STUDENT SIWES REPORT WRITING IN THE DEPARTMENT OF BUSINESS ADMINISTRATION

KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE

INSTITUTE OF FINANCE AND MANAGEMENT STUDIES

DEPARTMENT OF BUSINESS ADMINISTRATION

A SIWES REPORT ON A TWO MONTHS SIWES PROGRAMME FROM AUGUST, 2024 –OCTOBER, 2024

WITH

PYTHON ENGINEERING COMPANY LIMITED.

BY

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MATRIC NO. ND/23/PT/0844

CERTIFICATION

This is to certify that this report is original to the author, Igwe Onyinyechukwu Gift of the department of Business Administration, Institute of Finance and Management Studies, Kwara State Polytechnic, Ilorin and was supervised accordingly by:

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S.I.W.E.S supervisor Head of department

ACKNOWLEDGEMENTS

My sincere appreciation and gratitude goes to God for the gift of life to me and strength to pull through, and to Engr. Said, project manager, Python engineering company limited, for the guidance and knowledge instilled upon me during the course of my siwes programme and the entire staff of python engineering company for their tutelage, time, patience and support inspite of all the ups and downs experienced during my training.

Furthermore, my earnest appreciation also goes to Engr. Rida Jaffal, G.M/CEO, python engineering company limited, for the privilege and opportunity to learn and be trained under the tutelage of the Admin, Accountants, engineers and staff of PECL in the area of safety, administration, accounting awareness of the general working environment, behavior and interpersonal skills development, and also giving me the opportunity to get a sense of the work environment which has exposed me to the responsibilities and ethics of not just a siwes student, but a member of the work force of the nation.

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CHAPTER ONE

1.0 INTRODUCTION

1.1 BRIEF HISTORICAL DEVELOPMENT OF SIWES

SIWES (Student industrial work experience scheme) was established by ITF in 1973 to solve the problem of lack of adequate skills by newly graduated student in the industrial world. The scheme exposes students to industry based skills necessary for an easy transition from the classroom to the industrial world.

Participation in SIWES has become a necessary pre-condition for the award of diploma and degree certificates in specific disciplines in most institutions of the higher leaning in the country, in accordance with the education policy of government.

Operators of SIWES include: the ITF, the coordinating agencies; NUC, NCCE, NBTE, employers of labour and the various institutions. The SIWES program is funded by the federal republic of Nigeria. The beneficiaries of this scheme are undergraduates of the following: Agriculture, engineering, technology, environmental sciences, education, medical science, and pure and applied sciences

1.2 BRIEF HISTORY OF COMPANY

Python engineering company limited is an oil service company, it was incorporated in 1984 to carry n the services of civil and marine engineering, buildings construction, including leasing of earth moving equipment for the different sectors of construction.

Python engineering company limited is currently operating in the Niger Delta Region of Nigeria, and it has been operating in this region since 1984 with understanding and cooperation with the indigents of the region.

1.2.1 ORGANISATIONAL FRAMEWORK

Python engineering company limited is comprised of various departments and units. These include the Marine department, Civil department and other services it renders to the construction processes.

MARINE DEPARTMENT is the first and leading department in the company. The department majors in the construction of marine vessels and portacabins (houseboats, barges, pontoons…etc). The marine department can classified as one of the best in the region, having several marine vessel currently under use by various companies.

CIVIL DEPARTMENT was funded early in the year 1996; the work encompassed different construction projects and leasing of various construction equipments.

The company renders support services to the construction and energy sector of the economy which generally are of international standard.

1.3 TYPE OF WORK

I was attached to the civil department(Admin) based on my course of study, which involves the designing of buildings and the coordination and supervision of all aspects of the construction of buildings

The civil department comprises of Project managers, Project engineers, QA/QC engineer/surveyors, administration officer/PRO, Site engineers and supervisors, Linesman, Workmen, Cashier, Data processor (Receptionist), Labourers and Store keeper.

Architectural drawings are usually made by a consultant architect and delivered to the project manager. As a result of my presence at the company.

CHAPTER 2

2.0 SAFTETY AWARENESS

Python engineering company limited is one of the main contractors to SPDC (Shell petroleum development co.) in Nigeria, and has proved over the last years its capability of competence to conduct its operation at all times in a legal and decent manner. To this regard all dealings and procurements operational certificates are obtained through government approved vendors and regulatory bodies. Great emphasis are made on safety awareness in the company, and as such, all newly employed staffs are made t go through a safety awareness program as I was, and a monthly health, safety and environment meeting is held at the different base yards by the HSE coordinator in charge.

2.1 QUALITY POLICY

The management with executive responsibility of the PECL (Python engineering company limited) is fully committed to furnish our clients with the highest quality products and services which are in compliance with both contractual and regulatory requirements, and to meet the expectations and needs of our customers.

Quality is a primary goal for all of us, alongside schedule and cost. The basic principle of the quality policy of the company is as follows:

- Management is fully committed to furnish our customers with the highest products and services which are in compliance with both contractual and regulatory requirements.

- In keeping with our objective, it is our policy to constantly maintain an effectively and efficiently documented Quality Management System complying with the requirements of International Standard ISO-9001: 1994.

- The policies and documented Procedures within the Quality System must be understood, implemented and maintained by all project offices.

The Quality Management Representative (QMR) shall constantly monitor the implementation of the Quality Management System. The QMR has the required authority and freedom to do so with the full support of corporate management, to identify problems and to initiate, recommend and provide solutions to those problems and to verify that the required corrective and preventive action has been properly executed.

2.2 SITE MEETINGS

During my training, site meeting were held once every two weeks on Friday at 6:00pm – 6:30pm. The purpose of the site meetings is dissipating instructions to the contractors and to assess the progress of the project. The site

meeting is chaired by the project engineer (supervisor) who gives out all instructions. During the meetings, all the contractors are expected to be present in order to obtain an update of a weekly report on each of their jurisdictions as regards the project under construction. Issues from what materials should be used to the ordering of materials and expenses made are discussed in details and all other issues or problems encountered are presented to the project supervisor for instructions. The details of this meeting are transferred to the company's headquarters. During the meetings, everyone is presented with their copy of the minute and is expected to be held till the project is completed and handed over to the clients.

2.3 PEP TALK

During the course of my industrial training, it came to my understanding that pep talks/pep meetings were held daily on site, as reports of these meetings were always coming in from site. These meetings were held every morning on site between 7:00am – 7:15am, to remind workers of the hazards and employ them to obey safety rules and safety conditions, as these safety rules were put in place to guild them through the work process in order to avoid slips and falls and other incidents that could occur during the work process.

2.4 HEALTH, SAFETY AND ENVIRONMENT MEETINGS

Health, security and environment safety meetings were a vital and compulsory part of the operation of the company. The meetings were held on Tuesday of the first week of every month. At these meetings, emphasis is laid on safety awareness and the twelve (12) life saving rules of shell petroleum development company (SPDC), as these rules are compulsory for every employee of any affiliate company or any contract company working with SPDC on any project.

CHAPTER 3

3.0 PROJECTS UNDERTAKEN BY THE COMPANY DURING MY SIWES PROGRAMME

Several projects were undertaken by the company during the length o my siwes (Student industrial work experience scheme) programme. The level of my involvement in the different projects differs. These projects include:

- **Forcados yokri integrated project – construction of CCP/CPF plant buildings**
- **Design & Construction of small and large steel tanks**
- **Design of steel security tower**
- **Lighting project – field logistic base emergency light**
- **Construction of a swimming pool**
- **Construction of mini clinic**
- **Koko road project**

CHAPTER 4

4.1 VARIOUS STAGES OF CONSTRUCTING A SWIMMING POOL

- Excavation – the depth of the excavation depends on the type of swimming pool to be constructed (usually up to 10ft).
- Steel reinforcement – steel fixing.
- Plumbing and equipment installation.
-
- Structural cement – structural cement or gunite.
- Curing your structural cement – this step should last for at least two full days.
- Electric – electricians will install the wiring and prepare the pool equipment for safe electrical operation.
- Tile, Coping and landscaping – the coping and waterline tiles are laid on a bed of sand and cement by licensed professionals
- Fences
- Plaster

4.2 DESIGN STAGES OF A MINI CLINIC

In designing a mini clinic, first we need to conduct cases study of similar project buildings to which we are designing. This is a very important step because case studies determine the direction of your thinking ones' thinking pattern towards a given project. A bad case study often leads to a poor design in terms of functionality and aesthetics.

The next step is to study the step is to study the circulation pattern, functional requirements, calculate the number of people the building is going t cater for and derive an effective way to control the traffic.

The next step is to list out the spatial requirements of the building, in this case, the spatial requirement of a mini clinic;

- Waiting area
- Drug store
- Nurse's office
- Examining room
- Drug counter

Next is to divide the spaces into three groups (zoning):

- Public
- Semi public

- Private

Bubble diagrams are often use for coming up with connectivity of spaces. In other words, bubble diagrams are efficient in dividing spaces into the three different groups. The bubble diagram when properly done looks like a plan on its own, it gives a suitable platform to design or construct a possible plan.

CHAPTER 5

5.0 CONCLUSION

At python engineering company limited, I was given an invaluable experience and exposure to the “industrial world”. It was an avenue to finally put all the theoretical classroom materials and knowledge I have accumulated over the years at the university to real significant use. I had the opportunity to see how my studies can be made relevant and also how it can be applied on site.

I have been able to attain relevant and effective practical industrial training and experience in the duration of two months (2 months) having been exposed to practical on-site situations and activities. Furthermore, knowledge of the wide-ranging work environment has been developed in me and I have acquired important behavior and interpersonal skills with the privilege given to me to get a feel of the industrial world and exposure as a student to the responsibilities that precedes the administrative and coordinating profession.