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GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION FOR CERTIFIED ENVIRONMENTAL PROFESSIONAL IN BAG FILTER OPERATION (CePBFO)

1. INTRODUCTION

Preparation of Field Training Report (FTR) is the last step that candidates need to complete the certification process. The FTR provided will show that the candidate is willing to carry out his responsibilities as a competent person as required under Section 49A, Environmental Quality Act 1974.


In general, the FTR report prepared by the candidate should have been able to explain the candidate's involvement in the following processes/activities task:

- Carry out performance monitoring data measurement for bag filter system using equipment and instrumentation that has been provided for air pollution control system operating on-premises.
- Prepare performance monitoring analysis reports and present them to the performance monitoring committee established on the premises.
- Implement schedule maintenance activities and take corrective action on the operation of bag filter dust system
- Initiate efforts to introduce/improve work procedures and performance monitoring for bag filter systems that have been operating on the premises.

The successful preparation of the FTR demonstrates the fruitful collaborative efforts between the candidate and the management in his organization in implementing the environmental mainstream at the work premises.

Therefore, the FTR report provided must show that the management of the industry/organization/company has accepted the Guided Self-Regulation (GSR) approach in conducting its business by implementing environmental mainstreaming tools (EMTs) in the premises/company/industry organization.

The evaluation of the FTR report prepared by the candidate will look at the candidate's contribution to the overall improvement efforts that have been made in the operation of bag filters and performance monitoring activities in accordance with relevant laws and guidelines in ensuring the success and compliance of the premises in air pollution control operations.

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2. GENERAL SPECIFICATION AND FORMAT

The field training report should follow the general specification and format as below:

2.1 Specification

Covers and Binding

The report should be bound preferably in hard cover (**BLACK Color with GOLD LETTERING**)

- Typeface to be used is Arial
- Front Cover of the report is attached for reference.

Language of Report

Report may be written in English or Bahasa Malaysia

Typeface and Font Size of the Main Text

Typeface to be used is Arial. Font size of 12 point should be used for the main body of the text.

Margins and Spacing

The margin on the document must comply with the specifications below:

Top – 20 mm
Bottom – 40 mm
Left – 40 mm
Right – 25 mm

Text

Text should be: **typed one side** of the paper only, **one and a half-spaced, left-right justified**. For captions of figures and tables, single spaces can be used.


Pagination

Every page except the title page must be **numbered**; **PRELIMINARY PAGES** are to be numbered in **lower case Roman numerals** (i, ii, iii etc.); and **MAIN TEXT** pages are to be numbered at the center of the page (1, 2, 3...) and all pages must be numbered **consecutively** and **continuously**.

2.2 Format

The structure of the report is based on standard format which contains the following sections:

- A. Preliminary Pages
- B. Main Text
- C. Appendices

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The report should contain a minimum of 15 pages (excluding executive summary, illustrations, photographs, appendices, or figures).

Photographs should be printed in **COLOR**.

3.0 FIELD TRAINING PERIOD

The candidates are required to undergo field training on operating and maintaining a bag filter system at their work place for a **minimum of six (6) months**.

4.0 SUBMISSION OF FIELD TRAINING REPORT


The FTR report shall be submitted to EiMAS **within one (1) year from the date** the Temporary Competent Certificate is issued

The FTR report must be submitted to EiMAS at the following address:

The Director
Environment Institute of Malaysia (EiMAS)
Department of Environment
Universiti Kebangsaan Malaysia
43600 BANGI, SELANGOR
(Attn: Industry Certification and Competency Centre)

Report must be submitted in **in one (1) hardcopy report and one (1) in softcopy report (CD or USB drive)**

If you have any technical questions regarding the field training report preparation, please email your questions to pkpi@doe.gov.my

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The structure of the report is based on standard format which contains the following sections:

A. PRELIMINARY PAGES

(The preliminary pages shall include at least the following)

a) GENERAL INFORMATION ON THE CANDIDATE

1. Name of trainee:

.....

2(i). Contact Address:.....

.....

2(ii) Email:

2(iii) Handphone No:

3. Designation:

.....

4. Nature of Business:

Indicate the type of your organization, whether a consulting company or a manufacturing industry. If your company is a manufacturing industry, you should provide the following information:

Type of manufacturing:


.....

Others please specify:

.....

5. Date of attending the course on Certified Environmental Professional in Bag Filter Operation conducted by the Environment Institute of Malaysia (EiMAS):

.....

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6. Name and address of the premise where you underwent the field training on operating and maintaining a Bag Filter System.

i) Name:.....

ii) Address:.....

7. Period of Field Training:

.....

8. Contact officer in the above organization who could verify your training experience:

Name:

Designation:

Phone number:

Fax number:

E-mail address:

b. List of Duties:

9. i).....

ii).....

iii).....

c. Continuing Professional Development (CPD)


10. List of seminars, workshops, training courses, etc attended in the past 3 year, if any;

.....

.....

.....

.....

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Verification and Declaration must be type written using the OFFICIAL LETTERHEAD of the company the candidate is attached to.

d. Verification (to be filled out by the candidate's supervisor)

"I hereby declare that (Mr/Ms).....has completed the six months field training as required and the information provided in the report is true to my best knowledge"

Name of Supervisor:..... NRIC number:

Designation :

Signature: Date:

Company's stamp:

e. Declaration (to be filled out by the trainee)


"I declare that the entire report is the product of my own work and all the facts stated in it and the accompanying information is true and correct and that I have not withheld or distorted any material facts"

Name of Candidate:..... NRIC number:

Designation :

Signature: Date:

Company's stamp:

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The Main Text shall contain SEVEN (7) CHAPTERS and sub-CHAPTERs as below

B. MAIN TEXT

CHAPTER 1: INTRODUCTION

1.1 Background of Company or Industry

In this subchapter, you should describe the background of the company (name of the company/premises, location of the premises, establishment information, operating hours of the premises, employee strength, manufacturing carried out, etc.)


Describe the type of manufacturing carried out in your factory and the products produced/carried out in this premises.

Brief the whole process/activity - attach process flow chart - raw material - product produced - waste generated - which process/activity generates air pollution control through bag filter

1.2 Situation before course attendance

In this subchapter, you should describe how the APCS - bag filter was being monitored before you attended the CePBFO course and improvement/changes were made.

Attach photos and caption of changes made before attending the course as evidences).

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CHAPTER 2: ORGANIZATION'S ENVIRONMENTAL COMMITMENT

2.1 Environmental Policy (EP)

In this subchapter, at the minimum you should reproduce an extract of your company's/industry's Environmental Policy. Mention the date the policy was made and identify whether the policy is an existing policy or a new policy which has been developed. If it is a new policy, explain how and where you were involved in its development.

Attach a copy of the official EP with the CEO's/president's/manager's signature or retype it and have it formally endorsed

Note:

The environmental policy (EP) of successful organizations uses strong and unequivocal statements to convey their environmental commitment to their employees, clients, stakeholders and the public. The EP is disseminated to all relevant parties and translated into action in the organization's work procedures, materials purchasing policy, business decision making process and cascades down to the supply chain.


2.2 Environmental Budgeting (EB)

In this subchapter, briefly describe budget allocated for proper operation and maintenance of pollution control systems. EB includes setting up facilities, provision of personnel and purchase of performance monitoring equipment and etc

List the environmental budget for operation and maintenance of pollution control system that have been approved and signed by the management

Note:

Sufficient budget must be set aside solely for the purpose of taking measures to comply with the **environmental regulatory requirements** and other **environmental-related efforts**. At the design stage, budget must be available for the design and installation of the pollution control facilities, while at the operational stage, budget must be allocated for proper operation and maintenance of pollution control systems and management of waste generated by the industry. The environmental budget also includes the cost for setting up of laboratory facilities, provision of personnel, and purchase of performance monitoring equipment.

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2.3 Environmental Competency (EC)

In this subchapter, you should show an organizational structure where you as a CePBFO are placed.

Provide a certified copy of your list of duties / job description (JD) where it shows the conduct a bag filter performance monitoring function is one of your core duties.

List all other competent person personnel in your industry/company.

Attach

- Overall organization chart. Label your position as Competent Person (CP) in the organization chart; and
- Certified copy of Job Description (JD). JD must include his duty as a competent person
- Certificate of attendance CePBFO course
- Certificate of Competence (1 year)

Note:


The relevant personnel involved in discharging various environmental responsibilities within an organization need to possess the required competencies. The personnel include those who have been assigned the task to perform DOE-regulated functions: to conduct performance monitoring of air pollution control system. The organizations must draw up a comprehensive training program to produce competent persons and trained support staff to ensure full compliance with the DOE requirements in the regulated activities.

2.4 Environmental Monitoring Committee (EMC)

In this subchapter you should show an organizational management committee structure where you as a CePBFO would report regularly

Attach:

- **Environmental Performance Monitoring Committee (EPMC)** - chaired by a senior official of your company's/industry's organization – which would monitor on a monthly basis on the bag filter performance.
- **Environmental Regulatory Compliance Monitoring Committee (ERC MC)**, which chaired by chief executive officer or chairman of the company's/industry's organization – which would monitor on overall environmental compliance.

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Describe your roles in this EMC and provide sample of minutes of meeting.

Note:

The success of an organization to comply with the environmental requirements is contingent upon the relevant personnel in different departments in the organization playing their role in an effective manner. To promote collective responsibility to be environmentally compliant, two monitoring committees are set up: one at the working level, the other at the policy level. At the working level, the committee known as the environmental performance monitoring committee (EPMC) is chaired by a senior official of the organization and it meets on a monthly basis. At the policy level, the committee is known as the environmental regulatory compliance monitoring committee (ERCMC), which meets once a year. The chief executive officer or chairman of the organization chairs the ERCMC.

CHAPTER 3: OPERATIONAL ENVIRONMENTAL COMMITMENT

3.1 Environmental Facility (EF)

In this chapter you should describe about all air pollution control system (APCS) that be installed at premise.

Provide building layout showing location of all APCS in the premise.

Identify the regulation applicable under the Environmental Quality (Clean Air) Regulations, 2014 and the compliance status of this installed pollution control system against the regulation. Explain on compliance status of:

- Notification
- Installation of performance monitoring equipment
- Emission monitoring; Periodic or CEMS?
- Emission limit to comply


Highlight the bag filter system which will be describe detail on this FTR.

3.1.1 Description of Bag Filter Dust Collector

In this subchapter you should briefly describe and focus on **one (1) unit of bag filter systems on your premise**. Explain why this bag filter are selected.

Provide detail of bag filter dust collector technical information which at least includes;

- Component of bag filter dust collector
- Dimension of bag filter

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- Type of bag filter
- Capacity of bag filter
- Number of bags and materials
- Detail of bag filter dust collector system (hood, ducting, dust collector, fan, chimney)

Provide **bag filter typical range of operational data (max-min)**- pressure drop across bag filter, inlet gas temperature, cycle of cleaning – ON & OFF time, compressed air pressure, motor running amp, fan speed, etc.)

Attach relevant document (Written approval, notification form, manufacture catalog, schematic diagram, drawing layout dust collector system etc.) and photo to support your explanations.

3.1.2 Conduct of Performance Monitoring

In this chapter, you should describe how and what changes were made through your efforts or intervention to the way how performance monitoring of the bag filter system is conducted in your premise to be in line with the procedure taught in the CePBFO course at EiMAS and the Guidance Document on Performance Monitoring of Bag Filter Dust Collector publish by EiMAS.

Explain performance monitoring parameter monitor for selected bag filter system – what type of equipment/instrument use

Provide diagram show location of performance monitoring of bag filter system


Describe in detail how preventive maintenance and performance monitoring of the bag filter system is being conducted after the changes you proposed, were accepted and implemented in your premise.

Describe routine procedure to conduct performance monitoring of bag filter system – responsibility of staff in conduction performance monitoring

Provide list of performance monitoring equipment (photos, model/brands, scale and actual photo) - must be attached in **Appendix 1**

Provide a copy of 6 months data performance monitoring record – must be attached as **Appendix 2**

Provide a copy of preventive maintenance record - must be attached in **Appendix 3**

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3.2 Environmental Reporting and Communication (ERC)

Briefly describe and show, how bag filter performance monitoring report is made to **Environmental Performance Monitoring Committee (EPMC)** and how environmental compliance report is made to **Environmental Regulatory Compliance Monitoring Committee (ERCMC)**.

Describe on management response when report is made.

Provide sample of reporting to EPMC & ERCMC. Example of **performance monitoring reports** prepared by you as competent person must be attached in **Appendix 4**

Note:

A formal communication channel must be established for reporting environmental concerns and system upsets which warrant prompt actions to be instituted. Internal reporting can be initiated to report on a regular basis the regulatory compliance status of the organization to the chief executive officer (CEO) and various heads of the department within the organization. Updates of new environmental requirements and their implications can be disseminated to the relevant company personnel. ERC requires systematic data, which must be summarized in appropriate format for easy understanding and communication and maintained for management review purposes.

3.3 Environmental Transparency (ET)


Briefly describe how your industry's/company's transparent in their **environmental compliance** and achievement.

Provide information such as photos of billboard/website, copy of flyers/brochure, noticeboard - showing the environmental compliance to public.

Provide related environment corporate social responsibility (CSR) involving with community.

Note:

To foster rapport with the immediate neighbors, promote green image, and improve public confidence, companies are encouraged to be more transparent in their environmental compliance and achievement. Compliance status can be displayed on company website or billboard

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located at the boundary or entrance to the company's premise. An environmental sustainability report can be prepared for the company to showcase its success in managing the environmental concerns of the company and minimizing the environmental footprint of its business. The corporate image of the organization is markedly enhanced through environmental transparency.

CHAPTER 4: DISCUSSION OF PERFORMANCE MONITORING RESULTS

In this subchapter, you should discuss the performance monitoring and preventive maintenance results obtained within the 6 month training period.

Provide **monthly analysis graph of performance monitoring data (all numeric parameter) and compare with the operating range** or recommended design range. (control chart)

Discuss the performance monitoring trends for each parameter. Explain the possible cause, if trends shown upset (higher or lower than operating range)


It is highly recommended that you also use the techniques in statistical data analysis.

CHAPTER 5: CORRECTIVE ACTIONS ON UPSET CONDITIONS

This chapter should contain information and description of the following:

- Details of upset conditions encountered during operation of bag filter system; which should include the date of occurrences, nature of upset conditions. The upset condition must be related with the control chart in previous chapter.
- Corrective actions taken such as maintenance report, work order, photos and etc., to serve as evidence that you have been involved in taking corrective actions to address the upset conditions and the condition have returned normally. The sample of corrective action record must be endorsed by CP.

If there is no major upset condition encountered, you should discuss any preventive maintenance related activities that have been carried out during field training

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CHAPTER 6: FURTHER IMPROVEMENT

In this chapter, you should describe future efforts to be initiated by you to further ensure smooth running of the bag filter system on a sustained basis.


Describe any planning of corrective action to be taken that cannot be accomplished during period of FTR

Attach evidence of documentation: quotes, gantt charts, proposals, minutes of meetings showing further improvement work being planned

CHAPTER 7: CONCLUSIONS

In this chapter, you should make some conclusions on the overall performance of your bag filter system and discuss how performance monitoring procedure has benefited your company or industry.

- Advantages gained
- Limitations encountered
- Suggestions for future improvements

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The appendices should comprise all the evidences your write. The evidences should be any documents, layout plan, policy, chart, photos or video, record keeping data or any with the following;

C. APPENDICES

Produce in the appendix:

Appendix I

A list of measuring equipment used for performance monitoring

Appendix II

Daily performance monitoring record of the bag filter system

Appendix III

Preventive maintenance record (daily, weekly, monthly, annualy) of the bag filter system


Appendix IV

Bag Filter Performance Monitoring Report submitted by you to the Environmental Performance Monitoring Committee (EPMC)

Appendix V and more

Any evidence to support your write-up Chapter 1-Chapter 7

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**EXAMPLE OF FRONT COVER FIELD TRAINING
REPORT**

CERTIFIED ENVIRONMENTAL PROFESSIONAL IN BAG FILTER OPERATION (CePBFO) Arial 18 font,

FIELD TRAINING REPORT Arial 12 font

Submitted to Arial 12 font


**The Director
Environment Institute of Malaysia (EiMAS)
Department of Environment
Universiti Kebangsaan Malaysia Campus
Bangi, Selangor** Arial 12 font, Bold

By Arial 12 font

Name of candidate
I/C number Arial 12 font
Month/year

In Partial Fulfillment of the Requirement for the Certificate of Certified
Environmental Professional in Bag Filter Operation (CePBFO)


Arial 12 font

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**EXAMPLE OF REPORT CONTENT OF
FIELD TRAINING REPORT**

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C APPENDICES

Appendix I

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References