

 UNIVERSITI TEKNOLOGI MARA	FACULTY OF MECHANICAL ENGINEERING UNIVERSITI TEKNOLOGI MARA (UiTM), CAWANGAN PULAU PINANG MEM 261-WORKSHOP PRACTICE II TECHNICAL REPORT ASSESSMENT FORM	

COURSE	:	MEM 261-WORKSHOP PRACTISE 1I
WORKSHOP NAME	:	
LECTURER'S NAME	:	
GROUP	:	PEM1103 _____

No.	ID No	Name of student	Sign

(For office use only)

COURSE ASSESSMENT

PART C: TECHNICAL REPORT GROUP EVALUATION [CO1, PO5] (10%) & [CO3, PO8] (10%)							
No	Criteria		Marks	Students (S) Score			
				S1	S2	S3	S4
1	Introduction & theory	Theoretical Background	2				
2	Material and Method	Material and tools	2				
		Method and procedure used of each machining activity.	4				
3	Result and discussion	Use formula or standard calculations/ Measurement Data/result/graph/sketching/ tolerance/machining parameter etc.	4				
		Identifies and corrects any related issues.	2				
		safety procedures based on established standards and codes of practice.	2				
4	Conclusion	Solution and recommendation.	2				
5	Format	Report format (Front/ correct units/ /Reference/Appendix).	2				
TOTAL			20				

EVALUATED BY:

(SIGNATURE LECTURE'S, :
NAME & STAMP)

(DATE) :

Summary of Technical report

No	Criteria		Marks
PART C : TECHNICAL REPORT GROUP EVALUATION (20%) [CO1, PO4] (P4) DK8 (DP1, DP2, DP4)			
1	Depth of knowledge required	Theoretical background.	2
		Material and tools.	2
		Method and procedure used of each machining activity.	4
2	Familiarity of issues	Formula or standard calculations/ Measurement Data/Result/graph/sketching, tolerance, or machining parameter etc.	4
		Identifies and corrects any related issues	2
		Solution and recommendation	2
3	Extent of applicable codes	safety procedures based on established standards and codes of practice.	2
		Report format (Front/ correct units/ Reference/Appendix)	
TOTAL MARKS			20

For more details, please refer the RUBRIC.



**FACULTY OF MECHANICAL ENGINEERING
UNIVERSITI TEKNOLOGI MARA (UiTM)
CAWANGAN PULAU PINANG**

MEM 261 WORKSHOP PRACTISE II

SEM OCT 2026 - FEB 2027

TECHNICAL REPORT

WORKSHOP NAME	:	
LECTURER'S NAME	:	
GROUP	:	PEM1103 _____

No.	ID No	Name of student	Sign

1.0 INTRODUCTION & THEORY:

In the 1.0 Introduction & Theory section, briefly explain the introduction about related workshop/machining/experiment. Then elaborate the purpose and objectives of the activity, describe the relevant engineering concepts or principles, and link the theory to the practical workshop tasks. Then insert any related figures include maps, charts, diagrams, drawings, picture etc. Each of these categories is numbered according to its arrangement. The title should put below the figure and upper the table.

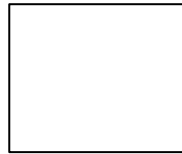


Figure 1: Image of the machine

2.0 MATERIALS AND METHOD:

2.1 Material and Tools

List down all the material and tools and provide each related figure.

2.2 Procedure

Demonstrate the process flow for completing the task both individually and as a team. Include steps such as, material selection-material standards, selecting appropriate tools and sizes, performing machining operations, SOP and adhering to working procedures, ISO standards or environmental regulations.

Students are required to document the working procedure by taking photos during the workshop session (work as an individual and team members).

3.0 RESULT AND DISCUSSION

3.1 Standard Calculations

Shown any formula or standard calculations/ Measurement Data/result/graph/sketching/ tolerance/machining parameter etc, involved in the workshop session (e.g., speed, current,) with accurate calculations. Then provide any consideration for machine capabilities (power, machine limits, tool type, etc.) for integrates into parameter selection.

Display result/inspection methods/ quality control practices.

Reflect on the result/ inspection method/ quality of the final product (e.g., surface finish or any defects).

Table 2: The data of the testing

3.2 Identifies and corrects any related issues.

Identifies a comprehensive range of potential issue/ risks associated with the workshop activity, including safety hazards and sources of error, demonstrating a thorough understanding of experimental procedures and associated risks.

3.3 Safety procedures based on established standards and codes of practice.

Explain the safety rules, safety working procedure, regulations, and personal protective equipment (PPE) relevant to the operational procedures.

Based on established standards and codes of practice, and ISO standards or environmental regulations.

Taking photos related PPE, safety rules and regulation during the workshop session.

4.0 CONCLUSION

4.1 Solution and Recommendations

Provide solutions and recommendation are directly applicable and relevant to the majority of practitioners in the engineering field, surpassing expectations. (Related to material and tool selection, process planning and any issue)

5.0 REFERENCE

State all the references that you have been used in order to complete this report.

6.0 APPENDIX

Include all the related Appendix