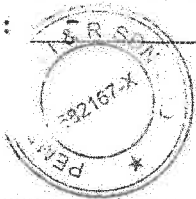
CURRENT LOCATION INFORMATION FORM
(Borang Matlumat Penempatan Semasa)

A) STUDENT INFORMATION (Matlumat Pelajar)

Name (Nama) : NUR SHAMIN BINTI ZULKEPLI UiTM No. (No. UiTM) : 2016303513
Programme (program) : DIPLOMA CIVIL ENGINEERING ID No. (No. k/p) : 981207-07-5482
Session (sesi) : JUNE 2014 SESI 2 2016/2017 Semester (Semester) : 5
Address (alamat) : NO 18 PERCIARAN SEKSYEN 2/12, BANDAR PUTRA BERTAM, 13200
KEPALA BATAS, PULAU PINANG
Phone (Telefon) : - Mobile No. (No. h/p) : 011-24200293
Email (emel) : nurshamin085@gmail.com

B) ORGANIZATION INFORMATION (Matlumat organisasi)

Name (Nama) : IMBANGAN JUARA SDN. BHD.
Address (alamat) : NO 51, TINGKAT 2, JALAN DAGANGAN 2, PWAT BANDAR BERTAM
PERDANA 1, 13200 KEPALA BATAS, PULAU PINANG
Contact Person (Pegawai yang boleh dihubungi) : AZILA
Designation (Jawatan) : ADMIN
Phone (Telefon) : 04-5741195 Mobile No. (No. h/p) : -
Fax No. (No. Fax) : - Email (emel) : pirsb@yahoo.com





Signature (Tandatangan)

18 / 7 / 2019

Date (tarikh)

* Kindly mail this form to the Faculty of Civil Engineering, UiTM Pasir Gudang via fax/post/email within a week to:

Industry Training Coordinator,
Faculty of Civil Engineering
Universiti Teknologi MARA
Cawangan Johor Kampus Pasir Gudang
Jalan Purnama 81750 Masai Johor

Office use:	Checked by:	Approved by:
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(u / p: Mohamed Khatif Tawaf, fax to: 607-3818141 or email: mohdkhatif@johor.uitm.edu.my)



INDUSTRIAL TRAINING STUDENT PLACEMENT REPORT
 (Report Evaluation Form)

A) Student Information

Name : _____ UiTM No. : _____
 Programme : _____ ID No. : _____
 Session : _____ Semester : _____
 Date of Commencement : _____ Date of Completion : _____

B) Organization Information

Organization : _____

Name of Supervisor: _____

Designation : _____

C) Faculty Supervisor Information

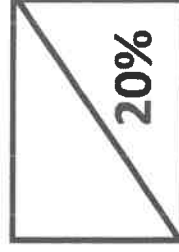
Name : _____

D) Marks

No.	Criteria	CO1-PO5	TOTAL MARKS
1.	Abstract	/5	
2.	Introduction	/5	
3.	Report content	/5	
4.	Conclusion and Recommendation for Industrial Training	/5	
5.	Writing Quality	/5	
CO-PO MARKS		/25	/25

Signature & Official Stamp
 (Faculty Supervisor)

Date





No.	Criteria	5 (Excellent)	4 (Good)	3 (Satisfactory)	2 (Average)	1 (Weak)
1.	Abstract Summary of; • Training that has been undertaken • Lesson learnt from the training. (CO1 – PO5)	<input type="checkbox"/> Training and lesson learnt are described clearly	<input type="checkbox"/> Training and lesson learnt are described with substantial clarity	<input type="checkbox"/> Training and lesson learnt are described satisfactorily	<input type="checkbox"/> Training and lesson learnt are described with minimal clarity	<input type="checkbox"/> Fail to describe training and lesson learnt
2.	Introduction • Background of Organization • Scope of Work Covered • Report Organization. (CO1-PO5)	<input type="checkbox"/> Clear description of content	<input type="checkbox"/> The content is described with clear substantially	<input type="checkbox"/> The content is described with moderate clarity	<input type="checkbox"/> The content is described with minimal clarity	<input type="checkbox"/> Fail to describe the content
3.	Report content • Tasks carried out • Problems encountered • Problem solving Approach • Lesson learnt (CO1-PO5)	<input type="checkbox"/> All elements are clearly described	<input type="checkbox"/> Tasks, problems encountered and problem solving approach are clearly described but lesson learnt is missing	<input type="checkbox"/> Tasks and problems encountered are clearly described but problem solving approach is not clearly described	<input type="checkbox"/> Tasks are clearly described but problems encountered is not clearly described	<input type="checkbox"/> Tasks are not clearly described

*Please tick (V) at appropriate scale



No.	Criteria	5 (Excellent)	4 (Good)	3 (Satisfactory)	2 (Average)	1 (Weak)
4.	Conclusion and Recommendation for Industrial Training • Conclude the findings of Industrial Training • Evaluations on outcomes of training & suitability of the placement. (CO1-PO5)	<input type="checkbox"/> Able to conclude & evaluate the training outcomes & placement clearly	<input type="checkbox"/> Able to conclude & evaluate the training outcomes & placement with substantial clarity	<input type="checkbox"/> Able to conclude and evaluate the training outcomes & placement with moderate clarity	<input type="checkbox"/> Able to conclude & evaluate the training outcomes & placement with minimal clarity	<input type="checkbox"/> No conclusion on the achievement of training & provide no evaluations on both training outcomes & placement
5.	Writing Quality • Writing Style • Plagiarism as stated in UiTM Policy (CO1-PO5)	<input type="checkbox"/> The report is well organized and supported with sufficient and relevant information	<input type="checkbox"/> The organization of the report is good and supported with substantial evidence	<input type="checkbox"/> The organization of the report is good and supported with satisfactory evidence	<input type="checkbox"/> The organization of the report is satisfactory with minimal support	<input type="checkbox"/> The report is poorly organized and lacked of supporting evidence

*Please tick (✓) at appropriate scale

Percentage earned from Report = Total Marks Earned from Report X 20%

= 25 %

For Faculty Supervisor Response

- i. Would you recommended this workplace for future Industrial Training Student Yes No
- ii. If NO, please specify the reason

.....

INDUSTRIAL TRAINING LOGBOOK
(Logbook Evaluation Form)

A) Student Information

Name : UITM No. :
 Programme : ID No. :
 Session : Semester :
 Date of Commencement : Date of Completion :

B) Organization Information

Organization :
 Name of Supervisor:
 Designation :

C) Faculty Supervisor Information

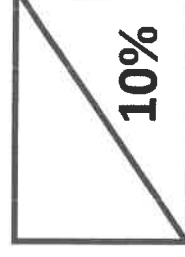
Name :

D) Marks

No.	Criteria	CO1-PO5	TOTAL MARKS
1.	Verification from supervisor	/5	
2.	Attendance	/5	
3.	Technical content	/5	
4.	Allocate problems & analysis	/5	
CO-PO MARKS		/20	/20

Signature & Official Stamp

Date





No.	Criteria	5 (Excellent)	4 (Good)	3 (Satisfactory)	2 (Average)	1 (Weak)
1.	Verification from supervisor. (CO1 – PO5)	<input type="checkbox"/> More than 9 signatures	<input type="checkbox"/> At least 9 signatures	<input type="checkbox"/> At least 8 signatures	<input type="checkbox"/> At least 7 signatures	<input type="checkbox"/> Less than 7 signatures
2.	Attendance. (CO1-PO5)	<input type="checkbox"/> 100%	<input type="checkbox"/> At least 90 %	<input type="checkbox"/> At least 80 %	<input type="checkbox"/> At least 50 %	<input type="checkbox"/> Less than 50 %

Attendance must be at least 40 days including public holidays (if attendance is less than 40 days, the student will fail unless the Industrial Training with a legitimate reason)

3.	Content at least 80% engineering technical with additional technical specification (drawing, design calculation, picture and safety awareness). (CO1-PO5)	<input type="checkbox"/> All elements are clearly stated with evidence.	<input type="checkbox"/> Engineering and technical specification are described but some details are missing	<input type="checkbox"/> Engineering and technical specification are described but major details are missing	<input type="checkbox"/> Engineering content is described but technical specification is not clearly described	<input type="checkbox"/> Engineering content is not clearly described
4.	Allocate problems & analysis to formulatio & solution to real-life. (CO1-PO5)	<input type="checkbox"/> Able to allocate problems & analysis related to real-life and clearly described	<input type="checkbox"/> Able to allocate problems & analysis related to real-life but minor description are missing	<input type="checkbox"/> Able to allocate problems & analysis related to real-life but major description are missing	<input type="checkbox"/> Able to allocate problems & analysis related to real-life but not clearly described	<input type="checkbox"/> Unable to allocate problems & analysis related to real-life.

*Please tick (✓) at appropriate scal

Percentage earned from Logbook = Total Marks Earned from Logbook X 10%

= %

20



JABATAN KERJA RAYA NEGERI KEDAH
Public Works Department of Kedah

PROJEK:

CADANGAN PENGUBAHSUAIAN DAN NAIKTARAF KOMPLEKS MUADZAM SHAH (HIJAU KUNING) KEPADA BANGUNAN PEJABAT MAJLIS SUKAN NEGERI KEDAH DARUL AMAN.
NO. KONTRAK: S/K/6/2018

MESYUARAT TAPAK KESEPULUH (10)

31 JULAI 2019

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**CADANGAN PENGUBAHSUAIAN DAN NAIKTARAF KOMPLEKS MUADZAM SHAH (HIJAU KUNING)
KEPADA BANGUNAN PEJABAT MAJLIS SUKAN NEGERI KEDAH DARUL AMAN.**

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1.0 MAKLUMAT PROJEK

- 1.1 Ringkasan Eksekutif**
- 1.2 Ringkasan Kemajuan**
- 1.3 Carta Organisasi Kontraktor**