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## **GUIDANCE DOCUMENT ON FIELD TRAINING REPORT PREPARATION FOR CERTIFIED ENVIRONMENTAL PROFESSIONAL IN SCHEDULED WASTE MANAGEMENT (CePSWaM)**

### **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:

- Tracking and storing reports for scheduled waste management (SW) (notifications, inventories, consignment notes, etc.);
- Packaging, labelling and storage of SW in accordance with legal requirements and guidelines issued and disposal/treatment of SW at designated premises only;
- Deciding on SW matters and reporting for presentation to top management; and
- Initiated efforts to introduce new/improved work in SW management.

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 SW management aspects in accordance with the laws and guidelines, to ensure overall success and compliance on the premises.

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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 (MAROON 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 Language 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

Contents is attached for reference.

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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 managing of scheduled wastes 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](mailto: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. INTRODUCTION OF CANDIDATE**

1. Name of trainee:  
.....
  
- 2(i). Contact Address:.....  
.....
  
- 2(ii) Email: .....
  
- 2(iii) Handphone No: .....
  
3. Designation:  
.....
  
- 4(i). Nature of Business:  
Please check the type of your organization as specified below;
 

<input type="checkbox"/>	Waste generator
<input type="checkbox"/>	Waste contractor/transporter
<input type="checkbox"/>	Waste receiver/recycler
<input type="checkbox"/>	Others, Please specify ; .....
  
- 4(ii). Nature of Business: ( eg. Electronics, petrochemical, electroplating etc..)  
.....
  
5. Date of attending Certification Course on Scheduled Waste Managers conducted by Environment Institute of Malaysia (E/MAS):  
.....

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6. Name and address of the premise where you had field training on scheduled waste management:

i) Name:.....

ii) Address:.....

.....

.....

7. Period of attending 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)**

The report must be verified by the trainee's supervisor and must be made in a manner as follows;

"I hereby declare that (Mr/Ms/Mrs) ..... has completed the 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)**

The report must be declared by the trainee in the following manner:


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

Name of Trainee:..... NRIC number: .....

Designation :.....

Signature: ..... Date: .....

Company's stamp:

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***The Main Text shall contain four (4) CHAPTERS and sub-CHAPTERs as below***

## **B. MAIN TEXT**

### **CHAPTER 1: INTRODUCTION TO COMPANY BACKGROUND**

#### **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 overall process/activities– attach process flowchart – raw material - what product produced – operating hours - waste generated – which process/activities generate the waste (scheduled wastes).

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## CHAPTER 2: ENVIRONMENT MAINSTREAMING TOOLS

### 2.1 Organization's Environmental Commitment

#### 2.1.1 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.


#### 2.1.2 Environmental Budgeting (EB)

In this subchapter, briefly describe budget allocated for proper operation and maintenance of pollution control systems and management of waste generated by the industry. 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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### 2.1.3 Environmental Competency (EC)

In this subchapter, you should show an organizational structure where you as a CePSWAM 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 CePSWAM 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 manage scheduled wastes. 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.


### 2.1.4 Environmental Monitoring Committee (EMC)

In this subchapter you should show an organizational management committee structure where you as a CePSWAM 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 (ERCMC)**, which chaired by chief executive officer or chairman of the company's/industry's organization – which would monitor on overall environmental compliance.

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

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**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.

## **2.2 Operational Environmental Commitment**

### **2.2.1 Environmental Facility (EF)**

In this chapter you should describe about schedule waste management facility at premise. Explain how different type of schedule waste manage in storage. Explain emergency response preparedness

Provide building layout showing location of scheduled waste storage facility in the premise.

Provide layout plan of schedule waste storage.

Provide a photos showing the scheduled waste storage facility

### **2.2.2 Environmental Reporting and Communication (ERC)**


Briefly describe and show, how performance monitoring/compliance report of SW 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.

**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

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appropriate format for easy understanding and communication and maintained for management review purposes.

### **2.2.3 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.

(All evidences must be attached in **Appendix II**)

**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 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.

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## **\*CHAPTER 3: THE MANAGEMENT OF SCHEDULED WASTES**

### **3.1 Description of scheduled wastes**

#### **3.1.1 Identification and classification of SW**

In this subchapter, you should describe briefly all types of scheduled wastes have been generated on your premise. Describe from what process / origin / sources that scheduled waste have been generated. Used diagram if possible.

Described how the scheduled wastes are being managed by you. How you identify that substance is scheduled waste and then classified it to 77 codes.

#### **3.1.2 Packaging and Labelling of SW**

In this subchapter, you should describe what packaging and labelling that you use on every single of SW that you are in charge. You're packaging and labelling is accordance with your first identification follow with legal requirements and guidelines issued by DOE?

#### **3.1.3 Storage of SW**

In this subchapter, you should describe clearly your condition of your storage. Is your storage is accordance with legal requirement and guideline issued by DOE?

#### **3.1.4 Transportation of SW**

In this subchapter, you should describe transportation of your SW to dispose / recover. Did you use licensed transporter? Any waste information? How you make sure that the transporter came to your factory is correct transporter had been chosen? Show us clearly.


#### **3.1.5 Disposal of SW**

In this subchapter, you should describe which method of disposal should be use (either dispose, recovery or special management). Why you choose that? You need explain how you selected the contractor for implementation of disposal.

#### **3.1.6 Training of SW**

In this subchapter you should describe on how training in scheduled waste management is implemented on premises.

Provide training record conduct to staff

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## 3.2 SW management data

### 3.2.1 SW record keeping data

In this subchapter, you should describe how e-SWIS implement in premises. Provide SW data record for a field training period of 6 months

- e-SWIS Notification
- e-SWIS Inventory
- e-SWIS Consignment note (for each SW code sent for disposal)
- Waste card for each SW
- Waste Characteristic (WC) / Waste Acceptance Criteria (WAC)
- TWG form

## 3.3 Change in management of SW

### 3.3.1 Situation before course attendance

In this subchapter, you should describe how the SW was being monitored before you attended the CePSWaM course and improvement / changes were made.

### 3.3.2 Situation after course attendance

In this subchapter, you should describe how and what changes were made through your efforts to introduce new / improved work in SW management.

### 3.3.3 Area of improvement

In this subchapter, you should describe areas of improvement that have been made by you or as a result of your proposal or intervention, in the management of scheduled waste at your place of work.


Any initiative for reduce / recycle / reuse / recover your SW?

Training to all staff? Awareness?

### 3.3.4 Future efforts

In this subchapter, you should describe future efforts for better compliance or improvement to be undertaken.

(All evidences must be attached in **Appendix III**)

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## CHAPTER 4: CONCLUSIONS

In this chapter, you should make **some conclusions on the overall SW management.**

- Advantages gained
- Limitations encountered
- Suggestions for future competency improvements

**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

#### Appendix I

Evidence of Chapter 1 (e.g. Background Company, organization chart, layout plan, products, process/flowchart industry, photo situation before course attendance, etc.)

#### Appendix II

Evidence of Chapter 2 (e.g. Environmental Policy, budgeting, Job Description, committee of EPMC and ERCMC, sample reporting to EPMC and ERCMC, etc.)

(All evidences of EP, EB, EC, EMC, EF, ERC and ET)

#### Appendix III


Evidence of Chapter 3 (Documents, photographs or video as evidences of type of SW, storage, packaging and labelling of SW)

Record keeping of Scheduled Wastes Information (e.g. Notifications, inventory, consignment note, waste card, license condition, etc.)

#### Appendix IV and more

Evidences of improvement have been made / Evidences of future improvement

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### Note for Chapter 3:

1. \*Only for waste generator / waste receiver

2. For transporters, use this points ;

i) **Transporters**

For the waste transporters, the report must show how the understanding of good and safe handling of scheduled waste during transportation gained from the certification course conducted by EiMAS is applied in your company. The report should discuss/contain at least the following:

- a) Type(s) of scheduled waste that you handled;
- b) Safe handling of scheduled waste during transportation is practiced;
- c) Emergency Response Plan or System (e.g.: insurance to cover when emergency);
- d) Fleet tracking system to ensure safe routing;
- e) Training programme conducted for drivers;
- f) Documents, photos or videos to serve as evidence
- g) Documents that include record keeping, consignment notes and waste card; and
- h) Proposed future improvements that would suggest to the management of your company to better manage the scheduled waste at your place of work.

3. For consultants and others, use this points ;

i) **Consultants and Others**


For this category the report must be based on a consultancy work on scheduled waste management that has been provided to a client. The consultancy work must cover one or more of the following areas:

- a) Waste minimization;
- b) Waste utilization;
- c) Waste recycling;
- d) Safe handling; or
- e) Other topics (to be proposed by the trainee)\*

The technical report should discuss/contain at least the followings:

- i) Title;
- ii) Identification of the client where consultancy was provided;
- iii) Areas of consultancy provided;
- iv) Assessment of status of scheduled waste management on the premise;
- v) Proposed improvement measures;
- vi) References.

\* *The trainee must send his/hers proposed topic to EiMAS for approval of the Assessment Panel. The panel has the right to decline your proposed topic if deemed inappropriate*

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**EXAMPLE OF FRONT COVER FIELD TRAINING  
REPORT**

# CERTIFIED ENVIRONMENTAL PROFESSIONAL IN SCHEDULED WASTE MANAGEMENT Arial 18 font, (CePSWaM)

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 Arial 12 font, Bold  
Bangi, Selangor**

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 Scheduled Waste Management (CePSWaM)

Arial 12 font

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