ERL MAINTENANCE SUPPORT SDN BHD

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

E-MAS

Effective Railway Operations; Reliable System Maintenance

FINANCE & ADMINISTRATION

ADMINISTRATION SERVICES PROCEDURE

Ref. No. G00.OMB.M11150.CD.1010.B

Release

Released:	Dr. Hassan Alsalamat	Chief Executive Officer	3 Oct 24	
Checked:	Suriani Farisa Md Isa	Human Resource	2 Oct 2024	
Checked:	Sukhbir Singh	Safety & Security	25.09.24	
Checked:	Gan Lee Hong	Procurement	20.09.24	
Checked:	Raefendy Ismail	Material Management	20.09.2024	
Checked:	James Leonard Boudville	Operations	24.9.24	
Checked:	Norhandee Nordin	Drivers & Stations	25.09.24	
Checked:	Omar Zakir Ibrahim	Operations – Control Centre	20.09.24	
Checked:	Jayarajah Savarimuthu	Maintenance	25.09.24	
Checked:	Norazman Abu Hassan	Rolling Stock	19.09.24	
Checked:	Noel Devan Sawnthara Pandian	Systems	10 Sep 24	
Checked:	Abdul Halim Baharom	Infrastructure	19.09.2024	
Checked:	Mohd Hisham Badasary	Project and Engineering	9/9/24	
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Checked:	Siti Fauzana Nor Mohd	Finance & Administration	3/9/24	
Author:	Azriatushaida Ahmad	Finance & Administration	02/09/24	
	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

B	2 Sep 24	Update Clause 3 Asset Management Clause and overall procedure to reflect current process	Azriatushaida
A	25 July 22	To have a process guide for services provided under ADM Unit	Khairun Nisa/ Azriatushaida
Revision	**Date**	**Modification**	**Name**

Planning Of Changes Reference For Revision: G00.OMB.M11150.CD.1010.B					
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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Abbreviations

ADM	Finance & Administration - Administration unit
ARL	Air Rail Lounge
ASM	Asset Services Management
BTS	Bandar Tasik Selatan Station
CAPEX	Capital Expenditure
DAAL	Discretionary Authority Approval Limit
Departmental Codes	Refer to Documentation Manual (G00.OMM.M11160.BT.1007.*)
EDMS	E-MAS Electronic Data Management system
ERLSB	Express Rail Link Sdn Bhd Comp Reg No: 199601003493 (375839-H)
FRM	Finance & Revenue Management
GFA	General Fixed Asset
HDMI	High-Definition Multimedia Interface
HoD	Head of Department
ISM	Information Services Management
IT	Information Technology
KLIA T1	Kuala Lumpur International Airport Terminal 1
KLIA T2	Kuala Lumpur International Airport Terminal 2
KLS	KL Sentral Station
KRU	Kompleks Rel Udara
MACC	Malaysian Anti-Corruption Commission
PJS	Putrajaya & Cyberjaya Station
E-MAS PR	E-MAS Purchase Requisition form
PR	Purchase requisition
RAM	Random - Access Memory
STS	Salak Tinggi Station
VIP	Very Important Person
WFS	Work Flow System
WIFI	Wireless Fidelity
*	refers to the latest revision

1 Purpose

The purpose of this procedure is to establish control over the issuance and usage of ADM service of the following;

1. Asset Management
2. Locker
3. Drawer Key
4. Stationeries
5. Pantry Items
6. Corporate Gift
7. Name Cards
8. Water Dispenser
9. Photocopier machine
10. Refreshments

2 Scope, Distribution & Access

This procedure shall be read by all E-MAS staff and shall therefore be distributed within the company. This procedure can be accessed via E-MAS portal and EDMS, under Finance & Administration Procedures.

3 Asset Management

All processes of ERL GFA and E-MAS minor assets and their budget require approval as per the company DAAL and ERLSB authorized approver.

3.1 General Fixed Asset (GFA)

General fixed assets are all office related assets with purchase value >more than RM500 per item such as office equipment, IT equipment and others. ADM shall co-ordinate ERLSB GFA used by E-MAS. All purchasing processes and asset matters with E-MAS requesting department is to be liaised with ADM for General Assets and with SYS-ESD for IT related items. ADM/SYS-ESD will liaise with ASM for any purchase, repair and/or maintenance of GFA.

3.1.1 IT Asset

IT items that consider as asset are as per below:

a) Laptop and desktop
b) Software
c) Printers
d) Projectors
e) Routers / switches
f) Cloud storage device

3.1.2 Purchase of GFA

The requesting department has to raise E-MAS PR (Ref. No.: G00.OMU.M10540.CD.1012.*) which can be accessed via E-MAS Portal under Procurement forms and submitted to PRC to be processed accordingly.

PRC will then process the PR received and submit it to ADM. If the PR falls under CAPEX, it will then be processed according to CAPEX purchase. ADM will notify PRC and the requestor if the purchase is under GFA. Refer to Appendix C: ERL General Fixed Asset and E-MAS Minor Asset Process Flow Cycle (Ref No: G00.OMB.M13500.EY.1001. *).

For items that are confirmed under CAPEX, the requester shall liaise directly with ADM.

Quotation for IT items requires SYS-ESD recommendation and if above RM500 require ISM approval and to be obtained by SYS-ESD.

3.2 E-MAS Minor Asset

E-MAS minor asset is under ADM and SYS-ESD monitoring.

The minor asset is to be purchased by E-MAS through Purchasing Procedure G00.OMU.M10540.CD.0008.*.

The purchase value of E-MAS minor assets up to RM500 per item is under ADM monitoring. The items are listed below:

a) office equipment
b) accessories to the assets
c) minor repair and maintenance costs of the assets

The purchase value of E-MAS minor assets up to RM1,000 per item is under SYS-ESD monitoring. This item is mainly for IT consumables or replacement for IT faulty items.

IT consumables and IT services are all items listed below:

a. Hard disc and related cables/converters
b. RAM / Motherboard / Power supply / Display cards / Audio cards / Optical drives / Floppy drives / Converters
c. Keyboard/mouse/pointers / USB adapters / WIFI adapter/monitor
d. Battery – either individual or cartridge type
e. Cables – HDMI / network/power cords
f. Printer peripherals – toner, ink, cables
g. Projector peripherals – cables, bulbs
h. IT services – Training for software/equipment

3.3 Asset Retirement and Disposal Process

All assets are to be disposed of through MMT. All assets with SAP asset number should go through an asset retirement process. ADM as “User” to follow the following steps for GFA asset retirement:

1. User to fill up the Asset Retirement, Scheduled Waste & Goods Scrapping form (Ref No: G00.OML.M14100.WP.1003*) with detailed information and hand it over to the MMT storekeeper together with the asset.
2. MMT storekeeper to check and verify physical assets against scrap form for asset retirement request by User.
3. MMT Supervisor to verify asset number manually against ERL’s asset listing
4. Once the asset number is confirmed, the MMT Supervisor shall request for asset retirement in WFS (WFS Form: Asset Retirement Master Creation Form (AM3)) and submit to ERL-ASM for approval. Default approvers flow in WFS are ASM, ERL CEO and FRM.

Once ERL approval is obtained in WFS, the asset will be processed as per the existing flow of parts/ asset scrapping by MMT.

Items under SYS-ESD will be disposed of accordingly by the department itself and do not require ADM action for asset retirement and disposal process.

4 Locker

Lockers are located at few areas and managed accordingly by the respective departments as follows:

Location	Managing Department
Main Workshop Building	ADM
Stations (KLS, BTS, PJS, STS, KLIA T1, KLIA T2)	OPS
KLS INF	INF
KLS OTD	OPS
TPSS	SYS

However, this locker management guideline applies to all departments.

4.1 Entitlement

Locker is entitled to shift staff only. Justification is required from HoD for issuance to office-based staff. Each eligible staff entitled to one (1) locker only.

The entitlement for other areas will be managed by the respective departments.

4.2 Requisition

Entitled requestor must submit the complete signed E-MAS Administration Requisition Form Ref. No: G00.OMB.M10002.CD.1005.* which can be accessed via E-MAS Portal, under Finance & Administration Forms or EDMS.

Upon receiving a complete form, a copy of the key will be given to the requestor and another copy will be kept by ADM.

4.3 Administration of Locker

Each locker shall be used by the person to whom it is issued. Use by another person is forbidden i.e. sharing; except for lockers at stations as it will be used on a pool basis for OSS due to their work nature.

The locker must be kept tidy and organized at all times. The locked owner shall not store in a locker any items deemed by the Management to be harmful, offensive, or inappropriate. Such as but not limited to;

a) Ammunition
b) Weapons of any kind
c) Explosives
d) Prohibited drugs
e) Illegal or illicit items or substances

Management reserves the right to open the locker with or without concern of the locker owner in case of emergency as and when necessary. Management may in its sole discretion carry out or authorize search/inspections for any reason. Examples of partial listing of when the Management shall exercise its discretion without notice:

a) Locker abandonment
b) Suspected contents that may fall under listing 4.3
c) In cooperation with police or other authorities
d) Investigation purpose
e) Physical damage to or defacing of the locker
f) Odors

Management is not in any way responsible for locker contents or liable for the loss or damage of items stored in lockers.

4.4 Loss of key and locker damage due to negligence

Locker owner shall notify ADM of any mishandling, loss, stolen, or damage to the key or the locker within 24 hours via email copied to the respective HoD.

If there is any damage or loss of the key and locker held by the requestor due to negligence, the replacement and/or repair cost shall be paid by the key holder. The key holder may request for a spare key held by ADM to duplicate the key.

4.5 Resignation/Termination/End of Contract

The key must be returned to ADM or to the respective department upon submission of Exit Clearance Form. Any lost or damaged key will be noted in the exit clearance form and the cost shall be paid by staff.

Refer to Appendix D: Guidelines for Administration of Lockers Ref. No.: G00.OMB.M10002.CZ.1002.*.

In case of abuse of facilities or not following company procedure, upon receiving instruction from Management, the locker shall be returned to ADM.

5 Table and Drawer Key

Owner of the respective table can request a copy of their drawer key by submitting a complete E-MAS Administration Requisition Form Ref. No: G00.OMB.M10002.CD.1005.* which can be accessed via E-MAS Portal, under Finance & Administration Forms or EDMS. A copy of each drawer key will be kept and maintained by ADM for a control measure.

5.1 Replacement

Drawer key can be requested to be replaced if broken, damaged, or faulty. However, if it is due to negligence, the staff shall pay the cost for duplication of keys.

Upon changing to a new or replacement table, the requestor can request a copy of a new key for the respective table.

6 Stationeries

Stationeries are maintained and managed by ADM. All items taken are recorded and a report will be given to HoD monthly.

Stationeries can be taken by and for individual or departmental groups.

6.1 Requisition

Requestor must submit a complete signed of E-MAS Stationeries Requisition Form Ref. No.: G00.OMB.M10002.CD.1004.* which can be accessed via E-MAS Portal, under Finance & Administration Forms or EDMS.

All item variations such as quantity, color, size, type, etc. must be stated clearly in the form.

Any item required that is not listed in the list is considered a one-time-purchase item and requestors are required to submit E-MAS PR (Ref. No.: G00.OMU.M10540.CD.1012.*) which can be accessed via E-MAS Portal and submit to PRC to be processed accordingly.

7 Pantry Items

Unlike stationeries, pantry items can be taken by and for departmental group usage only and not for personal use. ADM maintains all pantry items for control measure purposes.

A representative of a department or a group can request pantry items by submitting a complete signed E-MAS Administration Requisition Form (Ref. No: G00.OMB.M10002.CD.1005.*) which can be accessed via the E-MAS Portal, under Finance & Administration Forms or EDMS.

To control the purchase, ADM will check the needs of pantry items by each department via email to the respective HoD (except for pantry items located in E-MAS ADM building and depot which is monitored by ADM) of each department before buying new stock according to pantry items purchasing cycle.

8 Corporate Gift

ADM maintains all Corporate Gifts for control measure purposes. E-MAS only maintains a few types of items as company Corporate Gifts. All requests must be with HoD approval with a detailed justification of the request. Any special request or deviation from the list required management approval for purchase.

8.1 Requisition

Request is to be made by submitting a complete signed form of E-MAS Administration Requisition Form (Ref. No: G00.OMB.M10002.CD.1005.*) which can be accessed via E-MAS Portal, under Finance & Administration Forms or EDMS.

9 Name Cards

9.1 Requisition & Top-up

Name cards can be requested by an individual with approval by the respective HoD for first-time issuance. HoD must justify the request before ADM can proceed with the ordering.

Request can be made by submitting a complete latest version of E-MAS Administration Requisition Form (Ref. No: G00.OMB.M10002.CD.1005.*) which can be accessed via E-MAS Portal, under Finance & Administration Forms or EDMS.

9.2 Artwork

Requestor can choose their name cards to be with or without photo. Artwork designer will draft the name cards. ADM will email the artwork with the required details to the requestor.

The requestor is responsible for checking all the details on the card and approving the artwork. The name card will be processed only after the requester confirms the details given in the artwork. The name cards will be issued to the requestor when ready.

10 Water Dispenser

Water dispensers are managed by ADM to ensure all dispensers are well-maintained and in working condition at all times.

10.1 Types & Locations

There are two types of water dispensers available at locations as follows;

KRU		
Type of dispenser	Area	Installation Location
Coway	Admin Building	GF – Pantry
		GF – ARL Cafe
		1F – Pantry
		1F – OPS
	Main Workshop Building	GF – Pantry
		GF – PNE
		GF – MMT
		1F – Pantry
Stations & Others		
Type of dispenser	Area	Installation Location
Coway	KLS	INF
	KLS	OPS
	TPSS	ELT
	BTS	OPS / OSS
Bionizer	PCS	OPS / OSS
	KLIA T1	OPS / OSS
	KLIA T2	OPS / OSS

Any machines that appear to be faulty or not functioning must be reported directly to ADM. ADM will then take further action where necessary.

In the event of renewal, any change/variation in the vendor contract terms and conditions or an increase in rental rates, ADM may recommend to the management a suitable type of water dispenser or/and change the location of the water dispenser installation depending on the requirement at that time. If it involves price comparison, necessary price compilation shall be prepared and concurred by PRC HoD before proceeding for CEO approval. Any report/feedback/complaint can be filed via email to ADM for attention or call extension 7676,7606 or 7652.

11 Photocopier Machine

Photocopier machines are managed by ADM for control measure purposes as well as to ensure all machines are well-maintained and in working conditions at all times.

In the event of renewal, any change/variation to the vendor contract terms and conditions, or an increase in rental rates, ADM may recommend to the management a suitable type of photocopier machine or/and change the location of installation depending on the requirement at that time. If it involves price comparison, necessary price compilation shall be prepared and concurred by PRC HoD before proceeding for CEO approval.

11.1 Photocopier Issues

The machine's screen will prompt any error that needs attention such as empty toner, waste toner full, etc.

Any individual experiencing or noticing the above, kindly report to ADM personnel so that the error can be fixed accordingly. Report to be made via phone calls to ADM personnel and any follow-up required can be sent via email.

12 Refreshments

Refreshments are food and/or beverages to be served during visits, training, and meetings for staff and external parties. Request for refreshment to be done via email and details required as follows;

- Date and Time
- Venue
- Number of Pax
- Budget (if food is required)
- Preferred Beverage
- Purpose (Internal, External, VIPs, Training)

The requestor is advised to email the request 3 days in advance should the number of people be more than five (5) people. This is to ensure arrangements can be prepared on time.

13 Zero-Tolerance Against Bribery and Corruption (MACC Act 2009)

ADM takes a zero-tolerance position against all forms of bribery and corruption within the department. This is in line with the Malaysian Anti-Corruption Commission Act 2009 (MACC Act 2009).

We are committed to act professionally in all our relationships and business dealings and will continue to stand by our values of honesty and moral responsibility.

Employees are prohibited from making an offer or pay anything of value or accepting any gratification for any improper purpose whether directly or indirectly to influence any act or decision. Employees are also prohibited from asking or soliciting gifts from external parties.

14 Appendices

Appendix A – E-MAS Administration Requisition Form

(Ref. No: G00.OMB.M10002.CD.1005.*)

E-MAS Administration Requisition Form

E-MAS
Effective Railway Operations; Reliable System Maintenance

Name:_____ **Staff ID:** _____

Department: _____ **Date:** _____

*Please tick (/) on the box section of which requisition required

☐ **Corporate Gift** ☐ **Chair** ☐ **Locker Key** ☐ **Cabinet Key**

Description	Justification	Quantity	**Remark:** (To be filled by ADM)

☐ **Pantry Item Requisition** **(Month/Year:)**

Material Number	Item	Quantity	**Remark:** (To be filled by ADM)
20000108	Sugar		
20000109	Tea		
20000110	Creamer		
20000112	Nescafe		
20000114	Diswashing Soap		
20000116	Serviette		

☐ **Name Card Application**

Name on Card		
Position		
Email		
Number	**Handphone:**	**Extension:**
Picture	☐ Yes	☐ No
Quantity		(1 box = 100pcs)

Requesting Department		
Requested by:	Approved by (HOD):	Received by:
Name:	Name:	Name:
Date:	Date:	Date:

ADM Use:		
Processed by:	Checked by:	Verified by (HOD):
Name:	Name:	Name:
Date:	Date:	Date:

Appendix B – E-MAS Stationeries Requisition Form

(Ref. No.: G00.OMB.M10002.CD.1004.*)

STATIONERY REQUISITION FORM

No	Description of Items	Material No	Quantity	Unit	Unit Cost	Total	G/L Ref	ADM use only
1	Pilot G-2 0.5/ 0.7 - Blue/ Black/ Red			piece			70150010	
2	Pilot G-2 0.5/ 0.7 - Refill (Blue/ Black/ Red)			piece				
3	Stapler - HD-10 (S) /HD-50 (B)			piece				
4	Staples No 10-1M / 35-1M			box				
5	Ruler - Long / Short			piece				
6	Double Clip - 19mm/ 25mm/ 32mm/ 51mm			piece				
7	Paper Clip - Small/ Medium/ Jumbo			box				
8	Index Divider - Color / White			pack				
9	Eraser - Pencil/ Pen			piece				
10	Post it notes - (5' x 3') / (3' x 3')			pack				
11	Highlighter - Pink/ Yellow/ Orange			piece				
12	White Board Marker - Blue/ Black/ Red/ Green			piece				
13	White Board Marker - Refill (Blue/ Black/ Red/ Green)			piece				
14	Clear Doc. Folders - CBE 9001 / F4 / A4L shape			piece				
15	Hard Cover Notebook - A5 / F4 (300 pgs)			book				
16	Laminating Film - A4 / A3 / A5			ream				
17	CD-RW / CD-R			piece				
18	Stamp Pad Ink refill - Blue / Red / Black / Green			box				
19	Ball point Pen Medium - Blue / Red / Black /			piece				
20	Whiteboard duster	20000133		piece				
21	Clipboard	20000137		piece				
22	Cutter	20000139		piece				
23	Glue UHU 8.2g	20000009		stick				
24	Water Glue	20000097		bottle				
25	Scissors 6.5" PENMARK	20000033		pair				
26	Post-it Flags (Sign Here)	20000037		pack				
27	2B Pencil	20000008		piece				
28	Map Pins	21000163		box				
29	Key Tag Holder	21000230		box				
30	2" Hard Cover File	20000005		file				
31	3" Hard Cover File	20000004		file				
32	ABBA 807A A4 Management File	20000098		piece				
33	Plastic Fastener	20000135		piece				
34	Clear Doc. Protectors (CBE 305A)	20000036		piece				
35	Loytape 18 x 40	20000051		roll				
36	Double sided tape	20000052		roll				
37	Tape Dispenser	20000149		unit				
38	Shorthand Book	20000006		book				
39	Pocket Note Book	20000007		book				
40	IK yellow A4 paper 80gms	20000003		ream				
41	IK yellow A3 paper 80gms	20000048		ream				
42	E-MAS envelope non Window - A4	20000044		piece				
43	E-MAS envelope with window	20000045		piece				
44	E-MAS envelope non-window	20000046		piece				
45	E-MAS letterhead	20000047		piece				
46	E-MAS continuos sheet	20000011		piece				
47	HP Deskjet 2132 (Black)	20000351		unit				
48	HP Cartridge C7115A (1000,1200,3300)	20000102		unit				
49	HP Cartridge C9730A (Black)	20000265		unit				
50	HP Cartridge C9731A (Cyan)	20000262		unit				
51	HP Cartridge C9732A (Yellow)	20000263		unit				
52	HP Cartridge C9733A (Magenta)	20000264		unit				
53	HP Cartridge CE505A (Black)	20000310		unit				
54	HP Laserjet CF226A (Black)	20000340		unit				
55	HP Laserjet CE285A (Black)	20000300		unit				
56	HP Laserjet P1006 - CB435A	20000239		unit				
57	HP Laserjet Q2612A (1020)	20000055		unit				
58	HP Laserjet CF280A (Black)	20000320		unit				
59	Ricoh Toner SP211 SF	20000470		unit				
60	HP Laserjet Pro M12a - 79A (CF279A)	20000473		unit				
				TOTAL				

No	Others (Pls specify)	Material No	Quantity	Unit	Unit Cost	Total	G/L Ref	

Justification and Intended Use

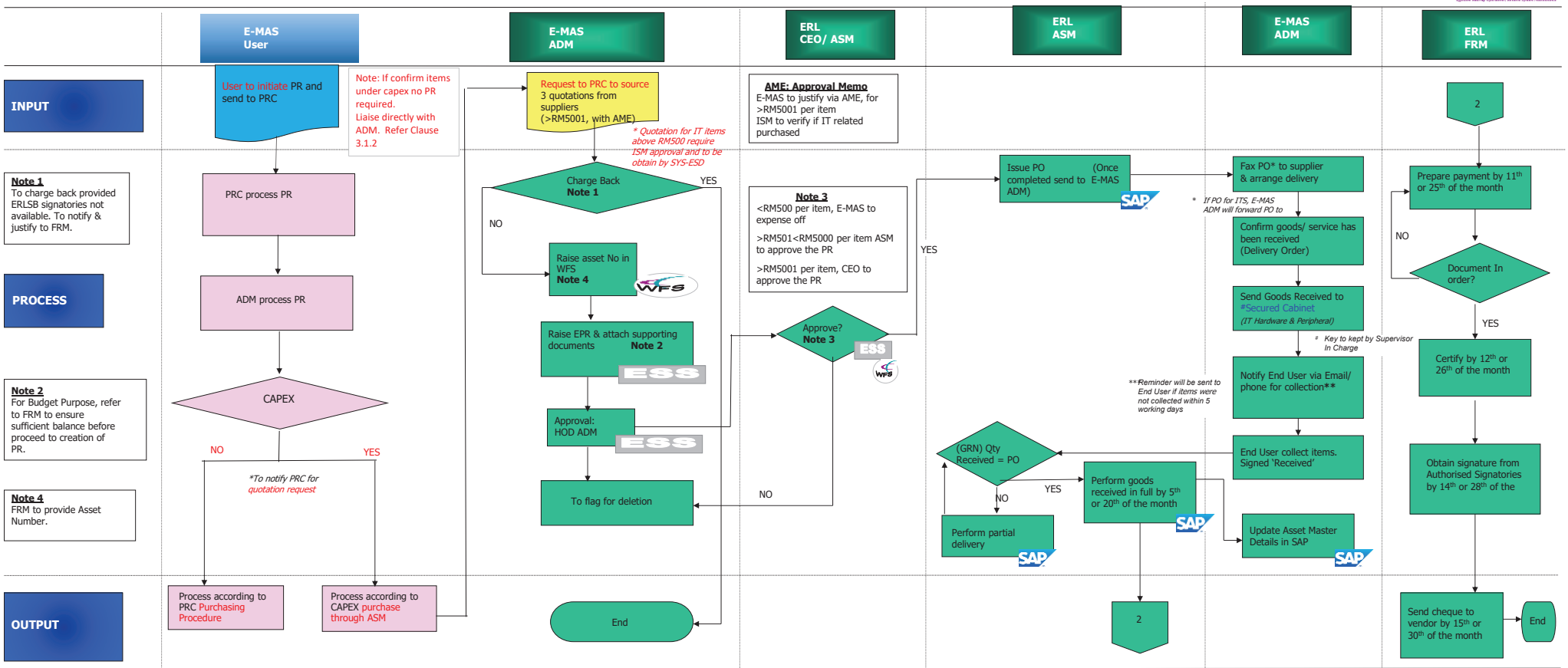
Note : All G/L are 70150010 unless stated otherwise

Requested by		HOD Approval		Received/ Collected by	
Name		Name		Name	
Department		Department		Department	
Date		Date		Date	

Appendix C – ERL General Fixed Asset and E-MAS Minor Asset Process Flow Cycle

(Ref No: G00.OMB.M13500.EY.1001.*).

ERL General Fixed Asset and E-MAS Minor Asset Process Flow Cycle



Note: This is the extension from the original document created by ERLSB which is profiled under Ref No: G00.OMM.M10502.CC.1001.A

Appendix D - Guidelines for Administration of Lockers

(Ref. No.: G00.OMB.M10002.CZ.1002.*)

Guidelines for Administration of Lockers

Locker Issuance:

1. Locker will be issued to only shift based staff. Justification is required from HoD for issuance to office based staff.
2. Only one locker will be allocated for each eligible staff
3. Lockers are situated at MWS Ground floor, KLS Operation office, TPSS and stations
4. Location of lockers issued are according to the staff's reporting place
5. Locker swapping is prohibited. All transfer of lockers is through FAD-ADM
6. Use of a locker by a person other than to whom it is issued is forbidden
7. Only lockers at stations will be on pool basis for OSS, due to their nature of work

Administration of lockers:

A. Locker Owner

1. Locker contents are the sole responsibility of the registered owner of the locker
2. Locker owner is liable for their locker ie: broken or lost key need to be reported to FAD-ADM
3. FAD-ADM has one spare key for each locker. Duplication cost of locker key/purchase of new lock set is the responsibility of locker owner
4. Shall NOT store in a locker: ammunition, weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by the Management to be harmful, offensive or inappropriate.
5. Valuables shall NOT be kept in the lockers
6. Locker owner to consult FAD- ADM if there is any problem with the locker
7. Locker be kept tidy and organized at all times

B. Management

1. The Management reserves the right to open a locker with or without the consent of the staff to whom the locker is registered in case of an emergency situation or as and when necessary
2. The Management may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when the Management shall exercise its discretion without notice:
   i. Locker abandonment
   ii. Suspected contents that may be illegal, illicit or deemed by the Management to be harmful, offensive or inappropriate
   iii. At the request of or generally in cooperation with police authorities
   iv. Investigative purposes related to suspected or alleged criminal, illegal or inappropriate activities
   v. Physical damage to or defacing of the locker
   vi. Odours (spoiled/rancid food, garbage or smelly contents)
3. The Management is not in any way responsible for locker contents or liable for the loss or damage to items stored in lockers.

Locker Return:

1. Key must be returned (during exit clearance) to FAD- ADM when staff resigns. Respective Supervisors/HoD is to ensure compliance before signing off the HRD Exit Clearance Form.
2. Staff to ensure the locker is cleared of its contents and the locker is clean and in good condition.
3. Upon instruction from Management in cases of abuse of facilities or is not in accordance with company procedures.

Misuse or mishandling of company belongings

1. Each custodian is responsible to handle company belongings in good manner and governed by regulations set out in company procedures.
2. In case of mishandling, lost, stolen or damaged of company belongings the custodian is required to notify FAD-ADM within 24hours via email copied to the respective HoD.
3. Custodian shall reimburse the repair and/or replacement cost incurred and shall promptly pay the cost.