

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

Benefits of the Workshop:

- ✓ 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

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

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

Course Informations:

(Limited to 30 Participants only)

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

Fee : **RM 1,696.00** per participant (inclusive GST 6%) (Excluding accommodation)

Duration : 2 days (16 hours)

Time : 8.30 am – 5.30 pm

Date : ☐ 29 & 30 January 2018

☐ 15 & 16 March 2018

☐ 03 & 04 May 2018

☐ 28 & 29 June 2018

☐ 29 & 30 August 2018

☐ 20 & 21 September 2018

☐ 22 & 23 November 2018

☐ 27 & 28 December 2018

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Venue : **Penang**

Fee : **RM 1,908.00** per participant (inclusive GST 6%) (Excluding accommodation)

Duration : 2 days (16 hours)

Time : 8.30 am – 5.30 pm

Date : ☐ 26 & 27 April 2018 (Georgetown)

☐ 18 & 19 October 2018 (Seberang Jaya)

2

Venue : **Johor Bahru, Johor**

Fee : **RM 1,908.00** per participant (inclusive GST 6%) (Excluding accommodation)

Duration : 2 days (16 hours)

Time : 8.30 am – 5.30 pm

Date : ☐ 29 & 30 March 2018

☐ 11 & 12 October 2018

3

Venue : **Kuching, Sarawak**

Fee : **RM 2,014.00** per participant (inclusive GST 6%) (Excluding accommodation)

Duration : 2 days (16 hours) **Time** : 8.00 am – 5.00 pm **Date** : ☐ 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

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☐ 03 & 04 May 2018

☐ 28 & 29 Jun 2018

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Venue : **Johor Bahru, Johor**

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☐ 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
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!)

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