

ERL MAINTENANCE SUPPORT SDN BHD

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







ROLLING STOCK DEPARTMENT

**ADMINISTRATION OF TRAIN TOILET SERVICING
AT STABLING YARD PROCEDURE**

Ref. No. G00.OMR.M12990.BT.0001.D

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 2 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

Release

Released:	Thomas Baake	Chief Executive Officer	09.01.2023	
Checked:	Sukhbir Singh	Safety & Security	09.01.2023	
Checked:	Haryati Khalil	CEO Office	5.1.2023	
Checked:	Mohd Azim Abdullah	CEO Office	05.01.2023	
Checked:	James Leonard	Operation	6.1.23	
Checked:	Jayaraj Savarimuthu	Rolling Stock & Engineering	06.01.2023	
Checked:	Muhamad Dzulfaqar Yusof	Project & Engineering	6/1/2023	
Checked:	Norazman	Rolling Stock	05.01.2023	
Author:	Sahar Effizan Daud	Rolling Stock	05 Jan 2023	
	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

D	31.12.22	Update to new procedure template format & additional content on section 5 and 6.	Sahar
C	03.06.16	Rephrase the word discharging to servicing in title & contents. Revised the content & instruction in section 4 & 4.2	Norazman
B	07.01.16	Updated to new procedure template format & revised the contents in section 4.1.1, to reflect the current practice	Norazman
A	03.05.06	New	Jamil
Revision	Date	Modification	Name

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 3 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

Planning Of Changes Reference For Revision: G00.OMR.M12990.BT.0001.D					
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	

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 4 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

TABLE OF CONTENTS**Page**

1	Purpose	5
2	Scope, Distribution & Access	5
3	Abbreviation and Definition	5
4	Performing Train Toilet Servicing at Stabling Yard	5
4.1	Train Toilet Exhaust Vehicle	5
4.2	Work Process and Communication	6
4.2.1	RST Supervisor	6
4.2.2	Contractor Supervisor	6
4.2.3	Operation Control Center (OCC)	7
4.3	Train Maintenance at Stabling Yard	7
5.	Simplified train toilet exhaust workflow	8
6.	Do and Don'ts For Operating The Exhausting Vehicle	9

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 5 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

1 Purpose

The purpose of this procedure is to ensure safe working during the train toilet exhausting and as a clear guideline for the servicing contractors and E-MAS personnel particularly the Rolling Stock and Operation Department.

2 Scope, Distribution & Access

This document is accessible to all E-MAS staff under RST section at E-MAS portal and also could be viewed and retrieved via EDMS. The hardcopy of this procedure is available in RST foreman room for reference.

For the servicing contractor, a hard copy of this document will be provided to them and an acknowledgement of reading shall be obtained from them. RST HOD or his delegation will conduct the briefing to all of the contractor personnel on this document initially.

3 Abbreviation and Definition

E-MAS	ERL Maintenance Support Sdn. Bhd (Co. Reg. No. 19990102367 (4498574-T))
ERLSB	Express Rail Link Sdn Bhd Co.Reg.No. 199601003493 (375839-H)
EDMS	Electronic Document Management System
HOD	Head of Department
OCC	Operation Control Center
RST	Rolling Stock Department
RSX	Rolling Stock & Engineering Department
PNE-DWE	Project Engineering & Depot Workshop Equipment
SAS	Safety and Security Department
Contractor	Appointed servicing contractor by ERL
*	An asterisk (*) is used to refer to the latest version.

4 Performing Train Toilet Servicing at Stabling Yard

The train toilet servicing works consist of discharging the waste and refill the clean water tank of the KLIA Ekspres train toilet. This work is done by appointed servicing contractor by ERLSB.

4.1 Train Toilet Exhaust Vehicle

The contractor shall collect and return the vehicle key before and after the designated working hours. The vehicle key is kept in Foreman Room and the contractor shall indicate his name with the date and time of key collection on the RST Train Key Board that is located on the Foreman Room's wall.

Upon completion of the toilet servicing on all trains, the vehicle key shall return back to RST Supervisor and the contractor shall update info on the RST Train Key Board.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 6 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

Any abnormality or defect of the Train Toilet Exhaust Vehicle found by the contractor shall be reported to the RST Supervisor. The RST Supervisor will report the matter to OCC for creation of notification in SAP system.

4.2 Work Process and Communication

The servicing of toilet waste at Stabling Yard work SHALL be carried out by complying the work process and communication as describe below.

4.2.1 RST Supervisor

- a) The contractor is ONLY allowed to work once they have informed the RST Supervisor and fill in details as mention in Section 4.1 accordingly.
- b) RST Supervisor via hand portable radio will inform OCC that toilet servicing activities will be executed.
- c) Upon confirmation or acknowledgement by OCC, RST Supervisor via hand portable radio will inform the contractor Supervisor to proceed with their work.
- d) RST Supervisor will notify the completion once all train toilet servicing activities to OCC after receiving confirmation from contractor supervisor.

4.2.2 Contractor Supervisor

- a) Inform the RST Supervisor that they are ready for toilet servicing activities.
- b) The contractor is ONLY allowed to enter the Stabling Yard after they get approval from RST Supervisor.
- c) During the toilet servicing activities, the contractor supervisor MUST inform OCC via hand portable indicating:
 - ✓ The train body number i.e. X1-01 or X1-02
 - ✓ Stabling location
 - ✓ Start time of taking over for toilet servicing activities for each train
 - ✓ End time of handing over upon completion of toilet servicing activities for each train.
- d) The contractor Supervisor shall report to the RST Supervisor that all trains toilet servicing have been completed and return the vehicle key as explained in Section 4.1 accordingly.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 7 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

4.2.3 Operation Control Center (OCC)

- a) Receive information from RST Supervisor that train toilet servicing will be executed.
- b) Receive the confirmation from contractor supervisor details of the train toilet servicing i.e train body number, stabling location, start and end time for each train.
- c) OCC is to ensure that the train movement is not allowed for the trains identified for toilet servicing.
- d) Receive confirmation from RST Supervisor that the train servicing activities is completed.

4.3 Train Maintenance at Stabling Yard

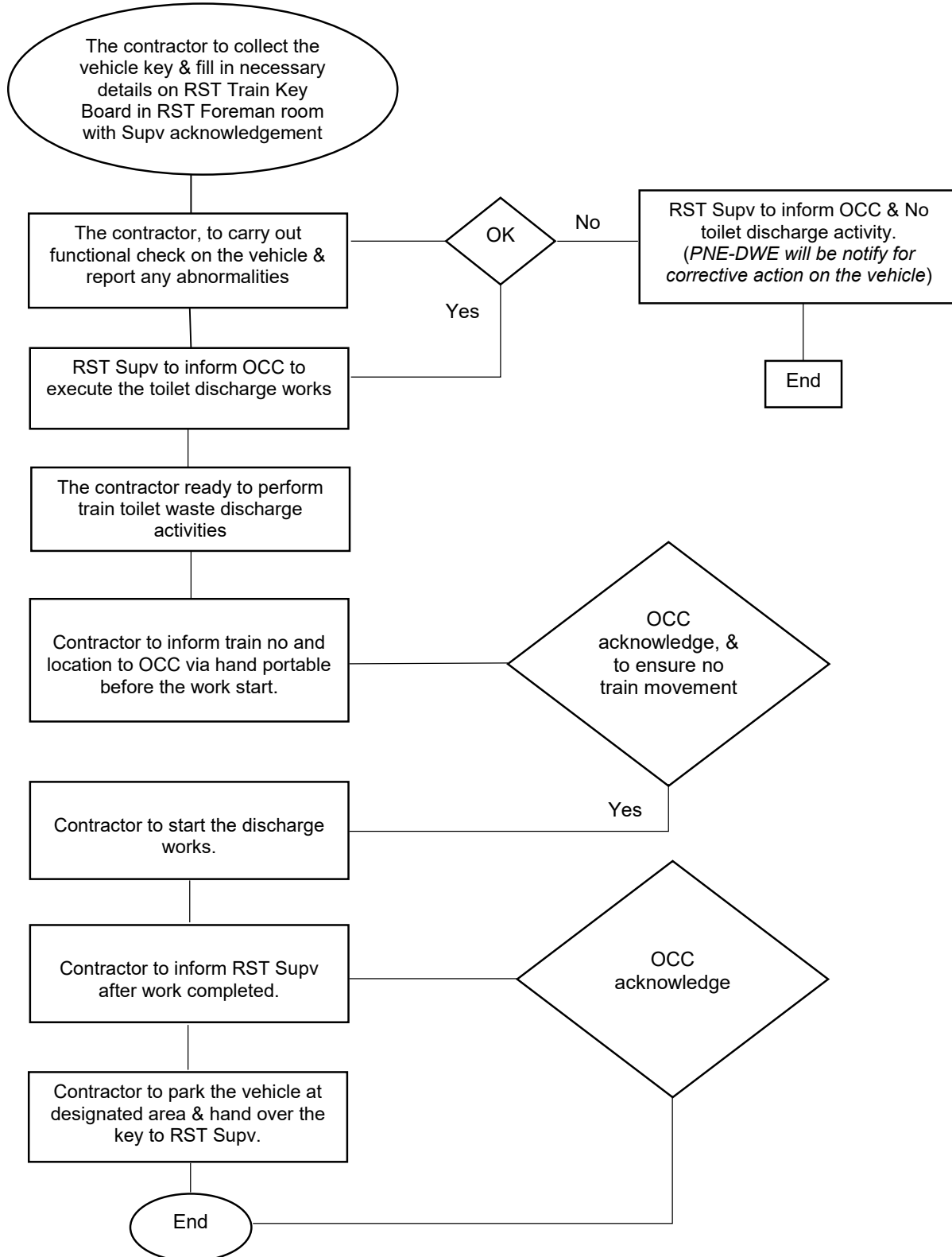
To ensure safe train movement at Stabling Yard, refer to Train/Track Bound Vehicle Movement Into & Out of Work Areas within Depot procedure, G00.OMR.M11450.DS.0002*

Note:

When the RST Supervisor is informed by OCC that DI and other activities cannot be done for the said train, the Supervisor MUST ensure RST personnel and contractors are informed accordingly

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 8 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

5. Simplified train toilet exhaust workflow



<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMR.M12990.BT.0001	D	31.12.2022	Page 9 of 9	Administration of Train Toilet Servicing at Stabling Yard Procedure

6. Do and Don'ts For Operating The Exhausting Vehicle

Item	Do	Don't
Driving	<ol style="list-style-type: none"> 1) Ensure the vehicle is safe to drive 2) Drive and operate in safe manner 3) Drive in designated paved path 4) Ensure hose reel is secure to the vehicle during movement 	<ol style="list-style-type: none"> 1) Exceed speed limit (8km/h*) 2) Cross the tracks while train is approaching 3) Let spillage occurs 4) Drive the vehicle outside KRU
Discharging the Train Toilet Waste Tank	<ol style="list-style-type: none"> 1) Apply handbrakes 2) Firmly secure the hose coupling before vacuuming the waste 3) Reel the hose properly after task completed 	<ol style="list-style-type: none"> 1) Let spillage occurs 2) Moves the vehicle 3) Leave the vehicle unattended
Emptying the Vehicle Container	<ol style="list-style-type: none"> 1) Apply handbrakes 2) Discharge waste in proper manner, at designated location 3) Reel the hose properly after task completed 	<ol style="list-style-type: none"> 1) Let spillage occurs
Signing off work	<ol style="list-style-type: none"> 1) Park at designated location 2) Apply handbrakes 3) Turn off all vehicle's lighting 4) Turn off the vehicle's engine 5) Return the key to RST Supervisor 	<ol style="list-style-type: none"> 1) Leave the vehicle engine running 2) Leave the key at vehicle 3) Leave the vehicle without emptying the container.

Note: Operating the Exhausting Vehicle is as per DWE document reference No: D00.OMD.M84113.YC.1001.*.