

ERL MAINTENANCE SUPPORT SDN BHD

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



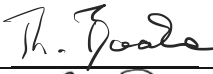
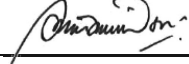






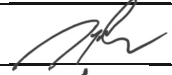



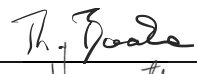



CEO Office

**DOCUMENT STRUCTURE
&
RECORD MATRIX PROCEDURE**

Ref. No. G00.OMM.M11100.BT.1003.A

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMM.M11100.BT.1003	A	03 Sep 2021	Page 2 of 7	Document Structure & Record Matrix Procedure

Release

Released:	Thomas Baake	Chief Executive Officer	28/10/2021	
Checked:	Suriani Farisa Md Isa	Human Resource	19.10.2021	
Checked:	Nauwalah Amat Mustakim	Finance & Administration	26.10.2021	
Checked:	Sukhbir Singh	Safety & Security	29.09.2021	
Checked:	Gan Lee Hong	Procurement	30.09.21	
Checked:	Raefendy Ismail	Material Management	06.10.2021	
Checked:	James L. Boudville	Operations	4.10.21	
Checked:	Norhandee Nordin	Operations - Transportation	04.10.2021	
Checked:	Omar Zakir	Operations - Control Centre	26.10.2021	for 
Checked: ^f	Ham Mow Wai	Maintenance	05.10.2021	
Checked: ^f	Anthony Arokianathan	Wayside	05.10.2021	
Checked:	Jayaraj Savarimuthu	Rolling Stock & Engineering	05.10.2021	
Checked:	Norazman Abu Hassan	Rolling Stock	06.10.2021	
Checked:	Noel.D	Systems	30 Sep 2021	
Checked:	Abdul Halim Baharom	Infrastructure	6.10.2021	
Checked:	Muhamad Dzulfaqar Yusoff	Project and Engineering	6/10/2021	
Checked:	Thomas Baake	Chief Executive Officer	29/09/2021	
Checked:	Haryati Khalil	CEO Office	27.9.21	
Checked:	Nurasyiqin Josni	CEO Office	27.9.2021	
Author:	Md Azim Abdullah	CEO Office	10.09.2021	
	Name	Department	Date	Signature

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 Name</i>
E-MAS Offices	G00.OMM.M11100.BT.1003	A	03 Sep 2021	Page 3 of 7	Document Structure & Record Matrix Procedure

Change Record and Configuration Control

A	3 Sep 2021	<ul style="list-style-type: none"> Department Restructuring – New department name and codes as per Memo Ref.No. OMG.STF.M11110.1026.A & OMG.STF.M11110.1027.A Update the latest Company Organisation Chart Ref.No. G00.OMG.M11110.BB.0005.* Profile at a new location under CEO department carrying same code OMM <p><i>Note: Old Document Ref.No. G00.OMM.M11100.BT.1001.A</i></p>	Md Azim
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMM.M11100.BT.1003.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		Adequate
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 Name</i>
E-MAS Offices	G00.OMM.M11100.BT.1003	A	03 Sep 2021	Page 4 of 7	Document Structure & Record Matrix Procedure

TABLE OF CONTENTS**Page**

1	Purpose	5
2	Scope, Distribution & Access.....	5
3	Reference & Abbreviation.....	5
4	Description for Control of Records.....	5
4.1	Identification.....	5
4.2	Storage	5
4.3	Protection.....	6
4.4	Retrieval.....	6
4.5	Retention Time	6
4.6	Disposition of Records.....	6
5	Document Structure.....	7
6	Records Matrix.....	7
7	Appendix.....	7

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMM.M11100.BT.1003	A	03 Sep 2021	Page 5 of 7	Document Structure & Record Matrix Procedure

1 Purpose

This procedure defines the controls in place for the identification, storage, protection, retrieval, retention time and disposition of records. This procedure also includes the requirement of documentation structure by the respective department.

2 Scope, Distribution & Access

This procedure applies to all departments, who produce documented records. Each department is responsible for identifying its procedures, forms and records produced. Access to the departmental procedure is provided based on the applicability of the procedure. Any changes to the Document Structure and the Record Matrix shall be informed to the Document Controller for updating purposes.

3 Reference & Abbreviation

This procedure is established in accordance with Clause 7.5 of ISO 9001:2015, Quality Management System (2nd Revision)¹ and Clause 7.5 of ISO 14001:2015, Environmental Management System (2nd Revision)¹ standard requirements.

All terms and definitions in this procedure will refer to MS ISO 9000:2015 Quality Management Systems-Fundamentals and Vocabulary (2nd Revision)¹ and Clause 3 of MS ISO 14001:2015 – Terms and Definition¹.

CEO	Chief Executive Officer
HOD	Head of Department
SYS-ESD	Systems – Engineering Support & Development
MS ISO	Refers to ISO 9001:2015 and ISO 14001:2015
QEMR	Quality & Environmental Management Representative
PRC	Procurement

This procedure is to be read together with the Document Control Procedure¹

4 Description for Control of Records

4.1 Identification

Every department is responsible to ensure that documents are uniquely identified through a number, code, title, date, and storage location in accordance with this procedure for readily identifiable and retrievable processes.

4.2 Storage

Records are stored either in hard copy and/or soft copy format in an area that affords appropriate security and confidentiality, and access is given to authorized staff. This may be in the form of lockable storage cabinets, password protection and electronic storage back up. Records in hard copy must be filed and maintained by the respective department. The

¹ Refer Appendices for related Manual/Procedure/Listing/Template

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMM.M11100.BT.1003	A	03 Sep 2021	Page 6 of 7	Document Structure & Record Matrix Procedure

file folders must be labeled using the label template as identified in the Documentation Manual².

Documents not regulated by the statutory or other regulatory requirements are advised to be stored electronically according to the retention time as specified by the respective department. Facilities for electronic storage are provided and maintained by SYS-ESD. However, scanning and profiling of documents is the responsibility of the respective department.

4.3 Protection

Each department is responsible for the security of the hard copy records while the author and Document Controller manage the security and access rights of electronic copies. Files stored in the server is managed by SYS-ESD as per clause 4.2 File Storage Policies in SYS IT Procedure¹

4.4 Retrieval

Records should be easy and simple to find. HODs have access to the records identified. Ownership of the records belongs to the department managing the records. Records should have a standard identification according to the E-MAS coding system. Employees wishing to retrieve or borrow a document shall seek the relevant HOD/Author for approval prior to request from the Document Controller. Email notification to Document Controller and copy to HOD/Author is sufficient to prove HOD/Author acknowledgement.

4.5 Retention Time

Department activities and documents, which are regulated by the statutory bodies, must observe at least the minimum retention period specified, e.g.: financial and other records shall be retained minimum 7 years. HOD defines the retention period for their non-statutory documents e.g. one (1) audit cycle of three (3) years for non-statutory related documents. Hard and soft copies of documentation are to be made available according to the retention time stated in the record matrix.

4.6 Disposition of Records

HOD to ensure the following actions shall be in accordance to the Personal Data Protection Act 2010. At the end of the retention time, hard copies of records will be shredded and electronic copies can be archived if necessary by the respective department. Disposal of large quantities documents is to be arranged with PRC by the respective department for external disposal. Unusable media records e.g. magnetic tapes, magnetic disk and CD ROMS must be returned to SYS-ESD for the erasure of data, reformat or scratch before being sent to MMT for external disposal. The respective department is advised to maintain a listing of all disposed records for reference purposes.

² Refer Appendices for related Manual/Procedure/Listing/Template

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMM.M11100.BT.1003	A	03 Sep 2021	Page 7 of 7	Document Structure & Record Matrix Procedure

5 Document Structure

Document Structure for each department shall be listed in Appendix A¹ and identified in E-MAS Record Matrix and Document Structure Master List¹ by the Document Controller. Document Structure provides the overview of procedures or manuals created by the respective department. Each document structure shows the documentation hierarchy in each department. Each HOD/QEMR is responsible to ensure his or her respective document structure is reviewed and updated upon the release of the document in a timely manner. Laws of Malaysia that applicable to E-MAS in the Document Structure will be revised and updated accordingly by Document Controller to reflect the latest changes.

6 Records Matrix

Record Matrix is a register listing documents such as records, forms, checklist, work instruction, etc. A record is a document that states achieved results, data or provides evidence of activities performed. Records for each department shall be listed according to the records matrix template as shown in Appendix B¹. The Record Matrix document shall be listed in their respective department Record Matrix. The respective HOD/QEMR is responsible to ensure their respective record matrix is reviewed and updated in a timely manner. Notify in writing to Document Controller to update in the E-MAS Record Matrix and Document Structure Master List¹.

7 Appendices

Reference Manual/Procedures/Listing/Template

Document Name	Document Type	Document Reference Number
MS ISO 9001:2015, Quality Management (2 nd Revision)	Malaysian Standard	G00.OMQ.M11413.QG.1001.A
MS ISO 14001:2015, Environmental Management System (2 nd Revision)	Malaysian Standard	G00.OMQ.M11412.QG.1001.A
ISO 9000:2015 Quality Management Systems-Fundamentals and Vocabulary (2 nd Revision)	Malaysian Standard	G00.OMQ.M11400.QG.1001.A
Document Control Procedure	Procedure	G00.OMM.M11160.DD.1003.*
Documentation Manual	Manual	G00.OMM.M11160.BT.1007.*
E-MAS Record Matrix and Document Structure Master List	Listing	G00.OMM.M11100.CZ.1005.*
SYS IT Procedure	Procedure	G00.OME.M15000.BT.1003.*
Document Structure**	Template	Appendix A
Records Matrix **	Template	Appendix B

* Refers to latest version

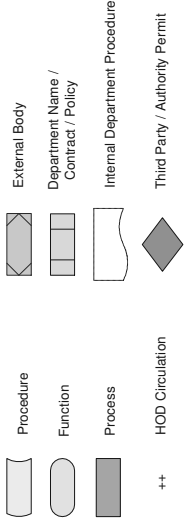
** Templates are available in E-MAS Portal (Template indicates only minimum requirements)

¹ Refer Appendices for related Manual/Procedure/Listing/Template

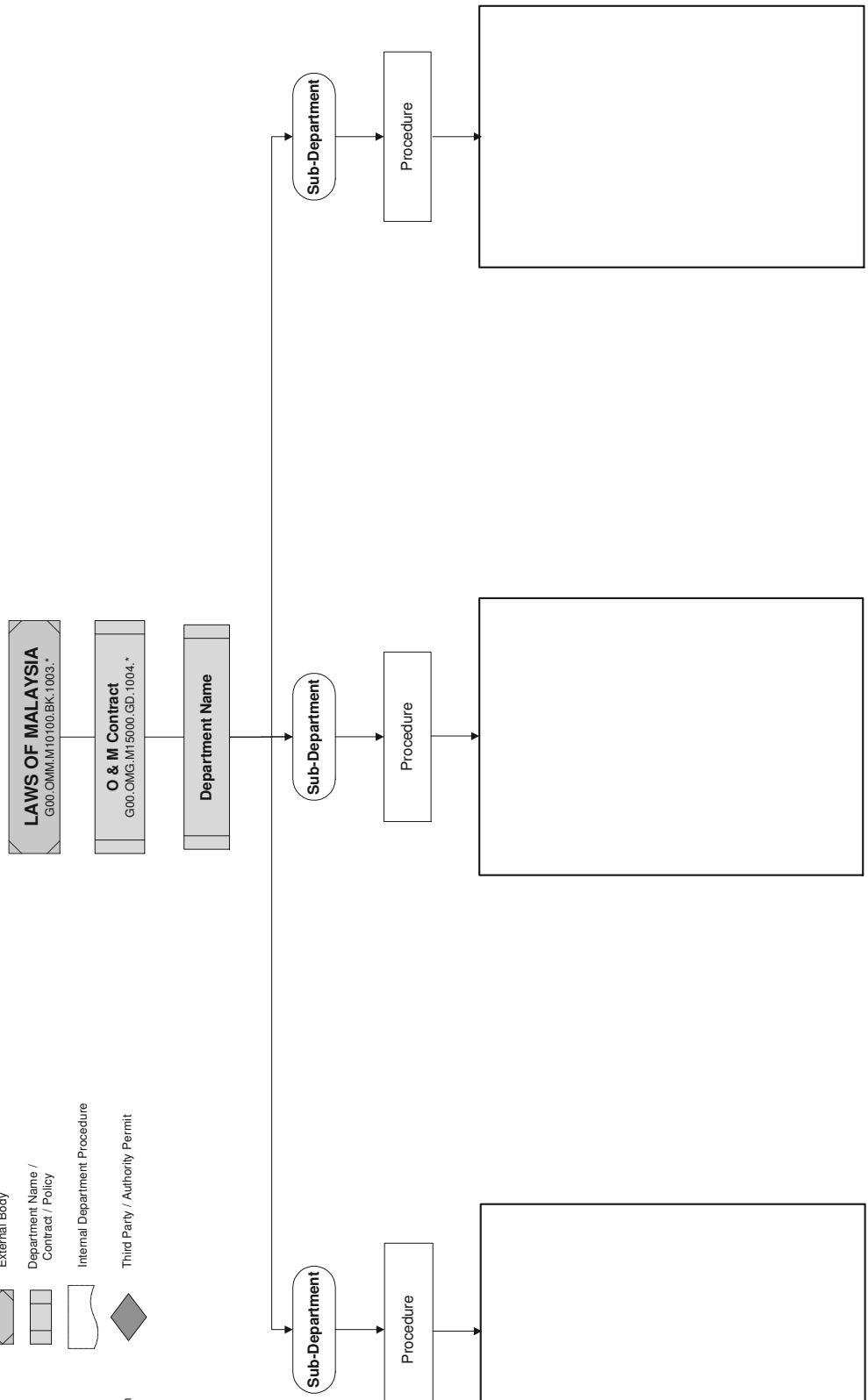
Appendix A: Template of a Document Structure

Date Updated:

Legend



{ Department Name }
Department Document Structure



Department Record Matrix

Date Updated:

Department Name:

Record						Related Procedure		
Description	Reference. Code	Revision Status	Storage Method	Retention Time	Storage Location	Description	Reference. Code	Revision Status
Documentation Structure								
Record Matrix								