

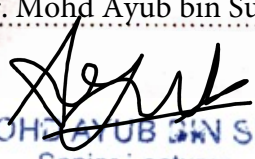
STUDENT DETAILS

Name : MUHAMMAD FAKHRI RIZWAN B MD FAKRUH	I/C No : 981104-43-5123
Program : 4-SEAM	Year of Study : 4
Permanent Address : PT 766, DESA RAHMAT, KG PAUH, PANSI, KUBANG KERIAN, 16150, KOTA BHARU, KELANTAN	H/P No : 011-10297550
Guardian's Name : MD FAKRUH B MUKHTAR	Phone No : 010-5171755
Guardian's Address : PT 766, DESA RAHMAT, KG PAUH, PANSI, KUBANG KERIAN, 16150, KOTA BHARU, KELANTAN.	

ORGANIZATION/INDUSTRI INFORMATION

Name : A.E. DYNAMIC MANUFACTURING SDN BHD.	
Phone No : 09-740 9462	Fax No : -
Coordinator's Name : TG ZAINAL ABIDIN TG MAHMOOD	
Duration of Training : 12 WEEKS	Position : PRODUCTION SUPERVISOR
From : 24 JULY 2022	
To : 14 OCTOBER 2022	

UNIVERSITY/FACULTY DETAILS

School of Mechanical Engineering Universiti Teknologi Malaysia 81310 UTM Johor Bahru Johor Darul Ta'zim	Supervisor's Name Dr. Mohd Ayub bin Sulong
Telefon : 07-5557057 Fax : 07-5566159 E-Mail : tpfkm@mail.utm.my Web-Site : http://www.fkm.utm.my Person should be contacted in case of emerger	 DR. MOHD AYUB BIN SULONG Senior Lecturer Applied Mechanics & Design Department Faculty of Mechanical Engineering Universiti Teknologi Malaysia 81310 UTM Johor Bahru, Johor
<ul style="list-style-type: none">• Dean• Deputy Dean (Academic)• Chairman of the Industrial Training	

Preface

This log book is divided into 2 parts. The first part (Chapter 1 to 4) contains industrial training guidelines, log book instructions and filling up guidelines and guidances of preparing the industrial training final report. The second part (Chapter 5) contains tables of activity assessment form to be completed by relevant parties.

Section 8.1 - Student Overall Industrial training activities Gantt Chart

Section 8.2 - Table of Daily/Weekly Student Activity and Assessment Form by Company/Organization Supervisor

Section 8.3 - Assessment Form of Overall Student Activity by Faculty Supervisor

Section 8.4 - Table of Detailed Student Activity

This information will serve as a guidelines for the student while performing their industrial training. Also students should know their role and responsibilities.

Finally, it is hoped that all parties namely the students, company or organization and the faculty herself will benefit accordingly from the industrial training. It is also hoped that they will be able to accommodate themselves at the training place and be able to perform the task and responsibility given to them excellently.

To the companies/organization that have been willing to accept and train our students, the faculty would like to thank you and we hope that the good relationship will last with beneficial outcome to both parties.

Industrial Training Committee
School of Mechanical Engineering
Universiti Teknologi Malaysia

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1.0 INDUSTRIAL TRAINING GUIDELINES, FACULTY OF MECHANICAL ENGINEERING (FME), UNIVERSITI TEKNOLOGI MALAYSIA (UTM)

1.1 INTRODUCTION

1.1.1 Background

All Faculty of Mechanical Engineering undergraduate students are compulsory to attend 12 weeks Industrial Training during the period of their studies. This training is part of teaching course that provides exposure to the world of careers for students to all the theories which learnt in the lecture room with reality and are willing to be involved in the work environment.

1.1.2 Related Programs for Industrial Training

Bachelor programs that required Industrial training are as follows:

- i) Bachelor of Engineering (Mechanical) (SEMM)
- ii) Bachelor of Engineering (Naval Architecture and Offshore Engineering) (SEMO)
- iii) Bachelor of Engineering (Mechanical – Aeronautics) (SEMT)
- iv) Bachelor of Engineering (Mechanical - Automotive) (SEMV)
- v) Bachelor of Engineering (Mechanical - Materials) (SEMB)
- vi) Bachelor of Engineering (Mechanical - Manufacturing) (SEMP)
- vii) Bachelor of Engineering (Mechanical - Industrial) (SEMI)

Students will undergo training in Year Three in the short semester of their studies. To undertake this Industrial Training, students must pass the core courses (SEMM 2123, SEMM 2223, SEMM 2323, SEMM 2423, SEMM 2433, SEMO 2123) and obtained at least a total of 80 credits and minimum grade D- (30%).

2.0 GOALS OF INDUSTRIAL TRAINING

The goals of Industrial Training are to enhance students' knowledge and skills to a career in their respective professions, as well as to produce graduates with professional, ethical, skilled, creative and competent.

3.0 OBJECTIVES

Industrial Training objectives are :

- i) to expose students to the environment and working conditions in their respective fields
- ii) to gain working experiences in the organization/industry related field of study
- iii) to use the knowledge of the Industrial Training, which was followed at university
- iv) to train students to interact and communicate effectively at all levels in the workplace
- v) to train students to prepare technical reports related to the Industrial Training which conducted
- vi) to inspire a spirit or working as a team
- vii) to appreciate the ethical values of their profession

4.0 SCOPE AND TRAINING PROGRAM

The scope of training to be passed by students in the company/organization includes various aspects such as :

- i) to observe organization;s operations/factories/companies
- ii) to perform operations by making use of machinery and equipment
- iii) to work on the installation and fabrication

- iv) inspection and quality control
- v) to work on process control and instrumentation
- vi) to work on project design
- vii) maintenance and repair of machinery and equipment
- viii) installation of new equipment and testing
- ix) management and administration
- x) consultation

However, the scope and the actual training program depend on the type of companies/organizations involved. The program which only requires students to carry out production work alone is not sufficient and will not be ratified by the faculty.

The companies/organizations are requested to provide appropriate training to students who will work as an engineer/industrial designer after completing their studies.

Faculty supervisor will visit the company/organization monitor and discuss about student progress.

Company/organization's supervisor is requested to submit student's evaluation reports at week 12 of training, which is shortly after the end of Industrial Training.

5.0 RESPONSIBILITIES OF STUDENTS

Students who carry out Industrial Training is responsible to complete all projects and tasks given by the organization within the specified time. Particularly, other student responsibilities are :

- i) to find a place and get information about jobs in the organization/industry to ratify by the Faculty's Industrial Training Committee
- ii) to inform officially to the organization if students want to withdraw from training attachment and a copy letter is send to the faculty
- iii) to attend a briefing/explanation on Industrial Training
- iv) to inform the Faculty's Industrial training committee immediately after start of training (use form BLP-01)
- v) to comply with all the organization's regulations
- vi) to comply with the Universities and University Colleges Act's
- vii) to ensure full attendance in the organization. The company/organization is encouraged not to give permission for students to leave during training except for emergencies or company's holiday. If students leave because of health (evidenced by medical certificate and not later than one week) the students do not need to replace the number of days off.
- viii) to perform all the duties and responsibilities assigned by the organization
- ix) to meet the scope of required training
- x) to keep the university's reputation
- xi) to cooperate with the organization all the time
- xii) to contact the Faculty's supervisor immediately if any problem's raised during the training
- xiii) to write notes in the log book, write final Industrial Training report and perform any other tasks given during the training
- xiv) to submit all training related documents to the Faculty's Industrial Training Committee
- xv) always be positive and contribute according to student ability
- xvi) to make good relationship with the organization for future jobs

6.0 NOTES AND STUDENT'S REPORT

All students who undergo Industrial Training are required:

- i) to write the training program (after consultation with the supervisor of Industrial Training) and work/activities undertaken during their Industrial Training in the log book.
- ii) to prepare a comprehensive final report on training programs (not less than 50 pages) and the report must follow the UTM Thesis Writing Handbook's format.

7.0 LOG BOOK INSTRUCTION

- i) To log all relevant industrial training activities in log book.
- ii) Log book to be handed in to company/organization supervisor upon training completion for endorsement.
- iii) Log book to be handed weekly to company/organization supervisor for assessment.
- iv) Log book to be shown to faculty supervisor during his/her industrial visit.
- v) Any misreporting in the log book will be dealt accordingly.
- vi) Log book to be handed in to the faculty not later than one (1) week upon the Industrial Training completion.

8.0 GUIDELINES FOR COMPLETING THE LOG BOOK

8.1 Students Overall Industrial Training Activities Gantt Chart

Overall training planning must be done prior to the commencement of Industrial Training. This chart must be completed after discussing with company/organization supervisor. This chart must be completed not later than two (2) days after reporting to the company/organization.

8.2 Table of Daily/Weekly Student Activity and Assessment Form by Company/Organization Supervisor

These tables must be filled by student every week.

8.3 Assessment Form of Overall Student Activity by Faculty Supervisor

This is the overall students activity assessment form to be filled by faculty supervisor

8.4 Table of Detailed Student Activity

This table must be completed by students to report in details what have been summarised

9.0 ASSESSMENT OF TRAINING

The performance of students during their Industrial training and personality development should be evaluated by both faculty's supervisor and industrial's supervisor. The assessment includes quality of work and student's personality. In overall Industrial's Training assessment includes:

- i) observations and reports from faculty's supervisor
- ii) observations and reports from the supervisor's of the company/organization

9.1 Observations and Reports From Faculty's Supervisors and Supervisor's of the Company/Organization

9.1.1 Faculty's Supervisory Report [20%]

The performance of students during their Industrial Training assessed by the faculty's supervisor is based on face-to-face interviews with the student and feedback from industrial's supervisor. BLP-02 form is used for the purpose of this assessment. Overall mark for this report is 20%. Evaluation of supervisor reports were made through interviews that includes:

- a) ability to describe clearly their training experiences. Capability to describe their adaptability with the company/organization.
- b) maturity answering questions. Ability to discuss problems with supervisors.

9.1.2 Industrial/Organization Supervisory Report [30%]

Industrial supervisor is also asked to assess student's performance. The assessment of students including job performance, work and character building. BLP-03 is used (Appendix 3) for the purposes of this assessment. Overall mark for this report is 30%. Industrial's supervisors are required to provide an assessment of student performance which includes the two scopes as below:

- a) **Performance of work**
 - knowledge of work
 - the credit for completing work on time
 - the time taken to obtain job skills
 - the need for supervision
 - quality of work
- b) **Personality**
 - the ability to communicate
 - initiative and motivation
 - attitude towards work
 - discipline

9.2 Log Book [10%]

Log Book is a student's diary. Through log book, the supervisor can understand the activities undertaken by students during their Industrial Training. Log book contains all the job experiences, discussions with supervisors, comments, data and information from the company/organization, and library's references. Overall score for the log book is 10%. The components evaluated from the log book includes:

- i) tidiness of the log book (1%)
- ii) confirmation by the organization's supervisor (at least once a week) (1%)
- iii) description of equipment or systems to use and simple procedure (4%)
- iv) the detailed of content and student's learning experiences (3%)
- v) the learning experienced by students (1%)

The log book assessment is assessed by the faculty's supervisor.

9.3 Final Report [40%]

Apart from the log book, students are also required to prepare the final report. This report contains brief information about the background of the company/organization, the scope of training, the content of the training provided with detailed proposals to the company/organization and faculty and the conclusions. A copy of the final report should be sent to the company/organization if requested. Details of the final report's format is as follows:

- a) **Introduction (10%)**
 - introduction to the Industrial Training
 - objective of Industrial Training
 - scope of Industrial Training
 - summary of Industrial Training
- b) **Background of Industrial/Organizational (10%)**
 - company profile
 - organizational structure
 - information on the department/unit which involves for Industrial Training
 - flow chart of the industry/organization
- c) **Comprehensive Training Information (10%)**
 - description of the training was conducted in general
 - the experience gained
- d) **Project Information/Training in Specific (40%)**
 - the objective of the project/training is clearly presented
 - implementation of project-related training
 - results of project-related training
 - ability to analyze, problems solving and links all the information, procedures and projects related to the field of study
- e) **Conclusion (10%)**
 - the conclusion of the report
 - problems and recommendations
 - references
- f) **Writing Skills (10%)**
 - composition, sentence's structure and style
 - appropriated and clearly presented all the figures, tables, chart etc
- g) **Format of the Report (refer to UTM's Thesis Writing Guide) (10%)**
 - the composition and contents of the report
 - the size and format
 - references formatting

10.0 MARK WEIGHTAGE

The weighted score for the whole period of Industrial Training for 12 weeks is as follows:

- a. IT report - 40%
- b. Industry' supervisor assessment report – 30%
- c. Faculty supervisor assessment report - 20%
- d. Log book - 10%

10.1 Requirement of Pass Grade for IT

- i) Passing mark is 60% out of the total mark with conditions:
 - a. the marks on industry supervisory report must be at least 15% (from 30% of total marks of industrial's supervisory report)
 - b. the total score for industrial's supervisory and faculty's supervisor report must be at least 25% (from both of the two supervisors)
 - c) Report must be submitted to faculty

10.2 Plagiarism

Plagiarism is defined as the unauthorised use or close imitation of the language and thoughts of another author and the representation of them as one's own original work by not crediting the author.

Plagiarism are considered as follows:

- i) full copy of statement/sentences as one's own original statement. Statement must be rephrased by using own wording and make a citation of the sources.
- ii) adopted idea directly from the original references without citing the sources.

Plagiarism is a serious academic misconduct that may be subjected to action under the Disciplinary Rules of the University.

11.0 SUMMARY OF ACTIVITY AND ASSESSMENT FORMS

- 11.1 Students activity planning
- 11.2 Students weekly activity and assessment forms by company/organization supervisor
- 11.3 Overall activity assessment form by faculty supervisor.
- 11.4 Students detailed activity

8.1 - STUDENTS OVERALL INDUSTRIAL TRAINING ACTIVITIES GANTT CHART

Place/Department	*Types of Training	Date : 24/7/22 Upto : 28/7/22	Date : 31/7/22 Upto : 4/8/22	Date : 7/8/22 Upto : 11/8/22	Date : 14/8/2022 Upto : 18/8/2022	Date : 21/8/22 Upto : 25/8/22	Date : 28/8/22 Upto : 31/9/22
		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
AK DYNAMIC 2	1. Handling of equipment	Learn to use correct tools when troubleshooting and repairing machine.	Using correct tools to repair machine Use overhead crane to carry mould.	Use correct tools to repair machine	Use correct tools to repair machine	Use correct tools to repair machine	Use correct tools to repair machine
	2. Operational management	-	Keep products in store and arrange it properly to smooth the work flow	Grind defected product to prevent taking up space and to prevent from shortage of materials.	Rearrange store layout to maximise the usage of space and increase efficiency of work flow.	Grind defected products to prevent taking up space and to prevent from shortage of materials.	Grind defected products to prevent taking up space and shortage of materials.
	3. Public Relation.	-	-	Follow staff to deliver final products to clients to learn how to complete deal.	Deliver product to clients to complete the deal and make connection.	Deliver product to clients to complete the deal.	-
							T.G. ZAINAL ABIDIN TG. MAHMOOD Production Supervisor AK DYNAMIC MEC-SDN. BHD. (6009344-U)

8.1 - STUDENTS OVERALL INDUSTRIAL TRAINING ACTIVITIES GANTT CHART

Place/Department	*Types of Training	Date : 4/9/22 Upto : 8/9/22 WEEK 7	Date : 11/9/22 Upto : 15/9/22 WEEK 8	Date : 18/9/22 Upto : 22/9/22 WEEK 9	Date : 25/9/22 Upto : 29/9/22 WEEK 10	Date : 2/10/22 Upto : 6/10/22 WEEK 11	Date : 9/10/22 Upto : 13/10/22 WEEK 12
	1. Handling of equipment.	• Use correct tools to repair machine	• use correct tools to repair machine	• Use correct tools to repair machine.	• Use correct tools to repair machine	• use correct tools to repair machine	• Use correct tools to repair machine.
	2. Operational management.	-	• keep the recycled materials in store properly.	• sell non-reusable defected products to Recycle Center.	• Brainstorming how to decrease defected products	-	• Grind defected product to prevent taking up space and shortage of materials
	3. Public Relation.	-	• Deliver products to clients to complete the deal.	• Deliver products to clients to complete the deal.	• Deliver products to clients to complete the deal.	• Deliver products to clients to complete the deal.	• Deliver products to clients to complete deal.

* Types of training examples

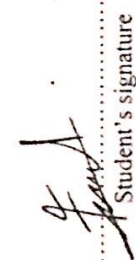
- 1) Handling of equipment
- 2) Operational observation
- 3) Welding and assembling work
- 4) Collection and analyzing data
- 5) Report Writing

branch at Terengganu.



Supervisor's signature

TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor
AK DYNAMIC MFG. SDN. BHD.
(560934-U)



Student's signature

Date : 11/10/22

Post & stamp :

Date : 11/10/22

8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

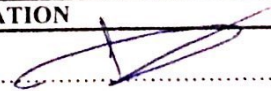
Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
24/7/22	28/7/22	1. Introduction to the factory plant and the product produced. 2. Briefing on rules and regulations regarding safety during working 3. Starting to learn how to troubleshoot injection machine by understanding the mechanism of the machine. 4. Learn to differentiate between good and defected bottle caps produced from the injection machine.	2 hours 1 hour } 6 hours / day for combined of both tasks.

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date : 

Name : TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor

Post & stamp : AK DYNAMIC MFG. SDN. BHD.
(560934-U)

Date : 3/8/2022

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Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

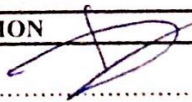
Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
31/7/22	4/8/22	1. Learn how to change injection mould. Replacing "Insert" cap mould with "Botol budu" cap mould using overhead crane. 2. Start to troubleshoot the injection machine by myself. 3. Collecting finished product and separating them into good and defected product. 4. Good products will be keep in the store while defected product sent to the grind area to be recycle.	

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date : 

Name : TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor
AK DYNAMIC MFG. SDN. BHD.
(560934-U)

Post & stamp : _____

Date : 8/8/2022

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Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

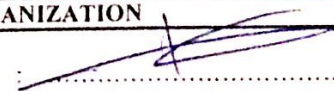
Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
7/8/22	11/8/22	1. Stand by to troubleshoot injection machines when needed. 2. Learn how to operate grinding machine to recycle defected product. 3. Repair the grinding machine, broken because of grinding too much product in short time causing the machine to stuck. 4. Loading final products into lorry to be delivered to the clients. 5. Follow staff to deliver products to clients to learn how to complete a deal.	3

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date : 

Name : TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor

Post & stamp : AK DYNAMIC MFG. SDN. BHD.
(560934-U)

1 2 3 4 5

Date : 14/8/2022

Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

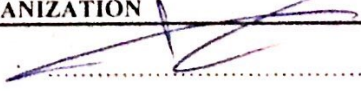
Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
14/8/22	18/8/22	1. Start to learn troubleshooting the blowing machine. 2. Replace water pipe connecting to the mould due to leaking. 3. Deliver final products to clients to learn how to complete a deal and make connection. 4. Re-organize store layout to maximise the usage of the space and to increase the efficiency of working flow.	

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

- Poor
- Unsatisfactory
- Satisfactory
- Good
- Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date : 

Name : TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor

Post & stamp : AK DYNAMIC MFG. SDN. BHD.
(560934-U)

Date : 23/8/2022

1 2 3 4 5

Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR


Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
21/8/22	25/8/22	1. Stand by to troubleshoot both injection and blowing machine. 2. Replacing blowing mould from 2.85L bottle to 1.85L bottle. 3. Grinding all of defected products. It took a lot of space to store them. All of them need to be grind in a day. 4. Follow staff to deliver products to clients.	

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date : 

Name : TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor

Post & stamp : AK DYNAMIC MFG. SDN. BHD.
(560934-U)

1 2 3 4 5

Date : 25/8/2022

Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
28/8/22	1/9/22	1. Troubleshooting blowing machine B3. the cutter did not working. due to broken wire. Cut the broken wire and replace the cable lug.	
31/8/22 (public holiday) -Independence day-		2. Troubleshooting injection machine. the injection unit did not reached the required temperature. Thus, the injection unit need to be heated manually.	
		3. A lot of products defected due to machine broken down Grinding to recycle the defected products are necessary to prevent from shortage of materials and to keep the store tidy.	

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

- 1. Poor
- 2. Unsatisfactory
- 3. Satisfactory
- 4. Good
- 5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report.

Supervisor's signature & date



Name

TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor
AK DYNAMIC MFG. SDN. BHD.
(560934-U)

Post & stamp

Date

5/9/2022

1 2 3 4 5

Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
4/9/22	8/9/22	<p>1. Troubleshooting blowing machine. - common problems:</p> <ul style="list-style-type: none"> • Cutter not working • Cutter not heating • Bottle produced too thin/thick • The thickness of the bottle's sides are different from each other. <p>2. Troubleshooting injection machine. - common problems:</p> <ul style="list-style-type: none"> • Injection unit did not reach required temperature. • the cap bottle caps produced stuck in the mould • Water pipe leaking • Oil leaking. 	

Instruction to supervisor:

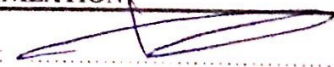
Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report:

Supervisor's signature & date



Name

TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor
AK DYNAMIC MFG. SDN. BHD.
(560934-U)

Post & stamp

Date

8/9/2022

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Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
11/9/22	15/9/22	1. Grinding all of the defected ^{products.} materials. 2. Put the recycled materials into 25kg-size sack and sew it. 3. Keep the recycled materials in store 4. Replacing injection mould with "Tudung botol susu 190 ml" mould. 5. Follow staff to deliver final products to client.	

Instruction to supervisor:

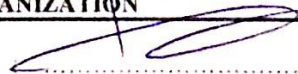
Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report:

Supervisor's signature & date



Name

TG. ZAINAL ABIDIN TG MAHMUD
 Production Supervisor
 AK DYNAMIC MFG. SDN. BHD.
 (560934-U)

Post & stamp

Date

15/9/2022

1 2 3 4 5

Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR


Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
16/9/22	22/9/22	1. Re-organize store layout to maximise the usage of space and to increase the efficiency of working flow. 2. Separating defected products between recyclable and non-recyclable reusable and non-reusable. 3. All of non-reusable defected products are sent to recycle center to sell. 4. Follow staff to deliver products to client located in Terengganu and collect new materials from at branch located at Bukit Kor, Terengganu.	

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date 

Name : TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor

Post & stamp : AK DYNAMIC MFG. SDN. BHD.
(1560934-U)

1 2 3 4 5

Date : 26/9/2022

Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
25/9/22	29/9/22.	1. Troubleshooting injection and blowing machine. 2. Replacing blowing mould with "Botol Jus 290 ml" mould. 3. Brainstorming on how to decrease defected products. 4. Deliver products to clients to complete the deal and make connection.	

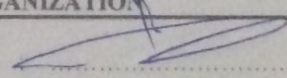
Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (✓) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date



Name

TG. ZAINAL ABIDIN TG MAHMOOD
 Production Supervisor
 AK DYNAMIC MFG. SDN. BHD.
 (560934-U)

Post & stamp

Date

29/9/2022

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Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR

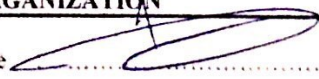
Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
2/10/22	6/10/22	1. Trouble shooting injection and blowing machine. 2. Learn how to add colour to new plain materials. 3. Cleaning injection machine due to oil leaking. 4. Spot where the leaking part. 5. Replace it with new part. 6. Deliver final products to clients located in Kuala Lumpur and collect 2 gallon of hydraulic oil from a branch in Kuala Lumpur.	WORKING WEEK : 11

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date 

Name : TG. ZAINAL ABIDIN TG MAHMOOD
Production Supervisor

Post & stamp : AK DYNAMIC MFG. SDN. BHD.
(560934-U)

1 2 3 4 5

Date : 6/10/2022

Comments:

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8.2 - TABLE OF DAILY/WEEKLY STUDENT ACTIVITY AND ASSESSMENT FORM BY COMPANY/ORGANIZATION SUPERVISOR


Date		Work Summary/Daily Activities	Duration Hours
From	Upto		
9/10/22 (Public Holiday) - Prophet's Muhammad's Birthday.		1. Troubleshooting injection and blowing machine	
10/10/22	13/10/22	2. Replacing injection mould with "Tudung botol kicap" mould. 3. Grinding all of defected products. 4. Went out to hardware store to buy bolt and nut. 5. Delivered final products to client to complete deal.	

Instruction to supervisor:

Please refer to the student report in Table 8.4 before accessing and commenting. Please (√) in the appropriate box.

1. Poor
2. Unsatisfactory
3. Satisfactory
4. Good
5. Excellent

WEEKLY EVALUATION OF SUPERVISOR IN COMPANY/ORGANIZATION

Work performance and student report: Supervisor's signature & date : 

Name : TG ZAINAL ABIDIN TG MAHMOOD
Production Supervisor

Post & stamp : AK DYNAMIC MFG. SDN. BHD.
(560934-U)

1 2 3 4 5

Date : 12/10/2022

Comments:

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8.3 – ASSESSMENT FORM OF OVERALL STUDENT ACTIVITY BY FACULTY SUPERVISOR

FACULTY SUPERVISOR ASSESSMENT

Instruction to supervisor:

Please read the log book and interview the student before assessing and commenting. Please (√) in the appropriate box.

- 1. Poor
- 2. Unsatisfactory
- 3. Satisfactory
- 4. Good
- 5. Excellent

Student report :

1	2	3	4	5
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Supervisor's signature :

Name :

Date :

8.4 - TABLE OF DETAILED STUDENT ACTIVITY

DETAILED REPORT	
Work Week : 1 - 12	Date : 14/10/2022
Training Objectives (Activities Work at Department/Section : • Understand how injection and blowing ^{machine} works and be able to repair and troubleshoot. • Be able to manage the usage and the storage of materials. • Deal with clients until products safely sent to them.	
REPAIR AND TROUBLESHOOT BOTH INJECTION AND BLOWING MACHINES.	
<u>OBJECTIVE</u>	
<ul style="list-style-type: none">- To understand the mechanism of injection and blowing machine.- To identify the problems causing the machines to break down.- To repair and troubleshoot the machines efficiently.- Use correct tools when handling and repairing machines.	
<u>TASK</u>	
<ul style="list-style-type: none">- Always on stand-by to and alert to notice machines break down.- Injection machine's emergency siren will turn on to notify if there is any problem.- Blowing machine, the operator for each machines will notify if there is any problem.	
<u>EXPERIENCE</u>	
<ul style="list-style-type: none">- For injection machine, the first thing to do is turn set the machine into "manual" mode by turning a knob. Then, turn off the emergency siren. If the mould is closed, open the mould to and identify the problem. There are few common problems :-<ul style="list-style-type: none">• If materials can not be injected into mould, there are materials gunk in the injection unit. Apply heat to the injection unit to melt the gunk. If it still there, the injection unit need to be open.• If products stuck in mould, the cooling time need to set to lower value.	

- If there is water leaking, replace the pipe that connected to mould for cooling.
- ~~Replace~~ changing mould to the one that low in stock.

DETAILED REPORT

- For blowing machines, set it to "manual" mode through touch screen panel. Open the mould if it closed. There are few common problems :-

- If the bottle is too thick or thin, adjust the bolts and nuts connecting to die head in order to raise it or to pull it down. By doing so, it controls the amount of materials to use. Adjust until the bottle meet the weight required.
- If there is cut on bottles, there is ~~unwanted~~ small steel or sand stuck in the die head causing to torn the ~~material~~ melted materials. To let it out, adjust the bolts and nuts by raising the die head, It will open the ~~to~~ flow of the material bigger and the small steel or sand will come out with the material.
- If the cutter is not working, check the wire condition. Replace is needed. Replace the cutter if it broken apart.
- Changing the mould to the one low in stock.
- If there is water leaking, replace the water pipe connecting to mould for cooling.