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KOD KURSUS	ADS 668	
KERJA KURSUS	INDIVIDUAL PROJECT	
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ADS 668 INDUSTRIAL REPORT

Chapter 1

INTRODUCTION

Malaysian Fire Services was formed in 1883 with 15 members of the Volunteer Fire Services in Selangor, headed by H.F. Bellamy and placed under the supervision of the Sanitary Board. In 1895 the volunteer organisation became the Permanent Fire and Rescue Services. Fire services were eventually established in every state in Malaya and placed under the administration of the municipal council or the Rural Board. In 1946, following Second World War, the Malayan Union Services (MUS) was formed with Flight Lt W.J. Gerumandi as the director. MUS had its headquarters in Kuala Lumpur.

Through the Federated Malay States Treaty, the Fire Services were handed over to the state governments under the administration of the Municipal Councils or the Rural Board. In 1952, the Fire Inspectorate of the Fire Services was formed to co-ordinate the state services under the Ministry of Development and Local Government.

On January 1, 1976, except for the fire services in Kuala Lumpur, Penang and Malacca which were unified latter on January 1, 1977, the state fire services in Peninsular Malaysia were centralized as the Fire Services Department of Malaysia at federal level and placed under the Ministry Housing and Local Government. To complete the federalization process, the East Malaysia states of Sabah and Sarawak were brought under the umbrella of the department on May 15, 1981.

The Cabinet Ministers Meeting on January 8, 1997 approved to the change of name of Fire Services Department of Malaysia to be Fire and Rescue Department of Malaysia. This moment was officially announced during the launching of the new name, logo and flag of the department at Genting Highlands by the Most Honourable Prime Minister of Malaysia, Dato' Seri Dr. Mahathir bin Mohamed.

OBJECTIVE

The objective of the **Fire and Rescue Department Malaysia (FRDM)** is to provide effective and efficient fire prevention and fire-fighting services, enforcement of law related to fire safety and fire-fighting as well as humanitarian services. To improve on quality, the department is determined to excel through innovation and the M.S. ISO 9001-2000 quality certification.

To achieve these objectives, the department implements its functions as stipulated under Section 5(1) & (2) the Fire Services Act 1988 (Act 341), among which are as follows :

1. Extinguishing, fighting, preventing and controlling fires.
2. Protecting life and properties in the event of fire.
3. Securing the provision and adequate means of escape in the event of fire from all designated premises.
4. The making of investigation into the cause, origin and circumstances of fires.
5. Performing humanitarian services including the protection of lives and properties in any calamity.

FRDM may, in addition to its duties under sub-section (1) perform such other duties as may be imposed on it by law or as the minister may direct it to perform.

FRDM QUALITY OBJECTIVE

In terms of quality, the department are determined to excel through innovation and the quality of MS ISO 9001-2000.

COMPANY POLICIES

Fire and Rescue Department of Malaysia is committed in providing a professional and excellent fire and rescue services to protect life, property and environment as well as providing humanitarian services in any calamity to achieve customer satisfaction through a comprehensive enhancement process. Fire and Rescue Department of Malaysia is committed in determining the aspect of management is in compliance with the requirements of the quality management system and to ensure its continuous improvement. Fire and Rescue Department of Malaysia is committed in preparing basic work procedures to establish and review all quality objectives. Fire and Rescue Department of Malaysia is committed to as certain that policy pertaining to quality is disseminated and understood by all officers of the organization and continuously review to ensure its relevancy

MISION

"Fire and Rescue Department of Malaysia is committed to provide professional fire and rescue service using latest technology and resources effectively towards saving lives, properties and the environment."

VISION

"Become an international level fire and rescue organization."

CORE BUSINESS

FIRE OPERATION AND RESCUE DIVISION

MISSION

We are committed to drafting, organizing and implementing strategies to provide quality fire-fighting operations to protect life, property and the environment.

OBJECTIVE

To ensure that professional quality fire and rescue operations service to prevent threats to life and to prevent destruction of property in accordance with the provisions of law.

VISION

To ensure operational services efficiently, effectively and systematically to protect life and property destruction in accordance with law.

CUSTOMER CHARTER

Our commitment is to provide fire and rescue services to all communities with efficiently and effectively.

Therefore we pledge to:

- To issue the first fire engines to the emergency within 60 seconds from the first alarm be sounded.
- Completion of fire report within fourteen (14) days after receipt of all information and documents required from the applicant.
- We also promise to always strive to improve our ability to provide excellent service every time.

FUNCTION

1. Operation Management Section

Operation Management Section consists of three main branches;

- i. Fire Operation Management Branch
 - ii. Operation Management Centre Branch
 - iii. Rescue Team Management Branch
- a) Manage the implementation of major operations and disaster management.
 - b) Monitor the implementation of minor operations management.
 - c) Create a policy and SOP / ATJ fire-fighting operations and monitor the effectiveness of implementation.
 - d) Analyze and review the effectiveness of operations management, operations logistics management and preparedness.
 - e) Regulating the departmental management of Operation Management Centre (PPO) / Operations Centre (PGO).
 - f) Regulating the management of Rescue team.

1.1. Operational Management Branch

- a) Provide policy and Standard Operating Procedure (SOP) relating to:
 - Study Area and Strategy Analysis,
 - Pre-Fire Plan and the Pre-Disaster
 - Operational Efficiency Standards and Control,
 - Fire Drill.
- b) Provide policy and (SOP) of a fire-fighting and rescue operations.
- c) Monitor the implementation of policies and SOPs.
- d) Examine the legislation for fire fighting and rescue operations.
- e) Analysis of the effectiveness of the tactics of fire preparedness operational efficiency.

1.2. Operation Management Centre Branch

- a) Provide policy implementation of JBPM operations center.

- b) Accept the fire and rescue incident from PPO / PGO room.
- c) Supervise an operation.
- d) Provide information and expertise to the Operations Commander.
- e) Provide records and information about the incident.
- f) Monitoring of operations.
- g) Provide Command and Control relating to the operation of an incident.
- h) To determine and inform red moncut report in all incident.
- i) Reporting the red moncut to seniority officer / Director General.

1.3. Rescue Team Management Branch

- a) Manage the special force:
 - HAZMAT,
 - STORM,
 - Water rescue,
 - RTA - Road Traffic Accident,
 - High-rise buildings rescue,
 - Cliff Rescue,
 - RIM - Rapid Intervention Motorcycle,
 - Forest fires,
 - EMRS - Emergency Medical Rescue Services.
- b) Provide special force policy and Standard Operating Procedure (SOP).
- c) Review the effectiveness and expertise of its dedicated team.
- d) Review the recent and effective operational tactics of special force.
- e) Review the needs of high-tech equipment to ensure efficiency and operational expertise.

2. Fire Station Management Branch

- a) Personnel Management at fire station.
- b) Reviewing and monitoring the effectiveness of fire service of fire station.
- c) Management of daily work.
- d) The operational efficiency training program at the station.

- e) Skill drill.
- f) Inspection and maintenance of vehicles and equipment and officer's personal gear.
- g) Cleanliness and comfort at fire stations.
- h) Provision of Safety and Health (Safety and Health Policy) of officers in the workplace.

3. Special Tasks Branch.

- a) Provide special task implementation policy.
- b) Manage the implementation of task.
- c) Provide implementation guidance.
- d) To monitor the implementation of special task.

4. Water Resources Management Branch

- a) To plan a new installation as required.
- b) Reviews of suitable water resources for extinguish.
- c) Provide policy and legislation related to water resources.
- d) To provide procedures / standard fire hydrant inspection and testing.
- e) Provide procedures / standard fire hydrant maintenance. Review the record of a fire hydrant.
- f) To oversee the management of water resources.

5. Fire Voluntary/ Support Management Branch

- a) Provide fire voluntary/ auxiliary policy implementation.
- b) Application for voluntary fire officers and fire auxiliary officer.
- c) Application for establishment of the Voluntary Fire Brigade, Auxiliary Fire Brigade and Private Fire Brigade.
- d) To manage on equipment needs to the brigade.
- e) Monitoring and visits to the brigade.
- f) Planning public participation program.
- g) To evaluate the efficiency of officers and members of the brigade.

6. Canine (K-9) Unit

- a) Provide policy and implementation guide of the canine operation.
- b) Conduct investigations root of course based on petroleum materials and to collect samples for evidence of fire.
- c) Search and rescue victims trapped in collapsed buildings, collapsed of soil structure and landslides, which have been dead in the water or on land, which lost in the forest, on high ground and others.
- d) To train the dog and the officer in accordance with the discipline and expertise.
- e) Assess, review and analyze the effectiveness of the performance capabilities of dogs and its handler.

OTHER RELEVENTS ETHICS

1. Served the nation in the name of Allah
2. Always serve for the benefit of the community
3. Obedient and loyal, steadfast and determined
4. Work with dedication, efficiency and discipline
5. Ready at all times
6. Firm and objective united and resilience

Chapter2

CURRENT JOB DISCRIPTION

Fire investigation division at Fire and Rescue Zon 2 (Kota Samarahan)

MISSION

- The Fire Investigation Division is committed to conduct fire investigation at the scene of the fire professionally through scientific and systematic approach and execute prosecution task professionally.

OBJECTIVES

- To conduct fire investigation scientifically and systematically so as to identify the cause, origin and circumstances of fire as well as to make recommendations on the fire prevention and the enhancement of the effectiveness of fire fighting operations.
- To conduct fire offense prosecution effectively that can be a lesson and awareness on fire safety deterrent.
- To draft Acts that is relevant to fire services as well as rules accordingly.

RESPONSIBILITY

Our commitment is to ensure that all fire investigation and preparation of investigation paper for the Act 341 breach of offense will be implemented effectively and in systematically manner.

- To complete the report of fire investigation, within 21 days after the investigation has began.
- To prepare the investigation papers on the breach of offence according to the Fire Services Act 1988 (Act 341), within 21 days after the date of complaint is received.

TASK CARRY OUT

Fire Investigation Division

- To prepare policy and regulations related to the taking possessions of premises and other property damaged or destroyed by fire under Section 46, Act 341
- To prepare guidelines on the collection of samples and data as an evidence.
- To prepare a guidelines of witnesses examination according to Section 42 and 43, Act 341
- To prepare fire investigation policy and regulations.
- To review techniques of forensic science during fire investigation.
- To review the requirements of law for the conduct of fire investigation.
- To advice an expert on the conduct of fire investigation.
- To conduct fire investigation for high profile cases and national interests.
- To become an expert witness in court.
- To prepare sample analysis in the laboratory.
- To analyze the outcome of an investigation that is to be made a policy and guideline for an industry and JBPM
- To prepare guidelines and regulations on sample analysis in the laboratory and an effective collection.

Fire and Rescue Prosecution Division

- To prepare policy and regulations for effective prosecution.
- To review the requirements of legislation in a prosecution.
- To conduct investigation under Sections 38, 39, 41, 42, and 43 of Act 341.
- To prepare Investigation Papers.
- To register a case in court.
- To conduct prosecution authorized under Section 44, Act 341.
- To conduct the compound of an offences.
- As an advisor to the prosecution cases under Act 341.
- To administer the delegation of powers to fire officers and the authorization of powers.

Fire and Rescue Legislation Division

- To prepare drafts, revise and reform laws.
- To conduct research on the requirements of law and its subsidiaries.
- To prepare drafts on Rules and Regulations concerning to the functions and objectives of the department.
- To study and review JBPM instructions.

TASK DONE

Working hour is about 0800 until 1700.

My office located in Balai Bomba Dan Penyelamat Siburan. KM 32 Kuching Serian Road.

Will be call went there were structure fire and big incident (on Stanby basis).

The area cover from Kota Samarahan until Pantu at Sri Aman.

Were provided with transportation that is Isuzu Dmax.

ANALYSIS DETAIL

Through the 3 month there were 4 cases been investigated on doing the fire investigation paper.

There was no problem regarding the written paper.

But there were problem with the interview with the fire victim because they scare that the fire started from them.

Actually from Fire and rescue view there only 3 major causes that is accident, natural and arson.

We only want to know the source of fire so we can make new proposal and finalise the case.

Only fire that cause by arson there will be police report and it will be forward to the courts. This maybe involving claims.

Below is the investigation that has been done from October until December 2013.

LAPORAN PENYIASATAN KEBAKARAN ZON 2										
BAGI BULAN JAN-DISY-2013										
BIL	NAMA & ALAMAT KEJADIAN	TARIKH KEBAKARAN (Tarikh Genap 14 hari)	PEGAWAI PENYIASAT	BBP TERLIBAT	TARIKH PENYIASATAN	TARIKH LAPORAN SIAP	TEMPOH		SUMBER NYALAAH / PUNCA KEBAKARAN	CATATAN
							< 14 Hari	> 14 Hari		
32	Kampung Semeru. (Dewan)	21.9.2013 (10.10.2013)	PKPgB Kurong PPgB James	BBP Siburan	21.9.2013	1.10.2013	/		Litar Pintas / Kamalangan	Sudah siap
33	Rumah Pekerja Kilang Old Season Plywood Sdn Bhd, Pekan Tapan, Jalan Kuching-Serian. (Aarama Pekerja)	25.10.2013 (15.11.2013)	TPgB Mahin PKPgB Kurong PPgB James	BBP Siburan	25.10.2013	15.11.2013	/		Litar Pintas / Kamalangan	Sudah siap
34	Jalan Masjid/Pasar Lama, 94000, Simunjan, Sarawak. (Rumah Kediaman)	9.11.2013 (28.11.2013)	TPgB Mahin	BBP Simunjan	9.11.2013	28.11.2013	/		Sengaja Ditakar	Sudah siap
35	Desa Ilmu, 94300 Kota Samarahan (Kedai Perkakas /TV)	29.11.2013 (13.12.2013)	TPgB Mahin PKPgB Kurong PPgB James	BBP Kota Samarahan	29.11.2013	16.12.2013		/	Arc (Elektrik)	Sudah siap
36	Kampung Sikog, Padawan (Rumah)	20.12.2013 (14.1.2014)	TPgB Mahin PPgB James	BBP Siburan	23.12.2013					Belum siap(Tempo h KPI belum tamat)

Chapter3

SEASONAL TASK

X-storm training.

One in a year task to be done where the training involve many others agencies.

On 2 December 2013 I was appointed become the operation officer.

It involved JPA3, Hospital, Local authority, Police. Paspas, Medical, chemise, Army, Atom Malaysia, Media, DOS, Red Cresson, Rela and 15 others agencies.

My task was to become the advisor for the incident.

It was done in the old paint factory in Kota Samarahan.

Before the training be done there was several meeting between the agencies on (15 October 2014)

What to do?

How it look like? Task given to the agencies so they will know their task at the time.

On the exercise day there was 38 multi agencies come to participate in the x-storm exercise.

Every agencies bring their staff and their working procedure on field. The police become the overall commander. Follow by Bomba become the operational commander. There were 168 people involve in the exercise.

THE SENARIO

The training started at 1730 and last until 0345 the next morning.

It start with the factory fire and several staff been injured. Some were trap in their room.

The first respond is the Fire and Rescue from Balai Bomba Penyelamat Kota Samarahan.

It take few minute for the Fire and Rescue to come and doing their job.

But the exercise continue by through the night because the injection given by the shadow person who handle the exercise.

The were chemical spill, fire, explosion and collapse structure.

ANALYSIS DETAIL

The exercise were done according to their standard operation procedure.

Everybody plays their on task.

They been call made by the operation room step by step.

EXPLAIN PROBLEM/CHALLENGES

Finding of the exercise was it very hard to organise the exercise because there we involving many agencies.

Must involving the main people because they will easy give command and give direction.

Must have few time of meeting to solve some problem and the regarding the budget.

How the trouble been shootout is by adapting **incident command system** or if the level is more serious it will using MKN 20 (MAJLIS KESELAMATAN NEGARA 20).

Sometimes the participant is not in the stress mode so the exercise is not looking real. Not showing the real situation. There are no danger involve.

Those willing to it in the real mode because they never been involve in this big scale of exercise.

They want to learned to overcome the problem and to test their on procedure whether the SOP is up to date and still relevant to use?

Chapter 4

RECOMMENDATION

Multi agencies training should be done from time to time as it is the way to give the personal the exercise ground to make the skill and more knowledgeable.

Went there were real situation the will be more stress involve and here they will know what to do and handle the situation..

OVERCOME THE PROBLEM

The main agencies like the Resident Office and the Majlis Keselamatan Negara should have the Standard Operation Procedure so the others multi agencies will know and very clear to the task.

From the interview that have been done.75% of the 130 participant agree that was problem of understanding the system works.

This is because not everybody has the same task and always using the procedure to do their jobs daily.

To overcome the problem the training should done from time to time and the must be done on the table top basis.

Table top is a training done only inside the room but everybody played their task. It like small kids playing tank and soldier to mimic the war game.

This type of training will cut the cost but have very good impact to the participant. The important things is the knowledge.

SUMMARIES OF THE PREVIOUS CHAPTER

Training is very important part of learning process. Big scale training is good but it may cost lot of money.

By doing attachment and practical on others agencies will help us know more about others agencies task and duties.

SUMMARIES

The budget does not allow most program staff to attend professional conferences annually.

Training activities take too much time away from delivery of program services.

Limited resources make it difficult to adopt new treatment ideas.

The background and training of program staff limits the kind of treatment changes possible here.

Procedurally, 80% preferred group training activities with role-playing, 75% preferred training that uses a conceptual treatment process model relating treatment to recovery, and 70% agreed that training should include evidence-based interventions. There also was a strong interest in exchanging ideas with staff at other programs with similar interests (75%). Receiving on-site consultation after training (70%) and having specialized training made available over the Internet (65%) were also of interest. Almost half (45%) agreed that training workshops should be based on manual-guided interventions.

Chapter 5

APPENDIX

<http://www.bomba.gov.my>