

# LOG BOOK FORMAT

I). To write down personal particular on the 1<sup>st</sup> page of the log book as format below:-

- 1). Name
- 2). Gender
- 3). Date of Birth
- 4). I.C. Number
- 5). Postal Address
- 6). Valid contacts numbers
- 7). Course title
- 8). Date of commencement and completion of training
- 9). Name of establishment

II). To complete the summary of daily duties with the format at follow:-

Department:

TIME	DATE	DUTY	REMARK
Time of reporting duty	Date of reporting	List of assignments for the given day	To be done by supervisor

Head of Department / Supervisor

\_\_\_\_\_  
**Signature & Company's Chop**

## NOTE:

- Submission of the completed logbook is **CRUCIAL** requirement for certification purpose; therefore, student is advised to submit his/her logbook within two (2) weeks after the last date of practical training. Failure to do so will result in getting **FAIL** for practical attachment result.
- You can have it typed OR hand-written. Value your effort only with **ORIGINAL** work.