

COURSE FOR CERTIFIED
ENVIRONMENTAL PROFESSIONAL IN
SCHEDULED WASTE MANAGEMENT

FIELD TRAINING REPORT FORMAT
ON SCHEDULED WASTE
MANAGEMENT

to be submitted

*In Partial Fulfillment of the Requirements for the Certificate
of Competency in Scheduled Waste Management*

I. INTRODUCTION

1. Name of trainee:
.....

2. Contact Address:
.....
.....
.....

3. Designation:
.....

4. Nature of Business:
Please check the type of your organization as specified below;

<input type="checkbox"/>	Waste generator
<input type="checkbox"/>	Waste contractor/transporter
<input type="checkbox"/>	Waste receiver/recycler
<input type="checkbox"/>	Others

Others, please specify;
.....
.....
.....

5. Date of attending Certification Course On Scheduled Waste Managers conducted by Environment Institute of Malaysia (E/MAS):
.....

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:.....

II. PRACTICAL EXPERIENCE

- 8. List of duties:
.....
.....
.....
.....
.....

III. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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

IV. FIELD TRAINING REQUIREMENT AND REPORT FORMAT

10. (A) FIELD TRAINING

You are required to undergo field training in managing scheduled wastes at your place of work for a minimum of 6 months and submit two (2) copies of reports to the following address:

The Director
 Environment Institute of Malaysia (Ei/MAS)
 Department of Environment
 Universiti Kebangsaan Malaysia
 Locked Bag No. 24
 43600 BANGI, SELANGOR

(B) REPORT FORMAT

A substantial component of the field training should comprise hands on, day to day management of scheduled waste where the theory and understanding that you have acquired in the certification course you attended at Ei/MAS are translated into implementation mode. The report should follow the general format and specifications as below;

(i) HARD COVER;

The **HARD COVER** of the final report shall be in **MAROON Color** with **GOLD LETTERING**.

Please refer to **APPENDIX- S 1** for the report identification to be written on the **HARD COVER**.

(ii) The **PRELIMINARY PAGES** should include the following sections **in the order as given below**;

- Title page (front page)-hard cover;
- Introductory page;
- Verification;
- Declaration;
- Nomenclature/abbreviations;
- List of tables;
- List of figures;
- Table of contents; and
- Abstract (Executive summary)

(iii) The **MAIN TEXT** should at least be divided into the following chapters:

- Chapter 1: Introduction;
- Chapter 2: Training and practical experience obtained;

- Chapter 3: Conclusions.

A minimum of 15 pages (excluding executive summary, illustrations, photographs, appendices or figures).

Photographs should be printed in **COLOR**.

(iv) **REFERENCES**

(v) **APPENDICES**

(vi) Other specifications;

- Language of report - **English** only
- Typeface - **ARIAL**
- Font size - **12 point**
- Top margin - **20 mm**
- Bottom margin - **40 mm**
- Left margin - **40 mm**
- Right margin - **25 mm**
- **Text** should be **typed, one and a half spaced, left-right justified** and **one side** of the paper only;
- For captions of figures and tables, single spaces can be used.
- **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**.

For the content of the report, please refer to **APPENDIX S 2**

(C) CONTENT OF REPORT

The report should be prepared in accordance with the category that may best suit the trainee's work experience as follows;

- Waste generators/waste receivers
- Waste transporters
- Consultants and others.

For the content of the report, please refer to the relevant **APPENDICES S 3.1 – S 3.3**

V. VERIFICATION (to be filled up by the 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:

VI. DECLARATION (to be filled up 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:

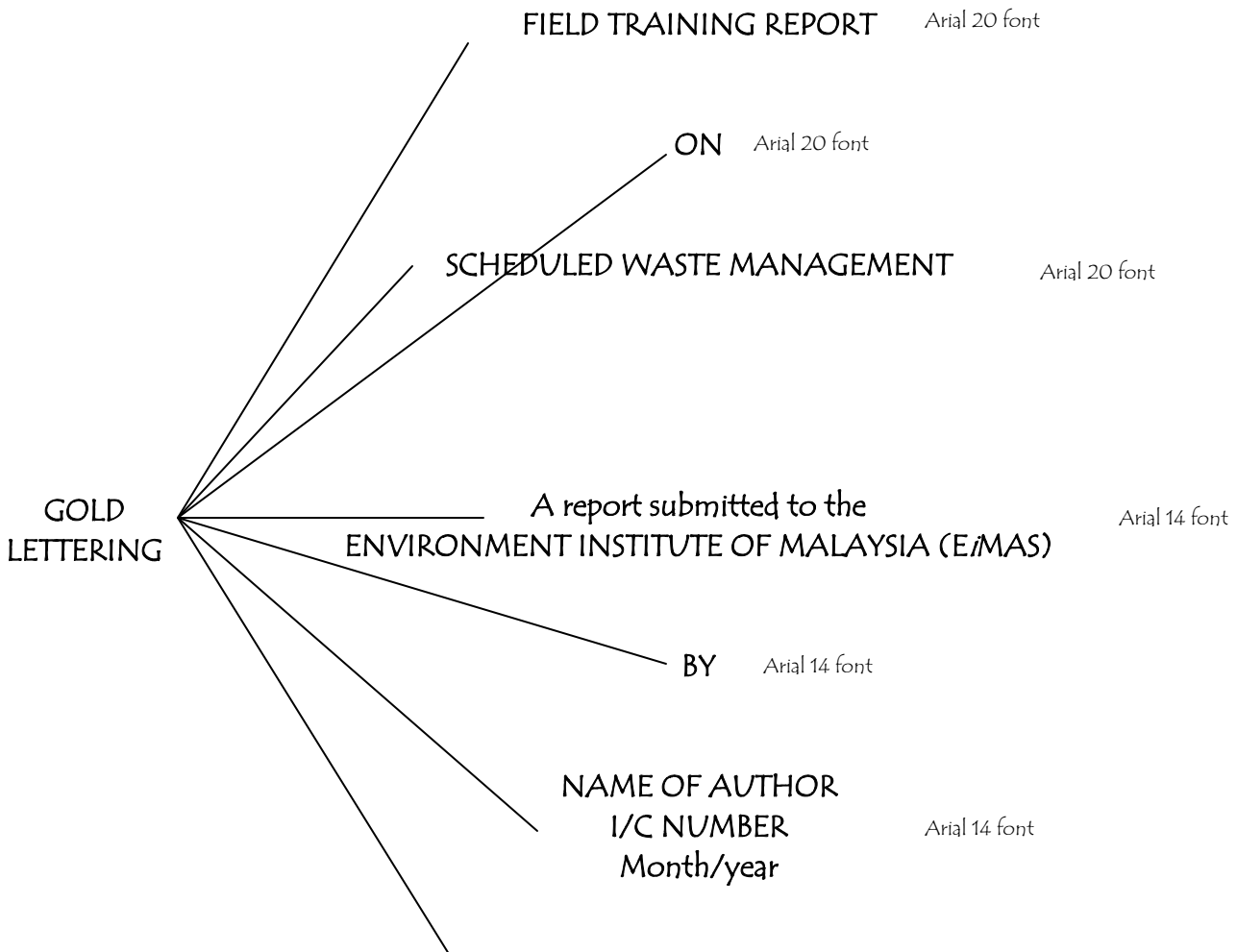
Designation :.....

Signature: Date:

Company's stamp:

Note:

The verification and declaration must be type written using the official letterhead of the company the candidate is attached to.



In Partial Fulfillment of the Requirements for the Certified Environmental Professional in Scheduled Waste Management
Arial 14 font

Example of report content

TABLE OF CONTENTS

	Page
Introductory page*	ii
Verification	iii
Declaration	iv
Nomenclature/abbreviations	v
List of tables;	
List of figures;	
Table of contents; and	
Abstract (Executive summary)	vi
 *Note: wordings may be the same as on the cover	
CHAPTER 1: INTRODUCTION	
1.1	1
CHAPTER 2: TRAINING AND PRACTICAL EXPERIENCE OBTAINED	
2.1	5
2.2	10
2.3	15
CHAPTER 3 : CONCLUSIONS	18
REFERENCES	20
APPENDIX A	23
APPENDIX B	26

**CONTENT OF REPORT WHICH SHOULD BE INCLUDED IN CHAPTER 2 OF
THE TRAINING REPORT**

i) Waste Generators/Waste Receivers

The report shall contain and describe the followings:

- a) Period of training
- b) Types of scheduled waste that you are in charge of;
- c) How the scheduled wastes are being managed by you;
- d) 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;
- e) Documents, photos or videos to serve as evidence that you have managed schedule wastes in an acceptable way;
- f) Record keeping of notification, inventory, consignment notes and mass balance of scheduled wastes; and
- g) Future efforts for better compliance or improvement to be undertaken.

The report shall be signed by the trainee in accordance with the following format:

Signature: Date:

Name of trainee:.....

I.C. number:.....

Designation:.....

**CONTENT OF REPORT WHICH SHOULD BE INCLUDED IN CHAPTER 2 OF
THE TRAINING REPORT**

ii) **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.

The report shall be signed by the trainee in accordance with the following format:

Signature: Date:

Name of trainee:.....

I.C. number:.....

Designation:.....

CONTENT OF REPORT WHICH SHOULD BE INCLUDED IN CHAPTER 2 OF THE TRAINING REPORT

iii) 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*

The report shall be signed by the trainee in accordance with the following format:

Signature: Date:

Name of trainee:.....

I.C. number:.....

Designation:.....