



# PRACTICAL TRAINING 4

JANUARY 2015

## ABSTRACT

From the 5th January 2015 to the 30th January 2015, I worked for the site management and construction team of Hyvec Partners Ltd on the construction of a six storey Hi-tech building for BPML at Rose Belle, Mauritius. The report was compiled to show the experience gained during the training. It was to be submitted to the Construction and Economic Management Department of the University of Cape Town following the end of the training period.

Course Code

CON4035X

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## TERMS OF REFERENCE

From the 5th January 2015 to the 30th January 2015, I worked for the site management and construction team of Hyvec Partners Ltd on the construction of a six storey Hi-tech building for BPML (Business Parks of Mauritius Ltd) at Rose Belle, Mauritius. The report was compiled to show the experience gained during the training. It was to be submitted to the Construction and Economic Management Department of the University of Cape Town following the end of the training period.

The Construction and Economic Management department instructions were as follows:

1. 160 hours (4 weeks) of approved experience employed in any of the built environment disciplines (construction; engineering; housing; property development and management; quantity surveying; relevant local authority, provincial and national government departments.
2. Provide information with regards to activities performed during training
3. Describe tasks carried out
4. Describe benefits of the training
5. The report should be submitted by 30 September 2015.

I worked for four weeks in total from the 5th January 2015 to the 30th January 2015 during the summer vacation to achieve the requirement in line with CON4035X.

## 1. INTRODUCTION

### 1.1 Subject and Motivation for Report

This report is on a 4 weeks practical training working with the site management and construction team of Hyvec Partners Ltd on the construction of a six storey Hi-tech building for BPML at Rose Belle, Mauritius. The report showcase knowledge, skills and experience gained during the training and how this will help me in my career.

### 1.2 Objectives of Report

The objectives of this report are therefore to:

- Provide a log of detailed activities carried out during the training.
- Provide information to show how some skills and experience were gained throughout the training.

### 1.3 Plan of Development

The report begins with an introduction as to why it was necessary and to what purpose it serves. It then focuses on various tasks carried out daily. And to end with, skills and experience gained during the course of the training period are discussed.

## 2. TASKS CARRIED OUT

### 2.1 Week 1

The first week of my training started with a meeting with the HR manager, Mr Dominique Rene, at the head office of Hyvec. At the head office I was introduced to the people who are in charge of the company and had a chat with some of the directors. We talked about the company, projects that they are involved in and I found out a bit more about the organizational structure of the company. After this, I met with the professionals who are in charge of the project that I will be working on and they gave me a brief about the project. Hyvec is a contractor who was appointed by BPML to build a six storey Hi-tech building. The project was to be constructed in Rose Belle, Mauritius.

The next day I went to the site office. Since the project was far from the main office, Hyvec thought that it would be more feasible to have a site office at the location of the project to accommodate his site manager, project manager, engineers and workers. The site office was a temporary concrete structure which consisted of 5 separate rooms. One room was provided for the different professionals working on the site which included their work station and desktop computers. One room was used as the boardroom where weekly site meeting were held. There was a mess room for the site workers where they could eat, relax and keep their belongings. The other room was used as a prayer room since most people working on this site were Muslims and needed a space to pray every day. And finally the last room was a small kitchen and break room for the office staff with basic appliances provided. There was also three bathrooms provided for all workers.

The junior civil engineer working on this project showed me round and introduced me to the rest of the team. The project manager who was in charge of the project worked on three different projects and only came to this particular site for a couple of hours in the morning. I had a chance to meet with him and have a chat that morning. He explained to me what was being done at that time and who I would fit in with the rest of the team. He also gave me a set of work that I will have to do every day along with assisting the site manager in his daily activities. My daily job was to create a cost allocation schedule. This meant that I had to go around the site every day and find out what had been planned for the day. Then at the end of the day, I would actually see how much had been completed in regards to the initial plan and compare that amount of work done to the daily expenses being incurred on site.

The information obtained was then transferred on a spreadsheet and a dual bar chart was created to assist in making cost comparisons.

Having been given an exercise to carry out, I looked at the drawings and familiarised myself with the project. If I had any question or doubt the civil engineer and/or the site manager were more than willing to help me. The other activities which I performed for the rest of the week involved conducting site visits for the supervision of placement of circular formwork. The formwork had to be placed with a high degree of accuracy and some issues arose where the formwork were not to standards and columns had to be broken down and re-adjusted. Therefore supervision the installation of the circular formwork was of paramount importance. I also assisted a meeting with sub-contractors who were supposed to build the boundary wall for the project. I was then asked to make an estimate of the boundary wall and compare it with the rate given by the sub-contractors. This was done to find out which of the sub-contractor had a better rate. Furthermore during this week I measured the amount of concrete that would be needed for the next cast on site and gave that figure to the site manager who then ordered that amount from a pre-mixed concrete company. I supervised the casting of the columns on site.

## 2.2 Week 2

During the second week, I carried on with my daily task of putting together the cost allocation schedule. However we were hit with bad weather that week and work on site slowed down a bit. The electrical engineer came to site during that week and I had the opportunity to work with him for a few days. He came to inspect all electrical equipment on site after the bad weather and we went around site looking for any defect. Fortunately all equipment were still operational and no major fault was detected. I also had the opportunity to look at the electrical drawings and understand how it fit with the architectural drawings. This gave me an insight on how different teams work together on one project.

For the rest of the week I performed different activities including, site inspections, measurement of formwork for circular and rectangular columns, carried safety inspections with the safety officer, calculated the rate of a block wall and measure concrete needed in concrete walls, block walls, lift shafts and floor slabs.

## 2.3 Week 3

Week 3 started with compiling a report for the project manager about the cost allocation schedule about what had been done for the last couple of weeks. I had to put together a report explaining if cost incurred on the project have been aligned with the production process and if there was a profit

or loss on the project. Then the project manager asked me to work in collaboration with the site manager in order to create an updated programme of works. The programme of works included making a program to show the expected progress of work on site for the following components: columns, wall, lift shaft and first floor slab. This would then be used to revise the programme internally. This was done to account for the loss of time and reduction in production due to bad weather experienced the previous week. In order to create the programme, I had to sit down and talk to the foreman to get an idea of how long each component would take to build. The foreman was very helpful as he possessed over 30 years of experience and gave me a lot of important information.

During the third week, I also carried out site visit and site inspections with the M&E engineers. There were consultants from the client and had to make sure that work is being done to the required standards. I also took off quantities for amount of formwork needed and concrete required for the next casting. At the end of the week, I was asked to put together a progress of work report to see if works had caught up with the delay of the previous week.

## 2.4 Week 4

The last week of training was relatively eventful. Along with putting together the cost allocation schedule I went with the civil engineer to the Mauritius Standards Bureau to drop off test cubes. These test cubes had to undergo compressive strength test to ensure that they conform to the standards. We also picked up the reports of previous test done. Nothing major was to be reported as the test cubes were within reasonable standards.

Back at the office I had to measure the amount of materials needed for a block wall to be erected. The block wall consisted of concrete blocks which had to be measured in number and steel which I measured with the help of the civil engineer.

There was a site visit during that week with the consultants and they pointed out some issues which had to be rectified. They ordered work to stop until all these issues were corrected. This led to a site meeting with the client, architect, consultants, engineers and contractor. One of the managing director from Hyvec had to attend the meeting due to the stop order given.

For the rest of the week, I calculated how much money and time this would cost the contractor to rectify his mistakes. Also during the last week, I took the crane operator to the hospital since he was hit in the face with a hammer. Therefore I learnt about safety issues on site and how to report such an incident and what documents had to be filled and procedures that needed to be followed. Then I spent most of my time on site supervising the works being done. The last day of training I handed over everything that I did to the site manager.

## 3. BENEFITS OF TRAINING

### 3.1 Skills Gained

#### 3.1.1 Measurement

I measured many items during the training period: formwork, columns, brickwork, and finishes among many more. Measuring was the activity that I did the most during these weeks. I think that I was exposed to different type of measurement and this greatly helped improving my measuring skills.

#### 3.1.2 Communication

During the course of the training I interacted with many people from different background. So I gained a lot from talking to all these people and developed my skill concerning talking in a professional work environment.

#### 3.1.3 Management of daily site activities

I was greatly exposed to the management side of construction during my training. I find out about the different ways manage a project and daily activities. This was an interesting aspect of this work since I was never exposed to such work before.

#### 3.1.4 Working part of a team

The team that I worked with consisted of a project manager, a site manager, a civil engineer, a foreman, electrical engineers and general workers. It was very important to have a good communication between us so that we can all be on the same wavelength and work efficiently together.

#### 3.1.5 Professionalism

Working on a big project where millions of rupees are involved, someone has to be very professional and there is no room for mistakes. Therefore every piece of work leaving the office had to be cross checked and made sure that it was completed within a reasonable time and in a professional way.

### 3.2 Knowledge and Experience Gained

#### 3.2.1 Measuring process

I had the opportunity to measure works over a million rupees and this make you realise how important your job is. This means that you have to be very careful while measuring. At first this put under a lot of pressure but if you are confident in what you are doing and have the proper knowledge, you can

do a great job. This immense project definitely gave me that extra confidence and helped measuring under pressure.

### 3.2.2 Construction Management

Learning about the management process was very fascinating as up to now, I only learnt about it in lectures and on paper but actually being part of that process is more complex and I now have a better understanding. This will be of major importance going forward with my career.

### 3.2.3 Negotiations

During the training period, I had the chance to attend a few meetings. I was also working with one of the project manager and as soon as there was a discrepancy between the quotations from the sub-contractor to ours, there was a lengthy negotiation and I learnt that the faster you solve an issue the more money you will save.

### 3.2.4 Communication skills

I find out that the better you communicate in this industry, the more problem you can avoid. Being in a team of many people and dealing with many sub-contractors, I think definitely improved my communication skills.

### 3.2.5 Team player

The project that I worked on was really big and is definitely not a one man job. Therefore being part of a team where everyone is up to the same speed is very important. I had to catch up to my colleagues and start working as quickly as they did if I did not want to be left behind. This proved to be difficult in the beginning but once you get used to the environment and comfortable with everyone, I was able to work as efficiently as them.



## 4. EMPLOYER LETTER



### **HYVEC PARTNERS LTD** Construction Company

30 January 2015

#### **TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

This is to certify that Mr. Yudish Bhav Sumputh has carried out industrial training at Hyvec Partners Ltd from 05 January 2015 to 30 January 2015. He was posted to our building construction site at Rose Belle, Mauritius for the construction of a six storey HI-TECH BUILDING FOR BPML.

During his traineeship, he was exposed to the daily management of work on site and assisted the Site Manager. He also performed the following duties during his time on site:

- Preparation and monitoring of a cost allocation schedule,
- Measurements of several items,
- Estimation of different items,
- Made daily site visits,
- Site inspections,
- Monitoring of progress of work
- Preparation of a program of work

We were pleased to have Mr. Yudish Bhav Sumputh with us on this project. He was an efficient and hardworking person and also had an overall regular attendance. We have offered further assistance if required.

Yours faithfully,

Mr. M. Moustaquim Laloo

Site Manager

Email: [kim.laloo@hyvec.com](mailto:kim.laloo@hyvec.com)

Yours faithfully,

Mr. Dominique Rene

HR Manager

Email: [dominique@hyvec.com](mailto:dominique@hyvec.com)



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