

ERL Maintenance Support Sdn Bhd

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

MEMORANDUM

To: All E-MAS Personnel	Originator:	MdAzim / Syiqin
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Reference Number:
OMG.STF.M10100.1003.A

Date:
5-April-21

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|--|--|----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Urgent | <input type="checkbox"/> Review | <input type="checkbox"/> Comment | <input type="checkbox"/> Reply | <input type="checkbox"/> Retain |
| <input checked="" type="checkbox"/> Action | <input checked="" type="checkbox"/> Info | <input type="checkbox"/> Note | <input type="checkbox"/> Call me | <input type="checkbox"/> Sign & Return |

Attachment(s): None As listed below

Job Description (JD) To Reflect The Latest Released Company Organisation Procedure

Dear All,

Reference is made to the recent change in the Company Organisation Procedure Ref. No. G00.OMM.M11100.BB.1003.A [Doc# 149368] released on 1st April 2021. Based on this changes, we would like to inform that the Job Description (JD) main page reflecting the previous procedure code shall remain the same for those currently in force. Revision to Job Description reflecting to the latest update will be changed only as and when there are changes to the main content.

In retrospect, JD's that were updated from 1st April 2021 onwards shall reflect the revised Company Organisation Procedure Ref.No. **G00.OMM.M11100.BB.1003.A.**

As such, QEMR or department representatives are advice to check, update and submit the affected JD's to HRD and a copy to Document Controller.

Please contact Document Controller for any assistance if required.

Sincerely,



Thomas Baake
Chief Executive Officer

Attachments: {none}
cc: HRD & Document Controller