ERL MAINTENANCE SUPPORT SDN BHD

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



SYSTEMS (SYS) DEPARTMENT

SYS Daily Status Reporting Procedure

Ref. No. E00.OME.M15000.RQ.1003.A

ERL Maintenance Support Sdn Bhd

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Release

		Name	Dept.	Date	Signature
Author:		Noel Devan	Systems	11 Fel 2021	2
Checked:	+	Anthony Arokianathan	Wayside	18-2-21	A
Checked:		Muhammad Azim Abdullah	CEO Office	16-2.21	Chiefen
Checked:		Haryati Khalil	CEO Office	16-2-21	Hat
Released:	f	Ham Mow Wai	Maintenance	18.2.21	P

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

Change Record and Configuration Control

Revision	Date	Modification	Name
		E00.OME.M15000.RQ.0002.D and D10.OMW.M15000.BT.0001.E	
А	8 Feb 21	Department Re-structuring (ELT & SIG merged into SYS) Incorporated previous documents	Noel D

Planning Of Changes Reference Fo	r Revisio	n: E	E00.OM	E.M150	00.RQ.1003.A
Issues To Consider	Chec	ked (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		
4) Allocation or relocation of responsibilities and authorities required?	YES		NO	X	

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1 Purpose

The purpose of this procedure is to govern the reporting process to the Chief Executive Officer (CEO) and Operations Control Centre (OCC) on the Systems (SYS) sub-system listed as follows:

a) Overhead Contact Line (OCL)

b) Traction Power Station (TPS)

- c) Track Vehicle (TVL)
- Shunting Locomotive
- OCL Service Vehicle
- Unimog
- Flat Wagon with Telescopic Crane
- Flat Wagon with Cable Drum
- Flat Wagon / Flatbed
- Mobile Lifting Jack (20T)

d) Signalling (SIG)

- e) Telecommunication (TLE)
- f) Information Technology (IT)

2 Scope, Distribution & Access

This procedure is applicable for Systems (SYS) department personnel and this document can be accessed from the Electronic Document Management System (EDMS) by relevant SYS personnel.

3 Procedure

3.1 Responsibility

This report is to be sent out each day with the status of the SYS Subsystem as of 0830am. The responsible person for ensuring that the report is completed and submitted shall be the Systems Head of Department (HoD) or his delegate.

Systems daily report will be divided into 2:-

- SYS (ELT) Report on OCL, TPSS & TVL
- SYS (SIG) Report on Signalling, Telecommunication & IT.

3.2 Daily System Status

The daily system status shall be reported as follows:

3.2.1 E-mail receiver

• To: Baake@kliaekspres.com, OCC@ems

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 Cc: EMS OCC, EMS Maintenance HOD, <u>Anthony@sippytl.com</u>, EMS Operation Mgmt Team, EMS SYS, EMS OTS, EMS Station Supervisor, Safety & Security HOD, Person who chaired the Journal Meeting

3.2.2 Failure

- Sub-System affected
- Location / Time
- Current Status

3.2.3 Incident

• Any incident (accident at workplace, etc) as determined by Systems HoD.

3.2.4 Comment

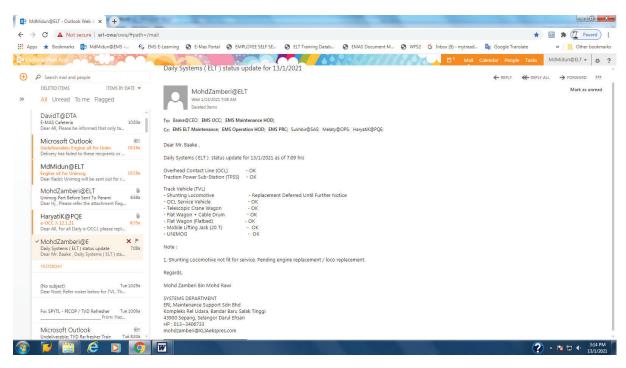
This will be for status change that needs to be noted as to whether or not it will affect on Operation or Safety. (All other works shall be planned in advance and Track Possession request (TPR) applied if necessary).

3.2.5 Follow Up On Open Items

The failures / incidents that are not solved and rectified in any specific time, the status of failures / incidents shall be noted in the Daily Status report.

4. Appendices

a) Daily Systems (ELT) Status Update: (E-Mail Sample)



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b) Daily Systems (SIG) Status Update: (E-Mail sample)

