UNIVERSITI TEKNIKAL MALAYSIA MELAKA
FACULTY OF ELECTRICAL TECHNOLOGY AND ENGINEERING (FTKE)

INDUSTRIAL TRAINING TECHNICAL REPORT SPECIFIC GUIDELINES FOR ALL FKE STUDENTS BEKG/BEKM (BEKU3695) & DEK (DEKU3118)

Objective:
One of the objectives of industrial training is to train students to prepare a technical report after completing their industrial training session. This guideline aims to produce a structured and standardized report for the FTKE students. Note that Industrial Training Report from the students will be checked and evaluated by the Faculty Supervisor.
(*Reference: Industrial Training Technical Report Guidelines from Sistem LI.)*

A. Report Format Specifications

No.	Item	Specification
1.	Font	Times New Roman
2.	Font size	12
3.	Spacing	1.5
4.	Language	English
5.	Margin	Top : 3 cm Bottom : 2.5cm Left : 3.5cm Right : 2.5cm
6.	Report length	Minimum 30 pages (Degree) dan 25 pages (Diploma) **not include attachment*
7.	Page numbering	Bottom-Right
8.	Format	pdf
9.	Softcopy submission	Student are required to submit to: 1. MTeams platform 2. Faculty SV email and cc to Industrial SV email

B. Description of Technical Report Industrial Training

No	Item	Description
1.	**Cover page**	Refer to page 4
2.	**Students' declaration**	Reports must be certified by company before being sent to the Faculty Supervisor. (refer to **INDUSTRIAL TRAINING DECLARATION FORM** in page 7)
3.	**Abstract**	Length should not exceed one page in one paragraph. Abstract aims to provide a thorough explanation about the content and scope of the report. It includes a description of the training program carried out in the company. Suggestions for abstract writing: The abstract should contain: 1. Background of Industrial Training Technical Report • What is Industrial Training? 2. Objectives of Industrial Training 3. Method (refers to Industrial Training placement) • When was the Industrial Training? (State the starting and ending dates) • Where did the Industrial Training take place? (State the company's name, under which department? who supervised you in the company?) • What were the job specifications during the Industrial Training? 4. Description of each chapter • Chapter 1 presents …Chapter 2 elaborates …Chapter 3 explains … 5. Conclusion • What have you gained during the Industrial Training?
4.	**Acknowledgement**	Expression of appreciation / gratitude to the person / agency / other relevant
5.	**List of Contents**	Refer to page 6
6.	**Introduction**	Introduction about the objectives and scope of industrial training that include introducing a whole company **briefly**, including the background of the firm/company, organization, management, etc. The length of the introduction is between 100 – 200 words. Suggestions for Introduction chapter:

		The Introduction should contain: 1. Company's background (history, nature of company, operation hours, staffing, etc.) 2. Mission and Vision of the company 3. Organizational Chart
7.	**Technical Report**	**The Training Program** contains detailed ***selected*** information and training work carried out, including work schedules, reports etc. Suggestions for the Training Program chapter: Provide the duties/tasks performed throughout the Industrial Training. May include the description of the tasks completed: i. Provide the description of the task ii. Describe the items that have been accomplished iii. Describe how long it took to accomplish the tasks *(For each task, repeat the 3 points above) **Training Assignments / Projects** that include the following elements: i. ***Motivation & Problem Statements*** in demonstrating technical knowledge with additional information to enhance understanding based on the company's project. • Describe the problems (related to the technical knowledge) that were encountered during the Industrial Training ii. ***Propose concept/solution to solve the Problem Statements*** that able to improve the existing company's project solution. • What approach that has been employed to solve the problems? iii. The proposed ***outcomes*** concept/solution is clear and focused, appropriate, has exceptional details with relevant figures to support conception. • Any professional and ethical issues involved? • Any health and environmental issue involved?
8.	**Conclusions and Recommendations**	Summary and conclusions in terms of any impactful experience and/or achievement during the internship. In addition, students are encouraged to propose a project / study for a final year project.
9.	**Appendix**	Pictures, pamphlets, charts, etc. related.

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

FACULTY OF ELECTRICAL TECHNOLOGY AND ENGINEERING

INDUSTRIAL TRAINING TECHNICAL REPORT

Student Name	**:**	
Course	**:**	Bachelor of Electrical Engineering
Year	**:**	2023
Training Period	**:**	DD MONTH 20XX – DD MONTH 20XX
Company Name	**:**	Company ABC (M) Sdn. Bhd.

INDUSTRIAL TRAINING TECHNICAL REPORT

AT

XXX SDN. BHD.

Period of Training:

dd/mm/yyyy – dd/mm/yyyy

Submitted By:

[Student Name]

This Technical Report for Industrial Training is submitted to

Faculty of Electrical Technology & Engineering,

Universiti Teknikal Malaysia Melaka

In partial fulfillment for Bachelor of Electrical Engineering

Faculty of Electrical Technology & Engineering

Universiti Teknikal Malaysia Melaka

MONTH 20XX

TABLE OF CONTENTS

UNIVERSITI TEKNIKAL MALAYSIA MELAKA
Hang Tuah Jaya
76100 Durian Tunggal, MELAKA

BORANG PERAKUAN TAMAT LATIHAN INDUSTRI
INDUSTRIAL TRAINING DECLARATION FORM

Laporan ini adalah hasil usaha saya sendiri dan telah disahkan isi kandungannya oleh pihak industri sebagai satu laporan lengkap setelah tamat menjalani latihan industri dalam tempoh yang telah ditetapkan.
This report is a product of my own and has confirmed its contents by the industry as a complete report after the conclusion of industrial training in the stipulated time frame.

Tandatangan (***Signature***) **:** ……

Nama Pelajar (*Student Name*) :

Tarikh (*Date*):

Disahkan oleh Penyelia Industri (*Confirmed by Industrial Supervisor*):

Tandatangan (***Signature***)**:** ……

Nama Penyelia (*Supervisor Name*):

Jawatan (*Designation*):

Cop Syarikat (*Company Stamp*):

Tarikh (*Date*) :

Diperiksa oleh Penyelia Fakulti (*Checked by Faculty Supervisor*)

Tandatangan (***Signature***) **:** ……

Nama Penyelia (*Supervisor Name*):

Fakulti (*Faculty*):

Tarikh (*Date*):

SAMPLE OF TECHNICAL REPORT:

Sample item 9.ii. Propose concept/solution to solve the Problem Statements

Maintenance can be classified as:

- Planned maintenance: Carried out on a regular basis, such as servicing boilers.
- Preventive maintenance: Carried out in order to keep something in working order or extend its life, such as replacing cracked roofing tiles before inclement weather.
- Corrective maintenance: This involves repairing something that has broken, such as a window or guttering.
- Front-line maintenance: This involves maintaining something while it is still in use, such as repainting and decorating an occupied building.
- Proactive maintenance: Maintenance work that is undertaken to avoid failures or to identify defects that could lead to failure.
- Reliability centred maintenance: A combination of maintenance strategies used to ensure a physical asset continues to function correctly.
- Scheduled maintenance: Preventive maintenance carried out in accordance with predetermined intervals, number of operations, hours run, and so on.

3.3 Light Maintenance

Public lighting maintenance consists of 2 main zones / 2 contractors were appointed, Zone 1 which covers residential and commercial areas, while the 2 consists of high-mast and industrial area. The appointed contractor has to patrol every night to ensure the lights are always on. If there is damage, the contractor must carry out replacement work within 48 hours. A pictorial report needs to be prepared by the contractor and confirmation needs to be made by me. A site visit will be arranged in a short time to confirm the report before proceeding with the repair work.

For additional information, as much as 60% of the lights under the Hang Tuah Jaya area are LED lights. For the condition of approval for the submission of public lights for development projects to require the installation of LED lights. Hang Tuah Jaya also invites any LED lighting company to carry out a pilot project to do a cost effective evaluation to be made in line with hang tuah jaya's wishes towards using LED.

Figure 7 : Maintenance of lighting street at Jalan M8, Taman Merdeka.