



PROGRAMME IN BUILDING SURVEYING
DEPARTMENT OF BUILT ENVIRONMENT STUDIES AND TECNOLOGY
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
PERAK BRANCH
SERI ISKANDAR CAMPUS

**THE PROCESS OF UPGRADING THE LATA JANGGUT
LANDSCAPE**

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BACHELOR OF BUILDING SURVEYING (HONS.)

PRACTICAL TRAINING REPORT

FEBRUARY 2022

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This practical training report is fulfilment of the practical training course.

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DATE :

ACKNOWLEDGEMENT

Praise to Allah that I've done completing my industry training that started from 10 October 2021 to 30 January 2022. I have successfully completed my assigned industry training and are required to carry out this course. During this internship, I gained a lot of experience, especially my experience as an intern student at my own chosen agency which is Majlis Daerah Jeli. The experiences I have acquired have greatly enhanced my skills while working in the office environment.

I would like to thank all those who have helped to make my industrial training success especially to the supervisor assigned to assist me named Mohd Rizal Bin Mohd Faudzi. The person involved in making this a success has always been from my industry training agency, Majlis Daerah Jeli, especially to the staff who have helped me in the field of office coaching and site visit leaning throughout my career in the industry of my choice. The guidance they have provided has helped me to improve my industry training.

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This speech is to all who have assisted me in completing this industry training directly or indirectly. All the help and guidance that I have been given is greatly appreciated because without the help and guidance provided by everyone, this task would not have been possible.

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TABLE OF CONTENT

CONTENT	PAGES
DECLARATION BY STUDENT AND SUPERVISING LECTURER	i
ACKNOWLEDGEMENT	ii
TABLE OF CONTENTS	iii
LIST OF TABLE	v
LIST OF FIGURE	vi
CHAPTER 1: COMPANY BACKGROUND	
1.0 SUMMARY DETAIL OF COMPANY	1
1.1 COMPANY BACKGROUND	2-3
1.2 LOCATION PLAN	4
1.3 VISION & MISSION	5
1.4 UNIT STRUCTURE AND ORGANIZATION	5-7
1.5 ORGANIZATION CHART	8
CHAPTER 2: LITERATURE REVIEW	
2.0 INTRODUCTION	9
2.1 DEFINITION OF DEVELOPMENT LANDSCAPE	10
2.2 TYPICAL EQUIPMENT & MACHINERY IN CONSTRUCTION	11-13
2.3 SITE SAFETY PROCEDURE DURING THE SITE CONSTRUCTION 2.3.1 PERSONAL PRODUCTIVE EQUIPMENT (PPE) DURING THE CONSTRUCTION PROCESS 2.3.1.1 THE TYPE OF SAFETY USED BY WORKERS ON CONSTRUCTION SITES	14-16
2.4 THE PROCESS OF UPGRADING THE CONSTRUCTION	17-19
CHAPTER 3: THE PROJECT (CASE STUDY)	
3.0 PROJECT BACKGROUND	20
3.1 LOCATION PLAN	21-22
3.2 LIST OF EQUIPMENT & MACHINERY AT SITE (LATA JANGGUT)	23-24

3.3 CRITICAL PATH METHOD (CPM)	25
3.4 THE PROCESS OF UPGRADING THE LATA JANGGUT LANDSCAPE	26-29
3.5 SUMMARY	29
CHAPTER 4: ISSUE & PROBLEMS	
4.0 INTRODUCTION	30
4.1 ISSUE & PROBLEMS	31-32
CHAPTER 5: RECOMMENDATIONS & CONCLUSION	
5.0 RECOMMENDATION	33-34
5.1 CONCLUSION	35
REFERENCES	
APPENDICES	

LIST OF TABLE

TABLE	TITLE	PAGE
Table 1.0	List of Unit Structure and Organization	5
Table 2.0	List of Common Equipment & Machineries	11
Table 2.1	Type of Safety Used By Workers on Construction Sites	15
Table 3.0	List of Equipment & Machinery	23

LIST OF FIGURE

FIGURES	TITLE	PAGE
Figure 1.0	Logo Majlis Daerah Jeli	1
Figure 1.1	Majlis Daerah Jeli (Mdjeli)	2
Figure 1.2	Key Plan	4
Figure 1.3	Site Plan	4
Figure 1.4	Majlis Daerah Jeli Organization Chart	8
Figure 2.0	Backhoe	11
Figure 2.1	Excavator	11
Figures 2.2	Soil Compactors	12
Figures 2.3	Cart Wheel Borrow	12
Figure 2.4	Stairs	12
Figures 2.5	Concrete Mixture	13
Figures 2.6	Hammer	13
Figures 2.7	Cement Shovel	13
Figures 2.8	Safety Helmet	15
Figures 2.8	Safety Boot	15
Figures 2.9	Ear Protection	15
Figures 2.10	Safety Gloves	16
Figures 2.11	Harness Lanyard	16
Figures 2.12	Construction Crafting Work Process	18
Figure 3.0	Site Area	20
Figure 3.1	Key Plan	21
Figure 3.2	Location Plan	21
Figure 3.3	Site Plan	22

Figure 3.4	Soil Compactors	23
Figure 3.5	Backhoe	23
Figure 3.6	Cart Wheel Borrow	24
Figure 3.7	Stairs	24
Figure 3.8	Cement Shovel	24
Figure 3.9	CPM Of Lata Janggut Project	25
Figure 3.10	Tender Advertisement	26
Figure 3.11	Construction Crafting Work Process	28
Figure 4.0	Lack Of Safety Site Workers	32

CHAPTER 1: INTRODUCTION

1.0 SUMMARY DETAIL OF COMPANY INFORMATION



Figure 1.0: Logo Majlis Daerah Jeli

- Company Name: Majlis Dearah Jeli (MD JELI)
- Registered Address: Majlis Daerah Jeli 17600 JELI
KELANTAN DARUL NAIM
- Telephone No.: 09-9440023
- Email Address: mdjeli@kelantan.gov.my
it@mdjeli.gov.my
- Website/ Facebook: <https://mdjeli.kelantan.gov.my>

1.1 COMPANY BACKGROUND



Figure 1.1: Majlis Daerah Jeli (MDJELI)

The history of the establishment of the Majlis Daerah Jeli commenced at the 1st time Local Government Housing and Village Development Committee Meeting which took place on February 15, 1982 and the proposal was presented at the next meeting. The Ministry of Local Government and representatives of the President / Head of Jelly, UPEN and SUK were called in to discuss this. According to the meeting, a paper was submitted to the Ministry of Housing and Local Government to refer to the Treasury, Economic Planning Unit, Prime Minister's Department and the Public Service Department for comments from the Department and subsequently to the Minister of Housing and Local Government. With the results obtained, on January 1, 1988, the Jeli District Council was formally established.

At the beginning of the Majlis Daerah Jeli's establishment, only 19 staff members were employed which included people from management and professional groups including the President and Secretary. Meanwhile, other staff members are assigned to support groups such as Administrative Assistants, Health Inspectors, Subordinate Administrative Assistants (Supervisors), Subordinate Administrative Assistants (Typists), notices, Subordinates General, drivers and Public Subordinates. In 2009, the Majlis Daerah Jeli increased its staff to 42 permanent and some part-time staff after showing a positive and encouraging increase.

1.2 LOCATION PLAN

This company was located at Majlis Daerah Jeli 17600 Jeli Kelantan Darul Naim, Malaysia. This building is a location on the West Coast of Peninsular Malaysia that serves as the "gateway" to the state of Kelantan. It's a great place to stop if you're driving from the East Coast to the West Coast or vice versa on the East-West Highway. Furthermore, the Jeli - Dabong road connects the district to the South Kelantan area.

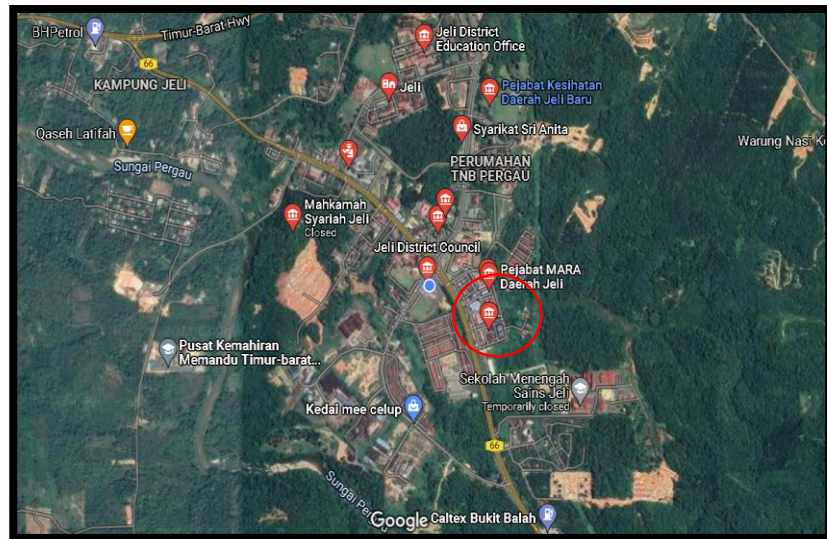


Figure 1.2: Key Plan

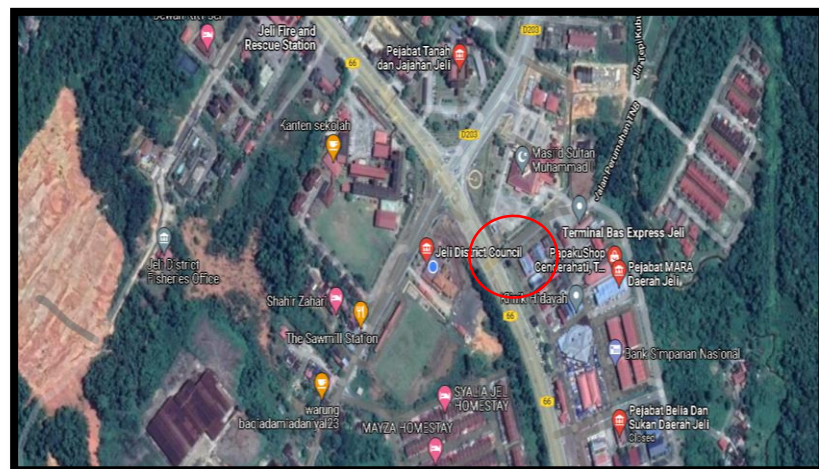


Figure 1.3: Site Plan

1.3 VISION & MISSION

- Provide the best service to residents and taxpayers especially in terms of health and comfort of life.
- Implement laws and policies that have been determined by the Government and the Council.
- All taxes collected will be managed optimally for the purpose of management, financing of development projects, services and maintenance of public facilities.
- Planner, controller and shaper of orderly and systematic development

1.4 UNIT STRUCTURE AND ORGANIZATION

The Majlis Daerah Jeli's administrative organization is headed by the President, then assisted by a Secretary, as well as a number of divisions established under it. The brief sections and roles are as follows:

NO	UNIT STRUCTURE AND ORGANIZATION	SCOPE OF WORK
1.	Management Services Unit	The Division is responsible for all matters related to administration, including correspondence, file systems, staff service records, official government affairs, selection of course participants and so on.
2.	Financial unit	This section is responsible for all financial and revenue matters. These include the preparation of annual budget estimates, equipment rentals, Council plant and machinery, store rentals, payroll expenses, office space purchases, capital assets and more that cover all income and expenses

3.	Property Valuation and Management Unit	This section deals with all tax matters beginning with the process of assessing, door-to-door tax notices, rate-assistance contribution claims, arrears, handling of tax appeal cases and issues arising related to door taxes
4.	Development and Engineering Unit	The Division is responsible for development control within the Council's administrative area and for the construction of new buildings that require the approval of the Council
5.	Legal Unit	This Division is responsible for all law enforcement carried out by all divisions under its administration
6.	Information technology unit	The unit is responsible for planning and implementing application / system development, managing server and network system administration in the office as well as managing computer systems and applications as well as determining and monitoring the smooth running of Majlis Daerah Jeli's services in providing customer service
7.	Local Centre Unit	The Division is responsible for managing and managing all types of development proposal applications such as Planning Permits, Building Plans, Engineering Plan Applications and Landscape Plans.
8.	Town and Country Planning Unit	This section is responsible for construction planning which includes the planning permission approval process. Development plan approval, Land work plan approval and road and drainage plan approval. In addition, this division is also responsible for

		conducting research on Jeli District Local Plan in line with the Kelantan State structure plan. This section also manages the data and planning information related to Jeli
9.	Environmental Health Unit and License	This Division is responsible for all matters of development planning, cleanliness, and beauty of the City. The service raises waste and is also involved in handling all types of business license applications applied in the Council area
10.	Islamic Development Unit	The Division is responsible for designing, managing, managing and implementing knowledge- based and value-based programs, human resources, preaching and training to staff and the community in relation to local, youth and welfare religious programs.

Table 1.0: List of Unit Structure and Organization

1.5 MAJLIS DAERAH JELI ORGANIZATION CHART

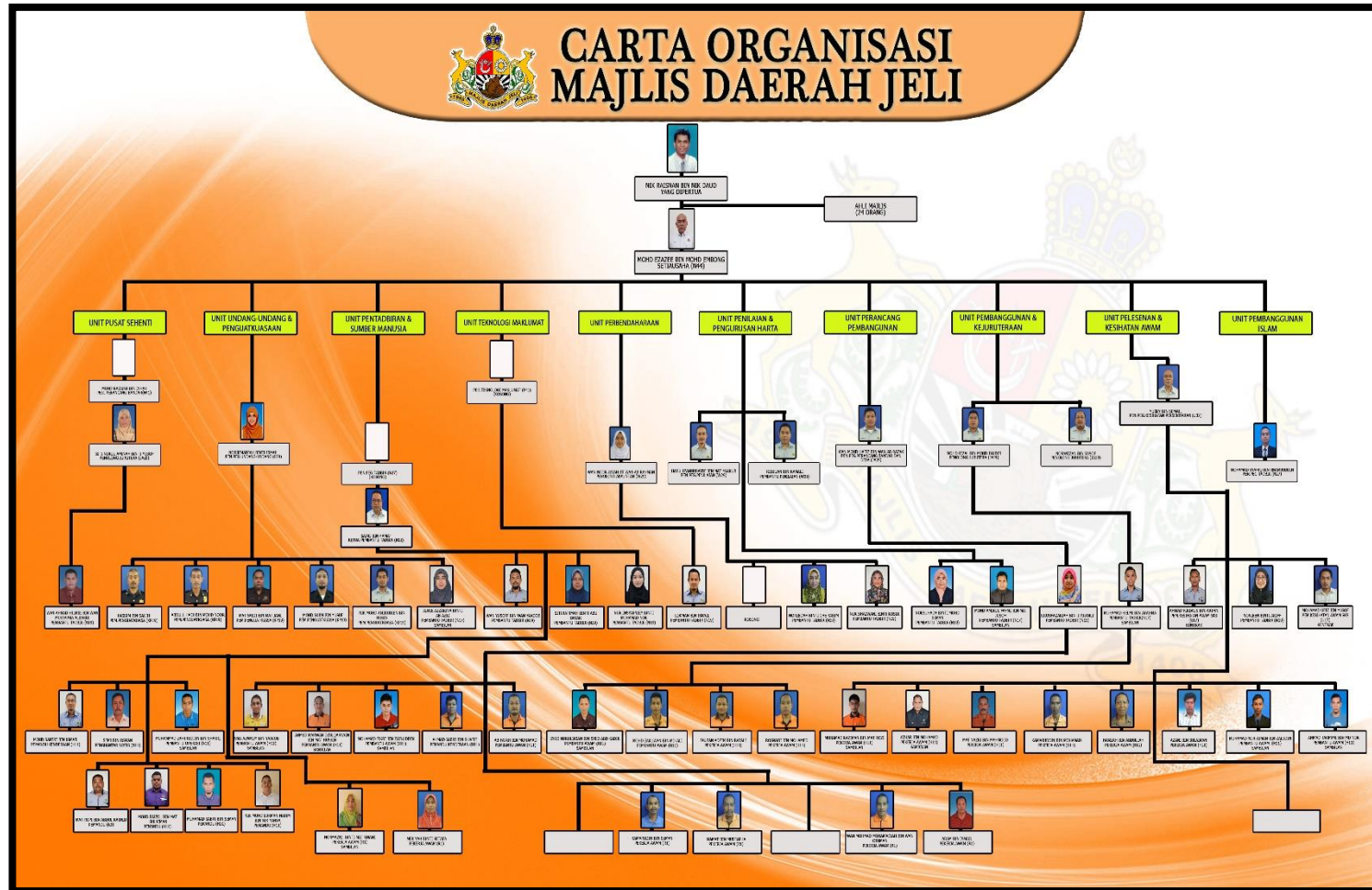


Figure 1.4: Majlis Daerah Jeli Organization Chart

CHAPTER 2: THEORICAL STUDY/LITERATURE REVIEW

2.0 INTRODUCTION

For this chapter, it describes a literature review of some information, keywords and terms related to the topic. In addition, this chapter also reveals the process of how to build the process of upgrading the Lata Janggut landscape. Prior to that, this chapter also reveals the machinery used during this process and site safety procedures during site construction



Through this chapter, a literature review on construction sites, personal protective equipment, and the process of how the quotation process is carried out to build a project. The construction process of upgrading Lata Janggut and the process of how the quotation takes place is important to ensure that a project can be carried out well. Therefore, all parties involved in this process should take action and take responsibility to avoid problems in the future.




2.1 DEFINITION OF DEVELOPMENT LANDSCAPE

A process that includes activities such as designing, developing, implementing, and managing landscapes for human comfort, safety, and enjoyment while also creating a beautiful environment and harmony with the natural environment. It also includes the activities of planning, developing, implementing, and maintaining landscapes for enjoyment, comfort, and human safety.

Furthermore, not only does it enhance the environment and landscape, but it also offers cultural beauty to a place and its surroundings. The whole landscape should be maintained and managed in a good way. Provide a relaxing environment for users, such as sight, fresh air, wind sound, leaves, birds, road traffic, and sweet scent. Give users the impression that they are at peace, awake, safe, or open.

2.2 TYPICAL EQUIPMENT & MACHINERY IN CONSTRUCTION

No	Equipment & machinery	Description
1	 <p data-bbox="667 828 933 862">Figure 2.0: Backhoe</p>  <p data-bbox="659 1249 941 1283">Figure 2.1: Excavator</p>	<ul data-bbox="1088 548 1437 884" style="list-style-type: none">• Widely used because it suitable for multiple purpose.• It can move materials from one place to other place and it can excavate the soil.

3	 <p>Figures 2.2: Soil Compactors</p>	<ul style="list-style-type: none"> • Can be used to compact soil. • Used to reduce size of material. • It also used to remove water in soil.
4	 <p>Figures 2.3: cart wheel borrow</p>	<ul style="list-style-type: none"> • Wheelbarrows are used to carry goods such as soil, sand, cement, garbage and so on • Can carry other heavy loads.
5	 <p>Figures 2.4: stairs</p>	<ul style="list-style-type: none"> • It allows easy communication or fluctuation route between one floor to another




6	 <p data-bbox="614 689 1002 728">Figures 2.5: Concrete Mixture</p>	<ul data-bbox="1149 324 1452 504" style="list-style-type: none"> • A machine that to produce a concrete without using more human energy
7	 <p data-bbox="667 1003 949 1041">Figures 2.6: Hammer</p>	<ul data-bbox="1149 772 1460 1131" style="list-style-type: none"> • A simple tool that usually used for small or simple works likes drive nails manually. • It can easily to carry out and easy to handle.
8	 <p data-bbox="625 1601 992 1639">Figures 2.7: Cement Shovel</p>	<ul data-bbox="1149 1176 1420 1355" style="list-style-type: none"> • It widely used in construction industry for multiple purpose.

Table 2.0: List of Common Equipment & Machinerics

2.3 SITE SAFETY PROCEDURE DURING THE SITE CONSTRUCTION




2.3.1 PERSONAL PRODUCTIVE EQUIPMENT (PPE) DURING THE CONSTRUCTION PROCESS

Personal protective equipment (PPE) can help to reduce accidents on the job place. This device helps to safeguard employees from risks and threats to their health on the building site. As a result, the employer should offer PPE to all personnel involved in construction or working in a hazardous environment. To minimize issues in the workplace, PPE should always be in excellent shape and functioning. As a result, all PPE should be inspected every day before use.

As a reason, before beginning operations or works, the site safety supervisor or site supervisor should conduct a morning briefing, such as a tool box briefing and a safety briefing. The tools and PPE must be visually inspected to verify they are in excellent working order and are safe to use. Check the safety helmets, gloves, eye protection, safety footwear, and other items, for example. It should also be kept in a secure location. There are many other forms of PPE that may be used, particularly on construction sites, such as for eye protection (goggles, face screens), head and neck protection (safety helmets, bump caps), and others. According to recent statistics by Occupational Safety and Health Administration (OSHA), only 64% workers, on average, constantly wear the correct protection during do their works. (Rizwan, et al)

As a result, personal protective equipment (PPE) is essential, particularly for those working in the construction business. It is because they are more vulnerable to danger and accidents. PPE is a key component in the construction industry to guarantee that the whole building process runs well. A knowledgeable individual who understands the nature of the hazard as well as the kind, range, and performance of the protective needs.

2.3.2 TYPE OF SAFETY USED BY WORKERS ON CONSTRUCTION SITES

No	Safety Equipment	Description
1	<p style="text-align: center;">Safety Helmet</p>  <p style="text-align: center;">Figures 2.8: safety helmet</p>	<p>One of the most common types of PPE is safety helmets. Safety helmets will protect the user's head from impact from items falling from above, by resisting and deflecting strikes to the head, and by absorbing and deflecting impacts to the head.</p>
2	<p style="text-align: center;">Safety Boot</p>  <p style="text-align: center;">Figures 2.8: safety boot</p>	<p>Safety shoes protect the feet from injury and help to avoid tiredness. This is especially true for industrial employees who are on the front lines of danger. As a result, safety shoes are as critical as any other piece of personal protective equipment.</p>
3	<p style="text-align: center;">Ear Protection</p>  <p style="text-align: center;">Figures 2.9: ear protection</p>	<p>To avoid noise-induced hearing loss, hearing shields are essential. Hearing protection devices minimize the amount of noise energy that reaches and damages the inner ear.</p>



4	<p style="text-align: center;">Safety Gloves</p>  <p style="text-align: center;">Figures 2.10: safety gloves</p>	<p>Safety gloves are used to shield a worker's hands from risks so that they may do their duties safely. Gloves are made from a variety of materials that provide protection against certain hazards.</p>
5	<p style="text-align: center;">Harness Lanyard</p>  <p style="text-align: center;">Figures 2.11: harness lanyard</p>	<p>A safety lanyard ties a harness to a solid anchor point, keeping the user from falling.</p>

Table 2.1: Type of Safety Used By Workers on Construction Sites

2.4 THE PROCESS OF UPGRADING THE CONSTRUCTION

(1) Tender Advertisement

- Local Tender
 - ❖ At least 1 major Malay-language daily newspaper.
 - ❖ Tender period of at least 21 days.

- International Tender
 - ❖ At least 2 major local daily newspapers (Malay and English).
 - ❖ Tender period is at least 56 days.
 - ❖ The tender statement is sent to which Foreign Embassies

(2) Site Visit

Quotations involving briefings/site visits/premises for seven days shall be calculated from the date of the site visit. The Agency shall require only the nominee in the Contractor Registration Certificate (PPK), Government Procurement Certificate (SPKK), or for suppliers registered with the Ministry of Finance only the nominee in the Company Registration Certificate may attend site visits and may not represent officers other than authorized nominees in the certificate. This site visit is intended before the project is carried out to assess the estimated cost of the project to be carried out by the contractor.

(3) Purchase of quotation forms from employers the company concerned will issue a form in which the contractor is interested in obtaining a project.

- Check the original certificate of registration (code/validity)
- The quotation form has a serial number (one form only and one offer only-alternative offers are not allowed)
- Register the submission of the quotation form
- If payment is to be charged, it must follow the maximum rate of RM50.00 for (1) a set of documents

(4) Selection Process for the Next Selected Contractor.

- Open the offer box on the set date and time;
- Open and provide a serial code number for each offer;
- Complete the quotation schedule form by noting:
 - ❖ Name of the quote;
 - ❖ Amount;
 - ❖ Completion period/delivery period;
- A brief signature of each sheet stating the price and any amendments.

(5) Execution of Work by the Contractor until Completed

An example of a construction crafting work process carried out by a contractor



Figures 2.12: construction crafting work process

(6) The process of evaluating the work of the contractor by the employer

The employer will assess the results of the contractor's work carried out within the specified time among the examples of evaluation are in terms of the quantity of material used, the quality of a material used during the period of carrying out the relevant work, the quality of the workers made.

(7) Payment process to the contractor

Payment process to the relevant contractor after the completion of the project carried out and ready to make an assessment on the work carried out.

CHAPTER 3: THE PROJECT (CASE STUDY)

3.0 PROJECT BACKGROUND



Figure 3.0: Site area

Lata Janggut is located about seven kilometres from the town of Jeli. It has become an interesting place in Jeli because of its natural beauty that is able to attract local tourists as well as foreign tourists. The output of the waterfall in this Lata Janggut is 3 acres. This waterfall was developed by the Head of Jeli District in collaboration with the Ministry of Tourism Malaysia and the South Kelantan Development Authority KESEDAR. There are several swimming pools that are safe for family bathing. The pond is formed of boulders in the rapids. This Lata Janggut is perfect for those who like to enjoy nature full of flora and fauna. The height of the waterfall in this Lata Janggut is as high as three levels.

3.1 LOCATION PLAN

3.1.1 Key plan

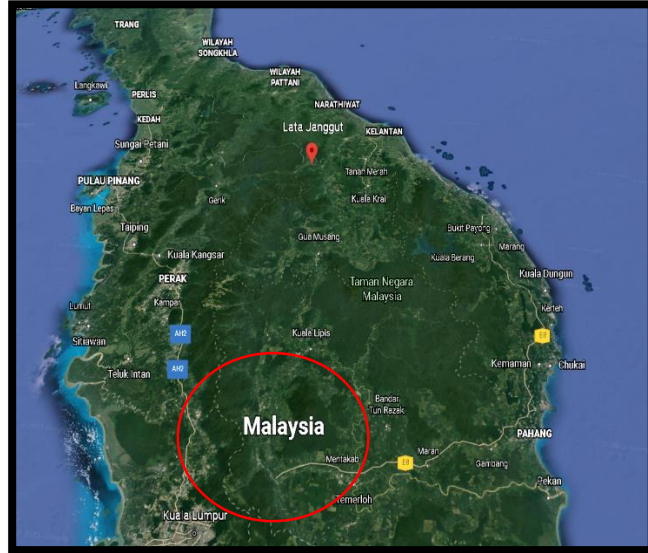


Figure 3.1: key plan

3.1.2 Location Plan

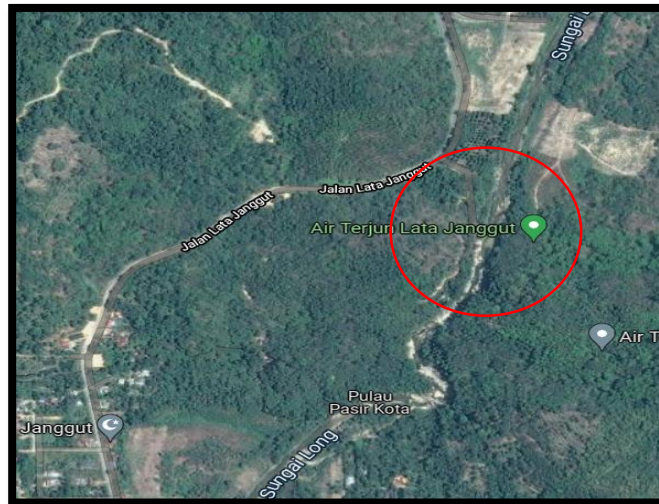


Figure 3.2: location plan

3.1.3 Site Plan

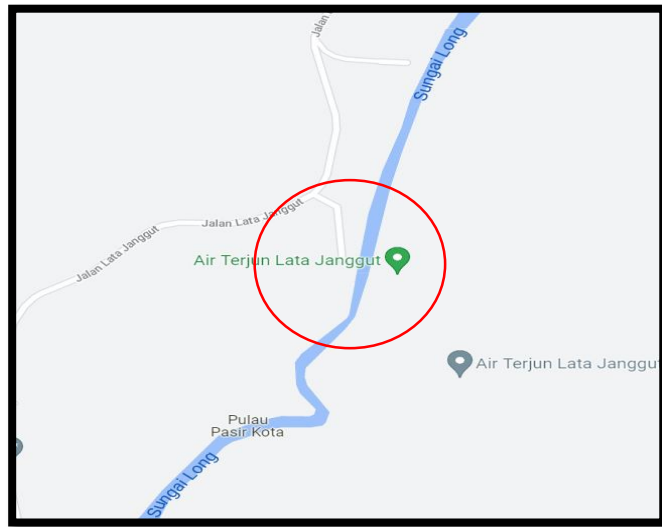




Figure 3.3: Site plan

3.2 LIST OF EQUIPMENT & MACHINERY

There are a few pieces of equipment and machinery used by the workers in order to complete the construction process. This all equipment and machinery are important to ensure all works can be done properly and to reduce the times. There are a few pieces of equipment or machinery that are owned by the company and others were rented that are used during the substructure process.

NO	EQUIPMENT & MACHINERY
1.	 <p data-bbox="794 1395 1163 1429">Figure 3.4: Soil Compactors</p>
2.	 <p data-bbox="844 1962 1110 1995">Figure 3.5: Backhoe</p>




<p>3.</p>	 <p>Figure 3.6: cart wheel borrow</p>
<p>5.</p>	 <p>Figure 3.7: Stairs</p>
<p>6.</p>	 <p>Figure 3.8: Cement Shovel</p>

Table 3.0: List of Equipment & Machinery

3.2 CRITICAL PART METHOD (CPM)

CPM is a method or technique used in a project and offered by the project manager or site supervisor to locate or identify crucial deadlines and deliver a project on time. Furthermore, this method is applied to determine the deadlines for the claim procedure. As a result, CPM is essential in projects to guarantee that all processes and advancements go smoothly. The project is still ongoing, and it is currently at the plastering stage.

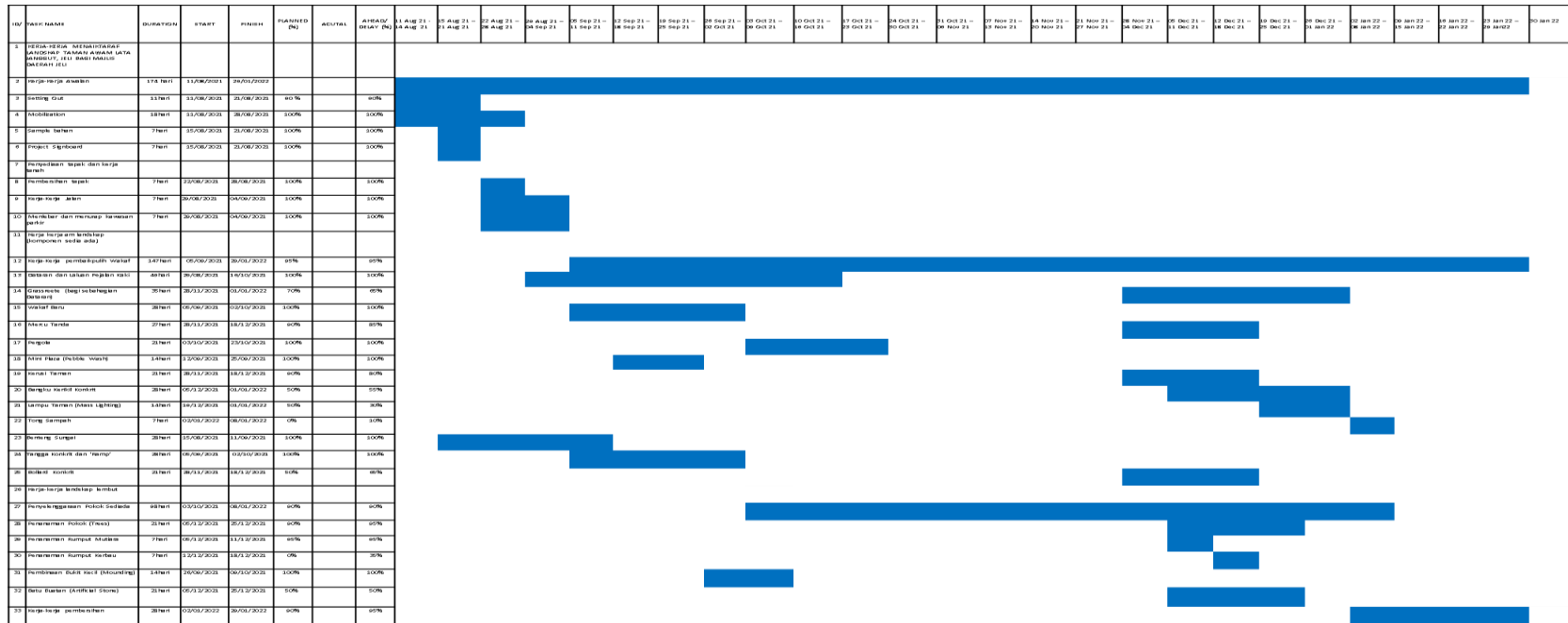


Figure 3.9: CPM of Lata janggut project

3.3 THE PROCESS OF UPGRADING THE LATA JANGGUT LANDSCAPE

(1) Tender Advertisement

➤ Local Tender

Majlis Daerah Jeli opens a local advertisement on the website or social media where the advertisement must be in Malay. The tender period is at least 21 days. Through this advertisement, the contractor must submit the project document, project cost, and registered contractor's license to obtain the project.

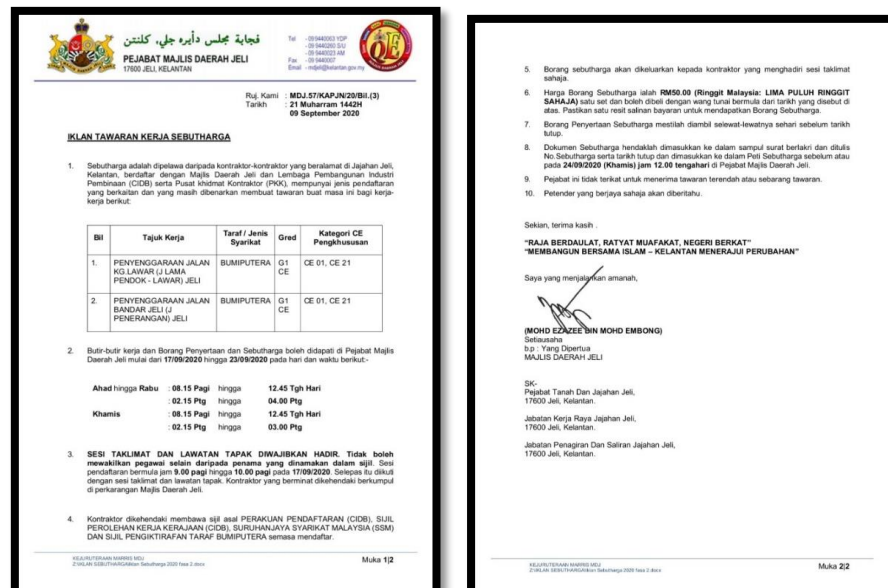


Figure 3.10: Tender Advertisement

(2) Site Visit

Quotations involving briefings given by the Majlis Daerah Jeli to the contractors involved and a seven -day site visit shall be calculated from the date of the site visit. The Agency shall require only the nominee in the Contractor Registration Certificate (PPK), Government Work Procurement Certificate (SPKK), or for suppliers registered with the Ministry of Finance only the nominee in the Company Registration

Certificate and Majlis Daerah Jeli may attend site visits and may not represent officers other than authorized nominee in the certificate. This site visit is intended before the project is carried out to evaluate the cost estimates and other projects to be carried out by the contractor.

(3) Purchase of quotation forms from employers the company concerned will issue a form in which the contractor is interested in obtaining a project. Among the conditions of the contractor to obtain the tender:

- Check the original certificate of registration (code/validity)
- The quotation form has a serial number (one form only and one offer only- alternative offers are not allowed)
- Register the submission of the quotation form
- If payment is to be charged, it must follow the maximum rate of RM50.00 for (1) a set of documents

(4) Selection Process for the Next Selected Contractor.

Among the meetings that will be discussed for the selection of contractors are:

- Offers on the set date and time;
- Provide a serial code number for each offer.
- Complete the quotation schedule form by noting:
 - Name of quotation.
 - Amount.
 - Completion period/delivery period.
- Brief signature of each sheet stating the price and any amendments.

(5) Execution of Work by the Contractor until Completed

An example of a construction crafting work process carried out by a contractor at Lata Janggut Landscape



Figure 3.11: construction crafting work process

(6) The process of evaluating the work of the contractor by the Majlis Daerah Jeli

Majlis Daerah Jeli will assess the results of the contractor's work carried out within the specified time among the examples of evaluation are in terms of the quantity of material used, the quality of a material used during the period of carrying out the relevant work, the quality of the workers made.

(7) Payment process to the contractor

Payment process to the relevant contractor after the completion of the project carried out and ready to make an assessment on the work carried out.

3.3 SUMMARY

In this topic it shows the process of occurrence of quotations at the Lata Janggut site. This process is important because it is to ensure no problems in the future and avoid any delays on site. Among the parties involved in this process are the Majlis Daerah Jeli and the Contractor selected so that it can be completed perfectly, including the employees who complete this project. In addition, employees also do not comply with PPE procedures that are not wearing safety helmets and safety shoes.

CHAPTER 4: PROBLEMS AND RECOMMENDATION

4.0 INTRODUCTION

Any building project, no matter how large or little, faces and has challenges that are mainly connected to the labor, materials, machinery, and others. Every issue must be under control in order to avoid problems that might damage the project's development or expense. It is because it has a significant impact on the quality of work and the profitability of the organization.

Throughout the internship term of about 15 weeks at Majelis Daerah Jeli, various concerns have been noticed and have always happened at all projects at this firm. However, certain concerns were already encountered by the site supervisor or management, even if they did not have a significant influence on the management. The majority of the difficulties have a little impact on the construction project, but with the dedication of every site supervisor and other personnel engaged, all of the concerns may be resolved and faced.

4.1 ISSUES & PROBLEMS AT CASE STUDY

Many problems and challenges were uncovered throughout the internship term by experience and observation. If these concerns are not handled effectively by the project management team, they will have an effect on the project.

4.1.1 POOR WORKMANSHIP

Poor workmanship is a major issue for management. There are a few jobs where the staff did not provide high-quality performance. This will result in a misunderstanding between the customer and the contractor. For example, during plastering, roofing, and other construction projects. Furthermore, many faults came as a result of these reasons, and they may grow more serious if not resolved soon. This problem happens at all sites that are still under construction. Corrosion, leaking roofs, mould, and other issues can be evident as a result of poor workmanship.

4.1.2 WEATHER

As we know in the State of Kelantan always faces the monsoon season in November to January. So this is an issue for contractors in the construction industry including in the Majlis Daerah Jeli. It is because all the work will be delayed and the company will have to face losses if it continues in the long run. For example, concrete construction will affect the quality of concrete if the rain continues this will cause the work to take a long time to complete a project. To avoid large losses the contractor has to temporarily postpone the work to avoid wastage.

4.1.3 LACK OF SAFETY SITE WORKERS

Observing the site area at the Lata Janggut project, it is clear that the general employees for the safety workers are not completely accessible. There aren't enough safety workers to keep an eye on things around the construction site. The corporation now just has a site supervisor to oversee site safety.

Furthermore, there were concerns regarding the workers' safety equipment on the job site. Workers did not always use PPE, such as a safety helmet and safety shoes, while doing their duties. As a result, a sufficient number of safety workers are required to monitor the site's safety. This will aid in the reduction of issues on the building site.



Figure 4.0: Lack of safety site workers

CHAPTER 5 RECOMMENDATION AND CONCLUSION

5.0 RECOMMENDATION

Based on the issues identified and observed at the site throughout the internship time, there are many recommendations and suggestions that may be implemented to improve lessen the problems.

5.1 INCREASE WORKER PERFORMANCE

It is suggested that the corporation become tougher with the workers in order to guarantee that the quality of work at the construction was good. The corporation should advise the site supervisor to monitor the site on a daily basis. This allows them to oversee and monitor the quality of work performed by construction personnel.

Furthermore, the site supervisor can generate a report on the status of all work. So that all parties can identify the issues and debate how to fix or lessen them. As a result, the quality of work at the site can be controlled, and the same problem will not repeat again.

5.2 FOCUS ON PROVIDING PREPARATION AS DURING RAINING SEASON

The person in charge should establish a backup strategy that will ensure that the organization does not suffer losses, especially during the rainy season. As a result, back up plans, such as CPM, should be done ahead of time and should include a weather table. So that correct planning may be done before the construction. This can assist decrease losses during the rainy season.

5.3 APPOINT SAFETY OFFICERS FOR ON -SITE OBSERVATION

It is recommended that organizations acquire a competent person within the safety manager to do daily regular safety-related tasks. Furthermore, this professional may monitor and oversee the safety of the employees and the building site. This may aid in the reduction of difficulties or risks on the building site.

As we all know, a Safety Officer Supervisor is important on a construction site in order to monitor the safety of general workers, such as ensuring that they always wear personal protective equipment while doing their duties, particularly those that expose them to risk. As a result, this department is critical in ensuring that the construction is following safety procedures and that all personnel are working in a safe area.

5.4 CONCLUSION

To conclusion, there was a lot that was studied from all aspects of career fields, especially how to communicate and deal with clients, workers, consultants, and subcontractors. As a graduate, industrial training assisted me in adjusting to the workplace culture and participating in activities or organizations. This allows you to learn more about the building sector.

Moreover, the construction industry is always confronted with issues that might have an impact on the quality of work or performance. As a result, in order to decrease or deal with the challenges, all organizations should take responsibility. Because this problem can be solved or reduced if all parties get involved and accept responsibility. Moreover, this project experienced normal challenges that arise in the construction industry, such as a lack of workmanship safety and others. Each of these problems should be resolved to insure that there are no future issues, particularly with clients. Because it might have an impact on the company's performance as well as trust problems between clients and contractors.

Furthermore, the site supervisor plays a key role in managing and monitoring hazards on the building site. Furthermore, everyone involved in the construction industry must accept responsibility for ensuring that all processes and tasks are completed smoothly and correctly. Though there are tough periods, particularly in adapting to and understanding the working culture on site, it has been a wonderful experience for me and being an intern under Majlis Daerah Jeli because the organization recognizes and supports interns.

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APPENDICES



BEFORE



DURING



AFTER