

**ERL MAINTENANCE SUPPORT SDN BHD**

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



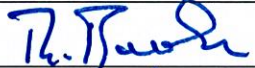






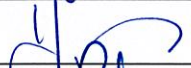


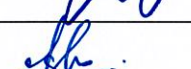
**SAFETY & SECURITY  
DEPARTMENT**

**TRACKWORK & CIVIL WORK PROCEDURE**

Ref. No. G00.OMZ.M20000.DI.1001.A

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M20000.DI.1001	A	16.02.2021	Page 2 of 8	Trackwork And Civil Work Procedure

**Release**

<b>Released:</b>	Thomas Baake	Chief Executive Officer	03-03-21	
<b>Checked:</b> f	Ham Mow Wai	Maintenance	26.2.21	
<b>Checked:</b> †	Anthony Arokianathan	Wayside	26.2.21	
<b>Checked:</b>	Jayaraj Savarimuthu	Rolling Stock & Engineering	26.2.21	
<b>Checked:</b>	James L Boudville	Operations	3.3.21	
<b>Checked:</b>	Raefendy bin Ismail	Material Management	18.2.21	
<b>Checked:</b>	Gan Lee Hong	Procurement	24.02.21	
<b>Checked:</b>	Haryati Khalil	CEO Office	17/2/21	
<b>Checked:</b>	Muhammad Azim Abdullah	CEO Office	17/2/21	
<b>Checked:</b>	Sukhbir Singh	Safety & Security	17/02/2021	
<b>Author:</b>	Mohd Asfar Azali	Safety & Security	16/2/2021	
	<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.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M20000.DI.1001	A	16.02.2021	Page 3 of 8	Trackwork And Civil Work Procedure

**Change Record and Configuration Control**

A	16.02.2021	NEW PROCEDURE	Asfar
<b>Revision</b>	<b>Date</b>	<b>Modification</b>	<b>Name</b>

<b>Planning Of Changes Reference For Revision: G00.OMZ.M20000.DI.1001.A</b>					
<b>Issues To Consider</b>	<b>Checked (Please mark X)</b>				<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	

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M20000.DI.1001	A	16.02.2021	Page 4 of 8	Trackwork And Civil Work Procedure

**TABLE OF CONTENTS****Page**

1	Purpose .....	5
2	Scope, Distribution & Access .....	5
3	Abbreviation and Definitions .....	5
4	Trackwork and Civil works .....	5
5	Trackwork and Civil Works Activities Schedule .....	6
6	Verification activities .....	7
7	Monthly Reporting.....	7
8	Appendix.....	8

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M20000.DI.1001	A	16.02.2021	Page 5 of 8	Trackwork And Civil Work Procedure

## 1 Purpose

This procedure defines the methodology used to assess and verify scheduled and unschedule Track and Civil work by the nominated sub-contractor (SPYTL).

It also specifies E-MAS scope and the actions to report non-conformity to the client i.e. ERLSB.

## 2 Scope, Distribution & Access

This procedure applies only to Track and Civil work inspection. Access is given only to SAS Department via EDMS or E-MAS Portal

## 3 Abbreviation and Definitions

E-MAS	ERL Maintenance Support Sdn Bhd Co. Reg no: 199901023674 (498574 – T)
ERLSB	Express Rail Link Sdn Bhd Co. Reg no: 199601003493 (375839 – H)
SPYTL	Syarikat Pembinaan Yeoh Tiong Lay Sdn Bhd
SAS	Safety & Security Department
OCC	Operations Control Centre
O&M	Operations & Maintenance
ROW	Right-Of- Way
PIC	Person-in-Charge
OCL	Overhead Catenary Line
MMT	Material Management

## 4 Trackwork and Civil works

4.1 The aims of Trackwork and Civil Work is to ensure that the entire track lines, including the infrastructure works, are always kept in a safe and satisfactory condition with a view to long-term performance in service.

### 4.2 Trackwork

- The limit of works shall be confined to the areas at both sides of the OCL Poles and Depot areas.
- Inspection, maintenance and renewal works of all the components related to trackwork on the ERL-CRS System

### 4.3 Civil Works

- The limit of works shall be confined to the areas at both sides of the earth embankment between the OCL Poles and the ERL ROW or the boundary fence.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M20000.DI.1001	A	16.02.2021	Page 6 of 8	Trackwork And Civil Work Procedure

- To inspect and maintain all civil structures, including drainage systems, buildings, bridges, slopes, embankments, roads, road signage, car parks, fencing, gates, vegetation and grass cutting (includes weeding and mulching) within ERL-CRS System boundary.

4.4 E-MAS’s role and responsibilities are not limited to inspect the condition of the track and it’s attached equipment, civil facilities (i.e safety fencing, the drainage system and slope condition) and also to ensure that the safety requirements are maintained as per design. The inspection will be conducted by :

- Identify any abnormalities on track geometry alignment which require immediate attention and response, if necessary (e.g. track bouncing, swaying, etc.).
- Monitoring the quality and condition of the track and to ensure that the criterion and safety requirements are maintained.
- Observing any hazard along ERLSB structure gauge (e.g. tree encroachment, clogged drain, etc.).
- Recording any defect discovered or detected during the inspection on the Trackwork And Civil Works Reporting Form **Appendix** (ref. code: G00.OMZ.M20000.RZ.1001.\*).  
Note : \* refer to the latest version in EDMS
- Review and verify Monthly Maintenance Report Contract For Comprehensive Maintenance Of Trackwork And Civil Work submit by SPYTL.

**5 Trackwork and Civil Works Activities Schedule**

Inspection	Details	Frequency
Visual inspection	For track and civil by train and foot inspection	Weekly
Electronic surveying	Using Lining Instrument and Vertical Instrument	Bi-annually
Ultrasonic test	To detect subtle defects in the running rail and turnout section by using ultra waves.	Bi-annually
Track measurement	To ensure the Track Quality Index is maintained as per design	Bi-annually

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M20000.DI.1001	A	16.02.2021	Page 7 of 8	Trackwork And Civil Work Procedure

- 5.1 Clarify procurement, usage and changing quantity of track spare parts used by SPYTL (i.e. rails, turnout equipment, ballast, timber sleeper, etc.) related to the MMT procedure (G00.OML.M13500.CA.1001.\*).
- 5.2 The Trackwork and Civil Work activities yearly plan will be prepared and updated by the SPYTL PIC every January yearly and any changes will be informed immediately via an official letter.
- 5.3 SPYTL Trackwork and Civil Work plan will be monitored and follow-up if required.
- 5.4 Ad-hock and unscheduled activities will be required from time to time with short notice by SPYTL due to urgent repair work, incidents and accidents that damage the properties or third party influence, etc.

## **6 Verification activities**

- 6.1 Daily work by appointed contractor will be monitored by participating in their activities. This will be translated into the monthly report and endorsed for submission to ERLSB.
- 6.2 Ad-hock and unscheduled activities will be observed and any man-hours, equipment used and other related evidence will be recorded.
- 6.3 Any reported failures, damages and abnormalities shall be channeled to OCC (Journal). These will be communicated to SPYTL directly by OCC or SAS. On-Call Schedule & ERP communication table will be issued by SPYTL on a bi-monthly basis.
- 6.4 Any discrepancies found will be communicated in the SPYTL-ERLSB coordination meeting and minuted accordingly.

## **7 Monthly Reporting**

- 7.1 SPYTL will submit the Contract For Comprehensive Maintenance Of Trackwork And Civil Work Monthly Maintenance Report within the first week of every month to E-MAS.
- 7.2 After profiling, SAS will review, check and fill-up the Trackwork And Civil Work Monthly Maintenance Report sheet before submission to ERLSB together with Trackwork And Civil Work Monthly Maintenance Report Review Sheet **Appendix** (ref. code: G00.OMZ.M20000.RZ.1002.\*).  
Note : \* refer to the latest version in EDMS

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M20000.DI.1001	A	16.02.2021	Page 8 of 8	Trackwork And Civil Work Procedure

## 8 Appendix

Related procedures or documents reference number in Company Documentation System

Documents/Form	Reference Code	EDMS No #
Trackwork And Civil Works Reporting Form	G00.OMZ.M20000.RZ.1001.*	143391
Trackwork And Civil Work Monthly Maintenance Report Review Sheet	G00.OMZ.M20000.RZ.1002.*	148714
Note: * refer to the latest version in EDMS		