



**PEPERIKSAAN ORANG YANG KOMPETEN UNTUK
PEMONITORAN PENDEDAHAN BUNYI BISING**
*COMPETENT PERSON EXAMINATION FOR
MONITORING OF NOISE EXPOSURE*

BAHAGIAN II
PART II

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 yang ada di tempat kerja.
3. Pilih **DUA (2)** bahagian / seksyen kerja daripada tempat kerja.
4. Lakukan pemantauan kawasan (*noise mapping* dan *noise source measurement*) bagi kedua-dua bahagian / seksyen kerja tersebut.
5. Lakukan pemantauan diri bagi kedua-dua bahagian / seksyen kerja dengan memilih seorang pekerja bagi setiap bahagian / seksyen kerja.
6. Lakukan pemantauan kawasan dan diri mengikut format/prosedur yang disertakan.
7. Sediakan laporan pemantauan berdasarkan format laporan seperti di bahagian B.

B. FORMAT LAPORAN

(i) Format Teks

1. Tugas ini hendaklah ditaip dengan jelas menggunakan samada dalam Bahasa Melayu atau Bahasa Inggeris.
2. Huruf yang digunakan mestilah Times New Roman bersaiz 12 dan menggunakan langkau 2 baris.
3. Jidar (margin) kiri dan kanan mestilah berukuran 2.5sm, manakala jarak dari atas birai dan bawah mestilah berukuran 4sm dan diformatkan kepada saiz kertas A4.
4. Gunakan sebelah halaman kertas sahaja.
5. Laporan mesti mempunyai muka depan (sila rujuk *Lampiran I*) dan mesti dibukukan.

(ii) Format Laporan dan Skema Pemarkahan

- | | | |
|-----|-----------------------------------|--------------------|
| 1. | RINGKASAN EKSEKUTIF | (4 markah) |
| 2. | Pengenalan | (3 markah) |
| 3. | Objektif | (1 markah) |
| 4. | KETERANGAN PROSES | (3 markah) |
| 5. | METODOLOGI & PERALATAN | (45 markah) |
| 6. | KEPUTUSAN | (20 markah) |
| 7. | PERBINCANGAN | (8 markah) |
| 8. | CADANGAN | (10 markah) |
| 9. | KESIMPULAN | (2 markah) |
| 10. | 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 PEMONITORAN PENDEDAHAN BUNYI BISING

1. Laporan lengkap tugas mestilah dihantar melalui **SERAHAN SEGERA/SURAT BERDAFTAR** atau **SERAHAN TANGAN** kepada alamat di bawah **sebelum atau pada tarikh tutup permohonan**. Sila cetak “**NOISE dan nombor kad pengenalan**” 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 tahap pengetahuan dalam hazard berkaitan bunyi bising**. Anda dikehendaki membentangkan laporan seolah-olah anda membentangkannya kepada pihak pengurusan. Pembentangan tersebut hendaklah merangkumi perkara-perkara seperti berikut:

- a) Tujuan Pemonitoran Pendedahan Bunyi Bising
- b) Penerangan tentang tempat kerja dan bahagian / seksyen kerja yang dimonitor
- c) Peralatan
- d) Kaedah pemonitoran
- e) Keputusan
- f) Perbincangan
- g) Cadangan
- h) Kesimpulan

2. Pembentangan ini hendaklah disediakan dalam bentuk **Microsoft Power Point (2007)**

3. Tempoh sesi pembentangan:

- a) Pembentangan = 10 minit
- b) Sesi soal jawab = 20 minit

F. KEMAHIRAN PERSAMPELAN BUNYI BISING

Calon dikehendaki untuk menyediakan peralatan sendiri semasa sesi ujian kemahiran persampelan bunyi bising.

INSTRUCTION:

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

A. WORKPLACE ASSIGNMENT

1. Choose a workplace.
2. Name all the work areas / sections available at workplace.
3. Select **TWO (2)** work area / section from a workplace.
4. Carry out area monitoring (noise mapping and noise source measurement) for the two work area / sections.
5. Carry out personal monitoring for both work area / section (1 worker from each work area / section).
6. Carry out the area and personal monitoring according to the format attached.
7. Prepare a monitoring report based on the attached report format (part B).

B. FORMAT OF ASSIGNMENT REPORT

(i) Text Format

1. This report of the assignment must be clearly typed in either Bahasa Melayu 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 4cm 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 | (4 marks) |
| 2. | INTRODUCTION | (3 marks) |
| 3. | OBJECTIVES | (1 mark) |
| 4. | PROCESS DESCRIPTIONS | (3 marks) |
| 5. | METHODOLOGY & INSTRUMENTATION | (45 marks) |
| 6. | RESULT | (20 marks) |
| 7. | DISCUSSION | (8 marks) |
| 8. | RECOMMENDATION | (10 marks) |
| 9. | CONCLUSION | (2 marks) |
| 10. | 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 THE NOISE EXPOSURE MONITORING 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 **“NOISE and ic number”** 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 the knowledge level in the noise hazard**. 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 noise exposure monitoring
- b) Description of work place and division/section monitored
- c) Instrumentation
- d) Monitoring methodology
- e) Results
- f) Discussions
- g) Recommendations
- h) Conclusions

2. The presentation has to be prepared in **Microsoft Power Point (2007)**

3. Duration of presentation session:

- a) Presentation = 10 minutes
- b) Questions and answers = 20 minutes

F. NOISE SAMPLING SKILL

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

(Note: This is only a sample of front page for noise exposure monitoring report)

Initial Noise Exposure Monitoring
(type of monitoring)

at

A Manufacturing Company

(place of monitoring)

(address)

(factory registration number)

(font size 22)

By

Mr John Doe

(ic no: 123456-78-0910)

(font size 16)

Competent Person Examination for Monitoring of Noise Exposure

Part II: workplace assignment

(font size 12)



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 :.....