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**GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION FOR
CERTIFIED ENVIRONMENTAL PROFESSIONAL IN SCHEDULED WASTE
MANAGEMENT (CePSWaM)**

1. INTRODUCTION

Preparation of Field Training Report (FTR) is the last step that candidates need to complete the certification process. The FTR provided will show that the candidate is willing to carry out his responsibilities as a competent person as required under Section 49A, Environmental Quality Act 1974.


In general, the FTR report prepared by the candidate should have been able to explain the candidate's involvement in the following processes/activities task:

- Tracking and storing reports for scheduled waste management (SW) (notifications, inventories, consignment notes, etc.);
- Packaging, labelling and storage of SW in accordance with legal requirements and guidelines issued and disposal/treatment of SW at designated premises only;
- Deciding on SW matters and reporting for presentation to top management; and
- Initiated efforts to introduce new/improved work in SW management.

The successful preparation of the FTR demonstrates the fruitful collaborative efforts between the candidate and the management in his organization in implementing the environmental mainstream at the work premises.

Therefore, the FTR report provided must show that the management of the industry/organization/company has accepted the Guided Self-Regulation (GSR) approach in conducting its business by implementing environmental mainstreaming tools (EMTs) in the premises/company/industry organization.

The evaluation of the FTR report prepared by the candidate will look at the candidate's contribution to the overall improvement efforts that have been made in the SW management aspects in accordance with the laws and guidelines, to ensure overall success and compliance on the premises.

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2. GENERAL SPECIFICATION AND FORMAT

The field training report should follow the general specification and format as below:

2.1 Specification

Covers and Binding

The report should be bound preferably in **hard cover (MAROON COLOR WITH GOLD LETTERING)**.

Typeface to be used is Arial.

Front Cover of the report is attached for reference.

Language of Report

Report may be written in English Language or Bahasa Malaysia.

Typeface and Font Size of the Main Text

Typeface to be used is Arial. Font size of 12 point should be used for the main body of the text.

Margins and Spacing

The margin on the document must comply with the specifications below:

Top – 20 mm

Bottom – 40 mm

Left – 40 mm

Right – 25 mm

Text

Text should be: **typed one side** of the paper only, **one and a half-spaced, left-right justified**. For captions of figures and tables, single spaces can be used.

Pagination


Every page except the title page must be **numbered**; **PRELIMINARY PAGES** are to be numbered in **lower case Roman numerals** (i, ii, iii etc.); and **MAIN TEXT** pages are to be numbered at the center of the page (1, 2, 3..) and all pages must be numbered **consecutively** and **continuously**.

2.2 Format

The structure of the report is based on standard format which contains the following sections:

- A. Preliminary Pages
- B. Main Text
- C. Appendices

Contents is attached for reference.

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The report should contain a minimum of 15 pages (excluding executive summary, illustrations, photographs, appendices, or figures).

Photographs should be printed in **COLOR**.

3.0 FIELD TRAINING PERIOD

The candidates are required to undergo field training on operating and managing of scheduled wastes at their work place for a **minimum of six (6) months**.

4.0 SUBMISSION OF FIELD TRAINING REPORT

The FTR report shall be submitted to EiMAS **within one (1) year from the date** the Temporary Competent Certificate is issued

The FTR report must be submitted to EiMAS at the following address:

The Director
 Environment Institute of Malaysia (EiMAS)
 Department of Environment
 Universiti Kebangsaan Malaysia
43600 BANGI, SELANGOR
 (Attn: Industry Certification and Competency Centre)

Report must be submitted in **in one (1) hardcopy report and one (1) in softcopy report (CD or USB drive)**

If you have any technical questions regarding the field training report preparation, please email your questions to pkpi@doe.gov.my



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The structure of the report is based on standard format which contains the following sections:

A. PRELIMINARY PAGES

The preliminary pages shall include at least the following:

a. INTRODUCTION OF CANDIDATE

1. Name of trainee:

.....

2(i). Contact Address:.....

.....

2(ii) Email:

2(iii) Handphone No:

3. Designation:

.....

4(i). Nature of Business:

Please check the type of your organization as specified below;

| |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

Waste generator

Waste contractor/transporter

Waste receiver/recycler

Others, Please specify ;

4(ii). Nature of Business: (eg. Electronics, petrochemical, electroplating etc..)

.....

5. Date of attending Certification Course on Scheduled Waste Managers conducted by Environment Institute of Malaysia (EMAS):

.....



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6. Name and address of the premise where you had field training on scheduled waste management:

i) Name:.....

ii) Address:.....

.....

.....

7. Period of attending Field Training:

.....

8. Contact officer in the above organization who could verify your training experience:

Name:.....

Designation:.....

Phone number:.....

Fax number:.....

E-mail address:.....

b. List of Duties:

9. i).....

ii).....

iii).....

c. Continuing Professional Development (CPD)


10. List of seminars, workshops, training courses, etc attended in the past 3 year, if any;

.....

.....

.....

.....

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Verification and Declaration must be type written using the OFFICIAL LETTERHEAD of the company the candidate is attached to.

d. Verification (to be filled out by the candidate’s supervisor)

The report must be verified by the trainee’s supervisor and must be made in a manner as follows;

“I hereby declare that (Mr/Ms/Mrs) has completed the field training as required and the information provided in the report is true to my best knowledge”

Name of Supervisor:..... NRIC number:

Designation :.....

Signature: Date:

Company’s stamp:

e. Declaration (to be filled out by the trainee)

The report must be declared by the trainee in the following manner:


“I declare that the entire report is the product of my own work and all the facts stated in it and the accompanying information are true and correct and that I have not withheld/distorted any material facts”

Name of Trainee:..... NRIC number:

Designation :.....

Signature: Date:

Company’s stamp:

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The Main Text shall contain four (4) CHAPTERS and sub-CHAPTERs as below

B. MAIN TEXT


CHAPTER 1: INTRODUCTION TO COMPANY BACKGROUND

1.1 Background of Company or Industry

In this subchapter, you should describe the background of the company (name of the company/premises, location of the premises, establishment information, operating hours of the premises, employee strength, manufacturing carried out, etc.)

Describe the type of manufacturing carried out in your factory and the products produced/carried out in this premises.

Brief overall process/activities– attach process flowchart – raw material - what product produced – operating hours - waste generated – which process/activities generate the waste (scheduled wastes).

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CHAPTER 2: ENVIRONMENT MAINSTREAMING TOOLS

2.1 Organization's Environmental Commitment

2.1.1 Environmental Policy (EP)

In this subchapter, at the minimum you should reproduce an extract of your company's/industry's Environmental Policy. Mention the date the policy was made and identify whether the policy is an existing policy or a new policy which has been developed. If it is a new policy, explain how and where you were involved in its development.

Attach a copy of the official EP with the CEO's/president's/manager's signature or retype it and have it formally endorsed

Note:

The environmental policy (EP) of successful organizations uses strong and unequivocal statements to convey their environmental commitment to their employees, clients, stakeholders and the public. The EP is disseminated to all relevant parties and translated into action in the organization's work procedures, materials purchasing policy, business decision making process and cascades down to the supply chain.


2.1.2 Environmental Budgeting (EB)

In this subchapter, briefly describe budget allocated for proper operation and maintenance of pollution control systems and management of waste generated by the industry. EB includes setting up facilities, provision of personnel and purchase of performance monitoring equipment and etc

List the environmental budget for operation and maintenance of pollution control system that have been approved and signed by the management

Note:

Sufficient budget must be set aside solely for the purpose of taking measures to comply with the **environmental regulatory requirements** and other **environmental-related efforts**. At the design stage, budget must be available for the design and installation of the pollution control facilities, while at the operational stage, budget must be allocated for proper operation and maintenance of pollution control systems and management of waste generated by the industry. The environmental budget also includes the cost for setting up of laboratory facilities, provision of personnel, and purchase of performance monitoring equipment.

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2.1.3 Environmental Competency (EC)

In this subchapter, you should show an organizational structure where you as a CePSWAM are placed.

Provide a certified copy of your list of duties / job description (JD) where it shows the conduct a bag filter performance monitoring function is one of your core duties.

List all other competent person personnel in your industry/company.

Attach

- Overall organization chart. Label your position as Competent Person (CP) in the organization chart; and
- Certified copy of Job Description (JD). JD must include his duty as a competent person
- Certificate of attendance CePSWAM course
- Certificate of Competence (1 year)

Note:

The relevant personnel involved in discharging various environmental responsibilities within an organization need to possess the required competencies. The personnel include those who have been assigned the task to perform DOE-regulated functions: to manage scheduled wastes. The organizations must draw up a comprehensive training program to produce competent persons and trained support staff to ensure full compliance with the DOE requirements in the regulated activities.


2.1.4 Environmental Monitoring Committee (EMC)

In this subchapter you should show an organizational management committee structure where you as a CePSWAM would report regularly

Attach:

- **Environmental Performance Monitoring Committee (EPMC)** - chaired by a senior official of your company's/industry's organization – which would monitor on a monthly basis on the bag filter performance.
- **Environmental Regulatory Compliance Monitoring Committee (ERCMC)**, which chaired by chief executive officer or chairman of the company's/industry's organization – which would monitor on overall environmental compliance.

Describe your roles in this EMC and provide sample of minutes of meeting.

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Note:

The success of an organization to comply with the environmental requirements is contingent upon the relevant personnel in different departments in the organization playing their role in an effective manner. To promote collective responsibility to be environmentally compliant, two monitoring committees are set up: one at the working level, the other at the policy level. At the working level, the committee known as the environmental performance monitoring committee (EPMC) is chaired by a senior official of the organization and it meets on a monthly basis. At the policy level, the committee is known as the environmental regulatory compliance monitoring committee (ERCMC), which meets once a year. The chief executive officer or chairman of the organization chairs the ERCMC.

2.2 Operational Environmental Commitment

2.2.1 Environmental Facility (EF)

In this chapter you should describe about schedule waste management facility at premise. Explain how different type of schedule waste manage in storage. Explain emergency response preparedness

Provide building layout showing location of scheduled waste storage facility in the premise.

Provide layout plan of schedule waste storage.

Provide a photos showing the scheduled waste storage facility

2.2.2 Environmental Reporting and Communication (ERC)


Briefly describe and show, how performance monitoring/compliance report of SW report is made to **Environmental Performance Monitoring Committee (EPMC)** and how environmental compliance report is made to **Environmental Regulatory Compliance Monitoring Committee (ERCMC)**.

Describe on management response when report is made.

Provide sample of reporting to EPMC & ERCMC.

Note:

A formal communication channel must be established for reporting environmental concerns and system upsets which warrant prompt actions to be instituted. Internal reporting can be initiated to report on a regular basis the regulatory compliance status of the organization to the chief executive officer (CEO) and various heads of the department within the organization. Updates of new environmental requirements and their implications can be disseminated to the relevant company personnel. ERC requires systematic data, which must be summarized in

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appropriate format for easy understanding and communication and maintained for management review purposes.

2.2.3 Environmental Transparency (ET)

Briefly describe how your industry's/company's transparent in their **environmental compliance** and achievement.


Provide information such as photos of billboard/website, copy of flyers/brochure, noticeboard - showing the environmental compliance to public.

Provide related environment corporate social responsibility (CSR) involving with community.

(All evidences must be attached in **Appendix II**)

Note:

To foster rapport with the immediate neighbors, promote green image, and improve public confidence, companies are encouraged to be more transparent in their environmental compliance and achievement. Compliance status can be displayed on company website or billboard located at the boundary or entrance to the company's premise. An environmental sustainability report can be prepared for the company to showcase its success in managing the environmental concerns of the company and minimizing the environmental footprint of its business. The corporate image of the organization is markedly enhanced through environmental transparency.

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***CHAPTER 3: THE MANAGEMENT OF SCHEDULED WASTES**

3.1 Description of scheduled wastes

3.1.1 Identification and classification of SW

In this subchapter, you should describe briefly all types of scheduled wastes have been generated on your premise. Describe from what process / origin / sources that scheduled waste have been generated. Used diagram if possible.

Described how the scheduled wastes are being managed by you. How you identify that substance is scheduled waste and then classified it to 77 codes.

3.1.2 Packaging and Labelling of SW

In this subchapter, you should describe what packaging and labelling that you use on every single of SW that you are in charge. You're packaging and labelling is accordance with your first identification follow with legal requirements and guidelines issued by DOE?

3.1.3 Storage of SW

In this subchapter, you should describe clearly your condition of your storage. Is your storage is accordance with legal requirement and guideline issued by DOE?

3.1.4 Transportation of SW

In this subchapter, you should describe transportation of your SW to dispose / recover. Did you use licensed transporter? Any waste information? How you make sure that the transporter came to your factory is correct transporter had been chosen? Show us clearly.


3.1.5 Disposal of SW

In this subchapter, you should describe which method of disposal should be use (either dispose, recovery or special management). Why you choose that? You need explain how you selected the contractor for implementation of disposal.

3.1.6 Training of SW

In this subchapter you should describe on how training in scheduled waste management is implemented on premises.

Provide training record conduct to staff

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3.2 SW management data

3.2.1 SW record keeping data

In this subchapter, you should describe how e-SWIS implement in premises. Provide SW data record for a field training period of 6 months

- e-SWIS Notification
- e-SWIS Inventory
- e-SWIS Consignment note (for each SW code sent for disposal)
- Waste card for each SW
- Waste Characteristic (WC) / Waste Acceptance Criteria (WAC)
- TWG form

3.3 Change in management of SW

3.3.1 Situation before course attendance

In this subchapter, you should describe how the SW was being monitored before you attended the CePSWaM course and improvement / changes were made.

3.3.2 Situation after course attendance

In this subchapter, you should describe how and what changes were made through your efforts to introduce new / improved work in SW management.

3.3.3 Area of improvement

In this subchapter, you should describe areas of improvement that have been made by you or as a result of your proposal or intervention, in the management of scheduled waste at your place of work.


Any initiative for reduce / recycle / reuse / recover your SW?

Training to all staff? Awareness?

3.3.4 Future efforts

In this subchapter, you should describe future efforts for better compliance or improvement to be undertaken.

(All evidences must be attached in **Appendix III**)

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CHAPTER 4: CONCLUSIONS

In this chapter, you should make **some conclusions on the overall SW management.**

- Advantages gained
- Limitations encountered
- Suggestions for future competency improvements

The appendices should comprise all the evidences your write. The evidences should be any documents, layout plan, policy, chart, photos or video, record keeping data or any with the following;

C APPENDICES

Appendix I

Evidence of Chapter 1 (e.g. Background Company, organization chart, layout plan, products, process/flowchart industry, photo situation before course attendance, etc.)

Appendix II

Evidence of Chapter 2 (e.g. Environmental Policy, budgeting, Job Description, committee of EPMC and ERCMC, sample reporting to EPMC and ERCMC, etc.)

(All evidences of EP, EB, EC, EMC, EF, ERC and ET)

Appendix III


Evidence of Chapter 3 (Documents, photographs or video as evidences of type of SW, storage, packaging and labelling of SW)

Record keeping of Scheduled Wastes Information (e.g. Notifications, inventory, consignment note, waste card, license condition, etc.)

Appendix IV and more

Evidences of improvement have been made / Evidences of future improvement

References

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Note for Chapter 3:

1. *Only for waste generator / waste receiver

2. For transporters, use this points ;

i) **Transporters**

For the waste transporters, the report must show how the understanding of good and safe handling of scheduled waste during transportation gained from the certification course conducted by EiMAS is applied in your company. The report should discuss/contain at least the following:

- a) Type(s) of scheduled waste that you handled;
- b) Safe handling of scheduled waste during transportation is practiced;
- c) Emergency Response Plan or System (e.g.: insurance to cover when emergency);
- d) Fleet tracking system to ensure safe routing;
- e) Training programme conducted for drivers;
- f) Documents, photos or videos to serve as evidence
- g) Documents that include record keeping, consignment notes and waste card; and
- h) Proposed future improvements that would suggest to the management of your company to better manage the scheduled waste at your place of work.

3. For consultants and others, use this points ;

i) **Consultants and Others**


For this category the report must be based on a consultancy work on scheduled waste management that has been provided to a client. The consultancy work must cover one or more of the following areas:

- a) Waste minimization;
- b) Waste utilization;
- c) Waste recycling;
- d) Safe handling; or
- e) Other topics (to be proposed by the trainee)*

The technical report should discuss/contain at least the followings:

- i) Title;
- ii) Identification of the client where consultancy was provided;
- iii) Areas of consultancy provided;
- iv) Assessment of status of scheduled waste management on the premise;
- v) Proposed improvement measures;
- (vi) References.

* *The trainee must send his/hers proposed topic to EiMAS for approval of the Assessment Panel. The panel has the right to decline your proposed topic if deemed inappropriate*

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EXAMPLE OF FRONT COVER FIELD TRAINING REPORT

CERTIFIED ENVIRONMENTAL PROFESSIONAL IN SCHEDULED WASTE MANAGEMENT (CePSWaM) Arial 18 font,

FIELD TRAINING REPORT Arial 12 font

Submitted to Arial 12 font


**The Director
Environment Institute of Malaysia (EiMAS)
Department of Environment
Universiti Kebangsaan Malaysia Campus
Bangi, Selangor** Arial 12 font, Bold

By Arial 12 font

Name of candidate
I/C number Arial 12 font
Month/year

In Partial Fulfillment of the Requirement for the Certificate of Certified Environmental Professional in Scheduled Waste Management (CePSWaM)


Arial 12 font

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**EXAMPLE OF REPORT CONTENT FOR
FIELD TRAINING REPORT**

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|  | DOKUMEN PANDUAN PENYEDIAAN LAPORAN LATIHAN LAPANGAN | | |
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**DOKUMEN PANDUAN PENYEDIAAN LAPORAN LATIHAN DI LAPANGAN BAGI
PROFESIONAL ALAM SEKITAR BERTAULIAH DALAM PENGURUSAN BUANGAN
TERJADUAL (CePSWaM)**

1. PENGENALAN

Penyediaan Laporan Latihan Lapangan (FTR) merupakan langkah terakhir yang perlu dilaksanakan oleh calon untuk melengkapkan proses pensijilan. FTR yang disediakan akan menunjukkan bahawa calon bersedia untuk menjalankan tanggungjawabnya sebagai seorang yang kompeten seperti yang dikehendaki di bawah Seksyen 49A, Akta Kualiti Alam Sekeliling 1974.


Secara umumnya, laporan FTR yang disediakan oleh calon sepatutnya dapat menjelaskan penglibatan calon dalam proses/tugas aktiviti berikut:

- Merekod dan menyimpan informasi bagi pengurusan buangan terjadual (BT) di premis (pemberitahuan, inventori, nota konsainan, dll.);
- Penggunaan bekas dan label BT serta setor menyimpan BT mengikut kehendak perundangan dan garis panduan yang dikeluarkan dan melupus / mengolah BT hanya dipremis yang ditetapkan;
- Membuat keputusan mengenai hal-hal yang berkaitan dengan pengurusan BT dan membuat pelaporan untuk dibentangkan kepada pengurusan atasan; dan
- Memulakan usaha untuk memperkenalkan prosedur kerja yang ditambahbaik di dalam pengurusan BT

Kejayaan penyediaan Laporan FTR menunjukkan usaha kerjasama yang membuahkan hasil antara calon dan pengurusan dalam organisasinya dalam melaksanakan arus perdana alam sekitar di premis kerja.

Oleh itu, laporan FTR yang disediakan hendaklah menunjukkan bahawa pihak pengurusan industri/organisasi/syarikat telah menerima pendekatan Peraturan Kendiri Terbimbing (Guided Self-Regulation - GSR) dalam menjalankan perniagaannya dengan melaksanakan *environmental mainstreaming tools (EMTs)* di premis/syarikat/organisasi industri.

Penilaian laporan FTR yang disediakan oleh calon akan melihat sumbangan calon terhadap keseluruhan usaha penambahbaikan yang telah dilakukan dalam aspek pengurusan SW mengikut undang-undang dan garis panduan untuk kejayaan keseluruhan di premis anda.

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2. SPESIFIKASI UMUM DAN FORMAT

Laporan latihan di lapangan perlu mengikut spesifikasi umum dan format seperti di bawah:

2.1 Spesifikasi

Muka depan dan 'binding'

Laporan hendaklah dalam bentuk **hard cover (BERWARNA MAROON dengan BERTULISAN EMAS)**.

Jenis tulisan yang digunakan adalah Arial.

Muka depan laporan ini ada dilampirkan sebagai rujukan.

Bahasa untuk laporan

Laporan boleh ditulis sama ada dalam **Bahasa Melayu** atau **Bahasa Inggeris**.

Jenis tulisan dan Saiz Tulisan untuk keseluruhan laporan

Jenis tulisan yang digunakan adalah Arial dengan saiz 12.

Margin dan Jarak

Margin keseluruhan dokumen laporan mestilah memenuhi spesifikasi di bawah:

Atas – 20 mm

Bawah – 40 mm

Kiri – 40 mm

Kanan – 25 mm

Teks

Teks hendaklah ditaip hanya dengan satu muka kertas sahaja, **satu setengah jarak (one and a half-spaced), 'justified' kiri-kanan**. Untuk kapsyen jadual ataupun gambar, jarak satu (single spaces) boleh digunakan.


Mukasurat

Setiap muka surat kecuali muka depan mestilah ditandakan dengan **nombor; PERMULAAN** dinomborkan dengan **lower case Roman numerals** (i, ii, iii dan seterusnya.); dan **TEKS UTAMA** dinomborkan di bahagian bawah tengah dengan nombor (1, 2, 3, dan seterusnya...) dan **semua muka surat** mesti dinomborkan secara berturut-turut dan berterusan.

2.2 Format

Struktur laporan berdasarkan format standard yang mengandungi bahagian-bahagian berikut:

- A. Permulaan
- B. Teks Utama
- C. Lampiran dan Rujukan

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Format isi kandungan ada dilampirkan untuk rujukan.

Laporan perlu mengandungi minimum lima belas (15) mukasurat (tidak termasuk gambarajah, lampiran, rujukan atau data pelaporan).

Gambar-gambar bukti mestilah dicetak dengan cetakan **BERWARNA**.

3.0 TEMPOH LATIHAN LAPANGAN

Calon-calon dikehendaki menjalani latihan lapangan mengenai pengendalian dan pengurusan buangan terjadual di tempat kerja mereka untuk **sekurang-kurangnya enam (6) bulan**.

4.0 PENYERAHAN LAPORAN LATIHAN LAPANGAN

Laporan FTR hendaklah dikemukakan kepada EiMAS **dalam tempoh satu (1) tahun** dari tarikh Sijil Kompeten Sementara dikeluarkan

Laporan FTR hendaklah diserahkan kepada EiMAS di alamat berikut:

Pengarah
 Institut Alam Sekitar Malaysia (EiMAS)
 Jabatan Alam Sekitar
 Universiti Kebangsaan Malaysia
43600 BANGI, SELANGOR
 (u/p: Pusat Kompetensi dan Pensijilan Industri)

Laporan perlu dihantar dalam bentuk **satu (1) salinan laporan bercetak dan satu (1) salinan laporan digital (CD atau USB drive)**.

Sebarang pertanyaan teknikal mengenai penyediaan laporan latihan di lapangan boleh diemelkan kepada pkpi@doe.gov.my



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Teks utama atau struktur laporan perlulah mengandungi sekurang-kurangnya bab berikut;

A. PERMULAAN

(Bahagian permulaan mesti mengandungi sekurang-kurangnya perkara berikut)

a. PENGENALAN CALON

1. Nama calon:

.....

2.(i) Alamat surat-menyurat:

.....

.....

2(ii) Emel:

2(iii) No telefon bimbit :

3. Jawatan:

.....

4 (i). Jenis premis:

Tandakan pada jenis perniagaan yang premis anda terlibat;

Pengeluar BT

Kontraktor / Pengangkut BT

Penerima BT

Lain-lain

4(ii). Jenis perniagaan: *(spt. Elektronik, petrokimia, penyaduran dsb...)*

.....

.....

5. Tarikh menghadiri kursus Certified Environmental Professional in Scheduled Waste Management (CePSWaM) yang dikendalikan oleh Institut Alam Sekitar Malaysia (EiMAS):

.....



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6. Nama dan alamat premis di mana laporan FTR ini telah dijalankan:

i) Nama:.....

ii) Alamat:.....

.....

.....

7. Tempoh latihan FTR dijalankan:

.....

8. Pegawai industri untuk tujuan verifikasi:

Nama:.....

Jawatan:.....

Nombor tel.:.....

Nombor faks.:.....

Alamat e-mel:.....

b. Tugas-tugas hakiki

9. i)

ii)

iii)

c. Pembangunan Professional Berterusan (CPD)

10. Senarai seminar, bengkel, kursus dan lain-lain yang pernah dihadiri sepanjang 3 tahun, jika ada;

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Verifikasi dan Deklarasi perlu ditaip di atas KEPALA SURAT RASMI premis tempat calon menjalankan latihan di lapangan

d. Verifikasi (diisi dan disahkan oleh penyelia premis laporan dijalankan)

Laporan perlu disahkan oleh penyelia premis FTR dijalankan dan hendaklah dibuat dengan cara berikut;

“Dengan ini saya sahkan bahawa (En/Tun/Puan) telah menjalani latihan di lapangan sebagaimana yang diperlukan dan maklumat yang dikemukakan di dalam laporan ini adalah benar sepanjang pengetahuan saya”

Nama penyelia:..... No. K/P:

Jawatan:.....

Tandatangan: Tarikh:

Company's stamp:

e. Deklarasi (diisi dan disahkan oleh calon)

Laporan perlu disahkan oleh calon dan hendaklah dibuat dengan cara berikut;


“Saya mengaku bahawa laporan ini keseluruhannya adalah hasil usaha saya sendiri dan semua fakta yang terkandung di dalamnya serta maklumat yang disertakan adalah betul dan benar dan saya tidak menyembunyikan atau memutarbelitkan mana-mana fakta”

Nama calon:..... No. K/P:

Jawatan:.....

Tandatangan: Tarikh:

Company's stamp:

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Teks Utama hendaklah mengandungi empat (4) BAB dan sub-BAB sepertimana dibawah

B. TEKS UTAMA


BAB 1: PENGENALAN KEPADA LATAR BELAKANG PREMIS

1.1 Latarbelakang syarikat atau industri

Dalam subbab ini, anda harus menerangkan latar belakang syarikat (nama syarikat/premis, lokasi premis, maklumat penubuhan, waktu operasi premis, pembuatan yang dijalankan dan lain-lain)

Terangkan jenis pembuatan yang dijalankan di kilang anda dan produk yang dikeluarkan/dihasilkan di premis ini.

Terangkan secara keseluruhan proses/aktiviti – lampirkan carta alir proses – bahan mentah – produk yang dihasilkan – waktu operasi – buangan yang dijana – dari proses/aktiviti mana buangan terjadual dihasilkan.

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BAB 2: ENVIRONMENT MAINSTREAMING TOOLS (EMT)

2.1 Komitmen Pengurusan Alam Sekitar

2.1.1 Environmental Policy (EP)

Di bab ini, secara minimum, anda perlu mengemukakan Polisi Alam Sekitar premis anda. Nyatakan tarikh polisi dibuat dan maklumkan sama ada polisi tersebut adalah polisi sedia ada ataupun polisi yang baharu dibangunkan. Jika polisi tersebut adalah polisi baharu, terangkan bagaimana dan dimana anda terlibat dalam penyediaan polisi tersebut.

Lampirkan salinan EP rasmi dengan tandatangan CEO/presiden/pengurus atau taip semula dan pastikan ia disahkan secara rasmi

Nota:

Polisi alam sekitar (EP) yang dibangunkan oleh pengurusan perlu ada pernyataan yang kukuh dan tegas dalam menyampaikan komitmen alam sekitar yang berkesan kepada pekerja, pelanggan, pihak berkepentingan dan orang ramai. EP perlu disebar kepada semua parti dan diterjemahkan dalam bentuk tindakan sama ada dalam prosedur kerja organisasi, dasar pembelian, proses membuat keputusan dalam perniagaan sehinggalah kepada rantai bekalan.


2.1.2 Environmental Budgeting (EB)

Dalam bab ini, huraikan secara ringkas belanjawan yang diperuntukkan untuk operasi dan penyelenggaraan bagi sistem kawalan pencemaran dan pengurusan buangan terjadual yang dijana oleh industri. EB termasuk kos peruntukan menyediakan kemudahan, latihan kakitangan dan pembelian peralatan pemantauan prestasi dan lain-lain yang berkaitan

Senarai peruntukkan alam sekitar bagi pengurusan buangan terjadual yang telah diluluskan dan ditandatangani oleh pihak pengurusan

Nota:

Bajet yang mencukupi mesti disediakan sebagai langkah untuk mematuhi keperluan kawal selia alam sekitar dan usaha berkaitan pengurusan alam sekitar yang berkaitan. Pada peringkat reka bentuk, bajet mesti disediakan untuk reka bentuk dan pemasangan kemudahan kawalan pencemaran, manakala pada peringkat operasi, bajet mesti diperuntukkan untuk operasi dan penyelenggaraan yang betul bagi sistem kawalan pencemaran dan pengurusan buangan terjadual yang dihasilkan oleh industri. Belanjawan alam sekitar juga termasuk kos untuk menyediakan kemudahan makmal, penyediaan kakitangan, dan pembelian peralatan pemantauan prestasi.

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2.1.3 Environmental Competency (EC)

Di bab ini, anda perlu menunjukkan carta organisasi yang mana anda sebagai CePSWAM diletakkan. Kemukakan salinan yang diakui sah oleh majikan anda;

Senarai Tugas-Tugas Hakiki anda yang mana dalam senarai tersebut, dinyatakan tugas utama anda adalah sebagai Pengurus Buangan Terjadual.

Senarai semua pegawai yang kompeten di premis

Tunjukkan dalam laporan ini:

- Carta Organisasi. (tunjukkan kedudukan anda sebagai OYB dalam carta ini;
- Salinan yang diakui sah Senarai Tugas-Tugas Hakiki (Job Description; JD). Senarai tersebut perlu menyatakan tugas utama sebagai Orang Yang Berwibawa
- Salinan sijil kehadiran kursus CePSWAM
- Salinan sijil kompeten (1 tahun) CePSWAM

Nota:

Kakitangan yang terlibat dalam melaksanakan pelbagai tanggungjawab alam sekitar dalam organisasi perlu memiliki kompetensi yang diperlukan. Kakitangan tersebut termasuk mereka yang telah ditugaskan untuk melaksanakan fungsi yang dikendalikan oleh JAS: pengurusan buangan terjadual. Organisasi mesti membuat program latihan komprehensif untuk menghasilkan orang yang berwibawa dan kakitangan sokongan terlatih untuk memastikan pematuhan sepenuhnya terhadap keperluan JAS dalam aktiviti yang dikawal selia.

2.1.4 Environmental Monitoring Committee (EMC)

Di bab ini, anda hendaklah menunjukkan struktur pengurusan di mana anda sebagai CePSO akan membuat laporan secara berkala kepada sebuah jawatankuasa tetap yang akan memantau dan seterusnya melapor kepada pengurusan atasan mengenai pengurusan sistem kawalan pencemaran udara.

Kemukakan;

- Jawatankuasa Pemantauan Prestasi Alam Sekitar (EPMC); yang dipengerusikan oleh pegawai kanan syarikat dan bermesyuarat sebulan sekali
- Jawatankuasa Pemantauan Pematuhan Kawal Selia Alam Sekitar (ERCMC); yang dipengerusikan oleh Ketua pegawai eksekutif ataupun pengerusi syarikat; yang memantau secara keseluruhan pematuhan alam sekitar bagi premis ini

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Jelaskan peranan anda dalam jawatankuasa ini. Kemukakan contoh minit mesyuarat yang disahkan dan ditandatangani oleh Pengerusi EMC.

Nota:

Kejayaan sesebuah organisasi untuk mematuhi keperluan alam sekitar adalah bergantung kepada kakitangan yang relevan di jabatan yang berlainan dalam organisasi dan memainkan peranan mereka dengan cara yang berkesan. Bagi menggalakkan tanggungjawab kolektif untuk pematuhan kepada alam sekitar, dua jawatankuasa pemantauan perlu ditubuhkan: satu di peringkat operasi, dan satu lagi di peringkat dasar. Di peringkat operasi, komiti dikenali sebagai environmental performance monitoring committee (EPMC) yang dipengerusikan oleh pegawai kanan syarikat dan bermesyuarat sebulan sekali. Di peringkat dasar pula, komiti dikenali sebagai environmental regulatory compliance monitoring committee (ERCMC), yang bermesyuarat sekurang-kurangnya setahun sekali. Ketua pegawai eksekutif ataupun pengerusi syarikat adalah pengerusi ERCMC.

2.2 Komitmen Pengoperasian Alam Sekitar

2.2.1 Environmental Facility (EF)

Dalam bab ini, jelaskan tentang kemudahan/fasiliti pengurusan buangan terjadual yang disediakan di premis. Terangkan bagaimana jenis sisa jadual yang berbeza diurus dalam storan. Terangkan kesediaan tindak balas kecemasan

Tunjukkan susun atur bangunan yang menunjukkan lokasi kemudahan penyimpanan sisa berjadual di dalam premis.

Tunjukkan pelan susun atur jadual penyimpanan sisa.


Tunjukkan gambar yang menunjukkan kemudahan penyimpanan sisa berjadual

2.2.2 Environmental Reporting and Communication (ERC)

Jelaskan bagaimana laporan pemantauan prestasi/ pematuhan pengurusan BT dibuat kepada Jawatankuasa Pemantauan Prestasi Alam Sekitar (EPMC) dan cara laporan pematuhan alam sekitar dibuat kepada Jawatankuasa Pemantauan Pematuhan Kawal Selia Alam Sekitar (ERCMC).

Terangkan tentang respons pengurusan apabila laporan dibuat.

Kemukakan sampel laporan EPMC & ERCMC.

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Nota:

Saluran komunikasi secara formal perlu diwujudkan dalam melaporkan masalah alam sekitar dan kegagalan sistem yang mana tindakan segera perlu diambil. Laporan dalaman boleh dimulakan untuk melaporkan secara terus dan berkala mengenai status pematuhan perundangan premis kepada Ketua Pegawai Eksekutif (CEO) ataupun kepada semua Ketua Jabatan dalam organisasi. Keperluan atau apa-apa peraturan alam sekitar yang baharu dan dikemaskini serta implikasinya perlu disebar kepada semua kakitangan yang berkaitan. ERC memerlukan data yang sistematik, yang mana perlu dirumuskan dalam komunikasi dan format yang sesuai dan mudah difahami serta dikekalkan untuk kegunaan semakan pengurusan.

2.2.3 Environmental Transparency (ET)

Dalam bab ini, jelaskan bagaimana industri/syarikat anda telus dalam menyebarkan maklumat pematuhan dan pencapaian alam sekitar mereka.


Tunjukkan bukti seperti gambar papan iklan/laman web, salinan risalah/risalah, papan kenyataan - menunjukkan pematuhan alam sekitar disampaikan kepada pelanggan dan orang awam.

Menyediakan persekitaran yang berkaitan tanggungjawab sosial korporat (CSR) yang melibatkan komuniti.

(Semua bukti hendaklah disertakan dalam **Lampiran II**)

Nota:

Dalam usaha untuk memupuk hubungan sesama komuniti, mempromosikan imej hijau dan menambahbaik keyakinan orang awam, premis digalakkan lebih telus dalam menyebarkan pematuhan alam sekitar dan pencapaiannya. Status pematuhan boleh dipaparkan di laman sesawang syarikat ataupun dipapan iklan berdekatan pintu masuk premis. Laporan penilaian alam sekitar juga boleh disediakan syarikat dalam menyebarkan maklumat kejayaan syarikat dalam menguruskan masalah alam sekitar dan meminimumkan kesan alam sekitar dalam perniagaannya. Imej korporat akan terbentuk dengan ketelusan ini (ET).

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***BAB 3: PENGURUSAN BUANGAN TERJADUAL (BT)**

(* rujuk nota tambahan bagi calon Pengangkut BT & perunding)

3.1 Penerangan mengenai buangan terjadual

3.1.1 Pengenalpastian dan pengelasan BT

Di bab ini, anda hendaklah menerangkan secara ringkas bagaimana semua jenis buangan terjadual dihasilkan di premis. Terangkan proses / asal / punca BT terhasil. Gunakan carta alir jika perlu.

Terangkan juga bagaimana BT diuruskan oleh anda (bagaimana anda mengenalpasti / mengkelaskan BT di bawah 77 kod)

3.1.2 Penggunaan Jenis Bekas dan Pelabelan BT

Di bab ini, anda hendaklah menerangkan jenis bekas yang digunakan dan label yang digunakan dalam setiap BT yang anda terlibat. Adakah bekas dan pelabelan yang digunakan anda mematuhi perundangan dan garis panduan yang telah dikeluarkan oleh JAS?

3.1.3 Stor Penyimpan BT

Di bab ini, anda hendaklah menerangkan dengan jelas kondisi setor di mana BT disimpan. Adakah setor BT anda memenuhi kehendak perundangan mahupun garis panduan yang dikeluarkan oleh JAS?

3.1.4 Pengangkut BT

Di bab ini, anda hendaklah menerangkan bagaimana anda mengangkut BT ke premis yang ditetapkan. Adakah lesen pengangkut digunakan? Informasi Kad Buangan disertakan? Tunjukkan dengan jelas.


3.1.5 Penerima BT

Di bab ini, anda hendaklah menerangkan keadah yang dipilih untuk melupuskan BT (sama ada dilupus, diolah ataupun menggunakan pengurusan khusus). Mengapa anda memilih keadah tersebut. Anda juga perlu menerangkan pemilihan kontraktor dalam mengimplicasikan pelupusan.

3.1.6 Latihan BT kepada kakitangan

Dalam bab ini anda harus menerangkan bagaimana latihan dalam pengurusan buangan terjadual dilaksanakan di premis.

Tunjukkan salinan rekod aktiviti latihan kepada kakitangan yang dijalankan

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3.2 Data pengurusan BT

3.2.1 Rekod BT

Dalam bab ini, jelaskan bagaimana e-SWIS digunapakai di premis. Menyediakan rekod data SW untuk tempoh latihan lapangan selama 6 bulan

- Pemberitahuan BT (e-SWIS)
- Inventori (e-SWIS)
- Nota Konsainan (e-SWIS - untuk setiap kod SW yang dihantar untuk pelupusan)
- Kad Buangan bagi setiap BT
- Waste Characteristic (WC) / Waste Acceptance Criteria (WAC)
- Borang TWG

3.3 Perubahan dalam pengurusan BT

3.3.1 Keadaan sebelum kursus

Di bab ini, anda hendaklah menerangkan bagaimana BT diuruskan sebelum anda menghadiri kursus CePSWaM dan penambahbaikan / perubahan dibuat.

Sebagai perbandingan, laporan FTR anda perlulah menerangkan penambahbaikan yang telah dibuat; sebelum dan selepas menghadiri kursus CePSWaM. Laporan penambahbaikan ini perlu dalam masa 6 bulan yang telah dirancang.

3.3.2 Perubahan yang dilakukan


Di bab ini, anda hendaklah menerangkan bagaimana dan apa perubahan yang dilakukan melalui usaha dan intervensi anda mengenai cara pengurusan BT yang baik.

3.3.3 Penambahbaikan yang telah diambil

Di bab ini, anda hendaklah menerangkan perkara-perkara penambahbaikan yang telah diambil tindakan di premis anda dalam memastikan BT diurus dengan baik.

Adakah sebarang usaha inisiatif diambil untuk mengurang / mengitar semula / mengguna semula / mengolah BT anda?

Latihan pengendalian BT kepada semua staff? Program kesedaran?

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3.3.4 Usaha-usaha di masa akan datang

Di bab ini, anda hendaklah menerangkan perkara-perkara lain sebagai usaha di masa akan datang dalam memastikan pematuhan yang lebih baik. Adakah tindakan-tindakan ini telah diambil? atau ada usaha ke arah itu?

(Semua bukti perlu dikemukakan dalam **Lampiran III**)

BAB 4 : RUMUSAN

Di bab ini, anda perlu membuat **rumusan secara keseluruhan mengenai pengurusan BT** di premis anda.

- Kebaikan yang diperolehi
- Kekangan yang dihadapi
- Cadangan penambahbaikan pada masa hadapan.



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Lampiran dan Rujukan hendaklah dikemukakan. Ia melibatkan semua bahan bukti yang menyokong keterangan anda semasa laporan ini ditulis. Bukti-bukti tersebut perlulah juga dalam bentuk dokumen, susun atur pelan, polisi, carta. Gambar-gambar dan video, data pelaporan dan sebarang bukti yang menyokong laporan anda seperti berikut;

C LAMPIRAN DAN RUJUKAN

Lampiran I

Bukti untuk Bab 1 (spt. Latar belakang syarikat, carta organisasi, pelan susun atur, produk, proses/carta alir industry, gambarfoto sebelum menghadiri kursus, dll.)

Lampiran II

Bukti untuk Bab 2 (spt. Polisi Alam Sekitar, belanjawan, Senarai Tugas Hakiki, komiti EPMC dan ERCMC, contoh laporan kepada EPMC dan ERCMC, dll)

(Semua bukti-bukti EP, EB, EC, EMC, EF, ERC and ET)

Lampiran III


Bukti untuk Bab 3 (Dokumen, gambarfoto atau video jenis BT, setor, pembungkusan dan pelabelan)

Informasi-infomasi BT yang disimpan (spt. Notifikasi, inventory, nota konsainan, informasi kad buangan, syarat lesen, dll.)

Lampiran IV dan seterusnya

Bukti penambahbaikan yang telah dibuat / bukti usaha-usaha di masa hadapan yang sedang diusahakan

Rujukan

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Nota untuk Bab 3:

1. *hanya untuk pengeluar / penerima BT
2. Untuk pengangkut BT, gunakan nota ini sebagai panduan;
 - i) **Pengangkut BT**

Untuk pengangkut BT, laporan perlulah menerangkan dengan jelas mengenai pemahaman dalam pengendalian yang baik dan selamat semasa BT diangkut yang diperolehi semasa kursus pensijilan oleh EIMAS untuk diadaptasikan. Laporan FTR anda perlulah juga mengandungi perkara-perkara berikut:

- a) Jenis-jenis BT yang dikendalikan;
- b) Pengendalian selamat yang dipraktikkan semasa BT diangkut;
- c) Sistem atau Pelan Tindakan Kecemasan (cth.: perlindungan insurans semasa kecemasan);
- d) Sistem 'Fleet Tracking' dalam memastikan laluan selamat;
- e) Program latihan kepada pemandu-pemandu;
- f) Dokumen, gambar atau video sebagai bukti;
- g) Data Pelaporan termasuk nota konsainan, kad buangan atau lain-lain; dan
- h) Cadangan usaha-usaha penambahbaikan di masa hadapan yang dicadangkan kepada pihak atasan untuk pematuhan yang lebih baik.

3. Untuk konsultan dan lain-lain, gunakan nota ini sebagai panduan;
 - i) **Konsultan dan lain-lain**

Untuk kategori ini, laporan mestilah berdasarkan kerja-kerja konsultansi dalam pengurusan dan pengendalian BT yang diberikan kepada pelanggan anda. Kerja-kerja konsultansi yang dijalankan mestilah merangkumi sekurang-kurangnya satu atau lebih perkara-perkara berikut:

- a) Pengurangan BT;
- b) Penggunaan semula BT;
- c) Kitar semula BT;
- d) Pengendalian selamat; or
- e) Lain-lain tajuk (dikemukakan oleh calon)*

Laporan teknikal anda juga perlu mengandungi perkara-perkara berikut;

- i) Tajuk;
- ii) Pengenalan kepada pelanggan yang mana konsultansi telah diberikan;
- iii) Konsultansi yang diberikan;
- iv) Penilaian kepada status pengendalian / pengurusan BT di premis tersebut;
- (v) Cadangan langkah-langkah penambahbaikan;
- (vi) Rujukan-rujukan.

* Anda perlulah mengemukakan tajuk cadangan kepada EIMAS untuk kelulusan Panel Penilai. Panel Penilai berhak menolak cadangan tajuk yang difikirkan tidak menepati.



DOKUMEN PANDUAN PENYEDIAAN LAPORAN LATIHAN LAPANGAN

Pensijilan

Semakan

Muka Surat

CePSWAM

Feb 2022

17

**CONTOH MUKA DEPAN LAPORAN DI
LAPANGAN**

**PROFESSIONAL ALAM SEKITAR BERTAULIAH
DALAM PENGURUSAN BUANGAN TERJADUAL
(CePSWaM)**

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LAPORAN DI LAPANGAN

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Dihantar kepada

Arial 12 font

**Pengarah
Institut Alam Sekitar Malaysia (EiMAS)
Jabatan Alam Sekitar
Kampus Universiti Kebangsaan Malaysia
Beg Berkunci No. 24
43600 BANGI, Selangor**

Arial 12 font, Bold

Oleh

Arial 12 font

Nama calon

No. K/P

Bulan/Tahun

Arial 12 font

*Memenuhi Sebahagian daripada Syarat untuk Profesional Alam Sekitar Bertauliah
dalam Pengurusan Buangan Terjadual (CePSWaM)*

Arial 12 font



CONTOH ISI KANDUNGAN LAPORAN

ISI KANDUNGAN

Muka surat

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