

## **FINAL REPORT FORMAT**

### **1.0 Implementation of Industrial Training Tasks.**

Tasks mean activities directly implemented by students during the period of industrial training. Students **MUST** perform the tasks that have been assigned to them while undergoing industrial training. The performance and progress of assignments are monitored and evaluated by the industry. This assignment can consist of any field in the student's field of study such as the following examples:

- (a) Civil Engineering students who undergo industrial training in the construction industry are given task at infrastructure projects.
- (b) Electrical Engineering students who undergo industrial training in the electrical wiring industry are given task an electrical wiring project.
- (c) Hotel Management students industrial training at the hotel are given task related to F&B management, housekeeping and others related to it.
- (d) Commerce students are given task related to management, administration, marketing and others related to it.
- (e) Information Technology students are given task related to the development of systems, network systems and others related to it.

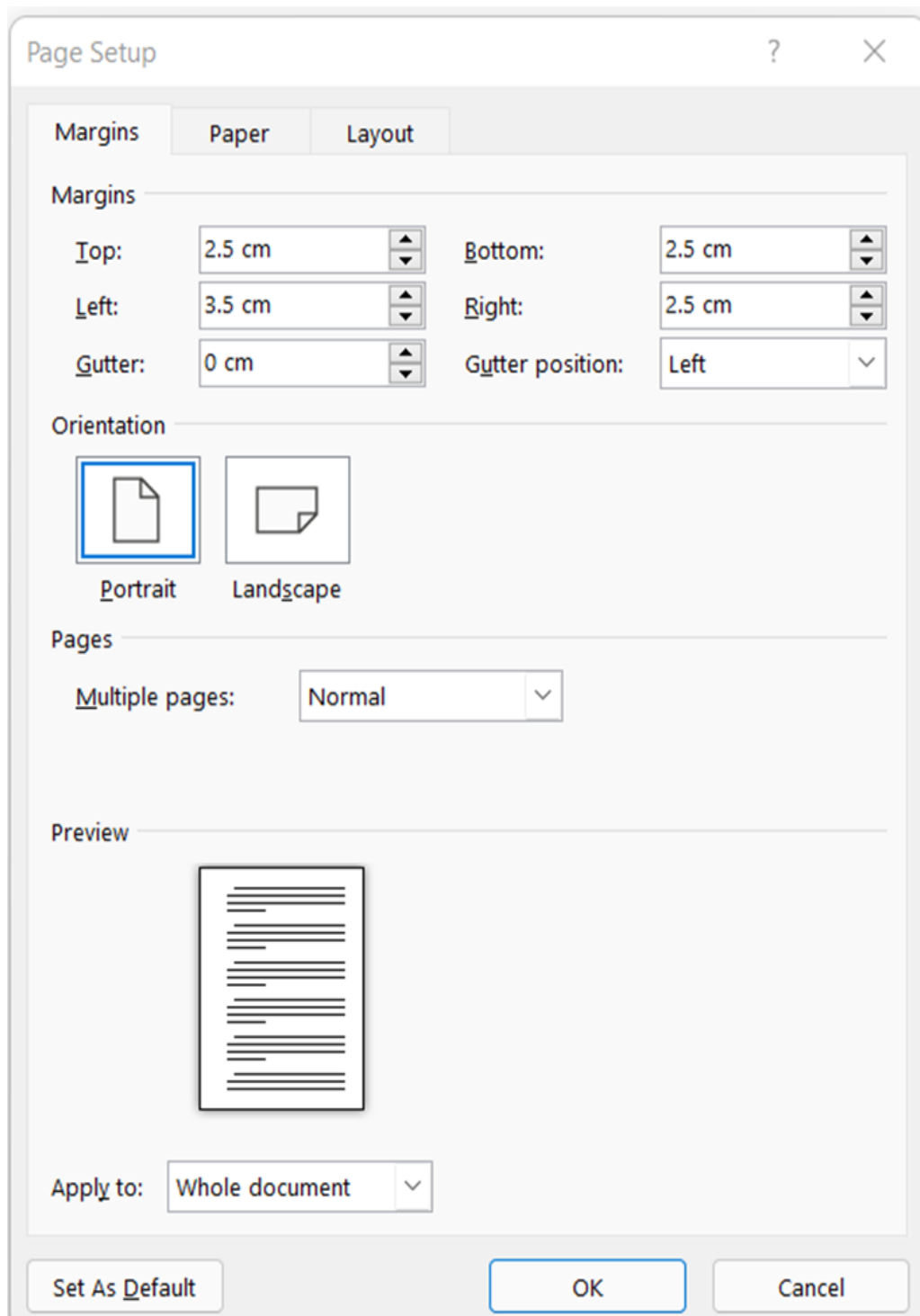
Other assignments than those related to the student's field can also be given but if no specific assignment is given, the student can discuss with the supervisor to determine the tasks that need to be carried out during the period of industrial training.

### **1.1 Description of Industrial Training Report.**

The Industrial Training Report evaluation for the DUT 60019 - Industrial Training course needs to be evaluated by the industry. Meanwhile, for DUT 600610 - Engineering Industrial Training needs to be evaluated by a lecturer at the polytechnic.

## 1.2 Industrial Training Report Format.

- (a) The report must be typed according to the following requirements:
  - (i) Paper size A4 and a minimum weight of 80 grams.
  - (ii) 1.5 spacing.
  - (iii) Font size 11 - Arial type and for charts and graphs, any size is allowed according to format and space requirements.
- (b) The margin format of each page as shown in Figure 1.1: Page Margin.
- (c) The report must be written in English entirely.
- (d) The report content (based on Chapter 1 - 4) must be within 30 - 40 pages only (not including appendices).
- (e) The front-page format is suggested as shown in Figure 1.2: Front Page Format.
- (f) The report must be organized in the following order:
  - (i) Student Verification
  - (ii) Table of content
  - (iii) Executive Summary
  - (iv) Chapter 1: Introduction and Background of Training Organization
  - (v) Chapter 2: Summary of Industrial Training activities
  - (vi) Chapter 3: Technical Report/Tasks
  - (vii) Chapter 4: Conclusion and Recommendation
  - (viii) Appendices
- (g) Details of the report content format as in Table 1.1 below.



**Figure 1.1:** Page margin

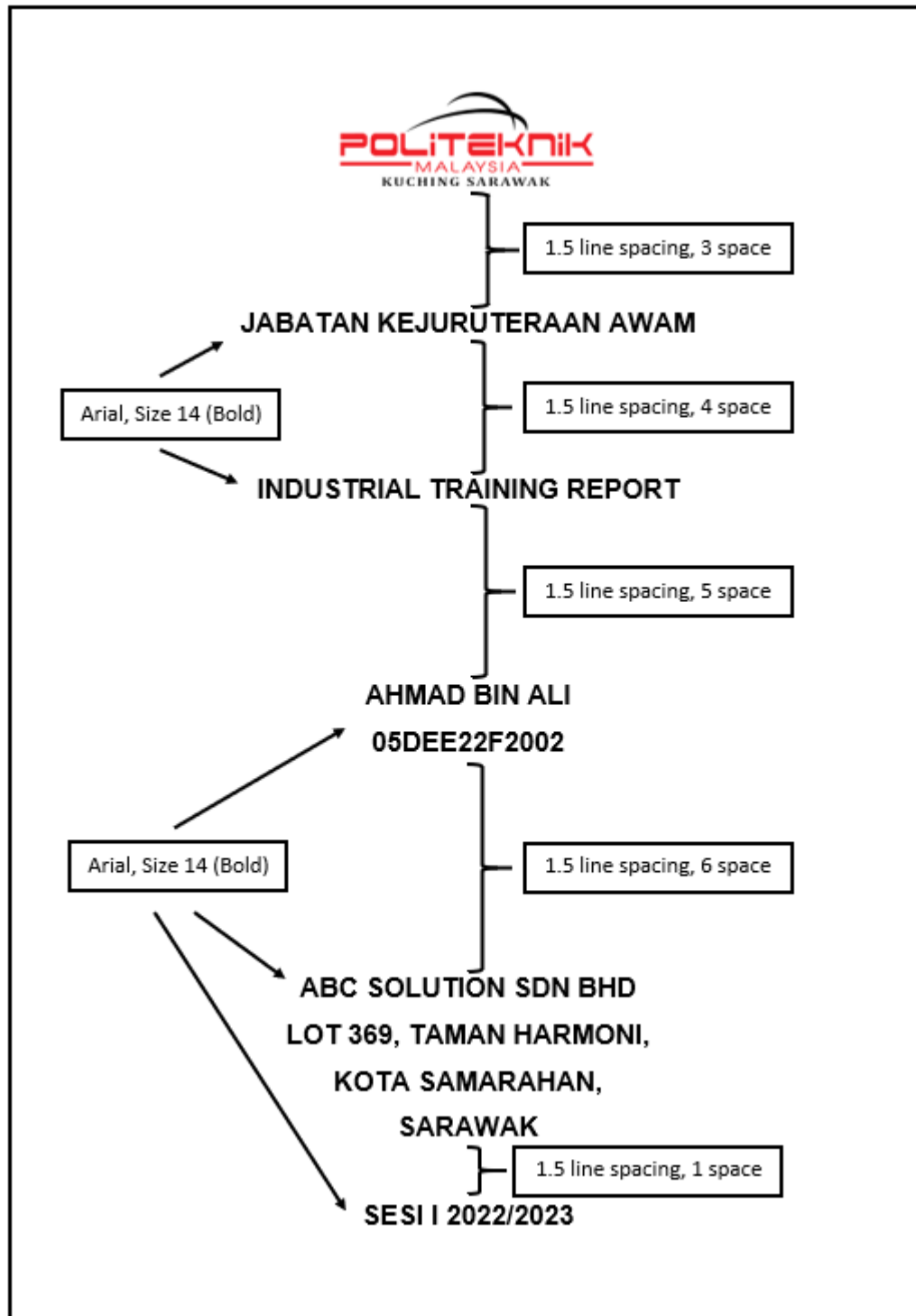


Figure 1.2 Front page format

**Table 1.1:** Industrial Training Report content format  
(applies to all study programs)

Bil	Content	Explanation
1.	<b>Executive Summary</b> <ul style="list-style-type: none"> <li>• Training summary information;</li> <li>• Scope of assigned tasks;</li> <li>• Tasks that have been carried out; and</li> <li>• Conclusion</li> </ul>	<p>The content of this Executive Summary is limited to <b>ONE (1)</b> page in one paragraph with <b>NO MORE THAN 300</b> words.</p>
2.	<b>Chapter 1: Introduction and Background of Training Organization</b> <ul style="list-style-type: none"> <li>• Introduction of Industrial Training;</li> <li>• Training Organization Information;</li> <li>• Types of Organizational Activities (<i>core business</i>); and</li> <li>• Organization Chart</li> </ul>	<p>Organizational/industry background information includes an introduction to the organization, organization chart, and a brief overview of organization's activities.</p> <p><b>Note:</b> Students are advised to discuss with the management of the organization/industry before writing information of the organization/industry so that it does not conflict with the policy of the organization/industry concerned.</p>
3.	<b>Chapter 2: Summary of Industrial Training activities</b>	<p>Summary of training activities is based on training or assignments carried out either by week, month or field of work. It is expressed in tabular form.</p>
4.	<b>Chapter 3: Technical Report/ Tasks</b>	<p>Explanation of the tasks or work that has been accountable or implemented during the training. Students can choose one major task or several related tasks. Students must explain the tasks in detail and every information reported must be supported with appropriate theories, tables, diagrams/pictures/illustrations.</p>
5.	<b>Chapter 4: Conclusion and Recommendation</b>	<p>Overall summary includes aspects of self-deevelopment and the experience of undergoing training. Also, includes recomendations for improving the implementation of tasks.</p>

# **SAMPLE OF FINAL INDUSTRIAL TRAINING REPORT**

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**LIST OF CONTENTS**

<b>CHAPTER</b>	<b>TOPIC</b>	<b>PAGE</b>
	Title Page	
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	1.2 Industrial training objective	2
	1.3 The important of industrial training to student	3
<b>2</b>	<b>COMPANY BACKGROUND AND ORGANIZATION STRUCTURE</b>	
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<b>3.</b>	<b>WEEKLY JOBS SUMMARY</b>	
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	4.1 Safety	15
	4.1.1 Step to prevent general accident	16
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	4.2.1 Engine combustion supply and control	45
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## TABLE LIST

TABLE	ITEM	PAGE
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1.2	Types of engines	20

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B	Side mirror pictures	58
C	Internal Car wiring	59

**CHAPTER X : XXXXXXXXXXXXXXXXXXXXXXXXXX**

**1.0 Introduction**

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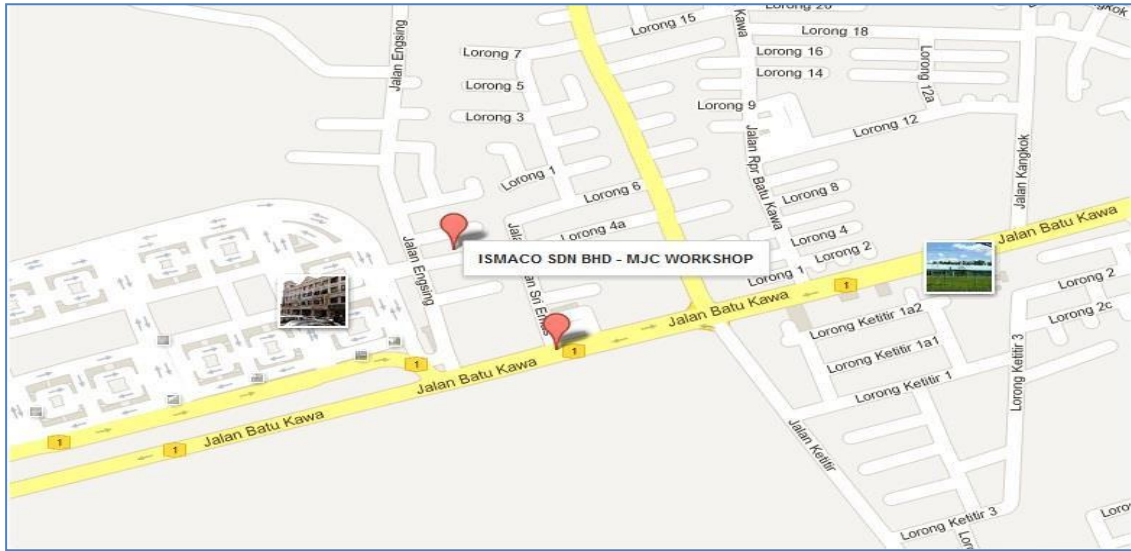
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Since its inception, the company has been operating from its present location at Lot 1789-1791, Batu 3, Jalan Penrissen, 93250 Kuching, Sarawak. The workshop and spare parts office is located at Sub Lot 5 & 6, Batu Kawa Light Industrial Park, MJC Jalan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



**Figure 1.1 Map showing Ismaco Sdn Bhd**



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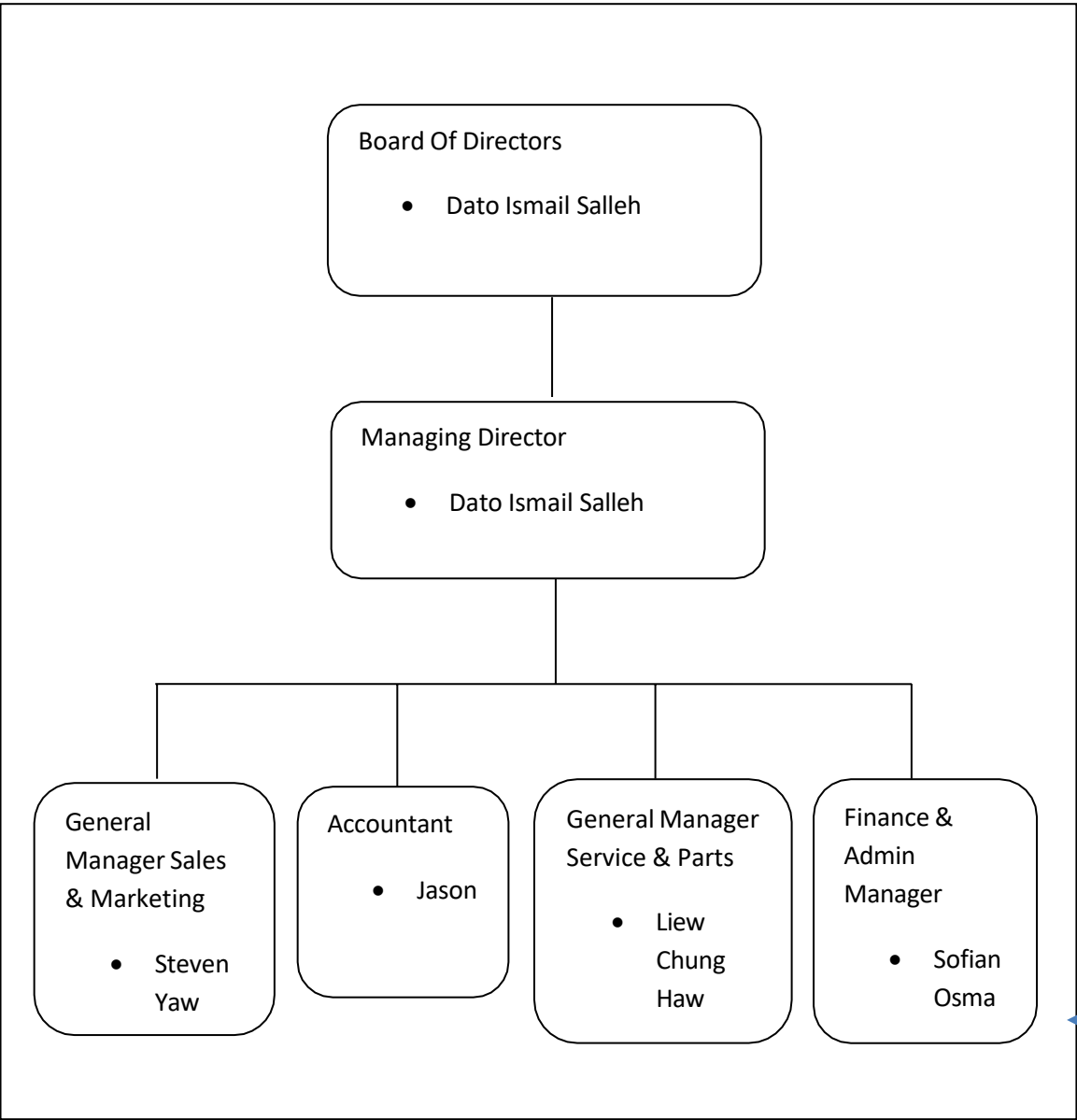
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**Figure 1.2 Ismaco and Kia entrance**

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2.1      **Organization Chart**



**Figure 2.0 Organization Chart**

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**CHAPTER X : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

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**Table X.X    XXXXXXXXXXXXX**

Date	Activities
4/7/2011-9/7/2011  (week 1)	<ul style="list-style-type: none"><li>• Report to the officer</li><li>• Introduced by the officer to all of the staff</li><li>• Demonstration of disconnecting the gearbox and lorry clutch</li><li>• Service the brake piston</li><li>• Change oil, oil filter of naza ria</li><li>• Change the piston ring and piston liner of naza ria.</li><li>• Clean and scrap the gasket</li><li>• Install piston liner into engine block</li><li>• Reassamble engine block, cylinder head and cap.</li></ul>

2.5CM



## 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. [www.google.com/image](http://www.google.com/image)



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