FINAL REPORTS FORMATS

The Completed Industrial Training Final Report must be in ring binding and ***must be submitted upon registration***
Student opted for reports in Interactive CD can refer to Garis Panduan Penulisan Kreatif (behind reflective journal)

Chapter 1:	Introductions	(not more than 5 pages)
Chapter 2:	Company Background & Structure	(not more than 5 pages)
Chapter 3:	Weekly Jobs Summary	(not more than 5 pages)
Chapter 4:	Technical Contents	(must be more than 30 pages)
Chapter 5:	Findings And recommendations	(not more than 5 pages)
Chapter 6:	Conclusion	(not more than 2 pages)

Chapter 1 : Introduction

This chapter consist a brief explanation to Industrial Training Course that includes introduction, Industrial Training Objectives, etc.

Chapter 2 : Company's Profiles/Background

This chapter introduces the company's profiles such as introduction to the Company's Background, Organization Charts, Company's History, company's business activities, mission, vision, etc.

Students are advised to seek advice from the company's representative before writing this page in order to prevent conflicts or leaking of company's information.

Chapter 3 : Weekly Jobs Summary

Weekly Jobs Summary is based on the weekly summarize of activities/tasks/jobs/projects handled by students. It is always put in a tabulate ways.

Chapter 4 : Technical Contents/Reports

This chapter focuses on jobs/tasks or work performed during training. Only one chapter is allocated for this report. If there are many tasks or parts that need to be stated in the report, it can be broken down into sub-related topics.

All reports in the sub-topic must be explained in details and aided with related diagrams, tables and pictures.

Chapter 5 : Findings & Suggestions

In this chapter, students are encouraged to write constructive and positive suggestions for improvement in the future.

Chapter 6 : Conclusion

This chapter summarizes the whole contents of the report and matters pertain to Industrial Training.

Student will not be eligible to register for report's assessment and presentation if fail to adhere to the above requirements.

Final Report's Writing Format For Politeknik Kuching Sarawak

1. Reports must be written in English only

2. The length of the report is 50 – 80 pages and these limits are for reporting text only and it's exclude the front page, preface, references and appendices. Minimum allowable pages is 50 pages and maximum is 80 pages (pages only for chapter 1 to chapter 6).

3. Refer to Garis Panduan LI Edisi 2013 for more details (behind Reflective Journal)

4. Font used is Arial size 11 or Time New Roman size 12 and using double paragraph spacing.

5. The verses in the sentences must be accurate, concise, and easy to understand and must be in passive sentences

   Examples of passive sentences (correct writing style)
   Equipment is sent and inspected in the workshop and any malfunctions are immediately repaired.

   Examples of active verbs (wrong style of writing)
   I checked the equipment delivered to the workshop and immediately repair it.

6. Report must be spiral binding . The front Cover should be printed in black ink using blue colour A4 paper and thickness more than 200 grammes.

References

1. Ahmad Zaki Abu Bakar (1999). "Pemprosesan Teks Bahasa Melayu Untuk Pemahaman Komputer" , Universiti Teknologi Malaysia:Tesis Ph.D

2. Turner, A.J. (1990), "Tendering and Estimating", 7th ed. Prentice : Hall (m.s 66-80)

3. Chong, Ah Meng, (1991), Treating Victims of therapist, Psychotheraphy, 28, 174-187.

SAMPLE OF FINAL INDUSTRIAL TRAINING REPORT

INDUSTRIAL TRAINING'S FINAL REPORT

PREPARED BY

ENGINEUR AK TECH

05DAD14F1010

AT

ISMACO SDN. BHD. (WORKSHOP & PARTS CENTRE)

SUBLOT 5 & 6 OFF PARENT LOT 1843

BLOCK 217, KUCHING NORTH LAND DISTRICT

BATU KAWA LIGHT INDUSTRIAL ESTAE

93250 KUCHING SARAWAK

This report is submitted to

Mechanical Engineering Department

as partial fulfillment of the requirement for the

Award Diploma in Mechanical Engineering

(AUTOMOTIVE)

POLITEKNIK KUCHING SARAWAK

JUN 2017

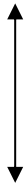

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FIGURE LIST

TABLE LIST

CHART LIST

LIST OF APPENDICES

CHAPTER 1 : INTRODUCTION

1.1 Introduction

As a partial fulfillment of the requirement for the award Diploma in Automotive Diesel, this student must at least take one session of Industrial Training or practical at an organization that have been by Polytechnic for the student. Industrial Training will be progress for five month at the organization where the student taking their training. Starting from June 2001, all of the polytechnic students at Malaysia Education Ministry have executed the system which giving the entire Polytechnic student ten times credit who doing the Industrial Training.

CHAPTER 2 : COMPANY BACKGROUND & ORGANIZATION STRUCTURE

2.1 Ismaco Organization Background

The company specializes in the supply of motor vehicles. In addition, the company also provides after sales service/maintenance and repairs as well as the supply of spare parts to further complement and support the selling of its vehicles. At present, the company is authorized dealers for Inokom Lorimas, Isuzu vehicles, HICOM National Truck, Kia & Mitsubushi vehicles.

The company is registered with the Unit Pendaftaran Kontraktor (UPK) and Pembendaharaan Malaysia Sarawak (FFO) as a supplier of motor vehicles service / maintenance and repairs and supply of spare parts to all government departments, local council in Sarawak State and Federal level respectively.

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Since its inception, the company has been operating from its present location at Lot 1789-1791, Batu 3, Jalan Penrissen, 93250 Kuching, Sarawak. The workshop and spare parts office is located at Sub Lot 5 & 6, Batu Kawa Light Industrial Park, MJC Jalan Batu Kawa, 93250 Kuching, Sarawak.

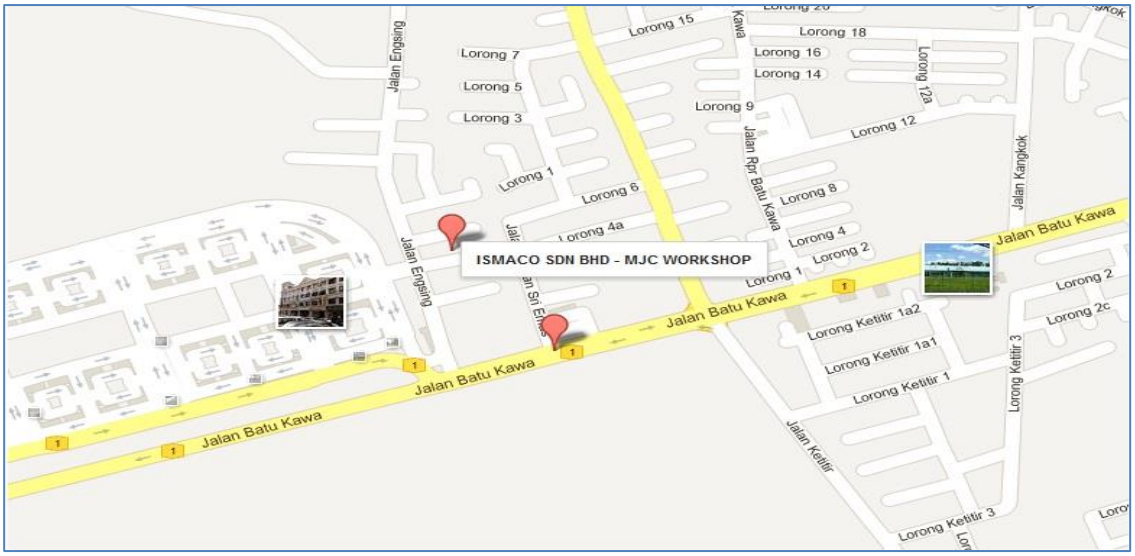

Figure 1.1 Map showing Ismaco Sdn Bhd

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Figure 1.2 Ismaco and Kia entrance

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2.2 Organization Chart

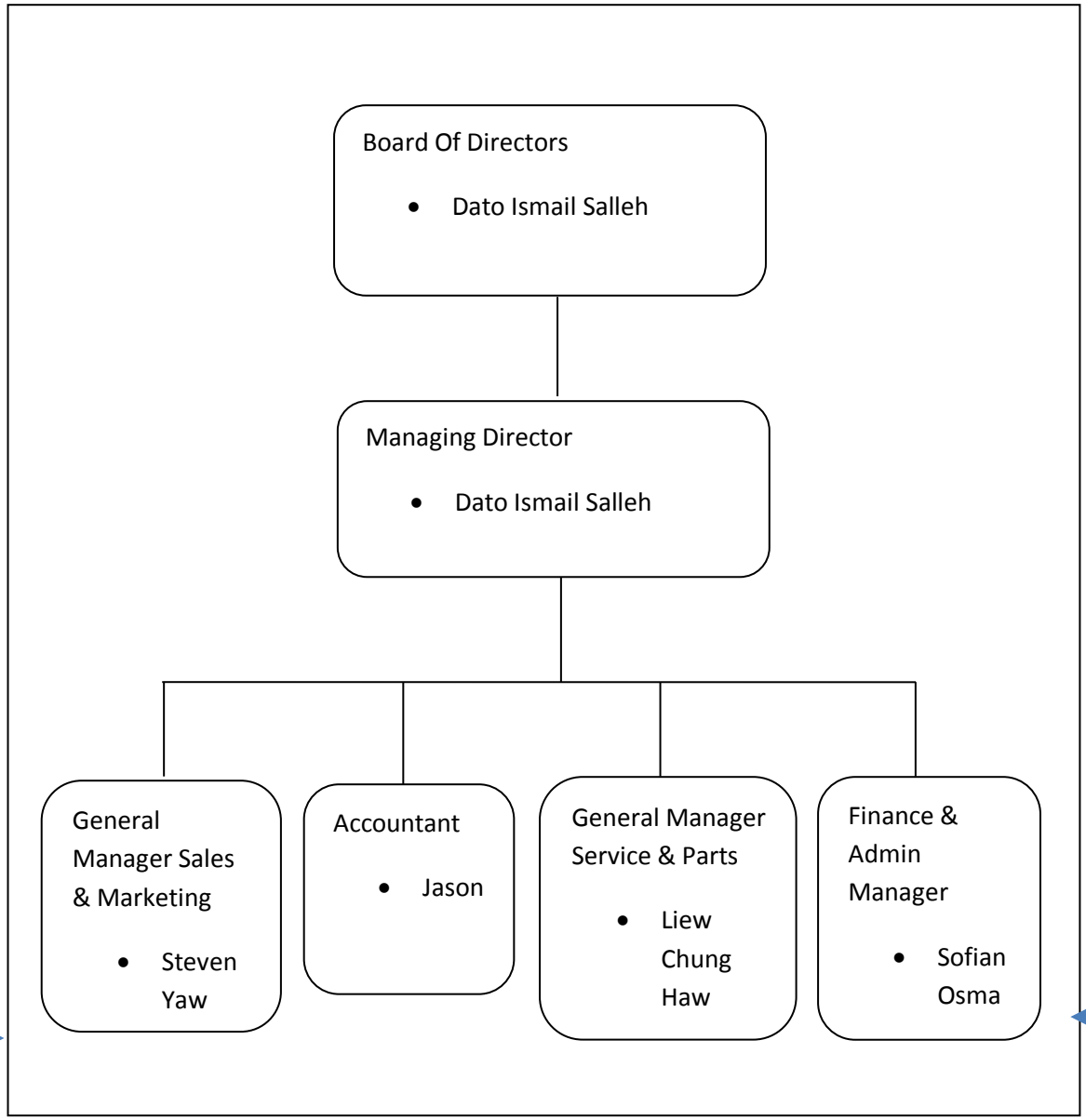

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Chart 1.0 Organization Chart

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CHAPTER 3 : WEEKLY JOBS SUMMARY

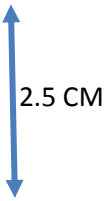
As a student of Polytechnic that under His or Her Industrial Training as the requirement for award Diploma, a student must wrote down the information and data about the knowledge or work that have the students learnt, watch or even hear during the Industrial Training. To make sure the marking work or the evaluation more easily, the activity has been made weekly and in a table form.

Date	Activities
4/7/2011-9/7/2011 (week 1)	• Report to the officer • Introduced by the officer to all of the staff • Demonstration of disconnecting the gearbox and lorry clutch • Service the brake piston • Change oil, oil filter of naza ria • Change the piston ring and piston liner of naza ria. • Clean and scrap the gasket • Install piston liner into engine block • Reassamble engine block, cylinder head and cap.

CHAPTER 4 : TECHNICAL CONTENTS

4.1 Safety

Too many people are injured while working in automotive workshops or carrying out off-site service calls. Manual handling injuries are the most common type of injuries occurring in automotive workshops. The injuries occur from handling heavy or awkward objects, heavy lifting and prolonged or sustained work in awkward postures. This injury trend occurs across all types of vehicle repair, maintenance or installation work and on all types of vehicles. The nature of work there is always the risk of severe injury or fatality. Some risks are obvious such as vehicles falling from hoists or jacks. Other risk are less obvious, such as the long-term effects of breathing asbestos fibers or fumes. Employers have a duty to minimize the risk of injury at their workplace.



4.1.1 Overview of Automotive Workshop Injuries

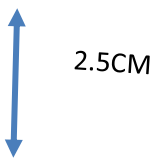
Manual handling injuries are the most common type of injury occurring in motor vehicle workshops. The injuries occur from handling heavy or awkward objects, heavy lifting and prolonged or sustained work in awkward postures. This injury trend occurs across all types of vehicle repair, maintenance or installation work and on all types of vehicles. The next most common category of injury is slips, trips and falls, usually from floors in substandard condition. Fatal accidents are devastating and while the young and inexperienced are most at risk, experienced workers and In some cases employers have been the victim. In almost every instance a chain of event is put into place that ultimately leads to tragic consequences.

4.2 Engine Overhaul

In car service industries, engine overhaul is one type of engine service which include the procedure such as replacement of piston ring, gaskets, valve, rocker arm, hydraulic lash adjustor, oil seal and others part which needed to be replace or service. Usually, the problem of engine which is needed to be overhaul is when the engine

4.2.1 General Overhaul

General overhaul is meant by the general cleaning of the engine, replacement of parts inside the engine, lapping of valves and all of the necessary repairs of the parts which is needed to be repaired. General overhaul usually must be done when the water mixed with the lubricant / engine oil. When the



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water mixed with the engine oil, this cause the engine to overheated and may cause damage to the engine and the engine power drop and produce less power. The parts which commonly needed to be replaced during overhaul are piston liner, piston ring and gasket.

4.2.2 Tools and parts needed

1. Vehicle Hoist

   Vehicle is used to lift up the vehicle and etc

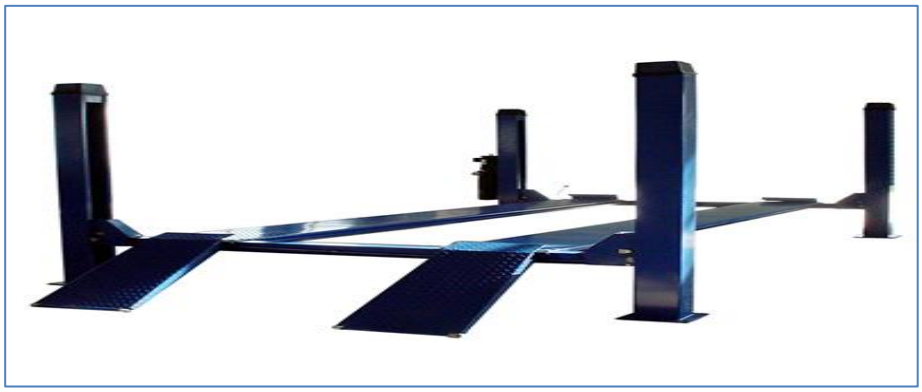

Figure 5.1 Vehicle hoist

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2. Crane

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Figure 5.2 Engine Crane

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Chapter 6 Findings And Recommendation

6.1 Findings

Throughout the 20th weeks of attachment in the industry, it has exposed the real working environment compared to the theorectical that we learned in Polytechnic. Student is able to try their hands on based on the theory being taught in the campus.

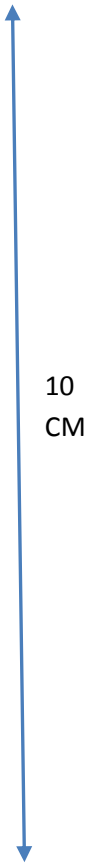
Some of the student apply at the wrong organization which is not suitable for their course just because of the income that they will get or so call allownace. Therefore , student also will not get very much knowledge and the chance to expand their skill. Besides that, student also do not get a chance to learnt the effective way to communicate with their supervisor and their work is limited. The worker also look down at the student when student do not know how to do the work because they did not ask their supervisor.

6.2 Recommendations

Some of the works that is done in the industry is not the same as being taught theorectically. The machine in the industry is far more advanced compared to those used in Polytechnic. It is recommended that……

It is good if student can undergo their training in the final semester….etc……..

A good preparation must be made by student their self who will undergo industrial training before they step out from campus. The preparation is not only on the equipment or stationary but mentally and physically is also very important so that student are ready to enter the working zone, the changing of enviroment around them. This is a must for student so that this situation will not affect student mentally making them easily to give up and moan during the training.



Chapter 7 CONCLUSION

Industrial Training is program that expose student to the real working enviroment and experience. Through Industrial training , i can conclude that industrial training is very important and it can give many advantage for student who will graduate their Diploma or Certificate to gain experience before they get to the real situation in the future where the student being expose to many kinds of job or work with the time given.

Through industrial training, student also can learnt to communicate better and polite when facing the worker and staff. Student will also learn to be more dicipline when doing the work given and comitted in doing those work and job in work place.

REFERENCES

4. Ahmad Zaki Abu Bakar (1999). “Pemprosesan Teks Bahasa Melayu Untuk Pemahaman Komputer” , Universiti Teknologi Malaysia:Tesis Ph.D

5. Turner, A.J. (1990), “Tendering and Estimating”, 7th ed. Prentice : Hall (m.s 66-80)

6. www.google.com/image