

ERL MAINTENANCE SUPPORT SDN BHD

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



CEO OFFICE

ENVIRONMENTAL MANAGEMENT PROCEDURE


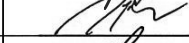


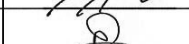

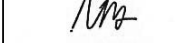

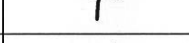

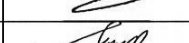
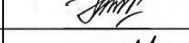


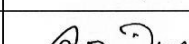
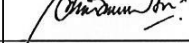

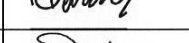

Ref. No. G00.OMQ.M11412.AF.1002.A

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Release

Released:	Thomas Baake	Chief Executive Officer	30 August 2021	
Checked: f	Ham Mow Wai	Maintenance	26.08.2021	
Checked: f	Anthony Arokianathan	Wayside	26.08.2021	
Checked:	Jayaraj Savarimuthu	Rolling Stock & Engineering	26.08.2021	
Checked:	Noel Devan	Systems	25 Aug 2021	
Checked:	Norazman bin Abu Hassan	Rolling Stock	25.08.21	
Checked:	Abdul Halim bin Baharom	Infrastructure	26.8.21	
Checked:	Muhamad Dzulfaqar Yusoff	Project & Engineering	25/08/21	
Checked:	James L Boudville	Operations	25.8.21	
Checked:	Norhandee bin Nordin	Operations - Transportation	25.08.21	
Checked:	Omar bin Zakir	Operations - Control Centre	27.08.21	
Checked:	Suriani Farisa binti Md Isa	Human Resource	23.08.2021	
Checked:	Nauwalah binti Amat Mustakim	Finance and Administration	16/8/21	
Checked:	Raefendy bin Ismail	Material Management	16.08.21	
Checked:	Gan Lee Hong	Procurement	16.08.21	
Checked:	Sukhbir Singh	Safety & Security	13 Aug 21	
Checked:	Muhammad Azim bin Abdullah	CEO Office	11.8.21	
Checked:	Thomas Baake	CEO Office	29/07/2021	
Author:	Haryati binti Khalil	CEO Office	23 July 21	
	Name	Department	Date	Signature

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

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Change Record and Configuration Control

A	23 July 21	Revised to reflect Department Restructuring – New department name as per E-MAS Organisation Chart, ref no: G00.OMG.M11110.BB.0005.* Significant change at para 7.2,7.4,8.1,8.2,8.3 and 9.2 Note: Previous document ref no. G00.OMQ.M11422.AF.1001.B	Haryati
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMQ.M11412.AF.1002.A					
Issues To Consider	Checked (Please mark X)				Remarks
1) Is there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	X	
3) Are 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 address the management of the following ISO 14001:2015 Environmental Management System [EMS] requirements, i.e.:

- i. Environmental Aspects
- ii. Objectives, Targets and Programmes
- iii. Operational Control
- iv. Emergency Preparedness and Response
- v. Legal and Other Requirements
- vi. Communication
- vii. Monitoring and Measurement
- viii. Evaluation of Compliance

2 Scope, Distribution and Access

This procedure applies to business operations to meet existing Environmental requirements as define in the Quality and Environmental Management System Manual¹.

Distribution and access are to be given to all E-MAS employees via EDMS and E-MAS's portal.

3 Reference, Abbreviation and Definitions

Abnormal	Activities conducted during the breakdown
APAD	Agensi Pengangkutan Awam Darat
CEO	Chief Executive Officer
COPEMMEC	Compliance Obligations, Performance Monitoring, Measurement and Evaluation of Compliance
CP	Competent Person/s
EAEI	Environmental Aspect Environmental Impact

¹ Refer to Appendices for documents reference numbers

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EDMS	Electronic Document Management System
E-MAS	ERL Maintenance Support Sdn. Bhd. Co. Reg. No. 199901023674 (498574-T)
EMP	Environmental Management Program
Emergency	Incidents, e.g. fire, chemical spillage, etc
EMS	Environmental Management System
EO	Environmental Objective
ERLSB	Express Rail Link Sdn. Bhd. Co.Reg.No.199601003493 (375839-H)
ERL	Express Rail Link also known as KLIA Ekspres
ERP & ICS	Emergency Response Plan Incorporated With Incident Command System
EMP	Environmental Management Plan/Program
Environmental Aspects (EA)	Elements of the Company's activities, products or services that can interact with the environment. A significant environmental aspect has or can have a significant environmental impact
Environmental Impact (EI)	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the company environmental aspects
EPMC	Environmental Performance Monitoring Committee. Refer to EPMC Organisation chart, G00.OMQ.M11110.BB.1004.*
HOD	Head of Department
ISO	Refers to ISO 9001:2015 and ISO 14001:2015, respectively
MTN, SAS and other department codes	Refer to Department codes as per G00.OMG.M11110.BB.0005.*
MR	Appointed Management Representative for Quality (ISO 9001) and Environmental (ISO 14001)
Normal	Activities conducted during normal condition

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PIC	Person In Charge
QE	Quality and Environmental
QEMR	Quality and Environmental Management Representative
QEMS	Quality and Environmental Management System
SOP	Standard Operating Procedure

4 EMS Process Map

The sequence of EMS Process Map¹ can be referred to in Appendix A.

5 Environmental Aspects

5.1 Objective

E-MAS determines the environmental aspect and associated impacts of its activities and services that it can control or influence with consideration of the life cycle perspective. The relevant aspects will be reviewed regularly to ensure that all current aspects have been identified and that they are correctly prioritized.

5.2 The Management of Environmental Aspects

The following will be utilized to identify the aspects and impacts and to determine significance:

5.2.1 Identifying Environmental Aspects and Environmental Impacts

Relevant Department identified its EAEI assessor that is responsible for carrying out the EAEI exercise [hereinafter called EAEI Team] lead by MR. EAEI Team shall undertake the identification and evaluation of EA and the associated impacts.

The EAEI Team shall brainstorm and ensure full coverage of activities/services annually or on an ad-hoc basis.

Tasks like maintenance, start-up, shut down, emergency response, etc., shall be considered in the classification of work activities. All activities which are likely to cause significant impact shall be identified and shall be considered as normal, abnormal, or emergency conditions.

When identifying EA, the followings are to be considered wherever possible:

- Emissions to air (Air pollution, ozone layer depletion, global warming, acid rain, etc.)

¹ Refer to Appendices for documents reference numbers

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- Discharges to watercourses (Water pollution including surface water and groundwater contamination, etc.)
- Disposal to land (Land/soil pollution, e.g., soil contamination, etc.)
- Noise pollution
- Generation of wastes (e.g., solid, liquid, gaseous)
- Depletion of natural resources (e.g., depletion of diesel, gas etc.)

EAEI assessment data will be consolidated into a matrix, i.e., EAEI Assessment. EAEI on-site assessment would also be carried out as and when required.

5.2.2 Significance Determination

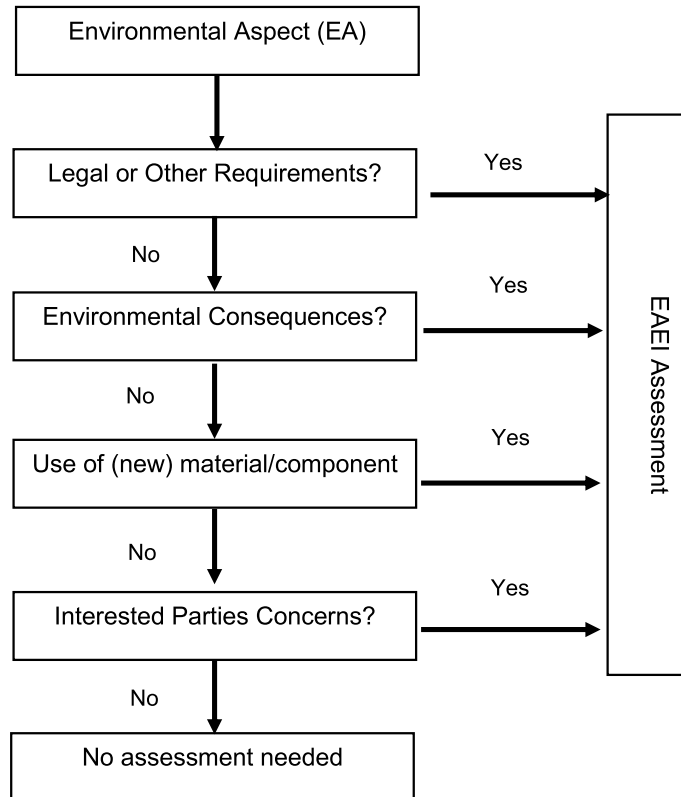
EA will be evaluated using the criteria and scoring as derived in the Risks and Opportunities Management Guideline¹.

5.2.3 Reviewing of Environmental Aspects and Environmental Impact

The objective of reviewing the EAEI assessment is to identify and determine any potential risk, significant aspects and subsequent mitigation measures while ensuring compliance with legal and other requirements.

The assessment will be based on the following diagram;

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The EAEI Team shall review the EAEI Assessment Matrix¹ of environmental aspects and updates whenever there is a:

- Legal or other requirements to which E-MAS subscribe (refer to COPEMMMEC¹). Environmental consequences, i.e. changes (adverse or beneficial) to land, water and air pollution, noise emission, scheduled waste generation, electricity or water usage
- Use of (existing/new) material, i.e. change or new material used in the existing process that may have an impact to the environment, e.g. new chemical/ mineral oil in large volume (>50L/kg) or usage of parts/ components that need special disposal requirement
- Interested parties concerns, i.e. ERLSB, Government Agencies (DOE, APAD and e.t.c.), communities along the corridor and passenger

The HOD shall notify MR of any of the above development. HOD to provide the process flow of the process and supporting documents such as:

¹ Refer to Appendices for documents reference numbers

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- Manual
- Guideline
- Checklist
- SDS (if applicable)

The EAEI Team shall then finalize with the EAEI Assessment Matrix¹ and inform the findings to the relevant HOD for necessary action to be taken to minimize the impact.

EAEI Assessment Matrix¹ would be used by the Management to prioritize significant EAEI and decide which identified significant aspects be used in the EO¹.

6 Environmental Objective

6.1 Objective

The setting up of EO¹ will help to translate the environmental goals into measurable results and be integrated into E-MAS Key Performance Indicator¹ or other management programs if deemed necessary by the Management.

6.2 The Management of Environmental Objective

Objectives and targets shall take into consideration the following:

- QE Policy¹
- QE Objectives¹
- Significant aspects
- COPEMMEC¹
- Continual Improvement
- Compliances obligation
- Risks and Opportunities Register¹

The EO¹ will be reviewed and approved by the CEO. The relevant HODs will be responsible for planning, identifying, and put into action the EMP for their significant aspects to meet the approved objectives and targets.

The approved EO¹ will be disseminated to all employees through e-mails and other means of communication.

The results of the EO¹ shall be reviewed during the Management meeting, and when necessary, the CEO may recommend revision of the objectives and targets based on the results achieved.

When planning these programs, E-MAS shall consider its technological options, financial, operational and business requirements.

¹ Refer to Appendices for documents reference numbers

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The respective HOD to request the CEO approval in writing should there is a deviation from the approved EO¹.

7 Operational Control

7.1 Objective

- E-MAS established, implement, control and maintained the processes needed to fulfill the EMS requirements, consistent with its QE Policy¹ and QE Objectives¹ and Risks and Opportunities Register¹.

7.2 Operational Control

E-MAS ensures that the outsourced processes are controlled or influenced, consistent with the life-cycle perspective, E-MAS has:

- Determine its environmental requirements for the procurement of products and services as appropriate
- Communicate its environmental requirements to external providers, including contractors and suppliers

EPMC was formed (consists of CP, PIC, and identified handlers) and from time to time, the team will meet up to discuss the E-MAS's Environmental Performance status

EPMC is responsible for updating the Management on:

- E-MAS environmental performance
- Any updates or changes in the relevant statutory requirements that may have an impact on E-MAS processes or services.
- Improvements to mitigate identified risk

The relevant Department is required to:

- Control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effect as necessary
- Continually review the significant aspects list to determine all the operations and activities associated with these aspects that necessitate operational control
- Establish, implement and maintain a documented procedure(s) to control situations where their absence could lead to deviation from the QE Policy¹, QE Objectives¹ and target
- Identify any gaps or deviation from the QE Policy¹ and QE Objectives¹ and addressed them through the relevant procedure
- Checks to ensure that operating criteria in the procedure(s) are specified where necessary
- Ensure any person(s) performing a task for it or on behalf that has the potential to cause a significant EI(s) identified by the Department is competent based on appropriate training, education or experience and shall retain associated records

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7.3 Documented Operating Procedures

Establishing operating procedures related to significant aspects shall be the responsibility of the respective Department.

This procedure shall cover the operations and processes, including parameters in which the process will operate, which may have a significant impact on the environment and will reflect E-MAS QE Policy¹ and its EO¹.

Operating procedures shall be updated as necessary following internal or external audits, new legislation, or reflecting working practices or new processes adopted by the respective Department.

7.4 Pollution Control and Waste Management

The requirements for pollution control and waste management shall be identified during EAEI assessment and monitored through COPEMMEC¹ or EMP by the relevant Department.

Pollution control includes train washing and sewerage treatment plant discharge samplings, generator's sets noise and air emission level monitoring etc.

Scheduled Wastes management includes identification, notification, labeling, storing and disposal of the Scheduled Wastes generated. The details of the Scheduled Wastes management can be referred to the Workflow for Asset Retirement, Scheduled Wastes and Scrap Management¹.

The Department is responsible (with the advice from CP or PIC) to ensure any criteria or guidelines set by DOE or any other local authorities are adhered to and are met.

All staff including HOD's are required to refer to the Chemical Management Guideline¹ to ensure all environmental requirements are adhered to and addressed.

All records are to be retained as per Document Structure & Record Matrix Procedure¹.

8 Emergency Preparedness and Response

8.1 Objective

To establish, implement and maintain a procedure(s) to identify potential emergencies and potential accidents that can impact/s on the environment and how it will respond to them.

It is a requirement by APAD for all railway operators to conduct an emergency response exercise once every year to assess the operator's level of preparedness against any emergencies. The emergency scenarios for the ERP planned to be adopted for the exercise are based on APAD's approval.

¹ Refer to Appendices for documents reference numbers

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8.2 The Management of ERP (incident with Environmental Impact)

Emergency Response Plan Incorporated with Incident Command System¹ shall be referred in managing emergencies and the model tool for command, control and coordination of the response.

The Emergency Response Plan Incorporated with Incident Command System¹ includes any potential impacts to the environment arising from the possible emergencies that may occurred. It shall also- include the plans to prevent or mitigate any potential environmental impacts.

Each year, based on a rotation basis, the identified Department (as listed below) is required to conduct an ERP exercise. The purpose of conducting the exercise is to evaluate each Department's readiness in handling the emergency, which involves chemical handling at the workplace. Below is the identified Department's schedule to conduct the ERP exercise based on rotation basis and sequence.

Department to initiate ERP	Year
PNE	2020
RST	2021
SYS	2022
INF	2023
MMT	2024
PNE	2025
RST	2026

Environmental-related emergencies such as the accidental/ unintentional release of untreated effluent, untreated sewage, chemical or oil spillage and e.t.c. to be considered as a scenario by the relevant Department.

8.3 Oil and Chemical Spillage Management

E-MAS provides Spill Kits that have located at various strategic locations inside the premises. The material/tool/PPE available in the Spill Kit can be used should any accidental spillage occur. Any material/tool/PPE used for cleaning the spillage needs to be replaced by the user/Department as soon as possible by raising purchase requisition to PRC. The Department in charge of the spill kit/s is required to perform a periodic inspection to ensure availability at all times.

¹ Refer to Appendices for documents reference numbers

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It is the responsibility of the first responder to attend to the accidental spillage that occurs by assessing the criticality of the spillage (including seeking the chemical's information via SDS), stopping the source of the spillage (if possible), and report the incident to the relevant parties. All material/tool/PPE contaminated with the chemical/oil during the cleaning process is considered Scheduled Wastes and needs to be disposed of based on the rules and regulations imposed by the authorities.

The details of handling and management of the accidental spillage can be referred to Spillage Control Process Flow¹.

9 Compliance Obligation

9.1 Objective

To establish, implement, maintain and monitor company activities to ensure and demonstrate conformity to the applicable legislation.

9.2 Responsibilities

It is the responsibility of the HoDs/QEMRs to ensure the relevant legislation/s related to their Department is defined, ensured the staff under the Department understands the content of the legislation and update the MR for compilation purposes.

MR shall maintain the COPEMMEC¹ via EDMS. CP in charge is responsible for notifying MR should there is any new addition or updates on the legislation. Information on the new updates or addition to the legislation can be obtained via the government's agencies website or direct information received from them.

It is the responsibility of the relevant HoDs to notify MR regarding any changes in their processes or work activities that may affect the Department's compliance with the stipulated legislation. From the information received, MR will update the COPEMMEC¹ accordingly.

10 Communication

10.1 Objectives

To establish, implement, maintain a procedure(s) for:

- Internal communication among various levels and functions of the organization
- Receiving, documenting and responding to relevant communication from the external party

¹ Refer to Appendices for documents reference numbers

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10.2 Internal Communication

E-MAS QE Policy¹, QE Objectives¹ and EO¹ are displayed on the company portal and general notice boards. Any changes in policy or procedures are communicated to all employees.

10.3 External Communication

External communication includes external environmental-related complaints, queries, etc., from customers/suppliers and interested parties. All environmental nature correspondence received by MR is forwarded to the CEO for decision and then to the relevant Department as per Document Control Procedure¹.

All communication with outside parties will be documented and profiled in EDMS. E-MAS QE Policy¹ is made available on its website and only on request from any interested parties.

11 Checking

11.1 Monitoring and Measurement and Evaluation of Compliance

11.2 Objective

To establish, implement, maintain, monitor, measure and evaluate compliance regularly, the key characteristics of E-MAS operations and activities that can have a significant EI (including the recording of information to track performance and relevant operation control).

11.3 Responsibilities

The respective HOD/Department's QEMR/ CP shall identify, compile, monitor, review and update their COPEMMEC¹ annually.

11.4 Evaluation of Compliance

Non-compliance is construed as nonconformity and shall be addressed as per the Internal Audit, Nonconformity, and Corrective Action Procedure¹.

Method to evaluate compliance:

Method	Description	Frequency	Record
Internal Audit	An independent review and evaluation of the QEMS to ensure compliance with ISO 9001 and ISO 14001 requirements, including compliance with legal requirements.	Once a year	Internal audit report

¹ Refer to Appendices for documents reference numbers

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Method	Description	Frequency	Record
Site Inspection	An inspection of the site activities to ensure that site work is carried out following EMS requirements.	As per Department requirement	Report
Management Review	Coverage under the Review Input	Once a year	Minutes of Meeting
COPEMMEC	A document that combines Legal requirements, performance evaluation, monitoring, measurement and evaluation of compliance	Once a year	Register
Complaints (Internal or external)	Environmental related complaints	As and when reported	Log

12 Appendices

12.1 Reference Code

Reference code of documents/records referred to in this procedure. In the event, the reference code is not listed here, refer to the Document Controller:

Document/Records	Reference Code	Document #
Chemical Management Guideline	G00.OMQ.M11426.AF.1001.*	135504
Compliance Obligations, Performance Monitoring, Measurement and Evaluation of Compliance	G00.OMQ.M11426.CZ.1009.A	147878
Document Control Procedure	G00.OMM.M11160.DD.1003.*	149690
Document Structure & Record Matrix Procedure	G00.OMM.M11100.BT.1001.A	142493

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Emergency Response Plan Incorporate With Incident Command System	G00.OMZ.M11451.CB.0001.*	47493
EAEI Assessment		
1. EAEI Assessment for SAS processes	1. G00.OMQ.M11424.AD.1020.*	1. 141841
2. EAEI Assessment for Supporting department processes	2. G00.OMQ.M11424.AD.1019.*	2. 141783
3. EAEI Assessment for OPS processes	3. G00.OMQ.M11424.AD.1018.*	3. 141782
4. EAEI Assessment for PNE processes	4. G00.OMQ.M11424.AD.1017.*	4. 141781
5. EAEI Assessment for RST processes	5. G00.OMQ.M11424.AD.1016.*	5. 141773
6. EAEI Assessment for SIG processes	6. G00.OMQ.M11424.AD.1015.*	6. 141732
7. EAEI Assessment for MMT processes	7. G00.OMQ.M11424.AD.1014.*	7. 141677
8. EAEI Assessment for ELT processes	8. G00.OMQ.M11424.AD.1013.*	8. 141666
9. EAEI Assessment for INF processes	9. G00.OMQ.M11424.AD.1025	9. 145648
10. EAEI Assessment for FAD processes	10. G00.OMQ.M11424.AD.1023.*	10. 142017
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EMS Process Map	G00.OMQ.M11426.AH.1045.*	142540
Internal Audit, Nonconformity and Corrective Action Procedure	G00.OMQ.M11421.AF.1018.*	148616

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMQ.M11412.AF.1002	A	23 July 2021	Page 18 of 18	Environmental Management Procedure

Quality & Environmental Management System Manual	G00.OMQ.M11421.AF.1009.*	136780
QE Policy	G00.OMG.M11426.AB.1001.*	127455
QE Objectives	G00.OMG.M11426.AB.1002.*	127457
Risks and Opportunities Management Guideline	G00.OMQ.M11426.AF.1004.*	149729
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Training Procedure	G00.OMH.M10580.SD.0006.*	52745
Workflow for Asset Retirement, Scheduled Wastes and Scrap Management	G00.OML.M14100.CC.1001.*	142302
* Refers to the latest revision		

13 Appendix AEMS Process Map¹.

¹ Refer to Appendices for documents reference numbers

Attachment A- EMS Process Map

