

INDUSTRIAL TRAINING REPORT

AT

COMPANY NAME.....

BY

STUDENT'S NAME

(STUDENT'S ID)

Bachelor (Hons.) of XXX

Department of ...

Lee Kong Chian Faculty of Engineering and Science

Universiti Tunku Abdul Rahman

October 2017

Trimester

DECLARATION

I sincerely declare that:

1. I am the sole writer of this report
2. The information contained in the Industrial Training Report is correct to the knowledge of the author during the training period.
3. All the information contained in this Industrial Training Report has NO CONFIDENTIAL INFORMATION AND NOT IN CONFLICT with the company's interest.

Signature : _____

Name : _____

ID No. : _____

Date : _____

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CHAPTER 1

INTRODUCTION

1.1 Company Background

Spacing between title of subsection and first line of text is 1.5 lines. The first paragraph in a subsection should align with left margin. General alignment for texts in paragraph should be “justified”.

Spacing between paragraphs is 1.5 lines. Subsequence paragraphs should be indented 1.27 cm (0.5 inch) from the left margin. General alignment for texts in paragraph should be “justified”. Spacing between last line of text and the next subsection title is 4.5 lines.

1.1.1 Preconstruction Phase

Spacing between title of subsection and first line of text is 1.5 lines. The first paragraph in a subsection should align with left margin. General alignment for texts in paragraph should be “justified”.

As depicted in Figure 1.1, spacing between the figure and first line of text is 3.0 lines. Subsequence paragraphs should be indented 1.27 cm (0.5 inch) from the left margin.



Figure 1.1: Universiti Tunku Abdul Rahman Logo

Spacing between the table and first line of text is 3.0 lines. Subsequence paragraphs should be indented 1.27 cm (0.5 inch) from the left margin. General alignment for texts in paragraph should be “justified”.

Table 1.1: Processing Time (in hours) of Bread for Different Production Line in ABC Company

Bread	Production Line				
	1	2	3	4	5
A	30	18	26	17	15
B	23	22	32	25	30
C	17	31	24	22	29

1.2 Industrial Training Experience/ Tasks Performed

A new paragraph should not begin on the last line of a page. A subsection title should not begin on the last line of a page. Spacing between the equation and last line of text is 1.5 lines. Equation should be centred, but its numbering should align with right margin as in Eq. 1.

$$Y=MX + C \qquad \text{(Eq. 1)}$$

Spacing between the first line of text and equation is 1.5 lines. A new chapter must start on a new page.

(FOR ENGINEERING/SCIENCE STUDENT)

WEEKLY & MONTHLY RECORDS

Week	Duties Performed / Task setting	Remarks by Supervisor
Summary of the Month: Oct/Nov/Dec		

Student's Acknowledgement

Supervisor's Acknowledgement

(FOR QS STUDENT)

WEEKLY & MONTHLY RECORDS

Week	Duties Performed / Task setting	Work Area Code
Summary of the Month: Oct/Nov/Dec		

Student's Acknowledgement

Supervisor's Acknowledgement

(FOR QS STUDENT)

APPENDIX: Area of Work Involvement Summary

(Attach the Area of Work Involvement in the following pages)

AREA OF WORK INVOLVEMENT SUMMARY

AREA OF WORK	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
A MISCELLANEOUS WORK																										
1 Folding of tender and contract drawings, printing, photocopying and compiling of bills of quantities and other documents																										
2 Working up – squaring, check squaring, abstracting, shuffling, etc																										
3 Filing, collecting, arranging, photocopying and keeping project drawings, catalogues collection and filing																										
B COST ANALYSIS & COST PLANNING The preparation and use of the following information																										
1 Prepare and use of cost analysis																										
2 Cost estimates based on sketch plan and/or detailed design																										
3 Detailed budgets, cost plan and cost monitoring and checking																										
C PRE-CONTRACT DOCUMENTATION																										
1 Preparing bills of quantities (Includes Measurement)																										
2 Preparation and editing of specification or schedules of rates																										
3 Preparation of specification																										
4 Call for quotation																										
D TENDERING PROCEDURES AND CONTRACTUAL ARRANGEMENT																										
1 Considering and reporting on method of tendering by Competition/Selection/Negotiation																										
2 Considering and reporting on types of contract																										
3 Calling of tenders, selection of tenderers and tender evaluation																										
E POST CONTRACT WORK																										
1 Interim valuation and certification																										
2 Valuation of variation work																										
3 Measurement of work done																										
4 Administration of contractors' claims																										
5 Preparation of subcontract document																										
6 Processing Defect List																										
7 Processing Penultimate Certificate																										
8 Finalisation of quantities/star rate																										
9 Preparation of final account																										
F FEASIBILITY AND ECONOMIC STUDY																										
1 Feasibility study and report																										
2 Comparative design economics																										
3 Compilation of cost limits																										
4 Preparation of work programme and/or schedule																										
5 Cost in use study/life cycle costing																										
G OTHER WORK NOT SPECIALLY MENTIONED																										
1																										
2																										
3																										
4																										
Total Hour(s)																										
Trainee (A) and supervisor (B) to acknowledge at the end of every four (4) week.	(A)				(A)				(A)				(A)				(A)				(A)				(A)	
	(B)				(B)			6	(B)				(B)				(B)				(B)				(B)	

Name of Trainee :
Student ID :

Company :
Year/Session :