**ERL MAINTENANCE SUPPORT SDN BHD**

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



**E-MAS**

*Effective Railway Operations; Reliable System Maintenance*

**SYSTEMS (SYS) DEPARTMENT**

**SYS Training Management Procedure**

Ref. No. E00.OME.M15000.BT.1012.A

ERL Maintenance Support Sdn. Bhd., Kompleks Rel Udara, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan

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## Release

| Released: | ʄ | Ham Mow Wai | Maintenance | 10·3·21 | |
|-----------|---|-------------|-------------|---------|---|
| **Checked:** | | Haryati Khalil | CEO Office | 9/3/21 | |
| **Checked:** | | Muhammad Azim | CEO Office | 9/3/21 | |
| **Checked:** | ʄ | Anthony Arokianathan | Wayside | 10·3·21 | |
| **Author:** | | Noel Devan | Systems | 5 MAR 21 | |
| | **Name** | | **Dept.** | **Date** | **Signature** |

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

## Change Record and Configuration Control

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| A | 3 Mar 21 | Department Re-structuring (ELT & SIG merged into SYS)<br><br>Incorporated previous documents E00.OME.M15000.BT.0007.D and D10.OMW.M15000.BT.0001.E | | Noel D |
| **Revision** | **Date** | **Modification** | | **Name** |

| Planning Of Changes Reference For Revision:  E00.OME.M15000.BT.1012.A | | | | | |
|---|---|---|---|---|---|
| **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 | | |
| 4) Allocation or relocation of responsibilities and authorities required? | YES | | NO | X | |

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## 1    Purpose

This document outlines the training and development strategies planned and implemented in the Systems Department (SYS).

To establish a standard at which SYS personnel are trained and evaluated to determine their competency level to work in SYS Maintenance environments including TPSS/SIG/TLE Technical Room, Track area, Maintenance Vehicles.

The strategies developed are from the initial training provided by system suppliers and based on the experience gained over the years from the operation and maintenance of the SYS sub-groups.

## 2    Scope, Distribution & Access

To provide necessary training overview on all aspects of ERL Signalling, Telecommunication, Electrification, Information Technology and Track Vehicle systems.

To evaluate performance upon completion of all training and during on job training. Reference is made to the HRD procedure for training. Refer Doc No: G00.OMH.M10580.SD.0006.*

This procedure is implemented for all Systems personnel and this document can be accessed from the E-MAS portal by all SYS personnel.

The symbol * used in the document reference number refers to the latest version which is subject to change.

## 3    Training

### 3.1   Theory Training - System Overview

The "initial training" which requires SYS technicians to go through the description of operation and maintenance of the various system of the ERL Project has completed by the year 2002.

The system suppliers provided this training so that E-MAS SYS personnel are capable to carry out the Scheduled & Corrective maintenance activities.

This "Initial theoretical" training is no longer covered in this procedure as it has been completed. It is now replaced with refresher training, which also covers the theoretical modules.

All new SYS personnel trained through On Job Training and Refresher courses.

### 3.2   On-Job Training

The newly employed SYS technicians/personnel are partner with experienced senior technician or shift leader to gain the necessary experience and confidence working in Workshop, Technical Rooms and Track area.

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This training will cover the preventive maintenance and corrective maintenance activities. The on-job training will help the new personnel to practice their knowledge gained and to apply the correct ways for any maintenance activity. On- job training may take 3 months to 12 months depending on the capability of the individual.

### 3.3  Refresher Course / Training

The refresher training shall be carried out in the form of classroom lectures (theory) or practical activities or online learning or such combination approved by Systems Head of Department (SYS HOD).

The training shall be used as a platform to educate and discuss various issues that may arise from the duties carried out by the SYS personnel.

The training intervals are listed below. This may be subject to change with approval of Maintenance Head of Department.
   a. Overhead Contact Line – Yearly
   b. Signalling – 2 yearly
   c. Telecommunication – 2 yearly
   d. Track Vehicle - Yearly
   e. Traction Power Supply Substation – Yearly
   f. Information Technology – Upon request

Various training modules are created for complex and safety critical systems to ensure effective and structured training is carried out. Refer to Systems Documentation Structure (Doc. No G00.OME.M15000.BK.1001.*) for the updated training module list.

Upon completion of each module, an evaluation will be carried out to evaluate the participant's skills and knowledge obtained from these training. The passing mark for each module is 60 %.

### 3.4  External Training and Development

External Trainings carried out based on the requirement of the department. The SYS HOD is responsible to plan and budget for such trainings.

As the requirement for the department changes progressively, the SYS HOD shall forecast and manage any external trainings required for the department.

The SYS HOD with the assistance of SYS department Supervisors shall identify the personnel that to be developed further. The external training process and policy is defined in the HRD Training Procedure. Refer Doc No: G00.OMH.M10580.SD.0006.*

### 4.0  Evaluation for Competency

The SYS personnel's are required to complete all relevant modules as listed in section 3.3 and be evaluated for each training that the personnel has gone through.

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This evaluation obtained at different stages of the related training period. The respective Supervisor or his assignee with feedback from the Trainer, Engineering Support & Development (ESD) group and /or HOD may provide the evaluation.

If the result of the evaluation is satisfactory ($\geq 60\%$), the respective Supervisor will recommend that the Technician personnel be recognized/maintained as a competent person to work in the Track Vehicles, Technical Room or Track area.

In cases where the evaluation is not satisfactory ($<60\%$), the respective Supervisor will recommend to SYS HOD that the individual personnel be sent for refresher training to enhance his level of competency.

The evaluation will be done for all refresher trainings conducted for SYS personnel.

## 5.0    Authorization

The SYS HOD then reviews the recommendation of the respective Supervisor. As a result, the SYS personnel then certified competent / incompetent to work on the ERL Systems including the vehicles.

To determine whether a Technician is competent or not, it will be based on the results of the training that has been taken.
- ELT - Refer Doc No: G00.OME.M10580.SJ.1002.A*
- SIG – Refer Doc. No: G00.OME.M10580.SJ.1003.A*

If the evaluation of an individual is not satisfactory, the SYS HOD will then advise the respective Supervisor on the relevant refresher training necessary.

## 6.0    Training Records

The respective supervisor shall compile the completed training records below and submit to HRD upon completion of training.

- HRD Forms 060 - Training Confirmation and Verification  : G00.OMH.M10580.ZF.0016.*
- HRD Forms 041 - Training Course Evaluation Form       : G00.OMH.M10580.ZF.0001.*