

ERL MAINTENANCE SUPPORT SDN BHD

(Company No. 498574-T)



HUMAN RESOURCE DEPARTMENT PROCEDURE

JOB DESCRIPTION

Ref. No. G00.OMH.M11720.ZP.0004.E

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11720.ZP.0004	E	09-Mar-15	Page 2 of 8	Job Description

Release

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Acknowledged:	Gan Lee Hong	Procurement	24.03.15	<i>Gan</i>
Acknowledged:	David Thiagarajan	Quality, Environment & Documentation	23.03.15	<i>David</i>
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	Name	Dept.	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.OMH.M11720.ZP.0004	E	09-Mar-15	Page 3 of 8	Job Description

Change Record and Configuration Control

Revision	Date	Modification	Name
E	09-Mar-15	Include requirement for competent person and handling of duly signed original copy of JD and to reflect change as per E-MAS organization chart [ref. No. G00.OMH.M11110.BB.0005.U]	ZUD
D	01-Oct-09	Revision as per vertical lines, update SIRIM logo and to reflect change as per E-MAS organization chart [ref. No. G00.OMH.M11110.BB.0005.J]	SUE
C	29-Aug-06	Revision [overall procedure]	LSH/IOS
B	25-Jun-03	Revision [incorporate similar items from Employee Handbook]	RJC
A	02-Dec-02	New	OHA

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11720.ZP.0004	E	09-Mar-15	Page 4 of 8	Job Description

TABLE OF CONTENTS**Page**

1	Purpose.....	5
2	Scope, Distribution and Access.....	5
3	Issuance and Flow of Job Description.....	5
3.1	General.....	5
3.2	New, Transfer, Promotion, Re-designation and Appointment as HOD.....	5
3.3	Other Conditions.....	6
4	Relevant Responsibilities	7
4.1	HODs / IS's Responsibility.....	7
4.2	Employee's Responsibility	7
4.3	QMD's Responsibility – Up-keeping of Records	7
4.4	HRD Responsibility – Up-keeping of Records	7
5	Others	7
6	Appendices	7
6.1	Appendix 1 : Related procedures or documents reference.....	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.OMH.M11720.ZP.0004	E	09-Mar-15	Page 5 of 8	Job Description

1 Purpose

This procedure cover matters in relation to job descriptions; providing a guideline for E-MAS in handling the flow, distribution and administration of job descriptions that are issued to all employees either for new hire, transfer, promotion, appointment as HOD, re-designation or when there is a requirement to update the job descriptions.

2 Scope, Distribution and Access

Job description provides the overall job responsibilities, the individual's responsibilities and the general expectation of the Company towards the employee which the employee has the obligation to perform and discharge. Each employee's job description should clearly reflect the relationship between the position and the duties.

This procedure shall be read together with the Employee Handbook¹, Recruitment and Selection Procedure¹ and Job and Career Development¹. Distribution is applicable company wide and access is to all E-MAS employees.

3 Issuance and Flow of Job Description

3.1 General

As stated in the relevant procedures i.e. Recruitment and Selection Procedure¹ and Job and Career Development¹, before any hiring, replacement, promotion or re-designation, the HOD / IS will submit the relevant JD to HRD together with the following:

- i. Staff Requisition Form¹ [applicable for new employee and replacement of employee];
- ii. Memo of recommendation from HOD / IS [applicable for newly created position, promotion and/or re-designation]; and
- iii. Department Organisation Chart [applicable for all]

HODs are to follow Template of JD for managerial, executive/supervisory and non-executive, which can be referred in clause 6.1.¹

3.2 New, Transfer, Promotion, Re-designation and Appointment as HOD

The following are the basic guidelines on the issuance of JD for the various type of staff movement:

i. New Employee

On the first day of reporting, HRD will only forward the Employee Notification Form¹ to the new employee; the respective HOD / IS will issue the JD to the employee concerned.

ii. Transfer, Promotion and Re-designation

HRD would attached the appointment letter together with the Employee Notification Form¹; where the JD will be issued to the employee concerned by the HOD as below:

- Releasing department HOD / IS for transfer cases

¹ Refer to Appendix 1 for information on referred documents

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11720.ZP.0004	E	09-Mar-15	Page 6 of 8	Job Description

- Respective HOD / IS for promotion and re-designation cases

The duly signed original copy of JD and Employee Notification Form¹ will then be forwarded by the employee concerned to QMD who would then initiate the necessary action.

Refer to Flow Chart – JD Process for New Employee / JD Process For Transferred, Promoted, Re-Designated & Appointed Competent Person, G00.OMH.M11720.ZJ.0004.*.

iii. **Appointment as HOD**

The appointed HOD has the responsibility to prepare his own JD in consultation with the CEO. The duly signed original copy of JD will then be forwarded by the newly appointed HOD to QMD who would then initiate the necessary action.

3.3 **Other Conditions**

The following are guidelines on the issuance of JD in situation, which deviates from the above. Some possible circumstances may include the following:

i. **Changes in responsibilities of the employee without change in their position/grade**

HOD needs to initiate within his department the issuance of the new JD to his staff once this has been confirmed internally. HOD to notify HRD in writing before the changes and the duly signed original copy of JD and Employee Notification Form¹ will then be forwarded by the respective HOD / IS to QMD who would then initiate the necessary action.

ii. **Job Sharing**

HRD would coordinate the discussion between the departments involved in the sharing of human resources. Letter of appointment would be issued by HRD together with the JD and the Employee Notification Form¹. These documents would be forwarded to the employee's respective HOD / IS for issuance.

iii. **Changes in department name and/or department code**

Any change to the department name and/or department code does not require the issuance of a new JD unless there are changes in the responsibility of the employee in that particular department.

iv. **Competent person – legal requirement**

Due to legal requirement, a department may be required to have an employee as competent person. HOD is responsible to generate or revise the relevant JD to include this requirement. Letter of appointment and Employee Notification Form¹ would be issued by HRD once the employee has fulfilled the competency required under the respective legal requirement. The duly signed original copy of JD and Employee Notification Form¹ will then be forwarded by the employee concerned to QMD who would then initiate the necessary action.

¹ Refer to Appendix 1 for information on referred documents

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11720.ZP.0004	E	09-Mar-15	Page 7 of 8	Job Description

Refer to Flow Chart – JD Process for New Employee / JD Process For Transferred, Promoted, Re-Designated & Appointed Competent Person, G00.OMH.M11720.ZJ.0004.*.

4 Relevant Responsibilities

4.1 HODs / IS's Responsibility

HOD / IS is responsible to ensure that the JDs are updated accordingly and issued to his department's employee when there are changes in the duties and responsibilities of the employee concerned. He shall brief and go through the JD with the respective employee. He would then indicate that he has completed this process by placing his initial on the Employee Notification Form¹.

HOD is encouraged to keep a copy of the employee's duly signed JD

4.2 Employee's Responsibility

The employee is to read, understand and duly sign his JD and keep a copy of his duly signed JD. The duly signed original copy of JD and Employee Notification Form¹ [where applicable] must be forwarded by the employee to QMD who would then initiate the necessary action.

4.3 QMD's Responsibility – Up-keeping of Records

QMD is responsible to update their records for all the duly signed original copy of JD. Once completed, the Document Controller will forward the JD and Employee Notification Form¹ to HRD.

4.4 HRD's Responsibility – Up-keeping of Records

HRD is responsible to file the duly signed original copy of JD together with the Employee Notification Form¹ in the respective employee's Personal File.

5 Others

To facilitate the issuance and proper profiling of JD, please refer to the Company JD Matrix [G00.OMH.M11720.ZJ.0005.*], which shall serve as a guideline in preparing a JD.

6 Appendices

6.1 Appendix 1 : Related procedures or documents reference

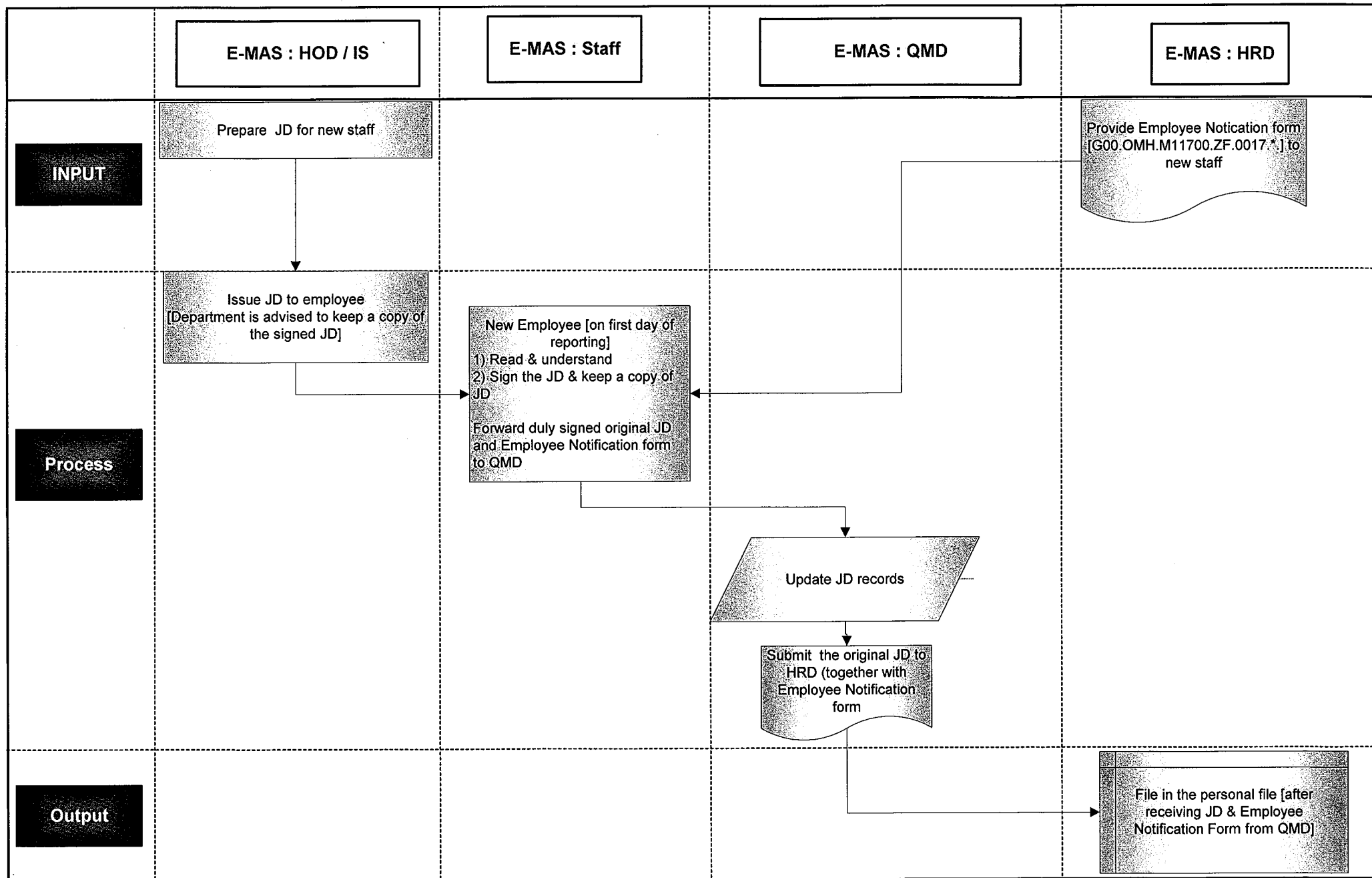
No	Reference Procedure / Manual / Form	Doc. No	Description
1	Company JD Matrix	G00.OMH.M11720.ZJ.0005.*.	List of JD
2	Definitions	G00.OMH.M10580.ZG.1002.*.	List of abbreviation and definition
3	Employee Handbook	G00.OMH.M11750.ZG.0001.*.	HRD procedure on company rules, regulations and policies
4	Employee Notification Form	G00.OMH.M11700.ZF.0017.*.	HRD Forms 0035

¹ Refer to Appendix 1 for information on referred documents

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11720.ZP.0004	E	09-Mar-15	Page 8 of 8	Job Description

5	Flow Chart – JD Process for New Employee / JD Process For Transfer, Promotion & Re-Designation	G00.OMH.M11720.ZJ.0004.*	Chart for Process of JD
6	JD Template [Executive/Supervisory]	G00.OMH.M11120.ZJ.1028.*	Template of JD for Executive/Supervisory level
7	JD Template [Managerial]	G00.OMH.M11120.ZJ.1027.*	Template of JD for Managerial level
8	JD Template [Non-Executive]	G00.OMH.M11120.ZJ.1029.*	Template of JD for Non-Executive level
9	Job and Career Development	G00.OMH.M11730.ZP.0002.*	HRD procedure on Job and Career Development
10	Recruitment & Selection	G00.OMH.M11720.ZP.0001.*	HRD procedure on Recruitment & Selection

Flow Chart: Job Description Process for New Employee



Flow Chart: Job Description Process for Transferred, Promoted, Re-designated and Appointed Competent Person

