



**UNIVERSITI TEKNOLOGI MARA
CAWANGAN PERAK
KAMPUS TAPAH**

PRACTICAL TRAINING LOG BOOK

Semester OCT 2023 – FEB 2024

**Note: This document contains activities done by student of Diploma Computer Science for industrial training purpose.*

STUDENT NAME	NUR QURRATU'AINI BINTI SABRI
STUDENT ID	2022487838
NAME OF THE ORGANIZATION	KPJ KLANG SPECIALIST HOSPITAL
ADDRESS OF THE ORGANIZATION	NO. 102, PERSIARAN RAJAWALI / KU 1, BANDAR BARU KLANG, 41150 KLANG, SELANGOR DARUL EHSAN

PANDUAN

Guidelines

Buku ini berfungsi sebagai buku rekod mingguan.

This book functions as a weekly record book.

Tanggungjawab Pelatih

Trainee's Responsibility

Pelatih bertanggungjawab untuk mengemaskini buku ini dengan mengisi butiran yang diperlukan di halaman yang disediakan.

A trainee is responsible to update this book by filling in the details needed in the spaces provided.

Dalam proses merekod, pelatih bertanggungjawab:

In the process of recording, a trainee is responsible to:

1. Mengadakan perbincangan dengan Pegawai Latihan
Consult the training officer
2. Memastikan buku ini sentiasa berada di tempat kerja dan dikemaskini semasa menjalani latihan
Make sure this book is available and updated all the time.
3. Merekod tugasan harian untuk diperiksa oleh Pegawai Latihan secara mingguan
Prepare record of daily routines to be checked by the training officer on weekly basis.
4. Memastikan semua catatan kecuali lakaran menggunakan pen hitam atau biru.
Make sure all notes except sketches are done in black or blue ink.
5. Setelah tamat menjalani latihan, buku ini hendaklah diserahkan kepada Penyelia Industri dan Penyelia Akademik untuk tujuan penialaian.
Upon completion of training, this book must be surrendered to the Industrial Advisor and Academic Supervisor and for the purpose of assessment.

KANDUNGAN

Contents

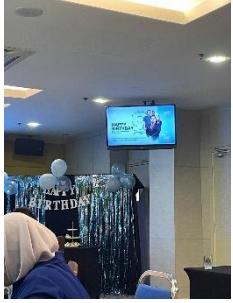
Buku log ini perlu mengandungi maklumat:

This log book must contain:

1. Gambaran yang padat tentang setiap lokasi latihan dan kerja yang diamanahkan.
Comprehensive description of every training location and work entrusted.
2. Lakaran yang bersesuaian, data dan rajah litar.
Relevant sketches, data and circuit diagram.
3. Rujukan pada buku teks, piawaian dan maklumat teknikal lain yang berkaitan dengan kerja yang dijalankan.
Text books reference, standards and other technical information related to work done.
4. Komen membina di atas kerja yang sedang dijalankan dan pendapat pelatih terhadap latihan.
Constructive comments on the work being undertaken and trainee's opinion of the training.

Note: this book is a softcopy version. Please extend the table row below in order to record your activities.

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
9/9/2024 Monday	<ul style="list-style-type: none"> - First Day Report: Started practical training at KPJ Klang Specialist Hospital. - Hospital Tour: Puan Azila Laili from HR guided the tour and showed around the hospital. - Met with Supervisor: Had an introduction session with the supervisor, who introduced the staff from the same department and expressed the desire to intern there. - Project Introduction: Received an overview of the project. - Project planning: Begin planning the given project and visualize how it will work. 	 14/9/24
10/9/2024 Tuesday	<ul style="list-style-type: none"> - Created database: Create the database and data entry - Worked on coding: Started writing and testing code for the project - Attend Birthday party: Joined the birthday party event for top management 	

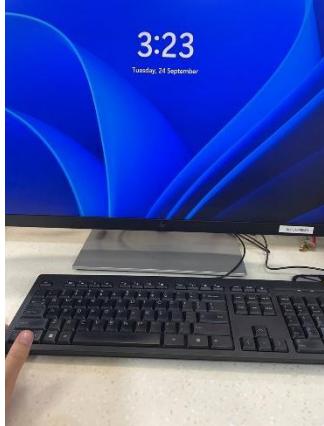
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
11/9/2024 Wednesday	<ul style="list-style-type: none"> - Project Overview: Received an explanation about the project from Puan Asyikin - Details: Got a detailed explanation and ideas from IT staff, Miss Annisa - Coding: Worked on coding tasks - Event Setup: Connected the laptop to the TV in preparation for tomorrow's event (Hari Malaysia) 	
12/9/2024 Thursday	<ul style="list-style-type: none"> - Hari Malaysia Event: Participated in the Hari Malaysia celebration. - Changed Network Cable: Replaced the network cable for a staff member in another department who had a network issue - Coding: Continue works on coding tasks. - Fixed Database: Made corrections and improvements to the database. 	

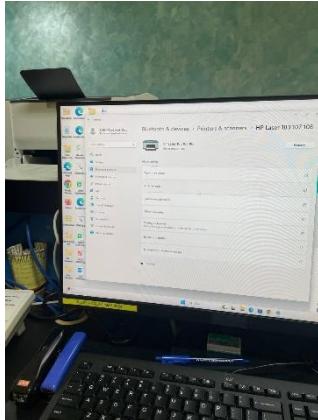
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
	<ul style="list-style-type: none"> - Learned Document Uploading: Watched a YouTube tutorial on how to upload documents 	
13/9/2024 Friday	<ul style="list-style-type: none"> - Recited Surah Yasiin: Recited Surah Yasiin with all staff - Continued Coding: Worked on coding tasks - Edited Database: Made changes to the database in phpMyAdmin. - Setup New Pc: Installed the new PC in the doctor's room and ensured it was ready to use. - Restart: Sir Ameirul demonstrated how to use Command Prompt for setup, including installing essential software on the new PC and login successfully. 	
14/9/2024 Saturday	<ul style="list-style-type: none"> - Alternate 	
16/9/2024 Monday	<ul style="list-style-type: none"> - Public Holiday (Malaysian Day) 	
17/9/2024 Tuesday	<ul style="list-style-type: none"> - Public Holiday (Maulidur Rasul) 	

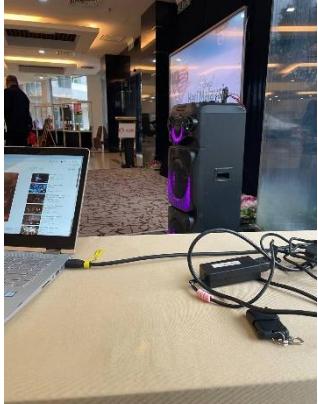
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
18/9/2024 Wednesday	<ul style="list-style-type: none"> - New PC: Setup new PC int the speech room - New Printer: Installed and configured the new printer - Share Printer Access: Enabled printer sharing for all PCs 	 21/9/24
19/9/2024 Thursday	<ul style="list-style-type: none"> - Fix Printer: Helped staff in another department with printer issue - Continue Coding: Worked on coding tasks - Joined AGM: Attend the Annual General Meeting 	
20/9/2024 Friday	<ul style="list-style-type: none"> - Continue Coding: Worked on coding - Prepared Laptop: Setup laptop for the staff meeting. - Instructions: Received guidance to uninstall WPS and install 365 Microsoft Officer applications on the desktop in another department 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
21/9/2024 Saturday	<ul style="list-style-type: none"> - Continued Coding: Worked on coding task - Installed GitHub: Configured GitHub to enable other staff collaboration to fix the code 	

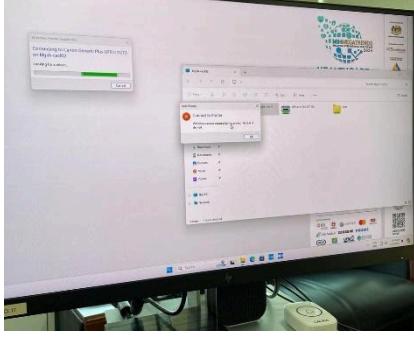
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23/9/2024 Monday	<ul style="list-style-type: none"> - Continued Coding: Worked on coding task - Fix Printer: Helped staff in another department with printer issue 	
24/9/2024	<ul style="list-style-type: none"> - Continued Coding: Worked on coding task 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
Tuesday	<ul style="list-style-type: none"> - Setup meeting: Learned how to connect laptop to tv for online meet - Attend Birthday party: Joined the birthday party event for top management - Reset: Learned backup and reset file with Miss Annisa 	 28/9/2024
25/9/2024 Wednesday	<ul style="list-style-type: none"> - Continued Coding: Progressed on coding task - PC relocated: Moved the PC from the billing room to another room - Printer set up: Relocated the printer and set it up with Puan Asyikin - Event Participation: Attended the Patient Safety Day event by played games at each booth 	

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26/9/2024 Thursday	<ul style="list-style-type: none"> - PC relocation: Moved the PC from the lower level to upper level and connected to the network - Setup printer: Setup printer at lower level and configured it for sharing with all PCs - Event rehearsal: Participated in the rehearsal for Friday's event (Patient Safety Day) 	
27/9/2024 Friday	<ul style="list-style-type: none"> - Event preparation: prepared for the event by connecting the laptop to the TV - Gimmick control: Participated by controlling the fogging effect for the gimmick portion - Printer setup: set up printer in the purchasing department - Continued coding: Continued working on the coding task 	

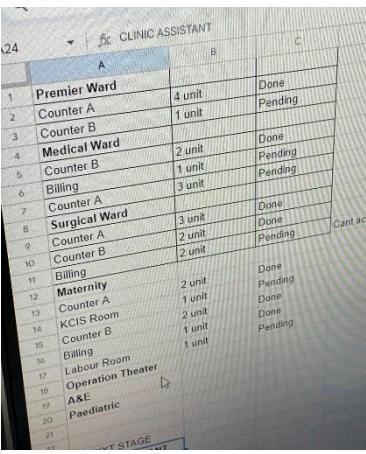
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
28/9/2024 Saturday	<ul style="list-style-type: none"> - Alternate 	
30/9/2024 Monday	<ul style="list-style-type: none"> - Setup PC: Help staff with setting up their PC after the office renovation - Continued coding: Continued working on the coding task - Device relocation: Move unused device to storeroom 	 30/9/24

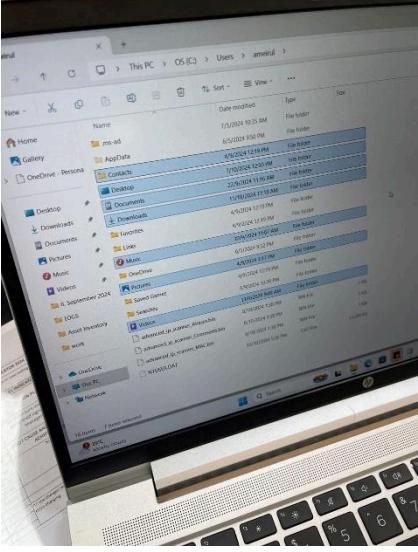
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1/10/2024 Tuesday	<ul style="list-style-type: none"> - Network Cable Crimping: Prepare the network cable by crimping the connectors - PC-to-Printer Connection: Connect the PC to the printer using the network cable and configure it with the IP address 	 5/10/24
2/10/2024 Wednesday	<ul style="list-style-type: none"> - Network Cable Preparation: Cut the network cable to approximately 5 depa in length - Device Storage: Place unused devices in storage - Printer Setup: Assist the vendor with setting up the printer for patient wristbands - Website Data Entry: Demonstrated how to update or input data on the company's website 	
3/10/2024 Thursday	<ul style="list-style-type: none"> - Online Meeting Setup: Connect the laptop to the PC to setup an online meeting - External DBD Drive Installation: Install the USB external DVD drive in the doctor's room - Printer Sharing: Set up printer sharing in doctors' room 	

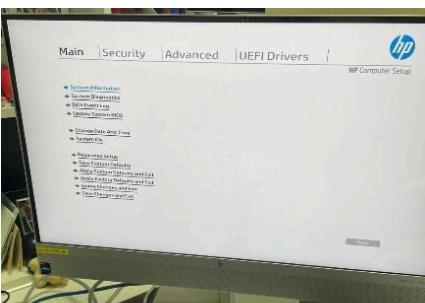
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		 5/10/24
4/10/2024 Friday	<ul style="list-style-type: none"> - Printer Sharing: Continue setting up printer sharing in doctor's room - Folder Shortcut: Create shortcuts to the company's folder on few PC 	
5/10/2024 Saturday	<ul style="list-style-type: none"> - Coding: Continue working on the coding tasks - New Printer Installation: Install a new printer at the Dayward 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
7/10/2024 Monday	<ul style="list-style-type: none"> - Printer Installation: Install the printer - Folder Shortcut: Create a folder shortcut on the clinic assistant's computer - Data Center Visit: Go to the data center to test the TV channels and ensure they are functioning properly - File Transfer: Copy files from CD and paste them onto the pen drive 	

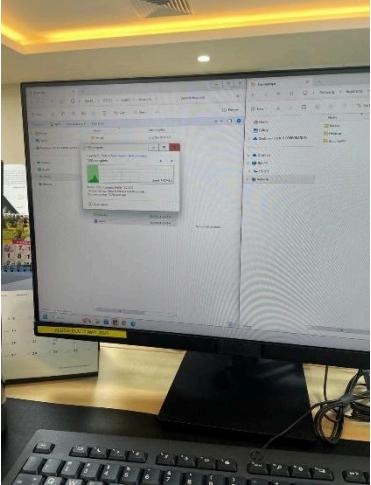
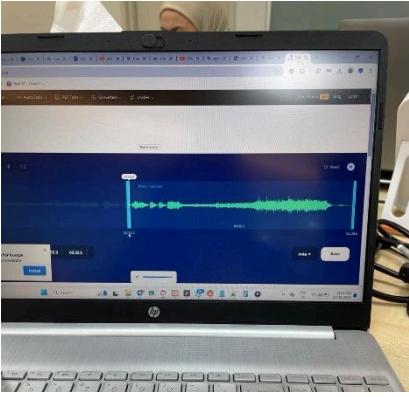
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		12/10/24
8/10/2024 Tuesday	<ul style="list-style-type: none"> - Coding Task: Design the interface for adding charts - New TV: Help with installing the new TV in the paediatric ward - Printer Relocation: Replace the printer in data center and move it to store 	 12/10/24
9/10/2024 Wednesday	<ul style="list-style-type: none"> - Object Counter Testing: Use various apps to test the object counter with the IT staff - Software Installation: Given instructions on how to uninstall WPS and install Microsoft 365 	

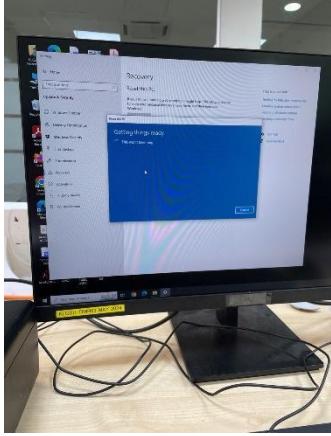
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10/10/2024 Thursday	<ul style="list-style-type: none"> - Coding: add bar chart for the department - Software Installation: Uninstall WPS and install Microsoft 2013 on 15 PCs 	12/10/24

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
11/11/2024 Friday	<ul style="list-style-type: none"> - Microsoft Setup: Continue the setup of Microsoft 2013 - File Backup: Backup files and bookmarks in Chrome on the doctor's PC - PC Replacement: Replace the PC in the doctor's room - Event Participation: Attend the farewell and birthday celebration event 	
12/10/2024 Saturday	<ul style="list-style-type: none"> - Alternate 	
14/10/2024 Monday	<ul style="list-style-type: none"> - File Backup: Backup files and bookmarks in Chrome on the doctor's PC - PC Replacement: Replace the old PC with a new PC in the doctor's room - Backup file Transfer: Transfer the backup files to the new PC - Systems Updates: Perform Windows updates and update the BIOS 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		 19/10/24
15/10/2024 Tuesday	<ul style="list-style-type: none"> - File Backup: Backup files and bookmarks in Chrome on the doctor's PC - PC Replacement: Replace the old PC with a new PC in the doctor's room - Backup file Transfer: Transfer the backup files to the new PC - Systems Updates: Perform Windows updates and update the BIOS - BIOS Access: Open the BIOS to disable the touchscreen 	
16/10/2024 Wednesday	<ul style="list-style-type: none"> - Supervisor review: The supervisor reviewed the coding progress and provided feedback - Coding Update: modify the login functionality to allow login by department instead of by individual user - Database Modification: Update the database to remove the user records 	

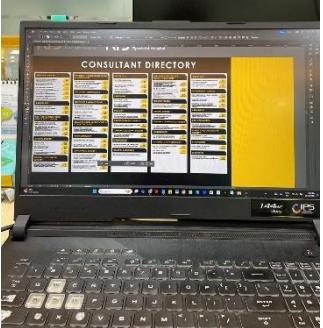
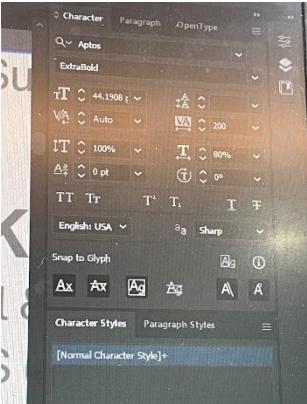
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
	<ul style="list-style-type: none"> - Scanner Issue: Resolve the scanner problem 	 19/10/24
17/10/2024 Thursday	<ul style="list-style-type: none"> - Brainstorming: Explore methods for downloading multiple files using HTML - Text Overflow: Identify solutions for handling text overflow in a data table - Printer Troubleshooting: Diagnose and resolve printing issues for staff - PC Backup: Backup files on the finance staff's PC - Network Setup: Move the PC at customer service and set up the network with an extended Wi-Fi connection - PC Replacement: Replace the old PC in the doctor's room with a new one and install Microsoft 2013 - Power Cable Issue: Help staff in the premier ward with a PC that wouldn't turn on due to a loose power cable 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		 19/10/24
18/10/2024 Friday	<ul style="list-style-type: none"> - Microsoft Setup: Configure Microsoft as the default application on users' PCs - Audio Editing: Download a song, cut it to the desired part, and save it onto a pen drive - Counter Microsoft Setup: Install and set up Microsoft at the GL counter and medical ward counter 	 19/10/24
19/10/2024 Saturday	<ul style="list-style-type: none"> - PC reset: Reset unused PCs to default settings - System Updates: Perform Windows and BIOS updates 	

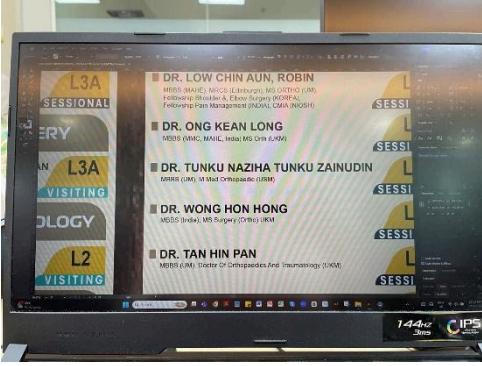
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DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
21/10/2024 Monday	<ul style="list-style-type: none"> - Windows Update: Update Windows - Leave Request: Work half day and request for leave due to feeling unwell 	 21/10/24
22/10/2024 Tuesday	<ul style="list-style-type: none"> - Medical Leave 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
23/10/2024 Wednesday	- Medical Leave	
24/10/2024 Thursday	- Medical Leave	
25/10/2024 Friday	- Medical Leave	
26/10/2024 Saturday	- Alternate	
28/10/2024 Monday	<ul style="list-style-type: none"> - Network Adapter: Install a network adapter on the PC - PC Linking Demonstration: Demonstrate how to connect two PCs using a network cable and configure them with IP addresses 	 31/10/24
29/10/2024 Tuesday	<ul style="list-style-type: none"> - Demonstration: demonstration on using Adobe Illustrator by Sir Hafiz - Introduction: Begin working with Adobe Illustrator for the company consultant directory - Vendor Support: Assist the vendor at the data center 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
30/10/2024 Wednesday	<ul style="list-style-type: none"> - Utilizations: Continue using Adobe Illustrator and getting help from Sir Ameirul - Video Shoot: Participate in shooting a video for the Sustainability Award directed by Puan Liyana 	 31/10/24
31/10/2024 Thursday	<ul style="list-style-type: none"> - Public holiday (Deepavali) 	
1/11/2024 Friday	<ul style="list-style-type: none"> - Command Prompt: Update EMRA – the company's system for doctors - Keyboard Replacement: Replace the broken keyboard with a new one as requested by staff - Coding: Verify changes in ini.php 	 2/11/24

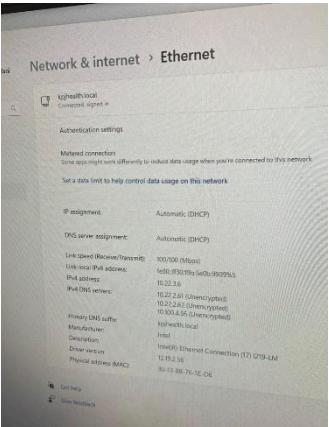
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
2/11/2024 Saturday	<ul style="list-style-type: none"> - Coding: continue working on coding for the update page - Technical: Assist staff with setting up the speaker and microphone 	

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4/11/2024 Monday	<ul style="list-style-type: none"> - Graphic Design: Finalize and submit task in Adobe Illustrator - Coding: Continue working on coding for the update page - System Update: Perform Windows and BIOS updates on doctor's PC - PC Upgrade: Replace the doctor's old PC with a new one 	 9/11/24

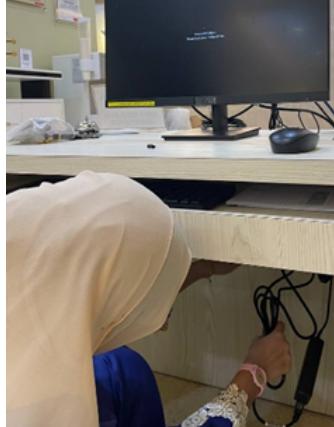
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5/11/2024 Tuesday	<ul style="list-style-type: none"> - Graphic Design: Received a new task to update about doctors detailed profiles using Adobe Illustrator by adding photos of all doctors and including the name pf the new doctor in the company - Site Visit: Visit KPJ's Kuala Selangor new branch 	
6/11/2024 Wednesday	<ul style="list-style-type: none"> - Power Point Processing: Solved a power point processing issue by installing Microsoft 2013 at the Accident and Emergency (A&E) department - Equipment Setup: Connected a laptop to the TV using an HDMI cable for the meeting at the A&E (Accident and Emergency) department - Graphic Design: Continued using Adobe Illustrator to edit detailed profiles of the doctors - PC Relocation: Relocated a PC to the lobby for the new Customer Service department 	 9/11/24
7/11/2024 Thursday	<ul style="list-style-type: none"> - Event: Join Deepavali celebration - PA System: Control music fro the musical chair game - Technical: Setup external Wi-Fi in the operating theater 	

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8/11/2024 Friday	<ul style="list-style-type: none"> - Design: Continue developing the consultant directory using Adobe Illustrator - Technical: Test the Ethernet functionality at each table using tester and cable finder RJ45/RJ11 	 9/11/24
9/11/2024 Saturday	<ul style="list-style-type: none"> - Technical: Setup laptop and microphone in the conference hall for the meeting - Printer: Replace the broken printer at the counter on level 2 and install a new one 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
11/11/2024 Monday	<ul style="list-style-type: none"> - Big Screen: Display consultant directory on the large screen on level 1 - Network: Setup network and rename the old PC to the new name at the counter lobby - Check Folder: Check the folder that staff at Medical Records are unable to access - Network Connection: Connect the network cable to activate network functionality - Adobe Illustrator: Get further clarification from HOS on what to add or what to remove from the consultant board 	 12/11/24
12/11/2024 Tuesday	<ul style="list-style-type: none"> - Rename PC: Rename the old PC to the new name in clinic assistant's PC - File Backup: Backup files and bookmarks in Chrome on the laptop staff - Export the bookmarks and password in Chrome 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
	<ul style="list-style-type: none"> - Delete Folder: Delete old file (previous user's file) - Command Prompt: Update EMRA – the company's system for doctors - Software Installation: Uninstall WPS and install Microsoft 2013 - Off PC: Check on PC that can't turn on (caused by a loose power cable) o  <p>The screenshot shows the Windows Control Panel under Network & Internet. It displays the Ethernet connection settings. Key information includes:</p> <ul style="list-style-type: none"> Link speed (Mbps/Megabit): 100/100 (Mbps) External IP address: fe80::529b:9e0b%9 (IPv6) IP address: 10.22.3.6 IPv4 DNS servers: 10.22.2.40 (Unencrypted), 10.22.2.41 (Unencrypted) Primary DNS suffix: hospital.local Manufacturer: Intel Description: Intel PRO 1000 MT Desktop Connection (17) (21944M) Driver version: 12.12.3.50 Physical address (MAC): 3c-13-88-76-12-06 	 13/11/24
13/11/2024 Wednesday	<ul style="list-style-type: none"> - Network: Setup network on the new doctor's laptop - Graphic Design: Add new items to the directory and edit it accordingly - Big Screen: Connect the laptop to the new big screen in Lobby 2 using an HDMI cable - Coding: Adjust padding on the View Detail page and test the system 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR																																																				
14/11/2024 Thursday	<ul style="list-style-type: none"> - Wi-Fi: Assisted staff with connecting to the company's Wifi network - Graphic Design: Edited several elements in the consultant directory using Adobe Illustrator - Test: Tested an old monitor to confirm if it is still functional - System: Presented the complete system to the company supervisor and asked for additional feedback. The supervisor suggested removing the graph from the system to streamline it - New Task: Received a new task from the supervisor to convert the manual, paper-based Permit to Work From fro Safety and Health and Services into a digital system <p style="text-align: center;">  KPI KLANG SAFETY AND HEALTH SERVICES PERMIT TO WORK FORM </p> <p>Permit to Work Form (Continued)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Applicant's Name:</td> <td>Contractor's Name:</td> <td>Work to be done:</td> <td>Customer's Name:</td> </tr> <tr> <td>Address:</td> <td>Address:</td> <td>Address:</td> <td>Address:</td> </tr> <tr> <td>Telephone No.:</td> <td>Telephone No.:</td> <td>Telephone No.:</td> <td>Telephone No.:</td> </tr> <tr> <td>Facsimile No.:</td> <td>Facsimile No.:</td> <td>Facsimile No.:</td> <td>Facsimile No.:</td> </tr> <tr> <td>Mobile No.:</td> <td>Mobile No.:</td> <td>Mobile No.:</td> <td>Mobile No.:</td> </tr> <tr> <td>Emergency Contact:</td> <td>Emergency Contact:</td> <td>Emergency Contact:</td> <td>Emergency Contact:</td> </tr> <tr> <td colspan="4">List the activities or work that is required to be carried out.</td> </tr> <tr> <td colspan="4">List the location of work.</td> </tr> <tr> <td colspan="4">Date:</td> </tr> <tr> <td colspan="4">List the tasks to be carried out:</td> </tr> <tr> <td colspan="4"> <input checked="" type="checkbox"/> Plant Control <input type="checkbox"/> Gas Detection <input type="checkbox"/> Safety <input type="checkbox"/> Survey <input checked="" type="checkbox"/> Fire Fighting <input type="checkbox"/> Hot Work <input type="checkbox"/> Training <input type="checkbox"/> Observation <input checked="" type="checkbox"/> Material Handling <input type="checkbox"/> High-Risk Activity <input type="checkbox"/> General House Cleaning <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Electrical Work <input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Other <input type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Pressure Testing <input type="checkbox"/> Removal of Obstruction <input type="checkbox"/> Removal of Debris <input type="checkbox"/> Cleaning </td> </tr> <tr> <td colspan="4">Indicate the duration of work:</td> </tr> <tr> <td colspan="4"> <input type="checkbox"/> 1 hour <input type="checkbox"/> 1-2 hours <input type="checkbox"/> 2-4 hours <input type="checkbox"/> 4-8 hours <input type="checkbox"/> 8 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 1 week <input type="checkbox"/> 1 month </td> </tr> </table>	Applicant's Name:	Contractor's Name:	Work to be done:	Customer's Name:	Address:	Address:	Address:	Address:	Telephone No.:	Telephone No.:	Telephone No.:	Telephone No.:	Facsimile No.:	Facsimile No.:	Facsimile No.:	Facsimile No.:	Mobile No.:	Mobile No.:	Mobile No.:	Mobile No.:	Emergency Contact:	Emergency Contact:	Emergency Contact:	Emergency Contact:	List the activities or work that is required to be carried out.				List the location of work.				Date:				List the tasks to be carried out:				<input checked="" type="checkbox"/> Plant Control <input type="checkbox"/> Gas Detection <input type="checkbox"/> Safety <input type="checkbox"/> Survey <input checked="" type="checkbox"/> Fire Fighting <input type="checkbox"/> Hot Work <input type="checkbox"/> Training <input type="checkbox"/> Observation <input checked="" type="checkbox"/> Material Handling <input type="checkbox"/> High-Risk Activity <input type="checkbox"/> General House Cleaning <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Electrical Work <input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Other <input type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Pressure Testing <input type="checkbox"/> Removal of Obstruction <input type="checkbox"/> Removal of Debris <input type="checkbox"/> Cleaning				Indicate the duration of work:				<input type="checkbox"/> 1 hour <input type="checkbox"/> 1-2 hours <input type="checkbox"/> 2-4 hours <input type="checkbox"/> 4-8 hours <input type="checkbox"/> 8 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 1 week <input type="checkbox"/> 1 month				 16/11/24
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15/11/2024 Friday	<ul style="list-style-type: none"> - Printer: Connected a laptop to the printer - Microsoft Installation: Installed Microsoft Office 2013 on the PC at the counter at the Medical Ward - PC Relocation: Relocated the doctor's PC along with those of a few staff members, as well as the printer and scanner - Network Setup: Configured the network for the relocated PC 																																																					

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
16/11/2024 Saturday	- Alternate	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
18/11/2024 Monday	<ul style="list-style-type: none"> - Backup: Perform a backup of the PC that can't connect to the network - Transfer: Transfer the backup file to another PC that is connected to the network - Sharing: Configure printer sharing for the doctor's PC and staff PCs - Online Meeting: Setup an online meeting in the discussion room - Testing: Test the unused printer from storage to determine whether it is still functional - Graphic Design: Update the directory with the new information and adjust its dimensions before exporting it as a JPEG file 	 19/11/24

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
19/11/2024 Tuesday	<ul style="list-style-type: none"> - Join Event: Participate in the HR4U event for the entire day and engage in a few games at the booth 	 20/1124
20/11/2024 Wednesday	<ul style="list-style-type: none"> - USB drive: Connect a USB drive to each TV in the lift and remove it after transferring the required files - Setup PC: Configure and set up two new PCs on Level 3A - Installing : Install Microsoft Office 2013 on the newly configured PCs - Initiate the planning phase for a new project, including the preparation of the Permit To Work form 	

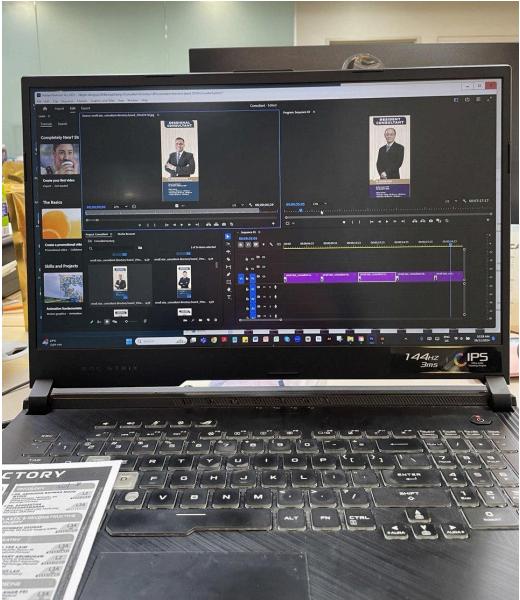
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
21/11/2024 Thursday	<ul style="list-style-type: none"> - Copy File: Copy the Consultant Directory LED files from the server to the desktop - Publish: Learn how to publish the Consultant Directory LED images to a large screen using the application on the laptop - Printer Sharing: Relocate the PC on level 2 and configure printer sharing - Set up the TV for the online meeting in the conference hall 	 21/11/24

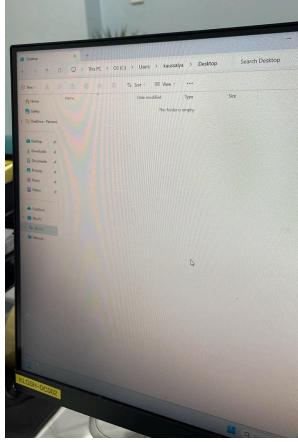
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
22/11/2024 Friday	<ul style="list-style-type: none"> - Recite Surah Yaasiin with all staff at the office - Graphic Design: Adjust the font thickness in the Consultant Directory LED to enhance clarity on the big screen using Adobe Illustrator 	
23/11/2024 Saturday	<ul style="list-style-type: none"> - Graphic Design: Use Adobe Illustrator to update the Consultant Directory with the doctor's position, specifying whether they are resident, sessional or visiting doctor. - Publish: Publish the latest Consultant Directory Led to the LED big screen on Level 1 - Store Device: Transfer unused items, such as CPUs, keyboards and monitors to the store room - Patient: Participate as a patient for nurses undergoing an evaluation, where their test results and performance will be assessed 	23/11/24

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
25/11/2024 Monday	<ul style="list-style-type: none"> - Feedback: Receive feedback from CEO regarding the Consultant Directory - Planning: Develop a new design and style for the Consultant Directory, incorporating a different font and adding a picture for each doctor's name. Prepare the directory in three slide as instructed - Publish: After completing the first slide, publish it on the LED big screen to verify if the design is suitable and make sure the font is clear and readable - Update: Performed a forced update of the EMBRA system used by company through the Command Prompt - Setup: setup speakers and microphones in Lobby 1 for the Children's Day event - Connect the laptop to the TV using an HDMI cable 	 26/11/24
26/11/2024 Tuesday	<ul style="list-style-type: none"> - Children's Day: Do balloon decoration and participate in the celebration of Children's Day - PA System: Manage the PA system to ensure smooth announcements during the event - Setup Microsoft: Install Microsoft Office in the doctor's room at level 3A - Ethernet: Check the Ethernet connection in the medical records department to ensure proper functionality - Device: Relocate devices from the data center to storage room 	

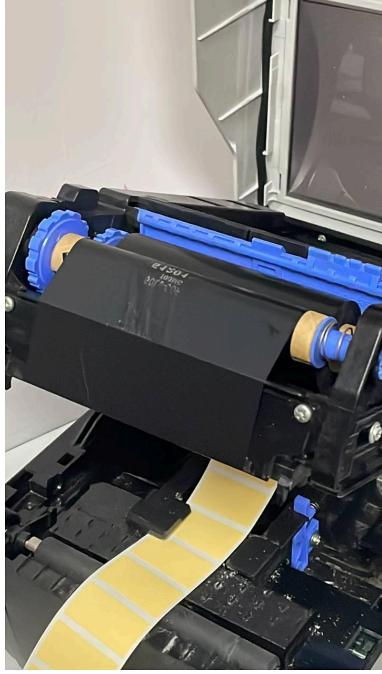
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
27/11/2024 Wednesday	<ul style="list-style-type: none"> - Search: Look for doctor's pictures on the hospital's website - Graphic Design: Insert and edit doctor's picture in the Consultant Directory using Adobe Illustrator - Arrangement: Arrange tables and chairs in the conferences hall for the IT crisis simulation exercise (CSE) - Connection: Connect the TV and laptop using HDMI cable - Setup: Setup the microphone and webcam on the laptop - Scanning: Check on the printer and troubleshoot issues related to scanning on dayward - TV Maintenance: Check on the TV in the paediatrics ward on Level 3 to address functionality issues. Ensure that the TV's cables are securely connected - Printer: Check on the printer issue in the surgical ward's billing section 	 27/11/24

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
28/11/2024 Thursday	<ul style="list-style-type: none"> - Finalization: Complete the final touch-ups in Adobe Illustrator until the design is finalized - Decoration: Arrange and decorate balloons for the birthday celebration - Celebration: Celebrate the November staff birthdays together with all staff - Briefing: Briefing from Puan Syaz regarding the system she wants, and discuss the requirements with her 	 28/11/24
29/11/2024 Friday	<ul style="list-style-type: none"> - Video Editing: Use Adobe Premiere Pro to create a video using multiple images - Publishing: Display both the pictures and video of the Consultant Directory on the LED big screen - Cleanup: Clean the conference hall following yesterday's program - Account Management: Setup online meeting at the board room and discussion room - Audio setup: setup speakers in the conference hall 	

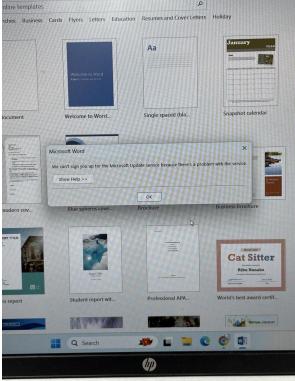
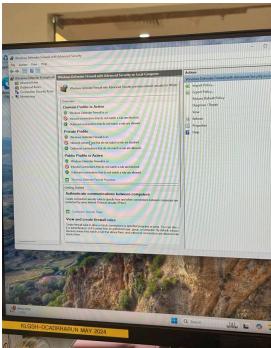
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
	<ul style="list-style-type: none"> - Program Participation: Participate in the Tabata program held in the conference hall 	
30/11/2024 Saturday	<ul style="list-style-type: none"> - Alternate 	 30/11/24

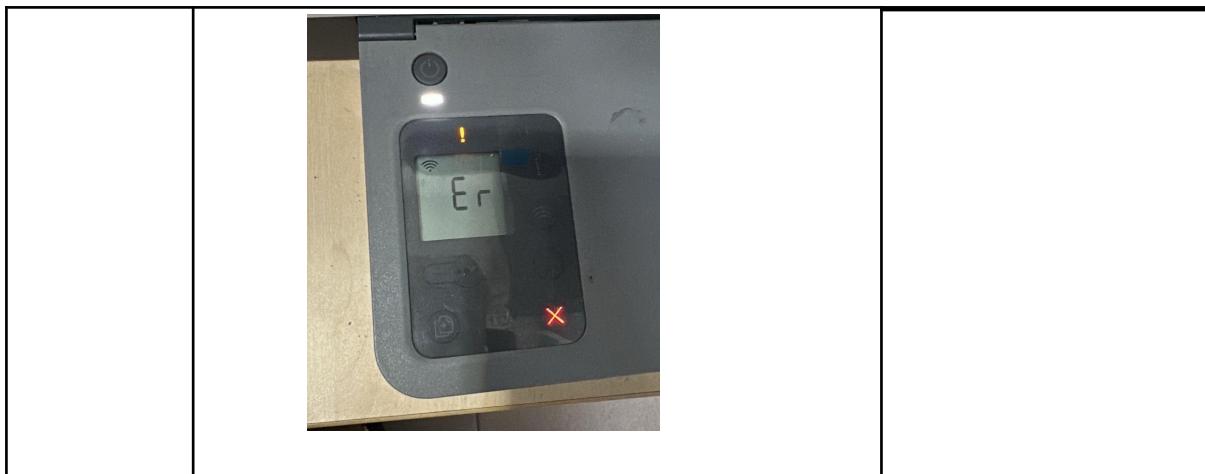
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
2/12/2024 Monday	<ul style="list-style-type: none"> - PC Setup: Set up a doctor's PC in the operating theater - Printer Issue: Resolve printer issues at the customer service department - File Backup: Perform a file backup for the customer service department - Coding: Create a database and connect it to PHPmyAdmin - Learning: Learn the process of disabling administrator accounts on PCs and laptops - Action Taken: Disable administrator accounts on the PCs of HR staff and office staff on Level 6 	 6/12/24
3/12/2024 Tuesday	<ul style="list-style-type: none"> - Coding: Create sidebar for the system - Computer Management: Disable administrator accounts on PCs at Level 3A - Scanner Issue: Check on scanner issues at billing surgical ward at Level 5 - Graphic Editing: Update doctor's names using Adobe Illustrator and publish the revised design to the LED big screen 	

		
4/12/2024 Wednesday	<ul style="list-style-type: none"> - Computer Management: Disable administrator accounts on PCs - File Backup: Perform a file backup for the customer service department - Channel Inspection: Visit the data center to check the channel status - PC Maintenance: Turn on and restart the doctor's PC in the X-ray room - Bookmark Issue: Resolve the issue of missing bookmarks 	 6/12/24
5/12/2024 Thursday	<ul style="list-style-type: none"> - Account Management: Disable the admin account at the reception desk - Coding: Retrieve data from database in the system - Setup: Setup an extension in the conference hall for the HOS meeting - Content Creation: Act as a talent for the video shoot for the company's content 	

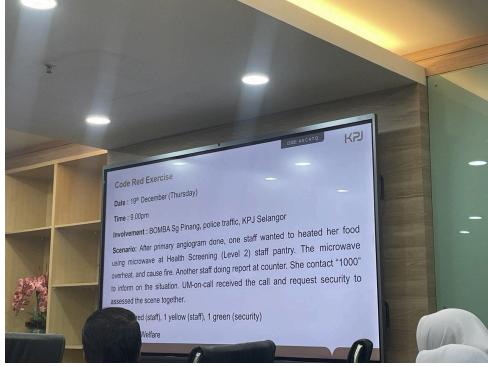
		
6/12/2024 Friday	<ul style="list-style-type: none"> - Account Management: Disable the admin account at the reception desk - Printer: Change the ink in the wristband printer 	 6/12/24
7/12/2024 Saturday	<ul style="list-style-type: none"> - Alternate 	

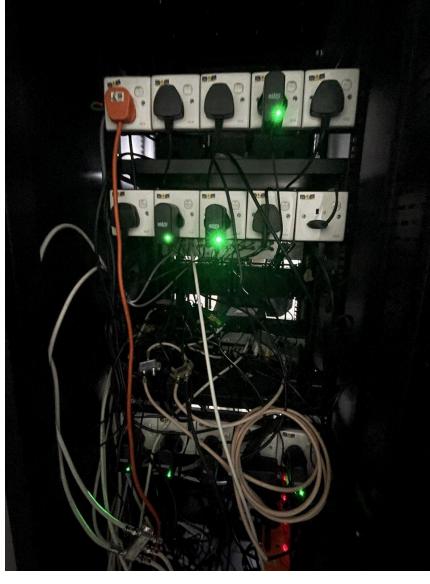
9/12/2024 Monday	<ul style="list-style-type: none"> - Account Management: Disable the administrator account - Printer: Do printer sharing in the dayward counter - Event: Join the insurance talk event in the conference hall 	 14/12/24
10/12/2024 Tuesday	<ul style="list-style-type: none"> - Account Management: Disable the administrator account at accident and emergency counter - Coding: Create a button for viewing the details of records and develop the respective "View Details" pages 	
11/12/2024 Wednesday	<ul style="list-style-type: none"> - Holiday: Sultan of Selangor's Birthday 	
12/12/2024 Thursday	<ul style="list-style-type: none"> - Account Management: Disable the administrator account - Installation: Install Microsoft Office on the nursing laptop - Coding: Develop a "View Page" for record details - Networking: Connect the network cable using a switch, set up an extension for the relocated PC - Microsoft Word: Resolve an issue with Microsoft Word on the doctor's PC 	

		
13/12/2024 Friday	<ul style="list-style-type: none"> - Bacaan Yaasiin: Participate in the Bacaan Yaasiin session for all staff on Level 6 - Setup and Configured: Set up a reset PC, create a backup of all files, and install all necessary software - Firewall: Setup firewall and user account control - EMRA: Solve the scanning problem on the Clinic Assistant's PC - Fire Drill: Attended a meeting regarding the fire drill 	<p style="text-align: right;"><i>JNL</i></p> <p>14/12/24</p>
14/12/2024 Saturday	<ul style="list-style-type: none"> - Installation: Installed YouTube on the patient's TV in the medical ward - PC: Checked PC issue on Level 3A - Sharing: Configured printer sharing at the health screening area on Level 2 - Printer: Resolved a printer issue in the kitchen office 	

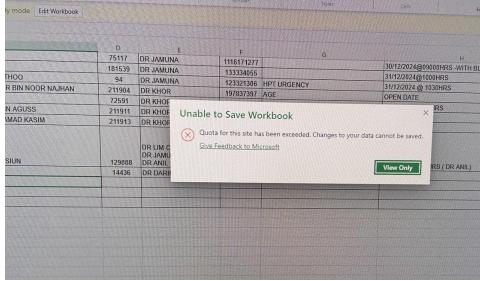


DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
16/12/2024 Monday	<ul style="list-style-type: none"> - Laptop: Setup laptop in the conference hall for the new staff orientation - Remote: Remotely managed the LED big screen in Lobby 1 - Shortcut: Created a shortcut for folder the doctor's folder on the CA's PC - Relocate PC: Setup relocated PC for the CCX department - Printer: Resolved a printer issue in the surgical ward on Level 5 - Network: Resolved network issue at laboratory on Level 2 - Microsoft Word: Checked Microsoft Word issue in the premier ward counter 	 20/12/24

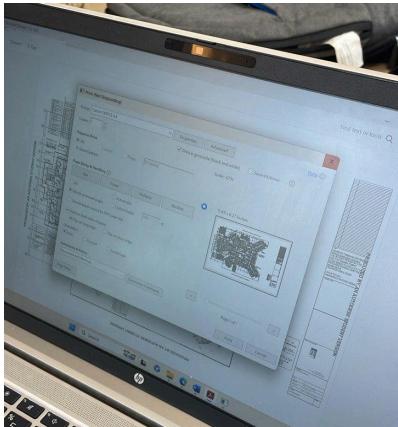
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
17/12/2024 Tuesday	<ul style="list-style-type: none"> - Excell: Create a table for the doctor's information in Excel - Briefing: Participate in briefing for a fire emergency exercise - Meeting: Setup an online meeting for the CEO in the boardroom - Network: Setup the network on a mobile phone for the pharmacy department 	 20/12/24
18/12/2024 Wednesday	<ul style="list-style-type: none"> - Coding: Add a form for permit authorisation section on the edit.php page - Talk: attend and listen to the discussion about fire emergency exercise and simulation 	
19/12/2024 Thursday	<ul style="list-style-type: none"> - TV Channel: Check TV channels at patient ward and the data center - Simulation: Simulation for fire emergency at the specified location - Coding : Implement functionality to add a signature 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
	<ul style="list-style-type: none"> - Action: Participate as a victim in the nighttime fire emergency exercise - Computer Management: Disable account for administrator 	 20/12/24
20/12/2024 Friday	<ul style="list-style-type: none"> - Setup : Set up and relocated PC at the purchasing department and the GL Admission's counter - You Tube : Checked YouTube website on the doctor's PC - Sharing Printer: Configured printer sharing on the cluster clinic CA's PC - Installing: Installed a printer driver on the GL Admission's counter PC 	

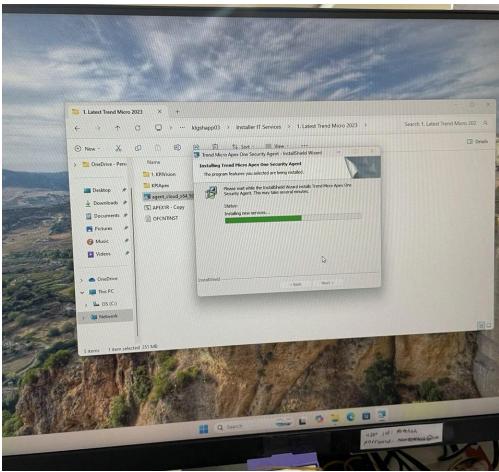
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
21/12/2024 Saturday	- Alternate	
23/12/2024 Monday	<ul style="list-style-type: none"> - Coding: Stored signature into database - Printer: Solve printer issue at the kitchen's office - Microphone: Testing microphone in conference hall 	
24/12/2024 Tuesday	<ul style="list-style-type: none"> - Christmas Celebration : Joined event for Christmas Day - Coding : Successfully stored signatures in the database and retrieve data 	 27/12/24
25/12/2024 Wednesday	- Public Holiday : Christmas Day	

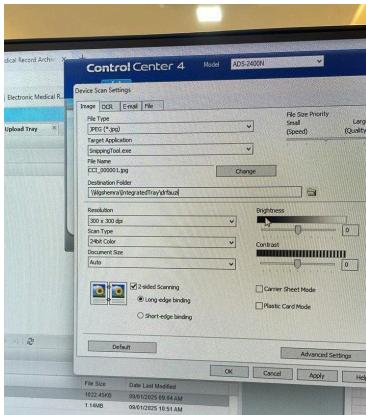
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
26/12/2024 Thursday	<ul style="list-style-type: none"> - PC: Setup the PC after the renovation at the paediatric clinic - TV: Setup TV at the dialysis center for dietitian - Printer: Configured and solved wristband printer issue - Email OneDrive: Solved document in one drive issue - Laptop: Connected the laptop to the TV using HDMI cable for the vendor's meeting 	 27/12/24
27/12/2024 Friday	<ul style="list-style-type: none"> - TV: Stored the TV in the store room - Email: Sign out and signed back into the email account at on the medical ward's PC 	

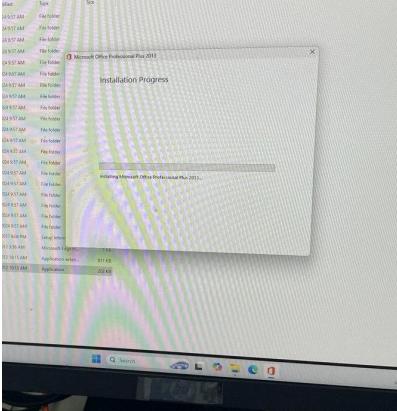
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
28/12/2024 Saturday	<ul style="list-style-type: none"> - WiFi: Setup the network on the clinic assistant's PC - TV: Returned the TV belonging to the IT department to its origin place 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
30/12/2024 Monday	<ul style="list-style-type: none"> - Setup: Setup the clinic assistant's PC after the room renovation - New PC: Setup a new PC in the kitchen office - Adobe Reader: Resolved an issue with Adobe Reader - Coding: Added a serial number column to the table at the dashboard page 	
31/12/2024 Tuesday	<ul style="list-style-type: none"> - Store: Unused items in the store room - Graphic Design: Edited the LED Consultant Directory using Adobe Illustrator and Premiere Pro - Demonstration: Presented the system on the website to identify potential additions 	31/12/24

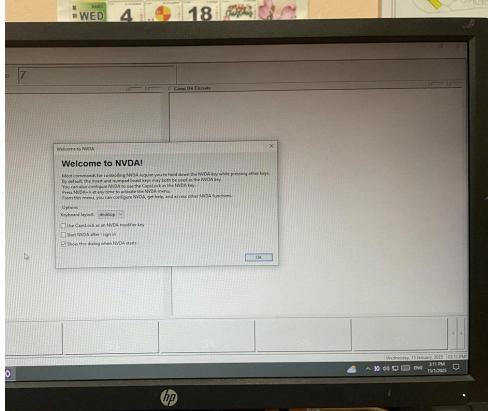
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
1/1/2025 Wednesday	- Public Holiday: New Year	
2/1/2025 Thursday	- Medical Leave	 <p>KLINIK SAFWA (Owned by Harry Focus Solutions SA0413736-H) NO 133 JALAN JASA, OFF JALAN HAJI SIRAT, 42100 SELANGOR. Tel: 03 3884 7318 What: 011 6272 9464</p> <p>MEDICAL CERTIFICATE</p> <p>No : 479475 Date : 02/01/2025 Time : 12:12</p> <p>This is to certify that I have examined Mr/Mrs/Miss : NUR QURRATUAINI BINTI SABRI IC No. 0401121000082 from YANG BERKENAN</p> <p>He/She is unfit for proper performance of his/her duties from 02/01/2025 to 02/01/2025 for 1 days.</p> <p>Reasons: ALLERGIC CAT SCRATCH SYNDROME</p> <p>DR ROZAH BINTI MOHD THITH KLINIK SAFWA No 133 Jalan Jasa Off Jalan Haji Sirat Batu Caves 42100 Selangor DR ROZAH BINTI MOHD THITH MCC No:3378</p>
3/1/2025 Friday	<ul style="list-style-type: none"> - Installation: Installed Microsoft Office 2013 on the laptop for the Infection Control staff department - Wi-Fi: Configured Wi-Fi at the Diagnosis department using Wi-Fi adapter - Coding: Adjusted the layout to ensure a clean appearance across all devices using DevTools - Relocate PC: Relocated a PC from GL Admission department to the Accident and Emergency department 	
4/1/2025 Saturday	- Alternate	4/1/25

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
6/1/2025 Monday	<ul style="list-style-type: none"> - Coding: Fixed errors and presented to IT staff for feedback - PC issue: Resolved PC issues in the surgical ward and cluster clinic department 	
7/1/2025 Tuesday	<ul style="list-style-type: none"> - Installation: Remotely accessed a laptop to install antivirus on laptops in other departments - Setup PC: Setup a new PC in the clinic cluster for the new doctor 	 8/1/25
8/1/2025 Wednesday	<ul style="list-style-type: none"> - Installation: Installed antivirus software on PCs that did not have it - Relocated PC: Setup the relocated PC and configured the network using a Wi-Fi adapter - Store: Stored unused devices in the bare-finish room - Coding: Adjusted the signature features in the system and create a new file for the JavaScript 	

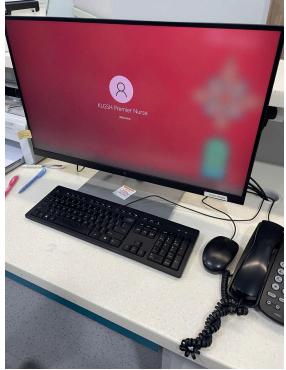
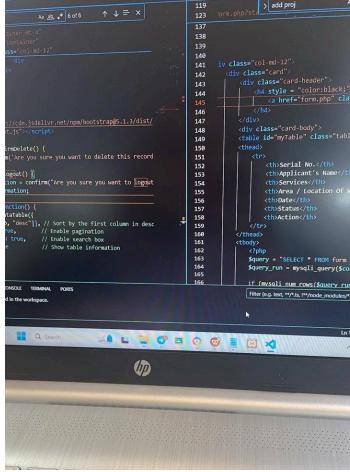
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
9/1/2025 Thursday	<ul style="list-style-type: none"> - Network: Configure the network for the pharmacy service - Excel: Resolved an issue with Microsoft Excel - EMRA: Setup the EMRA system for company 	 10/1/25
10/1/2025 Friday	<ul style="list-style-type: none"> - Microsoft Excel: Assisted staff about the Microsoft Excel - Installation: Installed Microsoft Office 2013 for the billing GL Admission service - Demonstration: Presented the system to IT staff and received feedback for improvements 	

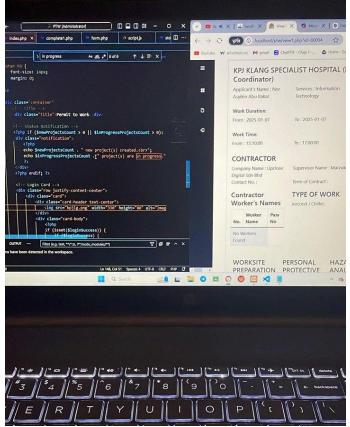
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
11/1/2025 Saturday	<ul style="list-style-type: none"> - Coding: Added required fields to the form for both user types 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
13/1/2025 Monday	<ul style="list-style-type: none"> - Printer: Resolved printer issue at the pharmacy service - Coding: Integrated DataTable bootstrap in dashboard.php and added status-based color coding in the DataTable - Demonstration: Vendor demonstrated the new LED TV to be installed in every doctor's clinic 	 15/1/25

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
14/1/2025 Tuesday	<ul style="list-style-type: none"> - PC: Setup a new PC at the Health Engineering service - Coding: Added current date and adjusted layout of view.php - Online meeting: Setup an online meeting in the conference hall - Printer: Tested the printer from the storeroom to ensure it is functioning properly 	
15/1/2025 Wednesday	<ul style="list-style-type: none"> - Software: Checked the NVDA software at the operator room - Network: Resolved a network issue at the medical records service - Store: Stored unused devices in the storeroom 	15/1/25

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
16/1/2025 Thursday	<ul style="list-style-type: none"> - Coding: Create an "Add Service" feature for the admin user - Demonstration: Present the system to the IT staff for feedback - Internet: Checked the internet issue at the accident and emergency counter - Mascot: Wear a mascot to shoot content for the company's event - Installation: Installed antivirus software on the laptop used by public relations staff 	 17/1/25
17/1/2025 Friday	<ul style="list-style-type: none"> - Coding: Implemented functionality to display new insertions at the top in the DataTable - PC: Resolved a PC issue in the Premier Ward 	

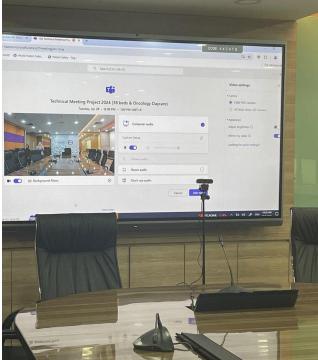
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
18/1/2025 Saturday	<ul style="list-style-type: none"> - Alternate 	
20/1/2025 Monday	<ul style="list-style-type: none"> - Demonstration: Present the system to the IT staff and the Operation Manager for feedback - Coding: Fix the code and implement the features requested by Operation Manager 	
21/1/2025 Tuesday	<ul style="list-style-type: none"> - Coding: Adjust the layout of the interface and design it to match the “Permit to Work” theme and implement the features requested by IT Staff 	 21/01/25

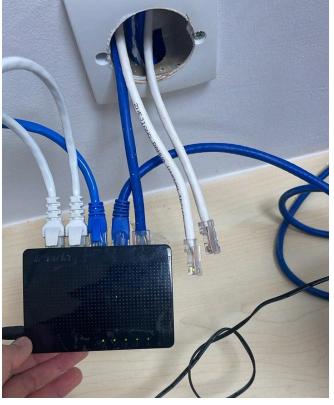
DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
22/1/2025 Wednesday	<ul style="list-style-type: none"> - Wi-Fi: Configured Wi-Fi in the Medical Ward - Tv: Checked the TV issue in the Surgical Ward - Microphone: Setup the Microphone in the Conference Hall for event marketing services - Installation: Installed Microsoft Office 2013 on the CA's PC - System: Captured before and after shots of the filled Permit to Work Form - TV Setup: Prepared for the Event at the Kid's Club 	 23/1/25
23/1/2025 Thursday	<ul style="list-style-type: none"> - Microsoft Words: Assisted staff in using flowcharts in Microsoft Words Office - Event: Joined the Kid's Club event and prepared balloon - Mascot: Wore mascot costume for the launching event 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
24/1/2025 Friday	<ul style="list-style-type: none"> - PC: Relocated the PC at the counter pharmacy services - Coding: Implemented a “Sort by Date” feature on the main dashboard for both users - GitHub: Received assistance from IT staff to insert code into the system - Network Port: Removed the non-functioning network cable from the ethernet port 	 25/1/25
25/1/2025 Saturday	<ul style="list-style-type: none"> - Gift: Give a gift to the doctor for the Chinese New Year Celebration with the administration - Slide: Created a user manual of Permit to Work form for the Safety department 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
27/1/2025 Monday	<ul style="list-style-type: none"> - Network: Configured the network on the PC Quality department - Tv: Connected the TV in the Premier Ward to Wi-Fi 	 31/1/25
28/1/2025 Tuesday	<ul style="list-style-type: none"> - Preparation: Setup online meeting for CEO in the boardroom - Diagram: Create architecture diagram for the IT service 	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
		
29/1/2025 Wednesday	- Public Holiday: Chinese New Year	
30/1/2025 Thursday	- Public Holiday: Chinese New Year	
31/1/2025 Friday	<ul style="list-style-type: none"> - PC: Resolved an issue where the PC wouldn't turn on - Network: Configured the network on the doctor's PC - PC: Relocated PCs at the GL Admission and Pharmacy departments after renovation - Email: Checked an email issue at the HES department 	 31/2/25
1/2/2025 Saturday	- Network: Configured the network in the Pharmacy department	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
	<ul style="list-style-type: none"> - Printer: Setup Sharing printer in the pharmacy department 	
3/2/2025 Monday		
4/2/2025 Tuesday		
5/2/2025 Wednesday		
6/2/2025 Thursday		
7/2/2025 Friday		
8/2/2025 Saturday		

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
10/2/2025 Monday		
11/2/2025 Tuesday		
12/2/2025 Wednesday		
13/2/2025 Thursday		
14/2/2025 Friday		
15/2/2025 Saturday		
17/2/2025 Monday		
18/2/2025 Tuesday		
19/2/2025 Wednesday		
20/2/2025 Thursday		
21/2/2025 Friday		

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR

SIGNATURE OF THE ACADEMIC SUPERVISOR	
NAME	
DATE	