



**UMS**  
UNIVERSITI MALAYSIA SABAH

**INDUSTRIAL TRAINING LOGBOOK  
(FACULTY OF ENGINEERING)**

**Revision: July 2020**

**FACULTY OF ENGINEERING (FKJ)  
UNIVERSITI MALAYSIA SABAH**

## Instructions on Writing Industrial Training Logbook

A logbook is one of the written reports required for Industrial Training assessment. By nature, it should be HANDWRITTEN in the logbook. The logbook should comprise the following items:

1. Student's Detail and Industrial Training Information (Typed on A4 paper and pasted onto the first page of the logbook)
2. Industrial training plan - Outline of training and proposals (Handwritten)
3. Declaration
4. Daily record (Handwritten)
  - a. Date
  - b. time
  - c. Activities:
    - i. Topic / Activity / Issue / Problem
    - ii. Objective / Goal / Purpose
    - iii. Finding / Solution / Conclusion
    - iv. Others
  - d. Verification from Person in charge
5. Declaration (Typed on A4 paper and pasted onto the last page of the logbook)

### Logbook: Industrial Training Plan

Students are required to discuss with industrial supervisor on training schemes during the training period. It may be in a form of training schedule on different departments, skills or mini projects. The training schedule can also be illustrated in the form of Gantt chart if relevant. Students are obligated to comply with the industrial supervisor's instructions.

### Logbook: Daily Report

Comprise of detail activities on daily basis. Students need to state the date and time of the activities and tasks that are relevant to industrial training only as detailed above.

**Contact details:**

Industrial Training Management Team,  
Faculty of Engineering,  
Universiti Malaysia Sabah,  
Jalan UMS  
88400 Kota Kinabalu, Sabah, Malaysia.

Telephone : +6-088-320000 ext. 3991  
Fax : +6-088-320348 / 320192  
Email : lifkj@ums.edu.my  
Website : <http://webapps.ums.edu.my/li>



<b>STUDENT'S DETAIL</b>	
Name :	
NRIC No. :	Matric No. :
H/P No. :	House Tel. No. :
Email :	
Program :	
Permanent address :	
Emergency Contact Person:	
H/P No. :	
<b>PLACEMENT'S DETAIL</b>	
Name of Company :	
Company address :	
Industrial Supervisor's name :	
Industrial Supervisor's Post :	
H/P No. :	
Company contact No.:	Fax No.:
Training Period :	
Allowance :	
<i>(indicate the amount of allowance paid per month/transport/accomodation)</i>	



<b>FACULTY CONTACT DETAIL</b>	
<b>Faculty Level Industrial Training Committee</b>	
Training Coordinator :	
H/P No. :	
<b>Program Level Industrial Training</b>	
Training Coordinator :	
Program :	
H/P No. :	



## INDUSTRIAL TRAINING PLAN

PERIOD	TASKS / ACTIVITIES



PERIOD	TASKS / ACTIVITIES

## DECLARATION

Before submitting this document for assessment, please complete the following declaration:

This is to certify that the contents of the Industrial Training Logbook are a true and accurate reflection of the work done by the student in the training company.

Student's name : \_\_\_\_\_

Student's signature : \_\_\_\_\_

Supervisor's name : \_\_\_\_\_  
(Industry)

Supervisor's signature: \_\_\_\_\_  
(Industry)

Company's name : \_\_\_\_\_

Company's stamp : \_\_\_\_\_

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<b>Finding/Solution/Conclusion:</b> .....	
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Signed by:

Verified by:

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(Name: )  
Student Trainee

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(Name: )  
Supervising engineer/personnel



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Student Trainee

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(Name: )  
Supervising engineer/personnel



### DAILY RECORD

<p><b>Date:</b></p> <p>..... ..... .....</p>	<p><b>Topic/Activity/Issue/Problem:</b></p> <p>..... ..... .....</p>
<p><b>Objective/Goal/Purpose:</b></p> <p>..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....</p>	
<p><b>Finding/Solution/Conclusion:</b></p> <p>..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....</p>	
<p><b>Others:</b></p> <p>..... ..... ..... ..... .....</p>	

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**- END OF LOGBOOK -**