

INDUSTRIAL TRAINING REPORT

SANTOMAS SDN.BHD
LOT 15, KAWASAN MIEL, KULIM INDUSTRIAL ESTATE, 09000, KEDAH

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BAB 1

INTRODUCTION

1.1 Introduction

Program *Sangkutan Industri Pensyarah* (SIP) is a newly program introduced by *Jabatan Pengurusan Politeknik & Kolej Komuniti* (JPPKK). This program gives the opportunity to the lecturer in polytechnic and kolej community to undergo for three months industrial attachment at private sector. The purpose of this program is to let the lecturer in polytechnic and kolej community to involve into the industrial environment. At the same time gives the lecturer to learn and to gain knowledge and more experience. Furthermore, it can help the lecturer to learn the new technology which is apply in the market nowadays. So, it can automatically help in learning and teaching at polytechnic in future.

1.1.1 Industrial Attachment Objective

The objective of Program *Sangkutan Industrial Pensyarah* are as below:

- ❖ To provide sufficient and competent staff.
- ❖ To produce quality graduates through dynamic and relevant educational and training programs in line with the needs of the industries and technology development.

1.2 Introduction to Santomas Sdn.Bhd.

SANTOMAS SDN BHD is a manufacturer of precision engineering plastic parts for office automation equipment's, audio and video mechanism and camera industries. Santomas malaysia is incorporated in 9th July 1990 and production operation is on June 1990.

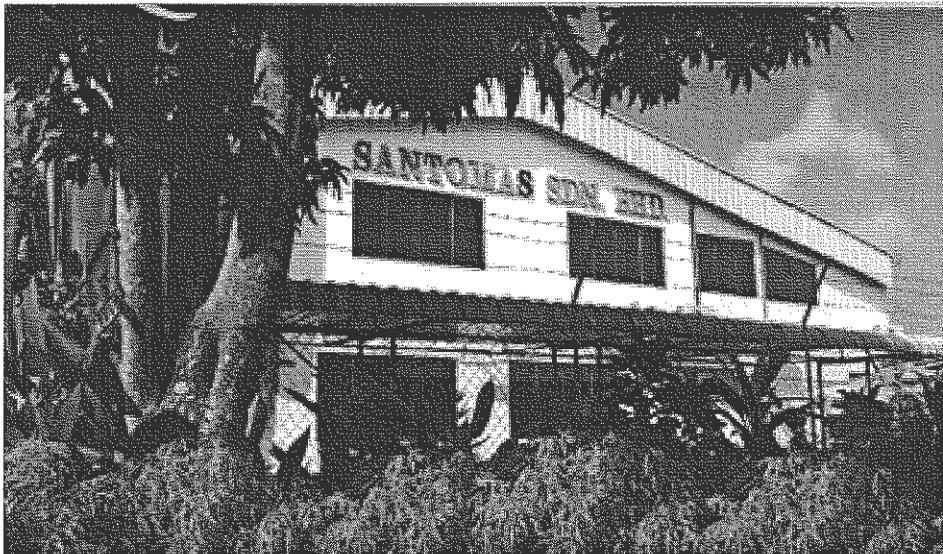


Figure 1.1: Overview of Santomas Sdn Bhd.

The company detail is shown as below:

Factory Location : Lot 15, Kawasan MIEL, Kulim Phase 1,
Kulim Industrial Estate, 0900, Kulim, Kedah.
Tel. No. : 04-489 2076
Fax No. : 04-489 1758
Email : ssbm@santomas.com.my

Factory Premises : Approximately 40,650 sqr ft
Paid-Up Capital : RM 2, 812, 500
Authorized Capital : RM 5, 000, 000
Investment Amount : RM 8, 800, 000
Turn Over (2004) : RM 15, 000, 000
Sales in 2005 : RM 19, 000, 000 (Budget)
Manpower : 150 Persons

1.3 Santomas Customer

Santomas customer are as listed as below:

- ❖ Canon Opto / Kuala Lumpur
- ❖ Canon electronic / Prai
- ❖ Shachihata (M) / Johor Bahru
- ❖ Sony Electronic (M) / Prai
- ❖ Toshiba (M) / Bayan Lepas
- ❖ Alma / Bayan Lepas
- ❖ Toshiba (s) / Singapore

1.4 Santomas Organization Chart

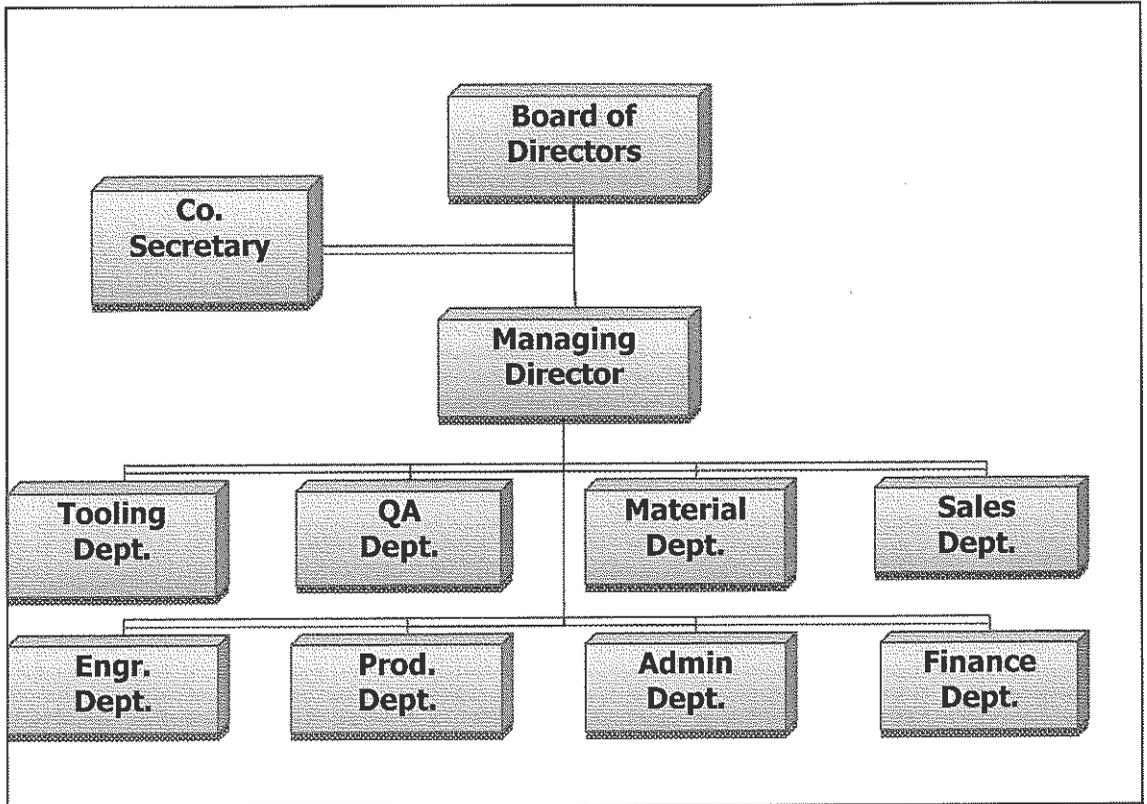


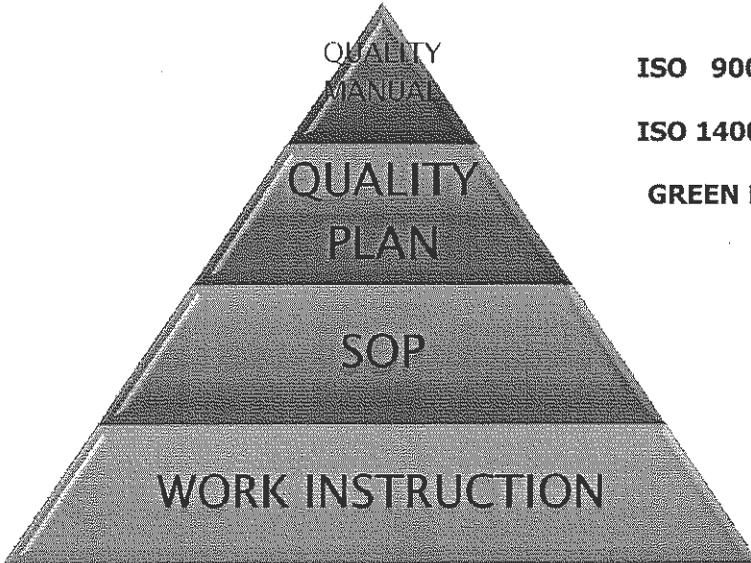
Figure 1.2: Santomas Organization Chart

1.5 Material Resin / Manufacturing

ABS	<ul style="list-style-type: none"> • Technoplas, Toray, Mitsubishi, etc • With Glass up to 20%
LCP	<ul style="list-style-type: none"> • Polyplastics, Dupont • With Glass up to 30%
PA	<ul style="list-style-type: none"> • Dupont, Dalcel, Toray • With Glass up to 43%
PBT	<ul style="list-style-type: none"> • Polyplastics • With Glass up to 30%
PC	<ul style="list-style-type: none"> • Teijin, Mitsubishi • With Glass up to 30% • Polyplastics • With Carbon up to 30%
POM	<ul style="list-style-type: none"> • Polyplastics, Dupont, Mitsubishi, etc • With Glass up to 25% • Polyplastics • With Carbon up to 20%
PP	<ul style="list-style-type: none"> • Titan • Without Glass
PE	<ul style="list-style-type: none"> • Titan • Without Glass

1.6 Quality Control Level

QUALITY EXCELLENT ACHIEVEMENT



	YEAR
ISO 9002	1997
ISO 14001	1999
GREEN PARTNER	2003



Figure 1.3: Santomas Injection Machine

1.7 Santomas Injection Machine

SUMITOMO 180 Ton	SG180MH	1 Units
SUMITOMO 100 Ton	SE100D	2 Units
	SG100H	1 Unit
SUMITOMO 75 Ton	SE75D	3 Units
	SG75M	2 Units
SUMITOMO 50 Ton	SE50D	8 Units
	SG50H	5 Units
SUMITOMO 30 Ton	SE30D	6 Units
SUMITOMO 18 Ton	SE18S	1 Unit
SUMITOMO 15 Ton	M26/15B	1 Unit
Total		30 Units

1.8 Santomas Measurement Equipment

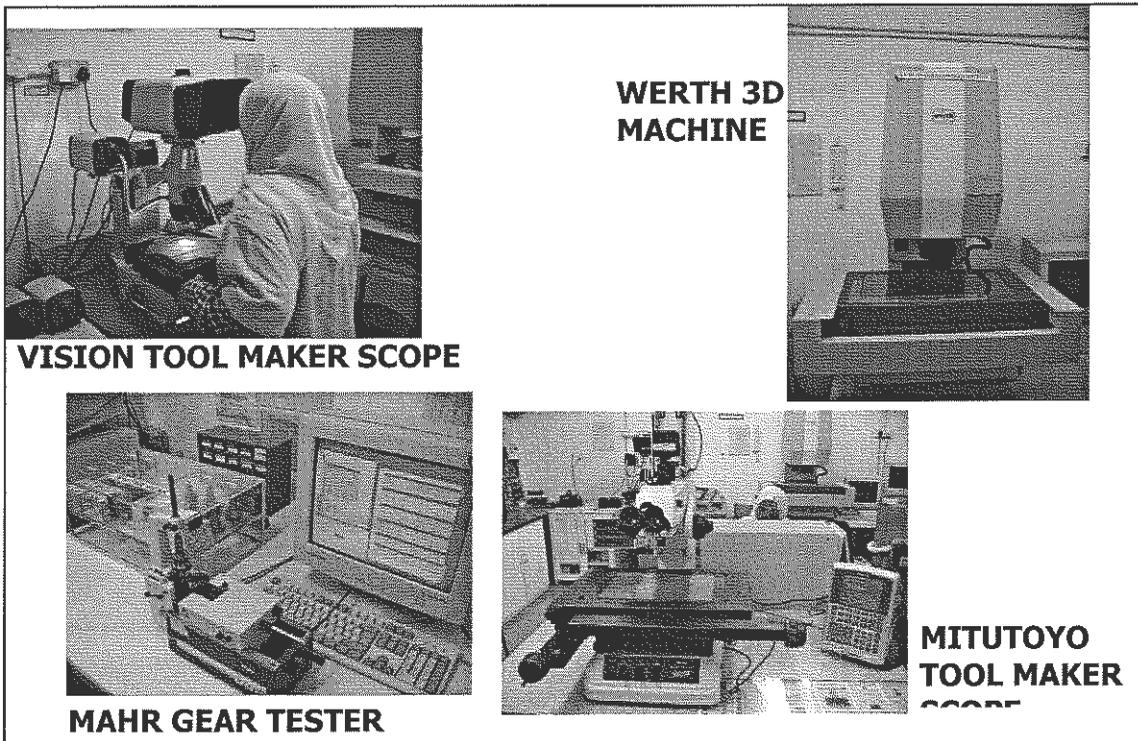
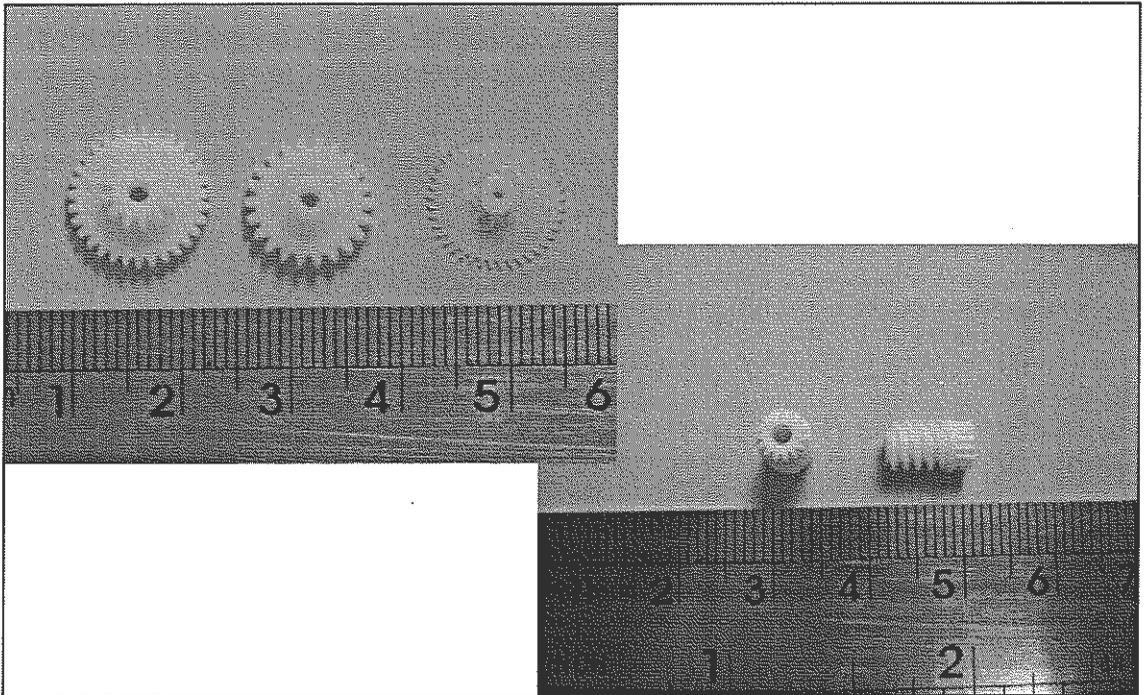
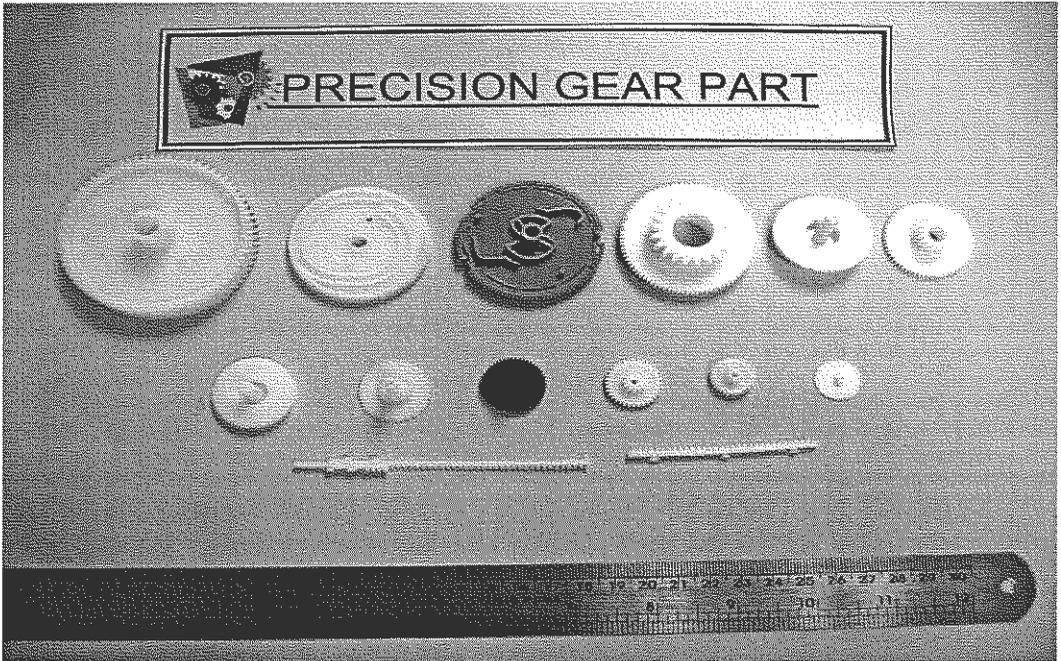
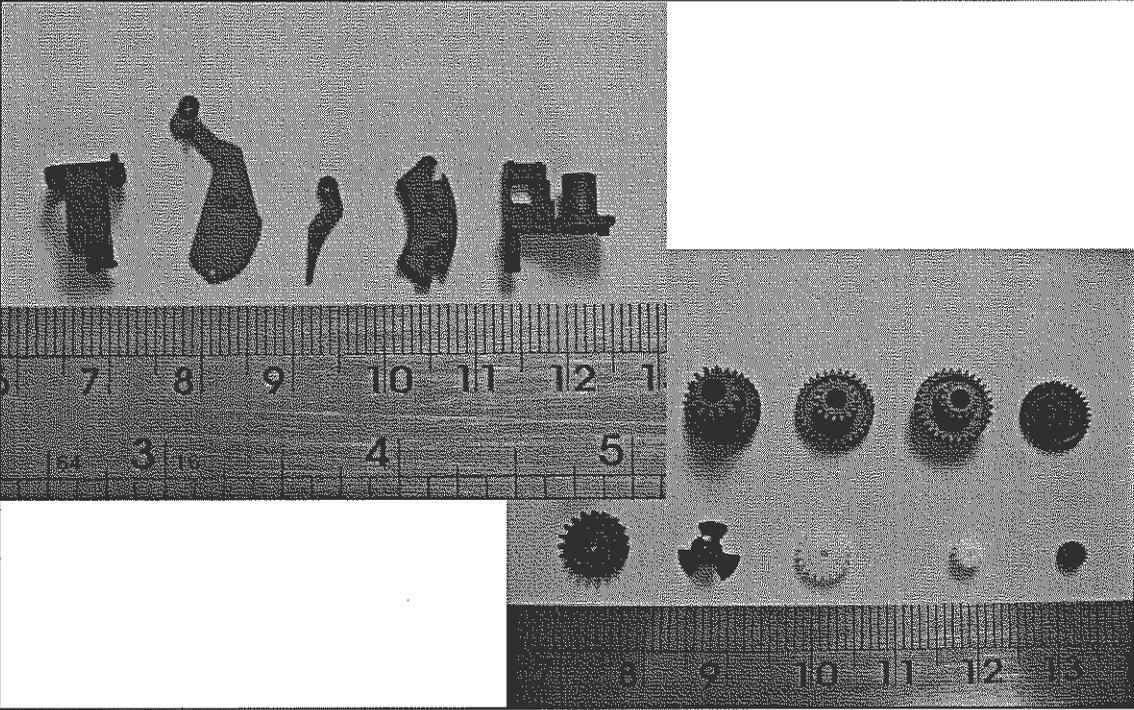
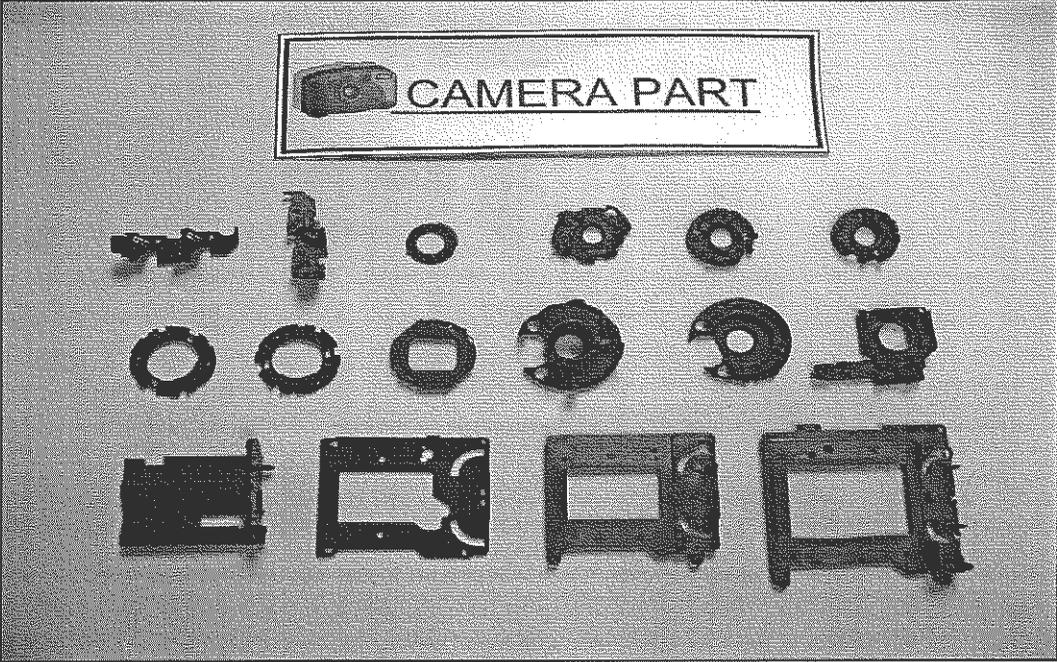
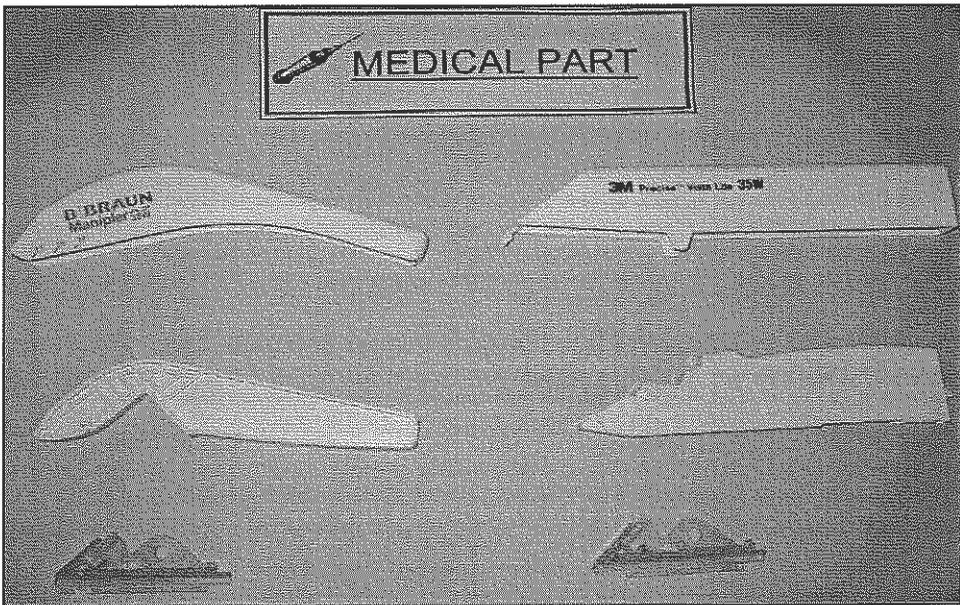
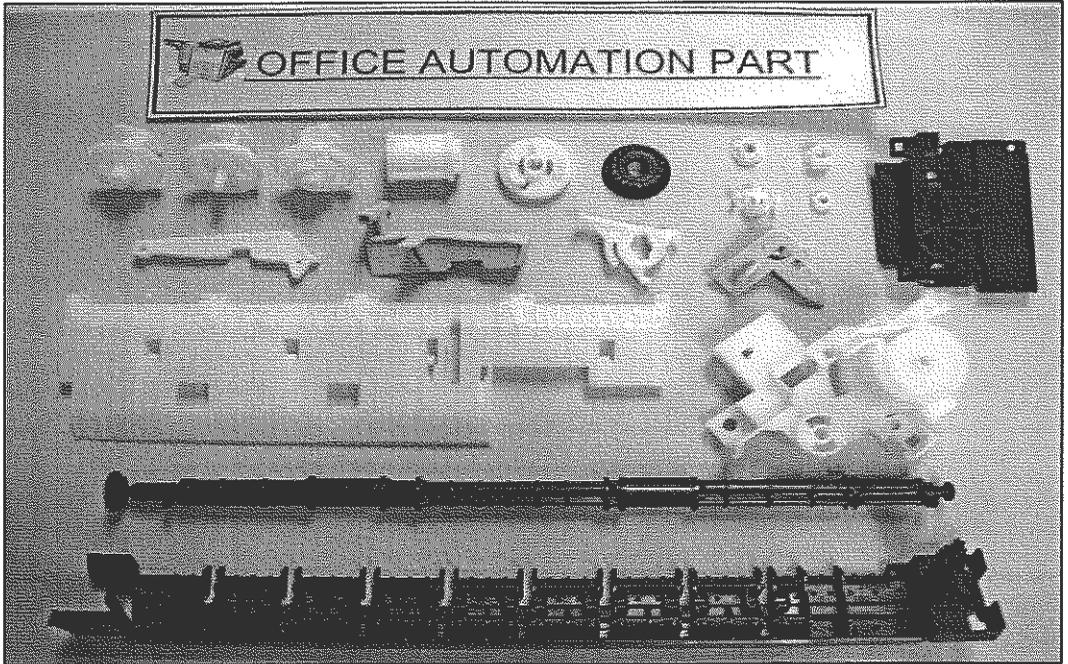


Figure 1.4: Santomas Measurement Equipment

1.9 Santomas Product







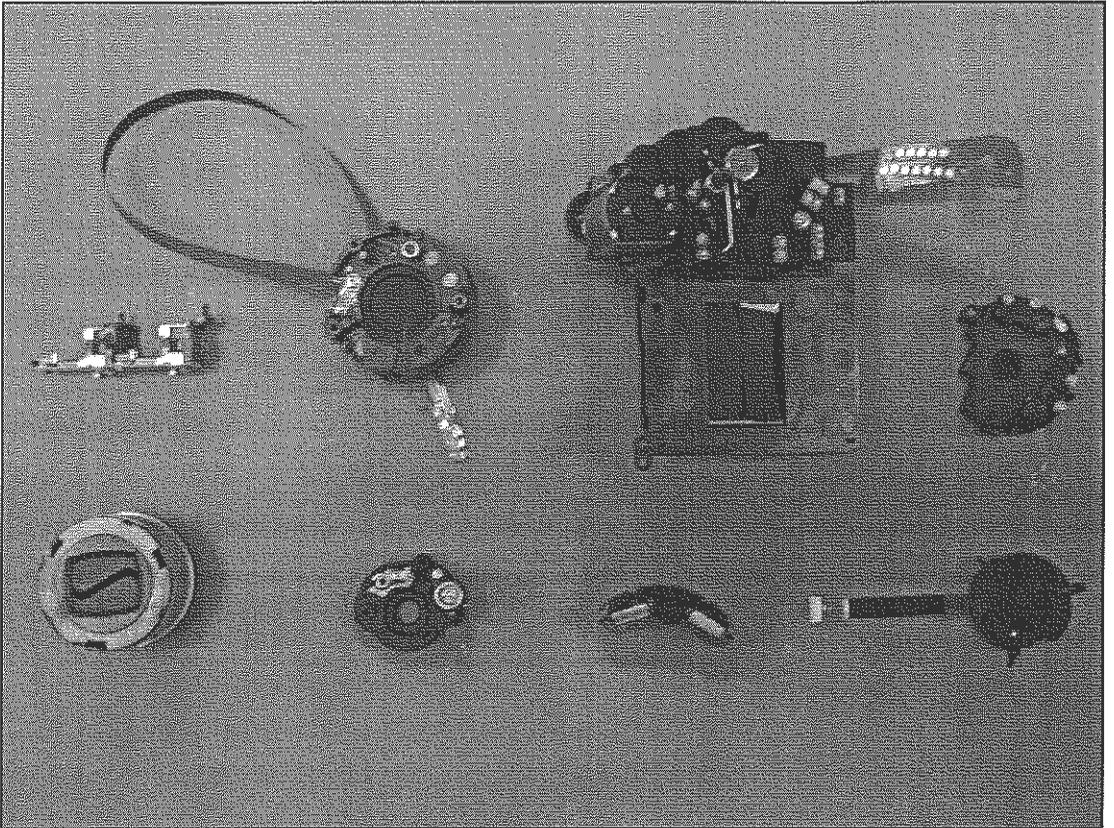


Figure 1.5: Santomas Product

1.10 Safety and Health Policy

The management of SANTOMAS SDN BHD is fully committed to safety measures by all means to ensure the safety of the operation activities, property and products. We are upheld with uncompromising integrity.

We are committed:

1. To continue emphasize on the safety and health awareness among the employees
2. To take preventive actions to avoid all risks and hazardous that would endanger the health of our employees in order to protect the company property.
3. To emphasize participant of the employees in safety and health activities.
4. To provide training for the employees to upgrade and enhance their knowledge related to safety and health.
5. To strive for "Zero" accident.

1.11 Environmental Policy

SANTOMAS SDN BHD is a manufacturer of precision engineering plastic parts for office automation equipment's , audio and video mechanism and camera industries. We strive to protect the environment through continual improvement of environmental performance of its activities, product and services. The organization recognizes environmental problem as important issues and adapt proactive approaches in maintaining and continually improving our environmental management system.

We are committed:

1. To comply with all relevant environmental legislation and others requirements.
2. To provide appropriate environment training and education to all employee and contractors.
3. Continual improvement of our existing environmental performance and prevention of pollution.
4. To use the material and natural resources efficiently.
5. To promote re-cycling or re-use in order to reduce the generation of waste and have a proper waste management.
6. To take immediate and prompt action upon evaluation of environment aspects with regards to our environmental policy, objectives and targets.
7. To make our environmental policy available to the public upon formal request.

BAB 2

ACTIVITY SUMMARY

2.1 Introduction

In Santomas Sdn. Bhd. have many departments like HR & Admin, Sales & Marketing, Purchasing Dept., Production, Tooling, Engineering Dept and QA Department. During industrial attachment I was assigned to do the training module for operator and training module for junior technician. In training material for operator are included three sections which are section introduction, section general knowledge, job familiarization and work instruction by product. Besides that, the training material for junior technician are included three section which are section introduction, section injection molding process and technical drawing. In this chapter, it will shows the activity or activity carry on during the industrial attachment.

2.2 Activity Summary

Week	Activity
<p>Week 1</p> <p>(06/04/09 – 10/04/09)</p>	<ul style="list-style-type: none"> ❖ Reported to Santomas Sdn. Bhd ❖ Orientation week ❖ Introduction to Santomas Sdn. Bhd ❖ Understanding Company Profile.
<p>Week 2</p> <p>(13/04/09 – 17/04/09)</p>	<ul style="list-style-type: none"> ❖ Planning the outline of the training material for operator. ❖ Training material for operator will divided into three sections which are general knowledge, section job familiarization and work instruction by product. ❖ To get the information on introduction to production department, organization chart, hierarchy and etc. ❖ To get the information on safety precaution / Rule and regulation.
<p>Week 3</p> <p>(20/04/09 – 24/04/09)</p>	<ul style="list-style-type: none"> ❖ Training on material use or preparation. ❖ Training on Machine set up process. ❖ To get the information on material use or preparation. ❖ To get the information from PIC on the Machine set up process.