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# **BUKU LOG**

## **LATIHAN INDUSTRI**

### **TAHUN \_\_\_\_\_**

<b>Nama Pelajar</b>	
<b>No. Matrik</b>	
<b>Tempat Latihan</b>	
<b>Tempoh Latihan</b>	

**Tarikh :**

**Minggu ke :**

**Tempat Bertugas :**

**Aktiviti / Tugas :**

**Lakaran / Rajah / Gambar :**

**Catatan :**



# Industrial Training Report Format

- (i) Front Page:
  - (a) Name, Matric No., Education Program.
  - (b) Industry / Organization Name and Address.
  - (c) Training Period.
- (ii) Declaration Form.
- (iii) Appreciation.
- (iv) Table of contents.
- (v) Industry / Organization Background.
- (vi) Organizational Chart (Administration, Management, Division and Others).
- (vii) Summary of work done.
- (viii) Work / Activity Report.
  - Work / activity information.
  - Results from activities.
  - Photo information if necessary.
- (ix) Comments / Suggestions.
  - With regard to the training acquired.
  - A constructive proposal to industry / organization.
- (x) Conclusion.
- (xi) Reference.
- (xii) Attendance Record.