



PEPERIKSAAN UNTUK PENGAPIT KUALITI UDARA DALAMAN

*EXAMINATION FOR
INDOOR AIR QUALITY ASSESSOR*

BAHAGIAN II SEKSYEN A
PART II SECTION A

TUGASAN TEMPAT KERJA
WORKPLACE ASSIGNMENT

ARAHAN:

CALON DIKEHENDAKI MEMBACA ARAHAN DI BAWAH DENGAN TELITI DAN MENGIKUT SEMUA ARAHAN.

A. TUGASAN TEMPAT KERJA

1. Pilih satu tempat kerja.
2. Namakan semua bahagian / seksyen kerja yang ada di tempat kerja tersebut.
3. Pilih **SATU (1)** kawasan kerja yang terdapat pekerja yang bekerja di situ dan dibekalkan dengan pengalihudaraan atau penyaman udara sepunya.
4. Lakukan tinjauan tapak di kawasan kerja tersebut.
5. Lakukan soal selidik dan temu bual pekerja di kawasan kerja tersebut.
6. Lakukan persampelan udara.
7. Lakukan penilaian sistem pengalihudaraan.
8. Sediakan laporan penilaian dan pemantauan mengikut format laporan yang dilampirkan.

B. FORMAT LAPORAN

(i) Format Teks

1. Tugasan ini hendaklah ditaip dengan jelas menggunakan sama ada dalam Bahasa Malaysia sepenuhnya atau Bahasa Inggeris.
2. Jenis tulisan yang digunakan mestilah *Times New Roman* bersaiz 12 dengan langkau 2 baris.
3. Jidar (margin) kanan dan kiri mestilah berukuran 2.5cm, manakala jidar atas dan bawah mestilah berukuran 2.5cm dan diformatkan kepada saiz kertas A4.
4. Gunakan sebelah halaman kertas sahaja.
5. Laporan mesti mempunyai muka depan dan mesti dijilidkan (sila rujuk *Lampiran I*).

(ii) Format Laporan dan Skema Pemarkahan

- | | | |
|-----------|----------------------------|--------------------|
| 1. | RINGKASAN EKSEKUTIF | (10 markah) |
| 2. | Pengenalan | (10 markah) |
| 3. | KAEDAH / METODOLOGI | (15 markah) |
| 4. | KEPUTUSAN | (20 markah) |
| 5. | PERBINCANGAN | (10 markah) |
| 6. | CADANGAN | (20 markah) |
| 7. | KESIMPULAN | (10 markah) |
| 8. | RUJUKAN | (1 markah) |
| 9. | LAMPIRAN | (4 markah) |

C. PENGESAHAN LAPORAN TUGASAN TEMPAT KERJA

Anda dikehendaki mengesahkan bahawa Laporan Tugas Tempat Kerja yang dihantar kepada Sekretariat Peperiksaan adalah hasil kerja anda sendiri. Sila isikan borang pengesahan yang disertakan dan membukukannya bersama dengan Laporan Tugas Tempat Kerja di mukasurat pertama Laporan Tugas Tempat Kerja anda. (Sila rujuk *Lampiran II*)

D. PENYERAHAN LAPORAN TUGASAN PENGAPIT KUALITI UDARA DALAMAN

1. Laporan lengkap tugas mestilah dihantar melalui **SERAHAN SEGERA/SURAT BERDAFTAR** atau **SERAHAN TANGAN** kepada alamat tersebut di bawah **sebelum atau pada tarikh tutup permohonan**. Sila cetak "IAQ" di sudut kiri atas sampul surat.

*Sekretariat Peperiksaan
Bahagian Peperiksaan & Persijilan,
Institut Keselamatan dan Kesihatan Pekerjaan Negara
Lot 1, Jalan 15/1 Seksyen 15
43650 Bandar Baru Bangi
Selangor Darul Ehsan*

2. **PERINGATAN:** Anda diminta memberikan masa yang secukupnya untuk urusan penghantaran pos. **Laporan yang lewat diterima tidak akan dilayan.**

E. PEPERIKSAAN LISAN

1. Peperiksaan Lisan adalah berdasarkan kepada **laporan tugas dan pengetahuan dalam bidang penaksiran kualiti udara dalaman**. Anda dikehendaki membentangkan laporan seolah-olah anda membentangkannya kepada pihak pengurusan. Pembentangan tersebut hendaklah merangkumi perkara-perkara seperti berikut:

- a) Tujuan penaksiran kualiti udara dalaman
- b) Penerangan tentang kawasan kerja yang dinilai
- c) Kaedah penaksiran dan pemantauan
- d) Keputusan dan perbincangan
- e) Kesimpulan dan perbincangan

2. Pembentangan ini hendaklah disediakan dalam bentuk "**Microsoft Power Point**" (**versi 97 - 2003**).

3. Tempoh sesi pembentangan:
 - a) Pembentangan = 10 minit
 - b) Sesi soal jawab = 20 minit

F. KEMAHIRAN PENGENDALIAN PERALATAN

Calon dikehendaki untuk menyediakan peralatan sendiri semasa sesi ujian kemahiran pengendalian peralatan.

INSTRUCTION:

CANDIDATES MUST READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

A. WORKPLACE ASSIGNMENT

1. Choose one workplace.
2. Name all the division / sections available at the workplace.
3. Select **ONE (1)** work area where there are persons at work and served by a common ventilating or air conditioning system.
4. Conduct a walk-through survey at the selected work area / section.
5. Conduct workplace questionnaires and interview selected workers in the said work area / section
6. Conduct air sampling.
7. Conduct ventilation system assessment.
8. Prepare a monitoring and assessment report based on the attached report format.

B. FORMAT OF ASSIGNMENT REPORT

(i) Text Format

1. This report of the assignment must be clearly typed in either fully Bahasa Malaysia or English.
2. The font used must be Times New Roman size 12 and using double spacing.
3. The left and right margin must be 2.5cm, while the top and bottom margin must be 2.5cm and formatted in paper sized A4.
4. Use one side of the paper only.
5. The report must have a front cover and it must be bound. (Please refer Appendix I)

(ii) Report Format and Marking Scheme

- | | | |
|----|--------------------------|-------------------|
| 1. | EXECUTIVE SUMMARY | (10 marks) |
| 2. | INTRODUCTION | (10 marks) |
| 3. | METHODOLOGY | (15 marks) |
| 4. | RESULT | (20 marks) |
| 5. | DISCUSSIONS | (10 marks) |
| 6. | RECOMMENDATION | (20 marks) |
| 7. | CONCLUSION | (10 marks) |
| 8. | REFERENCES | (1 mark) |
| 9. | APPENDICES | (4 marks) |

C. VERIFICATION OF WORKPLACE ASSIGNMENT REPORT

You are required to verify that the Workplace Assignment report submitted to the Examination Secretariat as your own work. Please fill in the verification form enclosed and bind it together with your Workplace Assignment as the first page of your assignment.
(Please refer Appendix II).

D. SUBMISSION OF INDOOR AIR QUALITY ASSESSOR ASSIGNMENT REPORT

1. The complete assignment report must be sent via **COURIER/REGISTERED MAIL** or **HAND DELIVERED** to the address below and it must arrive **before or on application closing date**. Please print **“IAQ”** on the top left-hand corner of the envelope.

Examination Secretariat
Examination & Certification Division
National Institute of Occupational Safety and Health
Lot 1, Jalan 15/1, Seksyen 15
43650 Bandar Baru Bangi
Selangor Darul Ehsan

2. **REMINDER:** Please allow adequate time for postal delivery. **All late submission will not be entertained.**

E. ORAL EXAMINATION

1. The oral examination will be based on **assignment report and knowledge in the field of indoor air quality assessment**. You are required to present the report as if you are presenting it to your management. The presentation should contain the following:

- a) Purpose of the indoor air quality assessment.
- b) Description of work area assessed
- c) Assessment and monitoring methods
- d) Findings and discussions
- e) Conclusion and recommendation

2. The presentation has to be prepared in **Microsoft Power Point (version 97 – 2003)**.

3. Duration of presentation session:

- a) Presentation = 20 minutes
- b) Questions and answers = 40 minutes

F. HANDLING EQUIPMENT SKILL

Candidate is require to bring their own equipment during handling equipment skill session.

(Note: This is only a sample report that guides you on the format and write up of the workplace assignment)

Report of Indoor Air Quality Assessment

at

A Manufacturing Company
(font size 22)

By

Mr John Doe
(ic no: 123456-78-0910)
(font size 16)

Indoor Air Quality Assessment Examination

Part II Section A: workplace assignment



WORKPLACE ASSIGNMENT DECLARATION FORM BORANG PERAKUAN TUGASAN TEMPAT KERJA

Adalah dengan ini saya mengaku bahawa kandungan tugas tempat kerja yang disediakan merupakan hasil kerja asal saya sendiri kecuali sedutan atau petikan yang dinyatakan.

I hereby declare that the contents of this workplace assignment is prepared based on my own work except for citation and quotation mentioned.

Tandatangan
Signature :.....

Nama
Name :.....

No. Kad Pengenalan
I.C. No. :.....

Tarikh
Date :.....

Penama seperti di atas telah menjalankan tugas tempat kerja di premis ini :

The above named person has conducted the workplace assignment at this premise :

Tandatangan
Signature :.....

Nama
Name :.....

Jawatan
Position :.....

Tarikh
Date :.....