



UNIVERSITI TEKNOLOGI MARA

FACULTY OF CIVIL ENGINEERING

INDUSTRIAL TRAINING REPORT

NURUL SHUHADAH BINTI ZULKEFLI

(2016996261)

**PEJABAT PENGURUSAN FASILITI UiTM PERMATANG PAUH
JALAN PERMATANG PAUH, KAMPUNG TOK EBOT,
13500 PERMATANG PAUH, PULAU PINANG**

JULY 2019

CHAPTER 1: INTRODUCTION

1.1 Introduction

This chapter is about the background of the company, organizational structure, nature of the business, products, and market strength. The organization that student went will expose the real situation of this fields during the internship and students can gained experience, new knowledge, and sharpen their soft skills which can help them during real working profession.

1.2 Background of the Company



Figure 1.1 shows PPF UiTM Permatang Pauh main entrance.

‘Pejabat Pengurusan Fasiliti’ was known as the ‘Pejabat Jurutera Tempatan’ was established in 1972. In 1982, ‘Pejabat Jurutera Tempatan’ changed their name to the ‘Bahagian Pembangunan dan Penyelenggaraan’. In 1994, ‘Bahagian Pembangunan dan Penyelenggaraan’ was recognized as ‘Pejabat Pembangunan dan

1.3 Organizational Structure

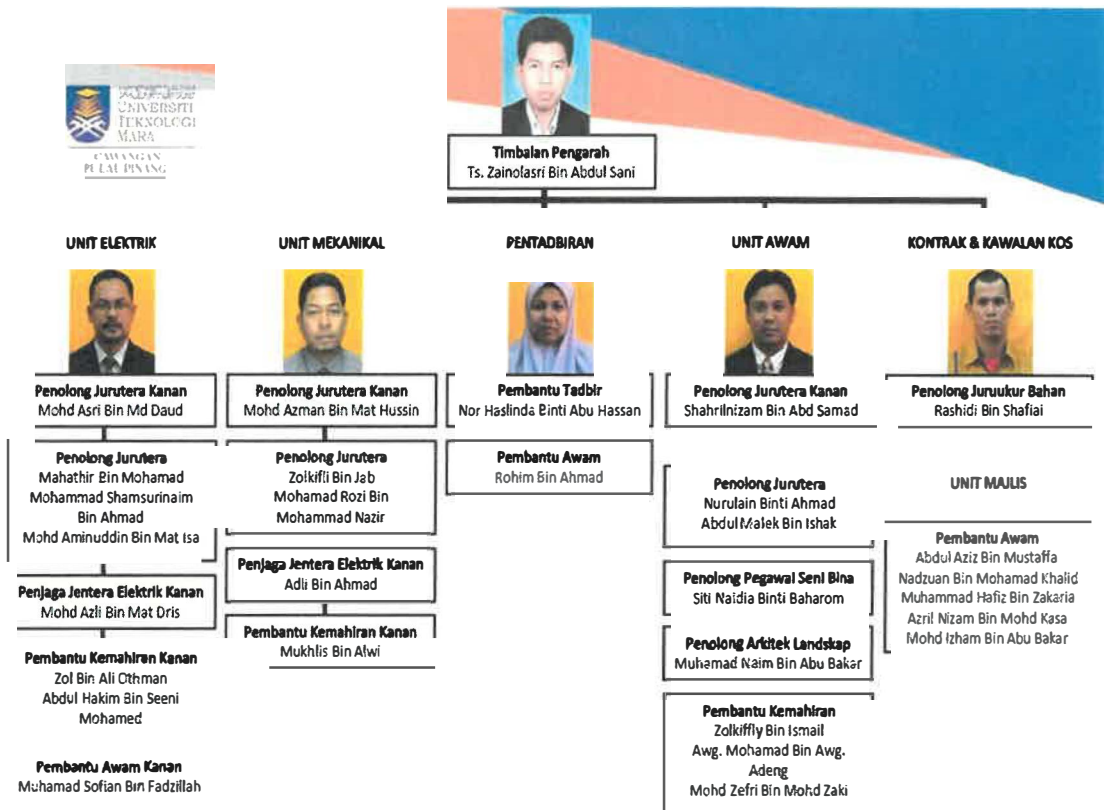


Figure 1.2 shows the organizational structure of PPF UiTM Permatang Pauh

1.3 Nature of the Business

Provide optimum comfort to staff and students, to ensure maintenance is done from time to time in accordance with the needs of the campus, and there are no compromises in terms of safety and quality. PPF contributes to the development of the country through assist customers in delivering policy and service outcomes through strategic partner co-operation, standardization of processes and systems for the sake of delivering consistent results, providing effective and innovative asset and project management, developing human capital and new competencies, build harmonious relationships with the community, and preserving the environment in service delivery.

2. Maintenance Management

Have 2 categories. Firstly, damage maintenance which implementing maintenance-related activities for civil parts and other services based on complaints received from customers. Next, preventive maintenance which is conducting maintenance activity around the campus.

3. Advisory Service

Have 2 categories such as technical Consultancy Services and inspectorate service. For consultancy services, they provide technical consultancy services especially with regard to technical problems faced by government departments and agencies. For inspectorate service, is to provide civil inspection services at all government premises and to provide feedback as a result of the inspection for customer inquiries for further action.

4. Administrative Services

Implementing affairs related to staff, finance, and information technology. The main activities involved are managing general administration, finance, human resources, documentation and information technology development.

1.7 Conclusion

In conclusion, knowing the background of the company is important before starting the Industrial Training. This information helps student to have basic knowledge and scope of work they might face at the company so they can be ready before start internship. Besides, acknowledge on company background also important to help student decide whether they choose right place for the internship.

Problem in structure at Kolej Baiduri, damaged reinforce steel can be easily seen at emergency stairs. The reason of this problem was suspected because of bad quality of workmanship. Learn on how to take action when receive complaints from users.

Exposure on how to analysing 'Borang Arahan Kerja' and other related documents.

Attend a meeting with contractor about renovation works at meeting room.

Assist supervisor repairing cistern pump and check the piping at level 6 as that level always facing water pressure problem or short of water, problem on the design of the piping.

Learn the difference of Bill of Quantation (BQ) and Validate Order (VO) and how to analyse which company is suitable for the proposed project.



Figure 2.1 shows we go for tour around the campus on first day internship.



Figure 2.3 shows we assist our supervisor repairing flush valve.

WEEK 3 (29th – 2nd August 2019)

- Receive report of damaged flush valve so we go to the location and repair the flush valve.
- Learn about main parts of flush tank such as the ballcock was used to regulate the filling of a tank or cistern.
- Check total cost of claimed documents from contractor based on 'Jadual Kadar Harga' (JKH) after they finished the repairing works. The total cost need to be checked before we hand the documents to Treasurer Office.
- Learn the repairing flush tank works which we need to change the stopcock in the cistern valve due to overflow water from the flush tank after user flush the toilet.

Site investigation at warden's house at level 1 as received report about water dripping from their ceiling during rain, after inspection we find that there was clogged pipe at level 2 so the overflow water dripping and seep through the house.

covered by soil which water can penetrate through it and the measurement were important to prepare BQ .

Learn to analyse contractor's company for the project by updating all the details they provide for our tender.

- Prepare 'Surat Permohonan Prestasi Kerja' and fax them to the related companies or agencies before calling them to make sure they receive the documents.

Attend meeting, briefing and site visit about cleaning bird droppings at BKBA buildings.

- Prepare BQ for maintenance grill at college by calculating the area involved by measuring the area and identify material for the installation and others related works.



Figure 2.6 shows Transformer's Room that need installation of small drainage.

WEEK 5 (12th – 16th August 2019)

- Check roughly every level lift condition and safety around the college because there was heavy storm during the weekend.



Figure 2.8 shows damage occurs at college building.

WEEK 6 (19th – 23rd August 2019)

Site visit for repairing tiles work at counselling office. Contractor installing new tiles as the old one have cracked and unsafe for users.

Site visit at college building for repairing toilet flush works as the WC flush valve often broke and need high cost of maintenance. The WC Flush Valve was changed to High Level Single Flush Cistern which low in maintenance works, cheap components and parts, and the parts can easily be found at hardware shop.

Make an inspection at every room on every level of college Kristal B. All the deterioration was recorded to make a proper report on online system. Reports of electrical and civil were separated to easier the process of documentation.

RAN PERKHIDMATAN KERJA-KERJA PEMBAIKAN KEROSAKAN AWAM DI KOLEJ ASRAMA ZON B, UITM PERMATANG PAUH.
CAWANGAN PULAU PINANG KAMPUS PERMATANG PAUH, SEPTEMBER 2019 2017

TARIC TERIMA MASA :	TARIC MULA / MASA	TARIC SIAP / MASA	STATUS	PRESTASI KONTRAKTOR	KEPATUHAN TINDAKAN	BARANG YANG DIGUNAKAN			PENYE CATAT
						NAMA BARANG	UNIT	KOS (RATE)	TOTAL
25-Sep-17	26/9/2017 01:50	26/9/2017	SIAP			BASIN TERSUMBAT	1	30	30
						HANDLE TINGKAP	1	15	15
						SWAN NECK	1	70	70
						D12/3/C1 " D12/5/JPA " D12/7/BA E) 2			
								JUMLAH = RM	115.00

Figure 2.10 shows example of claim documents from contractor.

WEEK 8 (2nd – 6th September 2019)

- Measuring the area needed for installation of pedestrian walk and small gate for pedestrian only. The installations are important for minimize traffic at main gate during peak hour and provide safe path for pedestrian.

Inspection at Transformer Room as the ceiling was cracked and there was water dripping during rain which is dangerous for electrical appliances in the room.

- Learn about important contents in complete project tender.
- Explanation from Encik Naem about existing interlocking around campus area that need maintenance for pedestrian safety.
- Take measurement on damage interlocking part around campus. Measurement for the maintenance was taken more from the damage part. Repairing works for the path is important as pedestrian especially students, use the path to avoid walking on main road in the campus.

The area of taken measurement was noted in campus map provided for next site visit with contractors.

- Learn about piping system at college building explained by the contractor.

of the box. This is because when I went to site visit for modified works I learn that some problem was not taught directly but we need to find a way on how to solve the problem. For example the modification works at toilet Kolej Intan. They modified the pipe to flush from only applicable for WC Flush Valve to High Level Single Flush Cistern. The contractors were facing maintenance problem as there was a valuable in the WC Flush Valve that was stolen more than 20 units in that building. To repair the WC Flush they need to buy the missing components but it as costly in price. To tackle this problem, they suggest to modified the pipe so they can install High Level Single Flush Cistern. The reasons they want to change to the cistern is the components for the cistern is easily installed, cheap in price, high water pressure, and low cost of maintenance.



Figure 3.3 shows modified works for toilet flush system.

Besides, the contractor that has many experiences in this field also has created small bridge for their convenience during repairing work that cannot install scaffolding. They got the idea when they experience problem on how to inspect leaking pipe on the wall when the maintenance works not on ground level and using scaffolding was not relevant.

4.2 Lesson Learned

Industrial Training is a good opportunity for student as it teaches us a lot of lessons directly or indirectly. During internship, I teach myself to be a confident person when deal with the staff. Besides, I learned that we need to be punctual especially when it comes to a process of completing a grouping task. Next, it is important for us to always respect people around us without taking into consideration of who are they. In an organization, teamwork is also the most important element when doing the job in order to produce the best results.

4.3 Knowledge Gained

In conclusion I gain knowledge on theoretical and practical such as, I know about basic management of project and how to get the tender. Besides, I also learned about structure design and Bill of Quotation which I will learn in upcoming semester.

4.4 Suitability Of Organization

Based on this Industrial Training, I suggest staffs to unite when finishing given task in one organization and be professional instead take personal matter into works. The reason is it will make the task or project that had been assigned being delayed and the gives bad quality of work when the organization does not have good teamwork.

During discussion session I thought that other employees' ideas should be listens and considered. It also will raise employees' self-esteem to give opinion from their point of view.

4.5 Limitations And Recommendations

I not recommend this company if the internship was held during semester break because we got less work and project. If the internship was held during semester on going then this company is suitable for industrial training.

CADANGAN KERJA-KERJA PENAMBAHBAIKAN BILIK MESYUARAT DAN BILIK TETAMU PEJABAT REKTOR TERMASUK PAKEJ KELENGKAPAN PERABOT SERTA LAIN-LAIN KERJA BERKAITAN DI TINGKAT 9, BANGUNAN PERDANA UiTM CAWANGAN PULAU PINANG KAMPUS PERMATANG PAUH

ITEM	KETERANGAN KERJA	UNIT	QTY	KADAR (RM)	RM
	<p>NOTA : Membekal, memasang dan mengujilari semua peralatan elektrik dan termasuk pendawaian mestilah mengikut spesifikasi Suruhanjaya Tenaga, TNB, SIRIM dan Teknikal UiTM Caw. Pulau Pinang. Kerja-kerja termasuklah membekal, memasang, mengujilari dan kalibrasi serta pentauliahan oleh orang berkompeten. Semua MCB hendaklah dilabelkan dengan jelas nama dan lokasi punca bekalan dengan menggunakan huruf yang sesuai. Semua jenis peralatan elektrik mestilah disertakan sekali bersama katalog. Kerja-kerja termasuklah membekal, memasang dan mengujilari semua perkakasan elektrik. Semua perkakasan elektrik hendaklah dilabelkan dengan jelas nama dan lokasi punca bekalan dengan menggunakan huruf yang sesuai (10mm). Bilangan kuantiti mestilah dirujuk sebagaimana yang ada dalam dokumen dan lukisan sebut harga. Harga yang dinyatakan hendaklah mengambil kira kos bahan, pengangkutan, jentera dan peralatan serta yang berkaitan dengannya. Semua ukuran yang di nyatakan adalah tidak semestinya tepat dan kontraktor perlulah mengambil ukuran sendiri untuk mendapat ukuran yang tepat. Sebarang tuntutan tambahan tidak akan dilayan. Pihak kontraktor perlu memastikan bahawa segala operasi dan pemasangan berjalan dengan memuaskan seperti yang dibenarkan dan diluluskan oleh pegawai penguasa.</p>				
A	<p><u>KERJA-KERJA PENDAWAIAN ELEKTRIK</u> Kerja-kerja membekal, memasang dan mengujilari pendawaian elektrik di dalam G.I Konduit / G.I Trunking (Tertanam) lengkap dengan aksesori sehingga boleh digunakan mengikut piawaian JKR termasuk kos tenaga kerja dan bahan.</p>				
1	Membekal,memasang,mengujilari `submain` kabel 2 x 25mm pvc l/d pengalir perlindungan dan mengambil punca bekalan dari Bilik Elektrik (Aras 9).	M	40		
2	Membekal,memasang,mengujilari mata lampu menggunakan kabel 2 x 1.5mm pvc + 1 x 1.5mm CPC dengan 1 peranti perlindungan MCB 10A dan mengambil punca bekalan dari DB sedia ada.	no	7		
3	Membekal,memasang,mengujilari mata 'Lampu Kecemasan' jenis LED dengan menggunakan kabel 2 x 1.5mm pvc + 1 x 1.5mm CPC serta kerja-kerja berkaitan.	no	2		
4	Membekal,memasang,mengujilari mata 'Lampu Keluar' jenis LED dengan menggunakan kabel 2 x 1.5mm pvc + 1 x 1.5mm CPC serta kerja-kerja berkaitan.	no	2		
5	Membekal,memasang,mengujilari mata soket alur keluar serta membuat pendawaian mata soket menggunakan kabel 2 x 2.5mm pvc + 1 x 2.5mm CPC dengan 1 peranti perlindungan MCB 20A dan mengambil punca bekalan dari DB yang baru.	no	6		



Period			
2015-2016/7 Months	Smk Electronics (M) Sdn Bhd	Production Team	Produce Half-Finished Output
2017/ 5 Months	Ivan Shoes	Promoter	Cashier And Promoter

SKILLS

Language skills	Language	Written	Speaking
	English	Good	Good
	Malay	Excellent	Excellent

Computer Literacy: Microsoft Office, AutoCAD, Programming C++

Other skills : Basic Skills in Civil Engineering

HOBBIES

No.	Description
1.	Join volunteers activity
2.	Play volleyball, badminton, and cycling
3.	Reading

ACADEMIC REFEREES

- | | |
|--|---|
| <p>1. Name : Nur Muizzah Binti Nawi
 Designation : Lecturer
 Organisation : Fakulti Kejuruteraan Awam, Uitm Cawangan Johor Kampus Pasir Gudang</p> <p>Tel. No. : 017- 624 0627
 Email : nmuizzah@uitm.edu.my</p> | <p>2. Name : Loh Wye Yin
 Designation : Manager
 Organisation : Ivan Shoes Hulu Langat</p> <p>Tel. No. : 016 – 323 2782</p> |
|--|---|

ABSTRACT

Industrial training course is a mandatory course for student diploma in civil engineering (EC110) of Universiti Teknologi MARA (UiTM). All students are required to fulfil this subject in order to complete the diploma as well graduate from the university. The training refers to working experience that is relevant to professional development prior to graduation. An eight weeks period or two months is allocated for industrial training at locations chosen by students themselves. No restrict is imposed on them whether they want to conducting their industrial training in government agencies or private organisations.

The purpose of this industrial training is to enable students to build individual personalities, practice ethics and work regulation and also necessarily give exposure to working environment. During this internship, students are able to apply their theoretical knowledge to real life application in industry fields. Furthermore, enhance the capability of every students for not only depends on the theory but do the practical to maximize their understanding.

The requirement to pass this industrial training is 50% of the total marks. The evaluation will be from logbook, final report, industrial supervisor, and faculty supervisor.

Table of content

Content	Page
Abstract	i
Acknowledgement	ii
Table of Content	iii
List of Figures	iv
List Of Appendices	v
CHAPTER 1: INTRODUCTION	
Introduction	1
Background of the Company	1-2
Organizational Structures	3
Nature of the Business	3
Products	4
Market Strength	4-5
Conclusion	5
CHAPTER 2: TRAINING ATTENDED	6
Introduction	
Exposure Level	6-16
Conclusion	16
CHAPTER 3: TECHNICAL REPORT	16
Introduction	
Problem Encountered and How Overcome It	17-18
Experience Gained	18-20
Conclusion	20
CHAPTER 4: CONCLUSION	20
Introduction	
Lesson Learned – Skills developed	21
Knowledge Gained	21

List of appendix

a) APPENDIX A: FORM / LETTER

- i. Industrial Training Placement Information Form (Uitm.FKA.LI-01)
- ii. Industrial Training Application Letter (Uitm.FKA.LI-02)
- iii. Example Of Resume (CV)(Uitm.FKA.LI-03)
- iv. Industrial Training Placement Confirmation Form (UiTM.FKA.LI-04)
- v. IT Report Duty Form (UiTM.FKA.LI-05)
- vi. Current Location Information Form (UiTM.FKA.LI-06)

b) APPENDIX B: ASSESSEMENT

- i. IT Report Evaluation Form (UiTM.FKA.LI-07)
- ii. IT Log Book Evaluation Form (UiTM.FKA.LI-08)
- iii. Industrial Supervisor Evaluation Form (UiTM.FKA.LI-09)
- iv. Faculty Supervisor Evaluation Form (UiTM.FKA.LI-10)

c) APPENDIX C:

- i. Course Outcomes – Programme Outcomes Matrix



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Pulau Pinang
Kampus Permatang Pauh
Kampus Bertam

Surat Kami : 100-UiTMPP(PJIM&A .14/3/4)
Tarikh : 15 Julai 2019

Koordinator Latihan Industri
Fakulti Kejuruteraan Awam
UiTM Johor Kampus Pasir Gudang
Jalan Purnama
81750 Masai Johor,

(U/P: ENCIK MOHD FIRDAUS BIN MOHD AKHBAR)

Tuan

PENEMPATAN LATIHAN INDUSTRI PELAJAR

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Bahagian Penyelidikan, Jaringan Industri, Masyarakat & Alumni, Universiti Teknologi MARA Cawangan Pulau Pinang bersetuju untuk menerima pelajar berikut untuk menjalani latihan industri bermula pada **15 Julai 2019 sehingga 8 September 2019**.

Bil	Nama Pelajar	Program	Alamat & No. Tel	No. Matrik
1.	Nurul Shuhadah binti Zulkefli	Diploma Kejuruteraan Awam	No. 28, Batu 20, Kg Tarun. Borga, 71750 Lenggeng, Negeri Sembilan	2016996261

3. Untuk makluman tuan, pelajar tersebut akan ditempatkan di organisasi berikut:

**Timbalan Pengarah
Bahagian Pengurusan Fasiliti
Universiti Teknologi MARA Cawangan Pulau Pinang
Kampus Permatang Pauh
13500 Permatang Pauh, Pulau Pinang**

(U/P: Ts ZAINOLASRI ABDUL GHANI)

4. Sekiranya terdapat sebarang pertanyaan berhubung perkara di atas, pihak tuan boleh menghubungi kami di talian 04-3822912.

Sekian, terima kasih.

Yang benar

PROF. MADYA DR. NOR AZIYAH BAKHARI
Timbalan Rektor

Bahagian Penyelidikan, Jaringan Industri,
Masyarakat & Alumni
Tel : 04-3822912
Faks : 04-3822913

Universiti Teknologi MARA
Cawangan Pulau Pinang
Kampus Permatang Pauh
13500 Permatang Pauh
Pulau Pinang, MALAYSIA
Tel : +604-382 2888



ISO 9001:2015 No. Sijil: 10120156
UiTM



UITM.FKA.LI-04

Rujukan Kami : 100-UITMKPG(FKA14/3/4)
Tarikh : 3 JULAI 2019

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

Merujuk kepada surat/faks Tuan yang bertarikh 2 Julai 2019... adalah disahkan pihak kami *menerima / tidak menerima pelajar Tuan bernama Nurul Shuhadah Juskepli dan nombor pelajar 2016996261 untuk menjalani latihan industri mulai 15/7/2019 hingga 31/9/2019 (**8 minggu**) di organisasi /syarikat kami.

Butiran Latihan:

Tarikh melaporkan : 15 JULAI 2019
Masa melaporkan : 8.00 PAGI
Alamat melaporkan / difempatkan : BAHAGIAN PENGURUSAN FASILIT
UITM CAWANGAN PULAU PINANG
KAMPUS PERMATANG PAUH

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
	✓
	✓
	✓
	✓

TIADA

Sekian, terima kasih.

Yang benar,

Prof. Madya Dr. Nor Aziyah Bakhari
Timbalan Rektor
Penyelidikan & Jaringan Industri
Universiti Teknologi MARA (UiTM)
Cawangan Pulau Pinang
13500 Permatang Pauh

(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



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Pulau Pinang
Kampus Permatang Pauh
Kampus Bertam

Surat Kami : 100-UITMPP(PJIM&A .14/3/4)
Tarikh : 3 Julai 2019

Koordinator Latihan Industri
Fakulti Kejuruteraan Awam
UITM Johor Kampus Pasir Gudang
Jalan Purnama
81750 Masai Johor,

(U/P: ENCIK MOHD FIRDAUS BIN MOHD AKHBAR)

Tuan

PENEMPATAN LATIHAN INDUSTRI PELAJAR

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Bahagian Penyelidikan, Jaringan Industri, Masyarakat & Alumni, Universiti Teknologi MARA Cawangan Pulau Pinang bersetuju untuk menerima pelajar berikut untuk menjalani latihan industri bermula pada **15 Julai 2019 sehingga 8 September 2019.**

Bil	Nama Pelajar	Program	Alamat & No. Tel	No. Matrik
1.	Nurul Shuhadah binti Zulkefli	Diploma Kejuruteraan Awam	No. 28, Batu 20, Kg Tarun. Borga, 71750 Lenggeng, Negeri Sembilan	2016996261

3. Untuk makluman tuan, pelajar tersebut akan ditempatkan di organisasi berikut:

**Timbalan Pengarah
Bahagian Pengurusan Fasilitas
Universiti Teknologi MARA Cawangan Pulau Pinang
Kampus Bertam, Persiaran Pendidikan Bertam Perdana
Persiaran Perindustrian Bertam Perdana
13200 Kepala Batas, Pulau Pinang**

(U/P: Ts ZAINOLASRI ABDUL GHANI)

4. Sekiranya terdapat sebarang pertanyaan berhubung perkara di atas, pihak tuan boleh menghubungi kami di talian 04-3822912.

Sekian, terima kasih.

Yang benar

PROF. MADYA DR. NOR AZIYAH BAKHARI
Timbalan Rektor

Bahagian Penyelidikan, Jaringan Industri,
Masyarakat & Alumni
Tel : 04-3822912
Faks : 04-3822913

Universiti Teknologi MARA
Cawangan Pulau Pinang
Kampus Permatang Pauh
13500 Permatang Pauh
Pulau Pinang, MALAYSIA
Tel : +604-382 2888



CURRENT LOCATION INFORMATION FORM


(Borang Matlumat Penempatan Semasa)

A) STUDENT INFORMATION (Matlumat Pelajar)

Name (Nama) : NURUL SHUHADAH BT ZULKEFLI UiTM No. (No. UiTM) : 2016996261
Programme (program) : DIP. KEJURUTERAAN AWAM ID No. (No. k/p) : 981209-09-5226
Session (sesi) : 2 2018/2019 Semester (Semester) : 5
Address (alamat) : NO. 25, BATU 20, KAMPUNG TARUN, BROGA, 71750 LENGGENG,
NEGERI SEMBILAN DARUL KHUSUS.
Phone (Telefon) : _____ Mobile No. (No. h/p) : 013-7889169
Email (emel) : nshuhadah000@gmail.com

B) ORGANIZATION INFORMATION (Matlumat organisasi)

Name (Nama) : UiTM PERMATANG PAUH
Address (alamat) : JALAN PERMATANG PAUH, KAMPUNG TOK EBOT,
13500 PERMATANG PAUH, PULAU PINANG.
Contact Person (Pegawai yang boleh dihubungi) : NURUL AIN BINTI AHMAD
Designation (Jawatan) : PENOLONG JURUTERA
Phone (Telefon) : _____ Mobile No. (No. h/p) : 012-5312397
Fax No. (No. Fax) : _____ Email (emel) : nurulain1504@uitm.edu.my


Signature (Tandatangan) 18/7/2019

18 JULAI 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:	
-------------	-------------	--	--------------	--

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

UiTM.FKA.LI-05

Our Reference: 100-UiTMKPG(FKA14/3/4)

Date: 18th July 2019

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 2 2018/2019

The above matter is referred.

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

STUDENT NAME : NURUL SHUHADAH BINTI ZULKEFLI.
STUDENT NO. : 2016996261
ID NO. : 981205-05-5226
PROGRAMME : DIPLOMA IN CIVIL ENGINEERING
SEMESTER : 5
REPORT DATE : 16th July 2019
INDUSTRIAL TRAINING ADDRESS : UiTM PERMATANG PAUH, JALAN PERMATANG PAUH,
KAMPUNG TOK EBOT, 13500 PERMATANG PAUH,
PULAU PINANG.
DURATION / PERIOD : 8 weeks / 2 months

Thank you.

Yours sincerely,

SHAHRLINIZAM ABD SAMAD
KETUA UNIT (AWAM)
PEJABAT PENGURUSAN FASILITI
UNIVERSITI TEKNOLOGI MARA
CAWANGAN PULAU PINANG
13500 PERMATANG PAUH

18/7/2019

.....
(Signature and Company /Organization Stamp)

**PERAKUAN PRESTASI KONTRAKTOR OLEH PEGAWAI/JURUTERA/PENYELIA
AGENSI PELAKSANA**

Kontraktor : **DINAZ RESTU RESOURCES**

Tajuk Kerja : **CIVIL WORK FOR THE EXPANSION OF 6 TOLL LANE AT PRAI, BAGAN
AJAM, AND SUNGAI NYIUR FOR RFID MULTI CLASS IMPLEMENTATION FROM 3 m
WIDTH TO 3.6 m WIDTH**

Tempoh kontrak: **12 FEB 2018 - 16 MAC 2018 (1 BULAN)**

Harga Kontrak : **RM 115,000.00**

No. Rujukan : **LLB/DRR18/02001(01)**

Agensi : **Lingkaran Luar Butterworth Penang Sdn. Bhd.**

Penilaian Prestasi (sila tanda \checkmark) :

Gred Prestasi	Skala Markah	Tanda (\checkmark)
CEMERLANG	85% - 100%	
BAIK	71% - 84%	
MEMUASKAN	50% - 70%	
KURANG MEMUASKAN	40% - 49%	
TIDAK MEMUASKAN	0% - 39%	

*Ulasan/Komen:

.....

Dengan ini saya mengesahkan prestasi kontraktor seperti di atas.

Yang benar

.....
(Tandatangan)

Nama Pegawai :

Jawatan:

Cop :

Tarikh :

