

ERL MAINTENANCE SUPPORT SDN BHD

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



**SAFETY & SECURITY
DEPARTMENT**

RULEBOOK

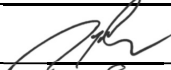



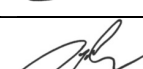



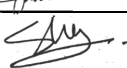
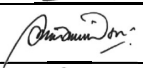



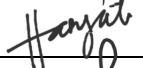

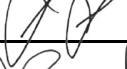
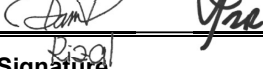
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ERL Maintenance Support Sdn Bhd

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Release

Released:	Thomas Baake	CEO	02.10.23	f	
Checked:	James Boudville	Operations	30.8.23		
Checked:	Norhandee	Drivers & Stations	30.08.23		
Checked:	Omar Zakir	Operations Control Centre	30.08.23		
Checked:	Jayarajah Savarimuthu	Maintenance	22.09.23		
Checked:	Norazman	Rolling Stock	08.09.23		
Checked:	Noel Devan	Systems	22.09.23	f	
Checked:	Abdul Halim	Infrastructure	20.09.23		
Checked:	Mohd Hisham	Project & Engineering	05/09/23		
Checked:	Suriani Farisa	Human Resources	29 Sept 23		
Checked:	Siti Fauzana Nor Mohd	Finance & Administration	25/9/23		
Checked:	Gan Lee Hong	Procurement	29.08.23		
Checked:	Raefendy	Material Management	29.08.2023		
Checked:	Haryati Khalil	CEO office	28.8.23		
Checked:	Md Azim	CEO Office	29.08.2023		
Checked:	Sukhbir	SAS	22-Aug-23		
Author:	Rizal/Azrin	SAS	22/08/23		
	Name	Dept.	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

F	22.08.2023	Revised related to clause 4 Abbreviations and Definitions - rebranding of KLIA Terminal 1 & Terminal 2, additional information of Mass Rapid Transit (MRT) 1 & 2, and in clauses 5.3 Personal Telephone, 7.3 Electrical Safety	Rizal/Azrin
E	02.01.2014	Revision of the entire document including additional information comments by SPAD	Rizal/Zulkifli
D	01.10.2012	Revised related to KLIA2	Rizal/Zulkifli
C	26.05.2011	Revised of entire procedure	Abdul Rashid
B	01.03.2002	Implementation of commence by DOR	G. Reinke
A	07.12.2001	New	G. Reinke
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMZ.10100.BT.0001.F					
Issues To Consider	Checked <i>(Please mark X)</i>				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

The purpose of the Rulebook is to provide general rules of this railway, based on the E-MAS Safety & Health Policy Statement¹, the operations and maintenance plans, which apply to all personnel working on the KLIA Ekspres-KLIA Transit System. All of these describe the principles of how to carry out the work in a safe manner and under safe conditions. Refer to Appendices in this document.

Compliance with the rules ensures that all work is performed under consideration of the health and safety of passengers, employees and general public. Due consideration also shall be given upon the impacts of works being carried out to the environment. This is to avoid any loss of life, injury to persons, damage or loss of property and adverse effect to the environment.

This rulebook is to supplement, but not to substitute any legislative laws or local regulations regarding work safety, occupational health and environment. It will be updated as necessary according to the changes of standards, legislation or local regulations.

2 Objective

The objectives are to perform operations and maintenance in a safe manner and under safe working conditions. These objectives are to be achieved through the following:

- Establishment of an efficient Safety and Health Committee¹
- Carry out safety awareness program and practices for all employees with the participation of local enforcement agencies
- Implementation and control of operations safety and safety regulations

3 Distribution, Scope and Access

This procedure is accessible to all E-MAS employees under Electronic Document Management System (EDMS) and E-MAS portal. It is applicable to all employees, visitors, contractors, sub-contractors and third parties who are involved in works within KLIA Ekspres-KLIA Transit System. SAS will conduct the safety briefing for third parties who are involved in works within KLIA Ekspres-KLIA Transit System. The respective HOD or his nominated person can conduct the necessary safety briefing for the contractor(s) before the works can be carried out.

¹ refer to Appendices for reference number

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4 Abbreviations and Definitions

ERLSB	Express Rail Link Sdn Bhd (199601003493 (375839 – H))
E-MAS	ERL Maintenance Support Sdn Bhd (199901023674 (498574 – T))
EMS	Environmental Management System
HRD	Human Resource Department
APAD	Agensi Pengangkutan Awam Darat
DOSH	Department of Occupational Safety and Health
HODs	Head of Departments
IS	Immediate Supervisor
KRU	Kompleks Rel Udara
ERP-ICS	Emergency Response Plan Incorporated with Incident Command System
He/His/Him	Implies both the masculine and feminine gender
kV	kilo Volt
OTD	Operations Train Driver
O&M	Operations & Maintenance Contract
PICOP	Person In Charge of Possession
PPE	Personal Protective Equipment
SAS	Safety & Security
SPYTL	Syarikat Pembinaan Yeoh Tiong Lay Sdn Bhd
KLIA T1	Kuala Lumpur International Airport – Terminal 1
KLIA T2	Kuala Lumpur International Airport - Terminal 2
Stations & Terminals	Kuala Lumpur Sentral Terminal, Bandar Tasik Selatan, Putrajaya/Cyberjaya, Salak Tinggi, Kuala Lumpur International Airport Terminal 1 Kuala Lumpur International Airport Terminal 2

5 Employment and Discipline

5.1 Obligations of Employees

All employees have the following obligations:

IMPORTANT

- Obey strictly the safety rules, regulations and procedures while at work.
- Use all PPE prescribed for their tasks and place of work.
- Report any damages to premises, equipment, vehicles etc that could be a hazard.
- Support their HOD/IS in creating the maximum awareness of work safety.
- Immediately report every incident, accident or unsafe practices to OCC and HOD/IS.

E-MAS employees are strictly reminded to adhere to these requirements, as non-compliance will result in disciplinary action in accordance with the HRD Procedures - Industrial Relations¹.

¹ refer to Appendices for reference number

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5.2 Obligations of Employees to Passengers and the General Public

All employees must ensure the safety and comfort of passengers as their main concern and be prepared to render all practicable assistance to them. Additionally refer to Employee Handbook¹ under the Working Performance and Solicitation clauses.

In performing their duties, employees shall obey the following rules:

- Be prompt, polite, helpful and provide correct information.
- Give his/her name or ID number when requested by a member of the public.
- Disagreements with customers shall be discussed in a friendly, courteous manner and in a calming way, irrespective of whether the customer is right or wrong.
- Do not request or accept any gift, gratuity, fees, invitation or entertainment from members of the public, which will place him/her under any real or apparent obligation to them.
- Be unbiased in their dealings with members of the public and even to his/her friends and relatives, in the course of performing his/her duties.

5.3 Personal Telephones

Some of E-MAS employees were issued with company's hand phone due to job requirements. This serves as back-up communication equipment in case failure of E-MAS communication system. Nevertheless, the use of hand phone while working shall be kept to a minimum and ensure that safe working practices shall be given priority and is observed at all times.

The use of hand phone while working can reduce the attention or focus and has potential to lead to an accident. Therefore, mobile devices are not allowed for non-work related activities.

Violation of this can lead to some serious incident or accident and subject for disciplinary action to be taken according to HRD Procedures – Industrial Relations¹.

5.4 Smoking

As a public transportation company, smoking is prohibited at all our terminals, intermediate stations and KRU. Smoking is prohibited except at designated location. Employees may advise general public and passengers against smoking in the non-smoking areas within our premises.

REMINDER

Smoking is prohibited in all enclosed areas (*which also include buildings, hallways, stairs and restrooms*) *within the company premises and other areas designated as **no-smoking zones** within KLIA Ekspres-KLIA Transit System (e.g. train stations and platforms).*

The Health Ministry will carry out checks on ad-hoc basis and if anyone is caught smoking in the non-smoking areas; the individual has to bear the consequences.

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5.5 Medical Fitness

There are other circumstances whereby employees will be required to undergo medical examination as stated in the HRD Procedure - Medical, Hospitalisation, Insurance and Medical Surveillance Procedure¹ and Leave Administration Procedure¹. Employees:

- Shall ensure that they are fit to discharge their duties as required by the respective departments
- Shall report to IS if not fit to carry out duties before or during their working hours
- When required to perform duties beyond limitations, immediately inform the person making the request that he is not able to comply and give the reason for this

5.5.1 Alcohol and Drugs

Employees must:

- Not be in possession of any alcohol or drugs of abuse while on duty and/or in our premises
- Not be intoxicated through consumption of any alcohol and/or drugs of abuse while on duty

Refer to HRD Procedures – Employee Handbook¹

5.5.2 Accidents

Employees must immediately inform their IS or an authorized person of any accident that happened while traveling to and from work or at workplace in accordance with HRD Procedures – Employee Handbook¹, as per clause Accident (from/to/at work). All the necessary documents shall be made available for smooth processes for investigation and claims (where applicable).

Employees are reminded to ensure their personal safety at all time.

5.6 Personal Protective Equipment (PPE)

PPE is part of uniform issued by the company to employees and shall be used or applied whenever required. Therefore, using and maintenance of the PPE issued for individual use is under their own responsibility. Any damages of the PPE shall be reported and replaced with a usable one.

5.7 Disciplinary Sanctions

Employees are reminded to give full commitment while at work and comply with all the rules and regulation herein. Any violation shall result in disciplinary action to be taken in accordance with HRD Procedure – Industrial Relations¹.

¹ refer to Appendices for reference number

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6 General Safety

Safety is the first concern of E-MAS employees. They are expected to do their utmost to ensure the safety of:

- Oneself
- Passengers and the General Public
- Other employees

E-MAS employees shall ensure that all the equipment within KLIA Ekspres-KLIA Transit System are functioning in normal condition. They shall not put themselves and/or others at risk. They should attempt to stop others from putting themselves at risk, if possible.

6.1 Safety and Health Protection

Safety and health protection of employees are based on:

- External (statutory) directions, which are passed as laws and regulations published by the Government or other statutory authorities such as DOSH and APAD. They form the basic framework for safety regulations in general.
- Internal rules and regulations for work safety are compiled for the application of safety measures within the company. Safety measures in each department's manual and procedures. These are collection of specific safety rules, regulations, and procedures, which have been implemented and observed.
- Safety instructions, which are described in the manufacturers' documents and manuals and are valid for operating and/or maintenance works.

6.2 Implementation and Control of Safety

6.2.1 Safety Training

Safety training is compulsory for all employees and those working in the KLIA Ekspres-KLIA Transit System. The training programme consists of:

- The basic briefing on safety in general, and
- The particular introduction to the working place, the explanation of the hazards and the safety precautions to be observed. The IS has to ensure that new staff are made aware of the emergency exits, locations of fire extinguishers and first aid box

HOD must ensure that their employees attend the safety training, briefing, refresher or re-training (theoretical and/or practical) whenever required.

HOD must ensure that both the new and employees transferred from another department to attend the safety briefing and acknowledge by signing the HRD - Training Confirmation and Verification¹ and HRD – Training Course Evaluation¹ forms. A Copy of these records are kept with SAS and the original copy submitted to HRD.

¹ refer to Appendices for reference number

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6.2.3 Awareness

Employees shall comply with the rules and regulations at all times while at work and must be aware of the specified information in their related manuals and procedures.

They must clarify with their IS:

IMPORTANT

- *When they are uncertain about a rule, regulation, O.I, memo or procedure*
- *Whenever they are confronted with a situation, which is not covered by existing rules, regulations or procedures.*
- *Any instructions that contradict with the existing rules and regulations or other referenced documents*

Non-compliance of safety rules, regulations, and procedures will put human lives in danger and jeopardise the safety of operations. Therefore employees shall immediately report any infringement of these rules, regulations, or procedures to OCC. When these are not reported, it would be an act of condoning it, which can lead to more disastrous consequences if not acted upon. If not reported and later after investigation, this could lead to disciplinary action to be taken according to HRD Procedure – Industrial Relations¹.

6.3 Instructions from HODs and IS

Employees must promptly obey persons placed in authority such as IS/HOD and comply to the governing rules and regulations. Non-compliance shall be considered as misconduct and may result in disciplinary action to be taken in accordance with HRD Procedure – Industrial Relations¹.

If an employee considers that an instruction is in contradiction with the governing rules, regulations and/or as indicated in a specific manual or procedures, he must inform his HOD/IS of the contradiction. HOD/IS shall verify the reported contradictory remark and ensure that necessary corrective action is taken. This shall be documented and communicated to all relevant parties before taking into effect. Employees shall read and understand the instruction before signing the form prepared by the respective department as a record.

6.4 Safety Notices, Warning Signs and Markings

Safety notices, warning signs and markings are displayed/fitted at the appropriate place. Employees must keep themselves informed at all times of these instructions and adhered to. These apply especially to:

- The fire evacuation plans
- The signage of access and escape routes
- The warning signage of hazards, which require additional safety precautions

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The additional safety precautions are indicated by:

- Mandatory signs, e.g. such as compulsory use of PPE
- Prohibiting signs, e.g. 'No Smoking'
- Warning signs, e.g. yellow markings on the workshop floor and on platforms

Reports made to OCC when:

- Signage found to be damaged, illegible or pose a danger,
- Escape routes obstructed and the "EXIT"/"KELUAR" signage not illuminated.

6.5 Authorisations

6.5.1 Driver's Authorisations

OTD shall be trained, examined and certified competent to drive vehicles that is authorised like the KLIA Ekspres and KLIA Transit trains and Shunting Locomotive.

Other E-MAS and SPYTL rail vehicle operators also attend training, accessed and certified before they are allowed to operate their respective vehicle. They are only allowed to operate the vehicle they are authorised, i.e. OCL Service Vehicle (authorised OCL personnel), Tamping Machine (authorised SPYTL personnel). OPS shall conduct the training based on Track Vehicle Drivers – Training Module¹.

All E-MAS and SPYTL authorised rail vehicle operators shall be committed and to carry out the work in a safe manner. All the requirements shall be met and complied with while performing duty.

6.5.2 Permit to Work (PTW)

A written PTW such as Track Possession Request (TPR) is required before carrying out any work that needs safety arrangements and isolation of OCL. The Operations department will make the necessary arrangement for the works to be carried out efficiently and safely in accordance to Procedure For Works Within Structural Gauge & Clearance Gauge¹.

7 Fundamentals of Operations

The principle underlying E-MAS Operations is that OCC has the overall supervision of KLIA Ekspres-KLIA Transit System. All the trains are run according to line speed. The operations are run as:

- Normal operations – Refer to Operations Procedure for OCC¹.

¹ refer to Appendices for reference number

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- Degraded operations – when there is a failure due to incident, accident, train failure, track deficiencies or any other reasons (Refer to Operations Procedure for OCC¹)
- Emergency operations – fire onboard train or station, landslides, derailment, flooding, explosion, hijack situation, etc (Refer to Operations Procedure for OCC)
- Depot operations – movements of train within depot areas. These movements only to be executed with a Shunting Agreement (Refer to Operations Procedure for OCC¹)

7.1 Modes of Operations

In Normal Operations, trains at mainline are operated in accordance to normal line speed. OCC will give instructions when there is a change in mode of operations.

7.1.1 Visible and Audible Signals

In operations, visible and audible signals are used for communication. Audible signals by radio (train borne and hand portable), horn, PA system, loud hailer and by shouting (where applicable) are described in the Procedure for Communication and Signal Book¹.

Employees are to comply with all instructions from OCC either verbal or visual signals and ensure to execute instructions which are clear and confirmed. Any instruction, which is not clear, shall not be complied.

7.1.2 Signals for Stopping Trains in an Emergency

Any employees may stop trains in cases of an emergency such as:

- Life threatening situations, and
- Danger to the safety of operations

Methods to stop a train in an emergency are detailed in the Procedure for Communications and Signal Book¹, Operations Procedure for OCC¹ and Safety Procedure¹. Employees shall understand the method of reporting emergency cases to the OCC.

7.1.3 Speed Restrictions

All train and vehicle drivers must comply, without fail, all the permanent, temporary and line speed restrictions imposed along the line. OCC will issue instructions if there is any change in speed along the network.

¹ refer to Appendices for reference number

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7.1.4 Bi-directional Train Runs

The system, allows for bi-directional operation. Trains are normally run on the left hand side. When there is a track closure, which can be due to train stranded, track deficiencies or any other reasons, trains can be run on the opposite directions (bi-directional).

Therefore, employees must be vigilant all the time whenever on or near the lines. This is to minimize delay and/or to avoid any service cancellations that will affect the service reliability.

7.2 Track Possession

The KLIA Ekspres-KLIA Transit System is always in operations even during non-revenue hours. Therefore access to the track is not allowed unless protected by an approved TPR. Track possession is defined as closure of one or more than one track and/or turnout between stations, within a stations or depot. The PICOP shall be responsible throughout the activities and ensure that all safety requirements are observed without fail.

7.3 Electrical Safety

ERL trains are powered by 25,000 volts (25kV) obtained from Overhead Catenary Lines. Only competent employees of the OCC and TPSS personnel are authorized to switch the OCL on or off.

IMPORTANT

BE AWARE THAT THE OVERHEAD LINE AND POWER SUPPLY EQUIPMENT MUST BE CONSIDERED AS LIVE AT ALL TIMES UNLESS THESE 'ELECTRICAL SAFETY RULES' HAVE BEEN APPLIED

THE ELECTRICAL SAFETY RULES

- It must be ensured that the section concerned and all attached equipment is switched off.
- The section concerned must be secured against unintended and automatic restoration of power.
- The section concerned must be checked to be certain that the power is switched off.
- The section concerned must be connected to earth. Only the section between two earthing poles is electrically safe.
- Protect against adjacent live parts by covers or barriers and fix a suitable warning notice.

EXCEPTIONAL

For Manual Cab Wash at Washing Plant, washing activity will be commenced with power supply de-energized **without application of earthing devices.**

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7.5 Communications

Only on-duty qualified persons are permitted to use the radio. Qualified persons must use radio communication for matters only directly related to Operations and Maintenance. Any irrelevant, unidentified, or false radio communications including any obscene or impolite language are strictly prohibited.

Failure or improper operation of any communication equipment's must be reported to the OCC as soon as possible by means of the suitable form of communications.

7.5.1 Language, Words Used, Numeral and Time

Employees must comply with Procedure for Communications And Signal Book¹ whenever communicating with OCC:

- Use English language.
- Phonetic alphabets and numerals.
- Observe 24 hours format.

7.5.2 Incident Reporting

Any incidents within KLIA Ekspres-KLIA Transit System shall be reported to OCC immediately via any means of communications available in accordance with Procedure for Communications And Signal Book¹.

The radio system has a separate channel for the purpose of transmitting of emergency calls to the OCC. The emergency call has the highest priority and can override all other communication.

7.5.3 Shared Corridors and Other Operators

Any incident within the KLIA Ekspres-KLIA Transit System shall be reported to OCC immediately. OCC will liaise with the relevant operators of the incident area for managing the incident. The shared corridor and operators are as below:

- KLS - Semasa Sentral, KTMB, RapidKL (KJ Line)
- KM 0 – KM 17+00 - KTMB, RapidKL (AG Line), MRT1
- PCS - Perbadanan Putrajaya, MRT2
- KLIA T1 & KLIA T2 - MAHB

¹ refer to Appendices for reference number

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7.6 Baggage Handling

On the ERL platforms of the terminal stations KLIA and KLS, there are restricted areas for the handling of baggage, which is under the regulations of the Jabatan Kastam dan Eksais Di Raja. These areas are off limits to all personnel except for E-MAS, ERLSB employees and subcontractors who were given authority by their respective department HOD.

REMINDER

The ERL trains have a baggage compartment for the transportation of baggage, which is under the regulations of the Jabatan Kastam dan Eksais Di Raja. The baggage compartments remain locked while the train is running between the terminals. Beside the OTD who is driving the train, no one is allowed to enter the bonded baggage compartment at any point between the terminals at any time except when permission is granted by the OCC.

OCC approval to be sought for any person who needs to be in this area to carry out any maintenance works, for example, SYS and the respective OTD is notified.

During degraded operations, when the baggage containers need to be transferred, the processes are mentioned in Procedure for OCC¹.

7.7 Access, Traffic Routes, Escape Routes and Emergency Exits

7.7.1 Access to System Premises

No one is allowed on or near the parts of the system, which are restricted unless:

- In possession of a special permit issued by OPS
- Duties/Contract requirement in that area but with a respective department's representative
- The necessary safety precautions have been taken

Access to the stations and the depot are controlled with implementation of access control system as stated in the Access Control Procedure. All employees, contractors, subcontractors and third parties are issued with access cards.

The accesses are identified and approved by their respective HOD to allow them to access areas. However, the subcontractors can access the system premises when accompanied by E-MAS or ERLSB employees.

7.7.2 Access and Precautions On or Near the Line

No person or employees shall enter the structural gauge of any of the lines unless required by his duties and provided that the necessary arrangements have been made to ensure safety. Safety on or near the lines shall be observed all the time and in compliance with Safety Procedure¹.

¹ refer to Appendices for reference number

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7.7.3 Routes and Walkways

Authorised access routes are designated routes, which might include walkways designed for employees, contractors and visitors to use as described in the Safety Procedure. Access Routes, escape routes, and emergency exits must be kept clear of any obstructions at all times. Emergency doors shall not be locked nor obstructed to ensure smooth flow during emergency (i.e. evacuation during fire). The escape routes from pits must not be obstructed.

If this is not possible, at least one exit must be kept clear at any one time as a mean of escape or exit. On or near the tracks, always use the clearance gauge unless protected by a TPR.

7.8 Trains

7.8.1 General

The operation of all trains and track vehicles is under the authority and supervision of the OCC. Any untoward incidents or accidents shall be reported to the OCC for action to be taken to avoid any recurrence. OCC shall communicate this to other relevant parties in accordance to Procedure for OCC¹ and duly recorded in the OCC Journal.

7.8.2 Traveling in Trains

All E-MAS and ERLSB employees, VIP delegates, contractors and visitors with the access cards are allowed to travel by trains within our network.

WARNING

Only an on-duty OTD is allowed to drive train. Others with a cab pass and with the purpose of duty accomplishments may enter the driver's cabin. The OTD shall inform OCC about the particulars and the purpose of the person entering the cabin. Only 3 persons, including OTD are allowed in the train driver's cabin at any one time.

A special authorization shall be sought from Operations Manager when more than 3 persons need to be in the driver's cabin. While in the driver's cabin, the train driver must not be distracted for any reason throughout the journey or their destination.

7.8.3 Trains not in Service

An employee shall request approval from OCC to board train that is not in service to get to their destination. Upon approval, OCC will notify OTD and only one door shall be opened to avoid any unauthorised boarding.

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7.8.5 Precautions

Whenever carrying out work on or near the tracks and rail vehicles safety guidelines shall be complied as described in the Safety Procedure¹ and respective manuals and procedures.

7.9 Fire Prevention and Fire Fighting Training

This training is extended to ERLSB, E-MAS and nominated subcontractors to attend training. Basic fire awareness knowledge is shared in this training. Fire prevention, fire triangle, classes of fire, steps in using a fire extinguisher, and other fire fighting system are all explained.

E-MAS and ERLSB personnel appointed as fire wardens will be sent for a Fire Awareness Training at BOMBA KLIA.

7.10 First Aid

SAS shall plan and arrange the first aid training to be conducted for selected employees from E-MAS and ERLSB. The respective HOD will identify and nominate their staff to attend the Basic First Aid training that will be conducted by a certified institute. Upon completion of the training, a certificate of attendance will be issued to each participant.

All employees must know the location of the first aid room and the location of the first aid kit nearest to their respective place of work. The first aid material must be protected against impurities, humidity and high temperatures. Only non-consumable items shall be kept in a first aid box.

REMINDER

Any use of first aid contents must be informed to their IS. SAS has to be notified for replenishment of the used items.

The first aid items must be based on the itemised list kept in each first aid box and timely replenished when expired. Periodic inspection and replenishment will be carried out by SAS.

Disposable gloves shall be worn when there is a risk of coming into contact with human blood, bodily fluids or tissues. The used gloves shall be disposed of in an appropriate manner.

This clause is cross reference with Safety Procedure¹.

7.11 Vigilance

Employees shall wherever and whenever feasible:

- Cater for the clean outward appearance of the system
- Prevent and/or report any vandalism, trespassing, theft, disorderly conduct etc
- Be vigilant when carrying out duties and responsibilities
- Report any suspicious person (behavior) and items

Employees must report any observations to the OCC and notify his/her IS.

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7.12 Security

Employees, VIP, selected government staff, subcontractors and visitors are issued with access cards as means to access within KLIA Ekspres-KLIA Transit System and for security purposes. This access cards, however, gives access only to areas where their HOD authorises according to the Access Control Procedure¹.

IMPORTANT

The access card is meant for individual use and shall not be handed over to others. Each personnel shall display their E-MAS identification card at all times when they are working on or within our systems.

If wearing of this access cards poses a danger while carrying out work (i.e. maintenance staff), it is exempted.

Contracted security guards are stationed at appropriate locations to man our terminals, intermediate stations and KRU on a 24 hours a day and on rotation basis (shift). Line site security guards are also stationed at appropriate locations along our tracks. These locations may be changed or added depending on current affairs and other requirements. Both of these services are between ERLSB and the contractor (security service provider). SAS carries out the administration of the contractor in accordance with the O & M Contract.

Security guards at KRU shall ensure visitors, contractors and suppliers register at the guardhouse prior entering KRU and to carry out inspection of vehicle leaving KRU on ad hoc basis.

Employees must at all times be concerned about the security of the System. Any incident must be reported immediately to the OCC or their IS.

This clause is cross reference with Access Control Procedure¹.

7.13 Housekeeping, Health and Protection of the Environment

Good health is important for all. Each employee must maintain and practice good housekeeping by ensuring work areas are free from any debris, spillages and keeping your workstation clean and tidy. IS shall be informed if sighted any debris and spillages so that necessary corrective action can be taken for improvement.

¹ refer to Appendices for reference number

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Appendices

Procedure	Reference Numbers
Emergency Response Plan Incorporating Incident Command System (ERP & ICS)	G00.OMZ.M11451.CB.0001. *
Safety Procedure	G00.OMZ.M11451.NP.0006. *
Security Procedure	G00.OMZ.M15400.CA.0001. *
Operation & Maintenance Contract	G00.OMG.M15000.GD.1002. *
Operations Procedure For OCC	G00.OMO.M15111.NA.1003. *
Operations Procedure For Train Drivers	G00.OMO.M15113.NA.1004. *
Operations Procedure For Station Supervisor	G00.OMO.M15112.NA.1001. *
Operations Procedure For Communications & Signal Book	G00.OMO.M15114.NA.1002. *
E-MAS Safety & Health Policy Statement	G00.OMG.M18250.DS.0002. *
Employee Handbook	G00.OMH.M11750.ZG.0001. *
Industrial Relation	G00.OMH.M11780.ZP.0001. *
Medical & Hospitalisation, Insurance and Medical Surveillance	G00.OMH.M11740.ZP.0001. *
Leave Administration	G00.OMH.M11750.ZP.0001. *
Training	G00.OMH.M10580.SD.0006. *
Uniform/Personnel Protection Equipment	G00.OMB.M10002.CD.0001. *
Safety & Health Management Plan	ERL.OMG.M18250.0001. *
Processing of Track Possession Request	G00.OMO.M15000.NP.0001. *
Procedure for Works Within Structural Gauge & Clearance Gauge	G00.OMO.M15631.NP.0001. *
Access Control Procedure	G00.OMZ.M15400.CA.0005. *
ERLSB / E-MAS Safety and Health Committee	G00.OMZ.M18250.BB.1002. *

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Forms	Reference Numbers
HRD – Training Confirmation and Verification	G00.OMH.M10580.ZF.0016.*
HRD – Training Course Evaluation	G00.OMH.M10580.ZF.0001.*
HRD – Employee Personal Information	G00.OMH.M17000.ZF.0007.*
OPS – Track Possession Request	G00.OMO.M39910.DQ.1001.*

Slide presentation	Reference Number
Rulebook Section A & Safety Procedure	G00.OMZ.M15400.CY.1001.*
Safety Induction for Newcomers	G00.OMZ.M15400.CY.1021.*

* *refers to the latest version*