

ERL MAINTENANCE SUPPORT SDN BHD

Co. Reg. No. 199901023674 (498574-T)





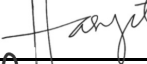



OPERATIONS DEPARTMENT

CAB PASS PROCEDURE

Ref. No. G00.OMO.M15110.NA.1002.C

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Release

Released:	Thomas Baake	Chief Executive Officer	21.10.2022	f 
Checked:	Sukhbir Singh	Safety & Security	20.10.2022	
Checked:	Haryati Khalil	CEO Office	20.10.2022	
Checked:	Muhammad Azim	CEO Office	19.10.22	
Checked:	James Boudville	HOD - Operations	18.10.22	
Author:	Norhandee	HOD – Drivers & Stations	17.10.2022	
	Name	Department	Date	Signature

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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Change Record and Configuration Control

C	11.10.2022	Revision to reflect Company Registration Number Co. Reg. No. 199901023674 (498574-T) in accordance to memo ref. no. OMA.HOD.M13311.1006.A	Norhandee
B	25.02.2019	Revised to update changes to reflect ISO9001:2015 and ISO14001:2015 new requirements.	Norhandee
A	14.06.2013	Revision of the entire document and supersede previous procedure with ref. no.: G00.OMO.M15000.ND.0001.A	Norhandee
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMO.M15110.NA.1002.C					
Issues To Consider	Checked (Please mark X)				Remarks
1) Are there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	X	
3) Resources available?	YES	X	NO		Adequate
4) Allocation or relocation of responsibilities and authorities required?	YES		NO	X	

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1 Purpose

This procedure is to introduce the cab pass and to explain the conditions of its use.

2 Scope, Distribution & Access

The scope of cab pass is to make provision and specified E-MAS, ERLSB and SPYTL personnel to ride on the driver's cab for duty purposes.

This procedure is available to all Operations, Maintenance and Safety and Security staff. Access to the document is given to all E-MAS Operations, Maintenance and Safety and Security staff via EDMS. Employee without EDMS user access can retrieve this procedure via E-MAS Operations Department portal.

Note: A copy of this procedure is also provided to SPYTL for their reference and guidance.

3 Abbreviations, Definitions and References

E-MAS	ERL Maintenance Support Sdn. Bhd. Reg. No. 199901023674 (498574-T)
ERLSB	Express Rail Link Sdn. Bhd. Reg. No.199601003493 (375839-H)
SPYTL	Syarikat Pembinaan Yeoh Tiong Lay
EDMS	Electronic Document Management System
OPS	Operations Department
OSS	Operations Station Supervisor
SAS	Safety and Security

4 Cab Pass Issuance

Cab passes is issued and signed by the E-MAS Operations Manager and record shall be kept by the Operations Department for reference. A sample of the cab pass is given in Appendix 1 of this document.

5 Authorization

The Train Driver shall not allow or invite any personnel, third parties and /or member of public to enter the driver's cab unless approved [written or verbal] by the Operations Manager.

Use of the cab pass is subject to the rules listed below: -

- The cab pass has to be presented to the driver, upon entering the cab
- The total number of people on the cab, including the driver, is limited to 3 persons unless special permission is granted by the Operations Manager
- The holder of the cab pass is not allowed to give any instructions to the driver. If this is not followed, the driver can expel the cab pass holder from the cab
- Behavior on the cab has to be in a way, not to obstruct the attention of the driver

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- In case of resignation, termination of contract or damaged cab pass, the cab pass holder shall return the cab pass to Operations Department for cancellation or replacement

NOTE

The Operations Manager reserves the right to withdraw cab passes in case of breach of these rules.

6 Briefing by OPS

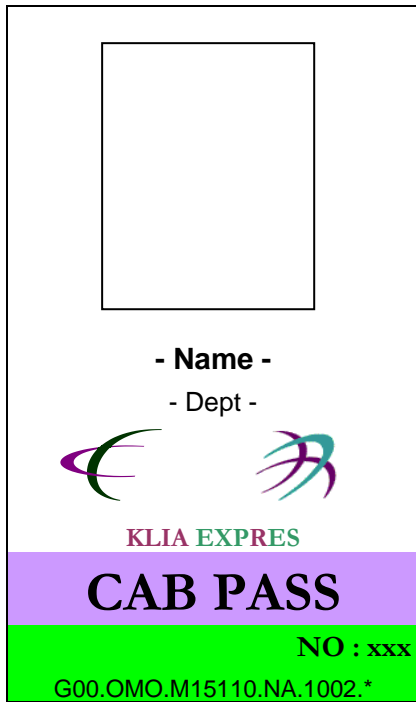
OPS representative shall brief the rules and regulations in accordance to this procedure to the cab pass holder. Upon receiving the pass, they must understand and adhere to this procedure.

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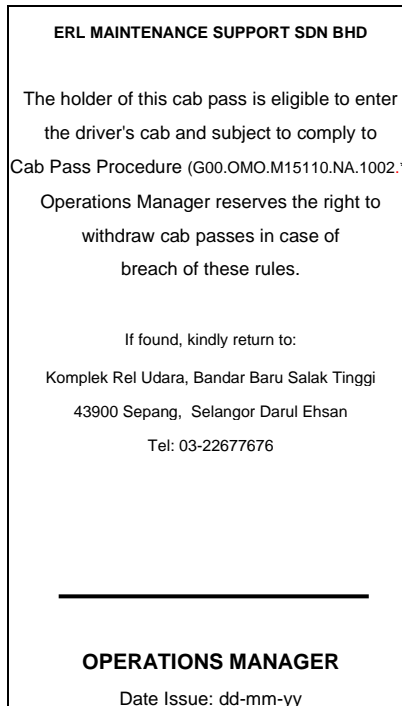
7 Appendices

7.1 Sample of Cab Pass

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* Refer to the latest version

