



SENARAI SEMAK / CHECK LIST
DOKUMEN LATIHAN INDUSTRI / DOCUMENTS FOR INDUSTRIAL TRAINING

No	RUJUKAN DOKUMEN / DOCUMENT REFERENCE	NAMA DOKUMEN / NAME OF DOCUMENT	TINDAKAN / ACTION TAKEN BY	SEMAK / CHECKED (√)
1.	Borang 1: BR00-LI <i>Form 1: BR00-LI</i>	Borang Permohonan Penempatan LI / <i>Industrial Training Placement Application Form</i>	Pelajar / <i>Student</i>	
2.	Surat Permohonan <i>Application Letter</i>	Surat Permohonan Menempatkan Pelajar / <i>Application Letter for Industrial Training Placement</i>	Fakulti / <i>Faculty</i>	
3.	Borang 2: FBMK3/Q/LI-A <i>Form 2: FBMK3/Q/LI-A</i>	Borang Maklum balas / <i>Feedback Form</i>	Majikan / <i>Employer</i> Pelajar / <i>Student</i>	
4.	Borang 3: PU/PS/BR01/LI <i>Form 3: PU/PS/BR01/LI</i>	Borang Pengesahan Lapor Diri Latihan Industri / <i>Industrial Training Report Duty Confirmation Form</i>	Majikan / <i>Employer</i> Pelajar / <i>Student</i>	
5.	Borang 4: FBMK3/Q/LI-B (R) <i>Form 4: FBMK3/Q/LI-B (R)</i>	Borang Penilaian Penyelia Industri: Penilaian oleh Majikan / <i>Industrial Supervisor Evaluation Form: Evaluation by Employer</i>	Majikan / <i>Employer</i>	
6.	Borang 5: FBMK3/Q/LI-C (R) <i>Form 5: FBMK3/Q/LI-C (R)</i>	Borang Penilaian Pensyarah Pemantau / <i>Monitoring Lecturer Evaluation Form</i>	Pensyarah Pemantau / <i>Monitoring Lecturer</i>	
7.	Buku Log / <i>Logbook</i>		Pelajar / <i>Student</i>	
8.	Laporan Tugas / <i>Task Report</i>		Pelajar / <i>Student</i>	
9.	Borang 6: FBMK3/Q/LI-D <i>Form 6: FBMK3/Q/LI-D</i>	Borang Akuan Penghantaran Laporan Latihan Industri / <i>Industrial Training Report Submission Form</i>	Pelajar / <i>Student</i> (diserah kepada Pensyarah Pemantau semasa penghantaran Buku Log dan Laporan Tugas / <i>submitted to the Monitoring Lecturer along with Logbook and Task Report</i>)	
10.	Borang 7: FBMK3/Q/LI <i>Form 7: FBMK3/Q/LI</i>	Borang Pemarkahan Latihan Industri / <i>Industrial Training Score Sheet</i>	Diisi oleh Pensyarah Pemantau dan diserahkan kepada penyelaras Latihan Industri Program / <i>To be filled in by Monitoring Lecturer and submitted to Programme Industrial Training Coordinator</i>	