

# TECHNICAL REPORT PREPARATION WORKSHOP FOR EiMAS CePSWaM COMPETENCY CERTIFICATE



## Programme Rationale:

This workshop on the Certified Environmental Professional in Scheduled Waste Management (CePSWaM) Technical Report Preparation is designed to provide guidance to participants in the preparation of a good quality Field Training Report for submission to the Environment Institute of Malaysia (EiMAS) as part of the requirements to complete the course and be competent in the scheduled waste management.

HRDF CLAIMABLE (SBL)

## Objectives:

- Guide participants to prepare the Field Training Report according to EiMAS report writing format
- Provide participants with strategic guidance on how to include technical details in the report
- Undertake technical review on the information gathered by participants for inclusion into the report
- Assist participants to provide the relevant documentation required in the provision of information or evidences for the report
- Facilitate participants to identify new initiatives, action plans or activities for future improvements of the scheduled waste management
- Aid participants to seek applicable technical conclusions and implement solutions for better management of scheduled waste

- ✓ Capable of preparing, developing and writing an efficient and systematic CePSWaM Field Training Report
- ✓ Enhanced knowledge and broader thinking towards good Field Training Report writing after being trained and coached by competent and qualified professionals in CePSWaM Course
- ✓ Excellent opportunities to discuss personally with CePSWaM Trainer and Facilitators on detailed issues related to scheduled waste management
- ✓ Continuous encouragement and support by the Trainer and Facilitators to complete the Field Training Reports after attending the workshop
- ✓ Obtained Certificate of Attendance upon completion of the workshop

## Benefits of the Workshop:

## Who Should Attend:

- ❖ Participants who have attended and passed Part I and Part II (Written and Practical Examinations) of the CePSWaM Course and have at least three (3) months before the last date of the final report submission to EiMAS
- ❖ Participants who want to improve in the preparation of a good quality CePSWaM Field Training Report

# Course Methodologies:

- ✓ Professional coaching and guiding
- ✓ Group discussions
- ✓ Questions and answers
- ✓ Demonstrations
- ✓ Group problem-solving
- ✓ Guided practical sessions

## Trainer Profile:

### Dr. Ahyar Idris

- B. Sc (Chemistry) UKM, 1979
- M. Sc (Analytical Chemistry and Instrumentation, Loughborough University of Technology, UK, 1981
- Ph. D (Analytical Chemistry) Loughborough University of Technology, UK, 1983
- Competent Serial Number: CePSWaM/5539

### Ramli Idris

- B. Economics (Hons) 1974, University of Malaya
- M. Business Administration, Institute of Management Dev., Switzerland, 1978
- Competent Serial Number: CePSWaM/00217

Day 1

## Course Contents:

Day 2

### Distribution of softcopy of the Field Training Report Format Template to Participants

#### Overview of EiMAS Field Training Report format

- Elaborate detailed information on report writing according to EiMAS report writing format and
- Step-by-step guidance to prepare report in order to satisfy the whole report writing format

#### Review of participants' companies' background

- Organizational structures and functions
- Manufacturing and production processes or activities
- Current scheduled waste management practices (segregation, packaging, labelling, storage, transportation and disposal)

#### Discussion on identification and classification of scheduled wastes

- Assist on how to identify scheduled waste generation in the correct manner based on the processes or activities
- Guide on how to classify scheduled waste category codes

### Suggestion of best practices in the management and handling of scheduled wastes for improvement

- Areas of improvements, initiatives and additional efforts in the implementation of improved scheduled waste management and handling
- Selection of the appropriate methods for packaging, labelling, storage, transportation, recovery, treatment and disposal

### Review of data collection by participants for inclusion in the report

- Records of evidence
- Record keeping information

### Recommendation on new initiatives or action plans for future improvements

- Procedures and methods of handling
- Technology applications and operations
- Awareness and practices in scheduled waste management hierarchy

### Practical session with guidance in the preparation of the CePSWaM Field Training Report, group discussion and group problem solving

## NOTE:

#### Participants are required to bring along:

- Own **LAPTOP**
- Information of their company's business activities, management, organisation and participants' responsibilities
- Data and records of their company's scheduled waste management and handling

## COORDINATOR:

Mrs. Mariam Jakeri

Email: [mariam@awwam.com](mailto:mariam@awwam.com)

Tel. No: 06-6013126 H/p No: 019-4038297

## Course Informations:

(Limited to 30 Participants only)

Venue	: <b>Pusat Latihan Alam Sekitar Malaysia (PLASMA), Seremban 2</b>
Fee	: <b>RM 1,696.00</b> per participant (inclusive GST 6%) (Excluding accommodation)
Duration	: 2 days (16 hours)
Time	: 8.30 am – 5.30 pm
Date	: <input type="checkbox"/> 29 & 30 January 2018 <input type="checkbox"/> 15 & 16 March 2018 <input type="checkbox"/> 03 & 04 May 2018 <input type="checkbox"/> 28 & 29 June 2018 <input type="checkbox"/> 29 & 30 August 2018 <input type="checkbox"/> 20 & 21 September 2018 <input type="checkbox"/> 22 & 23 November 2018 <input type="checkbox"/> 27 & 28 December 2018

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Venue	: <b>Penang</b>
Fee	: <b>RM 1,908.00</b> per participant (inclusive GST 6%) (Excluding accommodation)
Duration	: 2 days (16 hours)
Time	: 8.30 am – 5.30 pm
Date	: <input type="checkbox"/> 26 & 27 April 2018 (Georgetown) <input type="checkbox"/> 18 & 19 October 2018 (Seberang Jaya)

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Venue	: <b>Johor Bahru, Johor</b>
Fee	: <b>RM 1,908.00</b> per participant (inclusive GST 6%) (Excluding accommodation)
Duration	: 2 days (16 hours)
Time	: 8.30 am – 5.30 pm
Date	: <input type="checkbox"/> 29 & 30 March 2018 <input type="checkbox"/> 11 & 12 October 2018

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Venue	: <b>Kuching, Sarawak</b>
Fee	: <b>RM 2,014.00</b> per participant (inclusive GST 6%) (Excluding accommodation)
Duration	: 2 days (16 hours) Time: 8.00 am – 5.00 pm Date: <input type="checkbox"/> 19 & 20 April 2018

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**TECHNICAL REPORT PREPARATION WORKSHOP FOR EiMAS CePSWaM**  
**COMPETENCY CERTIFICATE**

**REGISTRATION FORM**

**PLEASE SELECT YOUR TRAINING DATE**

Venue : **Pusat Latihan Alam Sekitar Malaysia (PLASMA), Seremban 2**

Fee : RM 1,696.00 (inclusive GST 6%)

29 & 30 Jan 2018       15 & 16 Mar 2018       03 & 04 May 2018       28 & 29 Jun 2018  
 29 & 30 Aug 2018       20 & 21 Sep 2018       22 & 23 Nov 2018       27 & 28 Dec 2018

Venue : **Johor Bahru, Johor**

Fee : RM 1,908.00 (inclusive GST 6%)

29 & 30 Mar 2018       11 & 12 Oct 2018

Venue : **Kuching, Sarawak**

Fee : RM 2,014.00 (inclusive GST 6%)

19 & 20 Apr 2018

Venue : **Penang**

Fee : RM 1,908.00 (inclusive GST 6%)

26 & 27 Apr 2018 (Georgetown)       18 & 19 Oct 2018 (Seberang Jaya)

*(Fee includes training materials, 2 breakfast, 2 morning & evening break, two lunch and certificate of attendance)*

Meal preference:       Non Vegetarian       Vegetarian

**PARTICIPANT DETAILS**

Name Mr/Mrs/Ms : \_\_\_\_\_

NRIC : \_\_\_\_\_

Date of Attending CePSWaM Course : \_\_\_\_\_

Email : \_\_\_\_\_ Hp. No. : \_\_\_\_\_

**BILLING DETAILS**

Company Name : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Person Mr/Mrs/Ms: \_\_\_\_\_

Designation : \_\_\_\_\_ Email : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Date : \_\_\_\_\_

Company Stamp : \_\_\_\_\_

Authorised Signature

**TERMS AND CONDITIONS**

1. Complete the Registration Form and return to us via Fax No. 06-6017127 or send a scanned copy to [csd@awwam.com](mailto:csd@awwam.com)
2. A soft copy of Registration Letter and Tax Invoice will be emailed to you upon acceptance of the Registration Form. Please make a payment before the training date. Confirmation Letter will be issued once received the payment.
3. All cheques should be crossed and made payable to **AIRWASTEWATER MANAGEMENT SDN BHD**
4. Bank into **AFFIN ISLAMIC BANK BERHAD**; Bank account no. **10-524-000486-8**.
5. Please email the bank-in slip as proof of payment.



**AIRWASTEWATER MANAGEMENT SDN BHD (779652-U)**

("AIR, WASTE & WATER", DON'T WASTE THEM!)

154, JALAN S2 B5, SEREMBAN 2,  
70300 SEREMBAN, NEGERI SEMBILAN DK, MALAYSIA.

TEL:+606-6013126; FAX:+606-6017127.E-MAIL:[airwastewater@awwam.com](mailto:airwastewater@awwam.com); Website: <http://www.awwam.com>