

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

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**Release**

<b>Released:</b> †	Ham Mow Wai	Maintenance	18.2.21	
<b>Checked:</b>	Haryati Khalil	CEO Office	16.2.21	
<b>Checked:</b>	Muhammad Azim Abdullah	CEO Office	16.2.21	
<b>Checked:</b> †	Anthony Arokianathan	Wayside	18.2.21	
<b>Author:</b>	Noel Devan	Systems	11 Feb 2021	
	<b>Name</b>	<b>Dept.</b>	<b>Date</b>	<b>Signature</b>

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

**Change Record and Configuration Control**

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

<b>Planning Of Changes Reference For Revision: E00.OME.M15000.RQ.1003.A</b>					
<b>Issues To Consider</b>	<b>Checked</b> <i>(Please mark X)</i>				<b>Remarks</b>
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, [Anthony@sippytl.com](mailto:Anthony@sippytl.com), 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)

The screenshot shows an Outlook email client interface. The main email is titled "Daily Systems (ELT) status update for 13/1/2021" and is from MohdZamberi@ELT, dated Wednesday, 13/1/2021 7:08 AM. The email content is as follows:

To: Baake@CEO; EMS OCC; EMS Maintenance HOD;  
 Cc: EMS ELT Maintenance; EMS Operation HOD; EMS PRC; Sukhbir@SAS; Melay@OPS; Haryatik@PQE;

Dear Mr. Baake,

Daily Systems (ELT) status update for 13/1/2021 as of 7:09 hrs

Overhead Contact Line (OCL) - OK  
 Traction Power Sub-Station (TPSS) - OK

Track Vehicle (TVL)  
 - Shunting Locomotive - Replacement Deferred Until Further Notice  
 - OCL Service Vehicle - OK  
 - Telescopic Crane Wagon - OK  
 - Flat Wagon + Cable Drum - OK  
 - Flat Wagon (Flatbed) - OK  
 - Mobile Lifting Jack (20 T) - OK  
 - UNIMOG - OK

Note:  
 1. Shunting Locomotive not fit for service. Pending engine replacement / loco replacement.

Regards,  
 Mohd Zamberi Bin Mohd Rawi

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

The screenshot shows an Outlook email interface. The email is from Laxchumy@SIG, dated Wednesday, 1/20/2021 at 8:30 AM. The subject is 'Daily Systems (SIG) Status Update For 20/01/2021'. The email content is as follows:

Dear Mr. Baake, As of yesterday morning,...

As of yesterday morning, date 19/01/2021 @ 8:30 hrs. to this morning, 20/01/2021 @ 8:30 hrs., the following failures have been reported. Please find the status update as below:-

**Signalling**

**Axle Counter**

- 1) Axle counter KS 3001 occupied without magenta ring after vehicle passing. (Notif. no. : 10252710)
  - Problem reported on 20/1/2021 @ 0322 hrs.
  - Check and found error code <00> up and down.
  - Performed hard reset and axle counter back to normal.

**Telecommunication**

- No TLE failure have been reported.

**IT**

- No IT failure have been reported.

Best regards,  
 Laxchumy Saravananam  
 Signalling  
 ERL Maintenance Support Sdn. Bhd.