

#32541

**ERL MAINTENANCE SUPPORT SDN BHD**

(Company No. 498574-T)



*Effective Railway Operations; Reliable System Maintenance*

**SAFETY AND SECURITY**

**ACCESS CONTROL  
PROCEDURE**

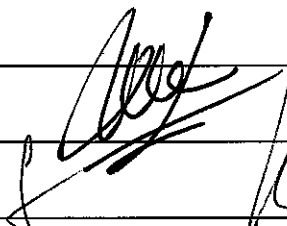





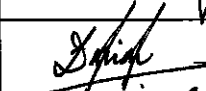
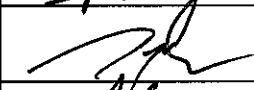
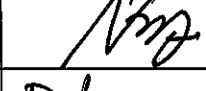
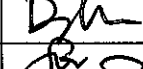
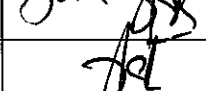
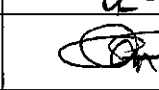
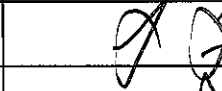


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# ERL Maintenance Support Sdn Bhd

(Company No. 498574-T)

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## Release

<b>Released for ERLSB</b>	Noormah Md Noor	Chief Executive Officer of ERLSB	27/3/17	
<b>Released:</b>	Thomas Baake	Chief Executive Officer of E-MAS	18/1/17	
<b>Acknowledged:</b>	David Thiagarajan	Quality, Environment & Documentation	19/12/16	
<b>Acknowledged:</b>	Nauwalah	Finance	6/1/17	
<b>Acknowledged:</b>	Nor Hashimah	Human Resource	13/1/2017	
<b>Acknowledged:</b>	Gan Lee Hong	Procurement	23/12/16	
<b>Acknowledged:</b>	Mahalatchmy	Material Management Administration	23/12/16	
<b>Acknowledged:</b>	Ham Mow Wai	Maintenance	9/1/17	
<b>Acknowledged:</b>	Anthony Arokianathan	Signalling	6/1/17	
<b>Acknowledged:</b>	Jayarajah Savarimuthu	Electrification	04/1/17	
<b>Acknowledged:</b>	Norazman Abu Hassan	Rolling Stock	6/1/17	
<b>Acknowledged:</b>	Muhd Dzulfaqar	Project & Engineering	6/1/17	
<b>Acknowledged:</b>	James Boudville	Operations	19.12.16	
<b>Acknowledged:</b>	Norhandee Nordin	Transportation	19.12.16	
<b>Acknowledged:</b>	Omar Zakir	Operations Control Center	19.12.16	
<b>Checked:</b>	Sukhbir Singh	Safety & Security	14/12/16	
<b>Author:</b>	Azrin Lazim	Safety & Security	12.12.16	
	<b>Name</b>	<b>Department</b>	<b>Date</b>	<b>Signature</b>

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**

C	16-Nov-16	Revision of <b>clause 5, 5.1 - 5.1.8, 6.1, 6.2, 7.1, 7.4, 12, 13, and 14, removal of clause 7.5</b> and additional information, updating data, list and codes.	Azrin
B	24/9/2004	Revised revision – Entire Procedure	Shreem / Abdul Rahim
A	07/05/03	New Release	Abdul Rahim
<b>Revision</b>	<b>Date</b>	<b>Modification</b>	<b>Name</b>

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**1 Purpose**

This document summarizes the Security Access Control limitation within premises of ERLSB including KL City Air Terminal, Terminals and Stations, Administration Building, Main Workshop, Sub-Stations and other critical infrastructure that support the ERLSB system. This Access Control Procedure is part of the Security Manual.

Security access control is to ensure that only an authenticated use of accesses is allowed.

A copy of this procedure will be made available to Express Rail Link Sdn Bhd (ERLSB) for their implementation in tandem with ERLSB standard of procedure.

**2 Scope, Distribution and Access**

This procedure describes the various types of cards applied in ERLSB system, entitlement of access card for different categories of applicants and how the process of access cards are issued, profiled, applied and returned and also emphasizes the responsibility of each card holders towards the care and conduct of passes while in their possession.

This procedure is accessible in EDMS and E-MAS Company portal, while ERLSB and third parties staffs should refer to E-MAS Safety and Security department for further clarification.

**3 Ownership**

All access cards and operating systems are the property of ERLSB.

**4 Abbreviation and Definition**

Terms	Description
CEO	Chief Executive Officer
HOD	Head of Department
ERLSB	Express Rail link Sdn Bhd (375839 – H)
E-MAS	ERL Maintenance Support Sdn Bhd (498574 – T)
EDMS	Electronic Documentation Management System
SAS	E-MAS Safety & Security Department
CSM	ERLSB Customer Service Managers
HRD	E-MAS Human Resource Department
HTM	ERLSB Human Resource & Training Management Department
FRM	ERLSB Finance & Revenue Management Department
ASM	ERLSB Asset Service Management Department
MMA	E-MAS Material Management / Administration Department
OSS	E-MAS Station Supervisor
KRU	Kompleks Rel Udara, Salak Tinggi – depot and management center including buildings and facilities for administration and maintenance, workshops, plants, stabling and open yard.
ERLSB premises	Means all buildings and facilities for the KLIA Ekspres & KLIA Transit services including stations at KL Sentral Terminal, KLIA and KLIA 2, intermediate stations, tracks perimeters and KRU

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**5 Procedure**

Access to ERLSB premises is controlled by means of Security Access Card. NO employees, visitors, travel agents, sales promoters or contractors shall be allowed admission to any ERLSB premises without possessing and displaying of security access card.

Security Access Card shall be obtained from the authorized personnel i.e. SAS or OSS for contractor at stations and terminals.

**5.1 Categories of Security Access Card**

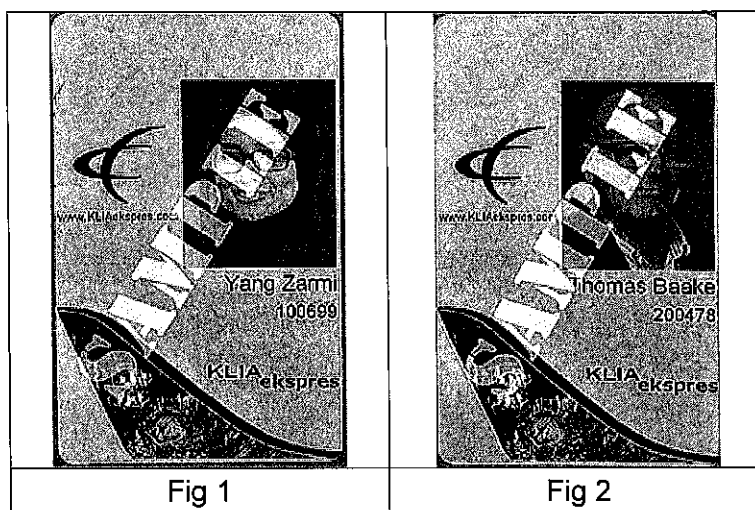
- Permanent Employees
- Transit Crew / Industrial Trainee / Contract / Probation
- Permanent Contractor / Contractors
- Cleaners / Baggage Handling / Security
- Government Agencies
- Travel Agent / Visitor
- Sales Promoter / VIP

All cards are coded and profile into a specific group, based on their work nature and requirements as listed in appendix 1.

*(Appendix 1: List of ID Number & Appendix 2: Access Group and Predefined Access Profile)*

**5.1.1 Description of Employees Access Card (Permanent Staff)**

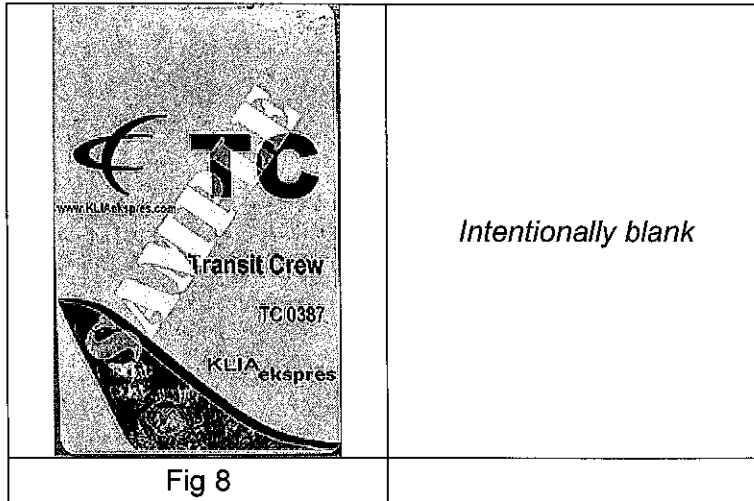
All ERLSB and E-MAS employees, upon their employment confirmations will be issued an Employee Access card with photo, name and staff ID number printed on the card. Prior to that, they will be issued with temporary access card namely Transit Crew access card during their probationary period or fixed term contract (FTC) or contract period. This access cards should be displayed and worn at all times during their work in ERLSB premises.



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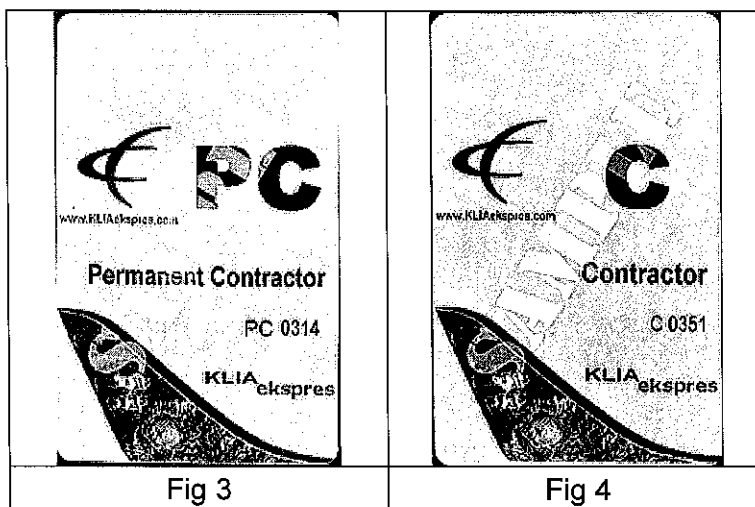
**5.1.2 Description of Transit Crew Access Card (TC)**

Transit Crew Access Card is issued to industrial trainee, FTC or new probation staff of ERLSB and E-MAS. It has a letter **TC** on the upper right hand corner of the card with a serial number. The Employee Access Card with photo will be issued after confirmation of employment and/or offer for permanent employment of FTC, this Transit Crew Access Card shall be returned in exchange. This access cards should be displayed and worn at all times during their work in ERLSB premises.



**5.1.3 Description of Permanent Contractor (PC) / Contractor Access Card (C)**

Contractor access card are issued based on the contracted period by ERLSB or E-MAS not more than one year, while Permanent Contractor access card are issued for contractor's working more than one year. Capital letter **PC** and **C** were printed respectively on the upper right hand corner of the card with a serial number. This access cards should be displayed and worn at all times during their work in ERLSB premises.

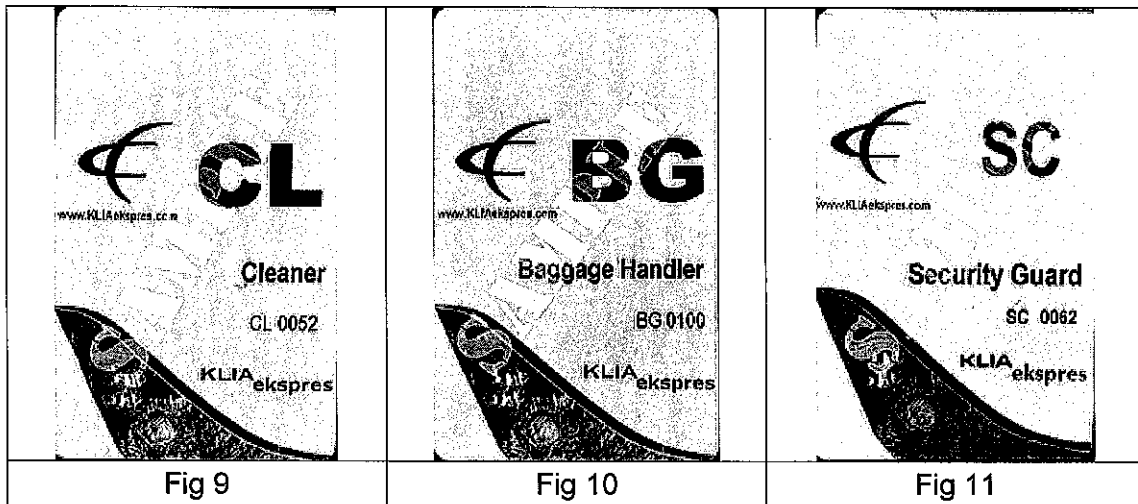


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**5.1.4 Description of Cleaners (CL), Baggage Handling & Potter (BG) and Security Guard (SC) Access Card**

These access cards are issued to contract contractor's working within ERLSB system. Typically, these cards will be printed with capital letters abbreviations e.g. **CL** for cleaners, **BG** for baggage handling while **SC** for Security Guard on upper right hand corner of the cards with serial number.

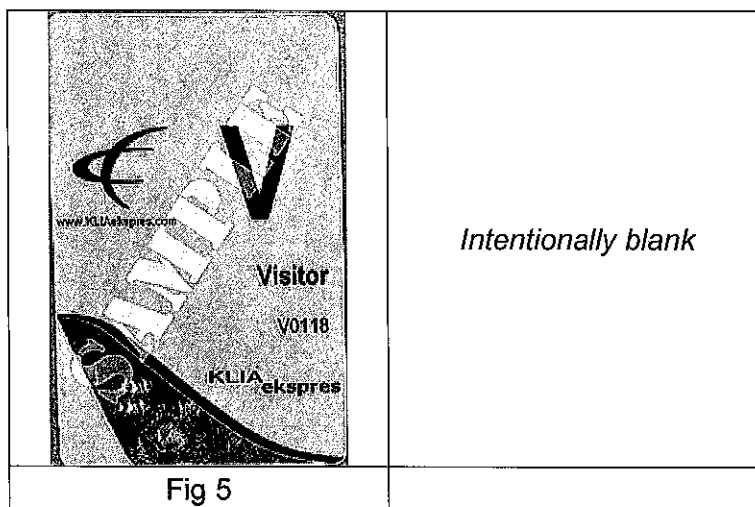
The bearers should wear and display their access card at all times within ERLSB premises.



**5.1.5 Description of Visitor Access Card (V)**

A plain card with initial capital letter **V** on the upper right hand corner of the card with a serialized number. Visitor access cards can be obtained at SAS office in KRU and ERLSB office (HTM and CSM office).

Visitors are required to wear and display the access card at all time during the visiting period. SAS to be notified for any issuance of Visitor passes for recording and profile update.

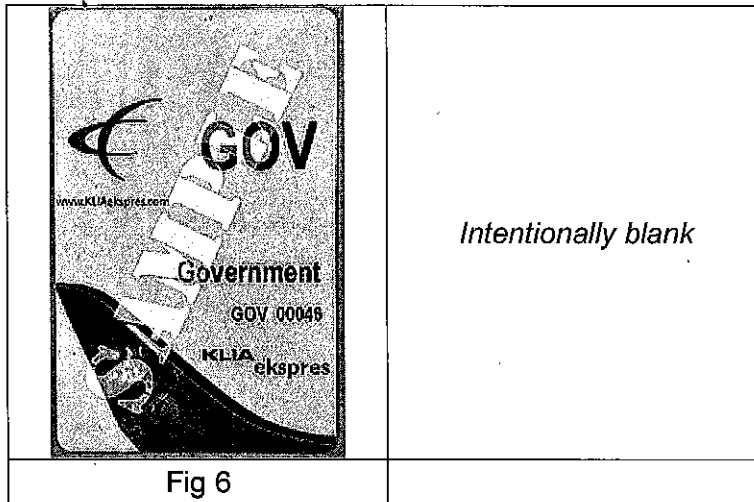




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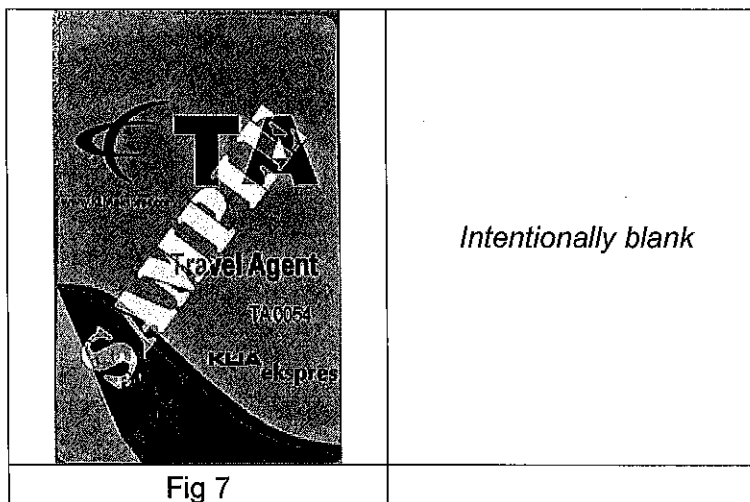
**5.1.6 Description of Government Agency Access Card (GOV)**

Activated Government Agency access cards are issued upon request by ERLSB or SAS HOD. Government Agency access card physically has capital letter **GOV** printed on the upper right hand corner of the card with a serial number. Accessibility level is profiled in accordance with the requirement approved by the SAS or ASM. The bearers should wear and display their access card at all times within ERLSB premises.



**5.1.7 Description of Travel Agency Access Card (TA)**

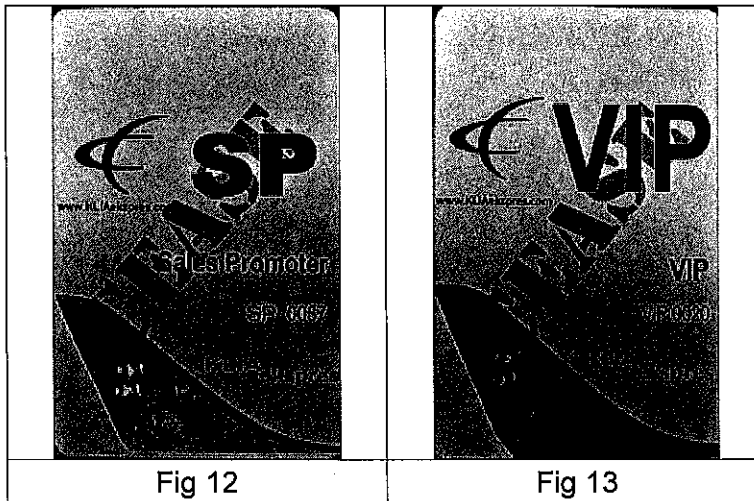
An activated temporary access card with capital letter **TA** printed on the upper right hand corner of the card with a serial number will be issued to ERLSB for Sales Promoter/Travel Agency for their activities. . The bearers should wear and display their access card at all times within ERLSB premises.



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**5.1.8 Description of Sales Promoter (SP) / VIP (VIP)**

Passes for Sales Promoter (SP) and special guest (VIP) has ceased and no longer in use. The existing passes that are already in circulation have been deactivated and will be returned gradually.



**5.2 Security Access Card Profile**

Each card will be profiled, identified with specific coding and access level to their designated access. Profiles are designed and assigned in accordance to the department, authorization level and requirement. New application shall fill up the requisition form containing the access level and access door required.

A predefined access profile and access level are available in the system, whereas every application will be coded according with their predefined group. Any additional or modification of profile is in **section 7.4** of this procedure.

*(Appendix 6: Security Access Level)*

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## **6 Issuance of Passes**

### **6.1 Transit Crew (TC)**

When a new or FTC or industrial trainees and staff commence work at ERLSB or E-MAS, the Security Access Card Request Form is to be used:-

1. The HRD/HTM to complete the form:
  - a. HR Person In Charge to complete the "Requested by" field,
  - b. Fill-up the staff's particulars,
  - c. Respective HOD to sign at "*Recommended By*",
2. Submit to SAS for processing and issuance of passes.

This documentation should be completed and sent to SAS at least 2 days before work commences.

*(Appendix 3: Security Access Card Request Form (Staff) - G00.OMZ.M15400.DQ.0005. \*)*

### **6.2 Contractor / Permanent Contractor / Government / Travel Agency / Cleaner / Baggage Handler / Potter / Visitor (C/PC/GOV/TA/CL/BG/V)**

The Security Access Card Request Form for Non-Staff shall be filled up as follows: -

1. The department involved/requested to complete the form:
  - a. Respective person in charge (Department) to complete the "Requested by" field,
  - b. Fill-up the individual's particulars,
  - c. Attach with copy of Identification Card or passport and/or work permit,
  - d. Respective HOD to sign at "*Recommended By*",
2. Submit to ASM for approval,
3. Submit to SAS for processing and issuance of passes.

This documentation should be completed and sent to SAS at least 2 days before work commences.

*(Appendix 4: Security Access Card Request Form- (Non Staff) - G00.OMZ.M15400.DQ.0008. \*)*

#### **Note**

Respective HOD to ensure that all bylaw requirements with respect to the foreign workers under their jurisdiction (i.e. Immigration Act 1959, Employment Act 1955), are to be adhered.

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### **6.3 Visitor**

#### **6.3.1 KRU**

No Visitor Passes will be issued at KRU Guard House. Visitors will be required to register at KRU Guard House and the Visitor Form will be handed over.

HOD or recipient should complete the Visitor Form for KRU visitors who have arranged appointment earlier, and the visitor to return the Visitor Form to KRU Guard House upon leaving the premise.

#### **6.3.2 Stations**

A walk in contractors are required to handover a document such as driving license for OSS references in exchange for the passes. OSS then shall record in Access Registration Book to monitor pass movement. This book will be randomly inspected by SAS.

For visitor/contractor who has made appointment, the relevant HOD to observe clause 6.2 and submit to SAS to obtain the visitor pass.

## **7 Guidelines for Use**

### **7.1 Safe Keeping and Maintenance of Access Card**

Security Access Card is company property and as such, all staff and non-staff must diligently maintain their cards with care and ensure that it is properly taken care. Access Card should be kept in a safe place and give same protection as wallet or credit cards.

Access Card is a smart card which stored staff ID and others relevant information requiring identification. Improper of handling and safe keeping may lead to damage of the data and the card physically.

Any cardholder whose card had found defective or lost caused by improper or rough handling would be penalized. Cardholders need to give written explanations to the SAS before replacement be made.

Should any wear and tear or malfunction occur to any of the Security Access Card, SAS must be notified and the passes must be brought in for inspection to determine whether the passes should be replaced. These include those cards that are broken or cracked.

Any defect card such as broken or cracked need to have written explanation and signed by HOD. **Penalty of RM100.00** will be imposed for any defect or lost of card, should the user found negligent.

*(Appendix 5: Security Access Card Form - (Lost and Damages) - G00.OMZ.M15400.DQ.0020.)\**

### **7.2 Non-Transferable**

All access cards are non-transferable unless it is requested to do so and acknowledged SAS. If staff or non-staff are caught upon such act, their card will be confiscated, deactivated and a stern warning will be given.

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### **7.3 Cards Usage**

Access to all secured areas require the use of an authorised access card. All access should be logged, even when a group of persons enter the area.

Any misuse of the access card will result the card to be confiscated, deactivated and a stern warning will be given.

### **7.4 Profiled Access for Limited Areas**

Accesses are profiled in group/department base format. Each group/department has their individual, designated and specific access, which categorized into 4 main sectors: -

1. Operational & Commercial - ERLSB
2. Operational & Technical - E-MAS
3. Salak Tinggi Depot - E-MAS
4. Operational – NON STAFF

If an individual or department wants to have access beyond his limitation, it must be indicated on the request form and recommended by their HOD.

HRD shall notify SAS in writing for changes of profile and access level via HRD - Exit Clearance Form and via HRD – Employee Notification Form for new creation profile & access level.

*(Appendix 6: List of Security Access Level)*

## **8 Ordering of Cards**

SAS will make an order for blank access card and ERLSB is responsible for the provision of the cards. Blank cards will be kept by MMA and any application, SAS to utilize the E-MAS Purchase Requisition Form.

## **9 Photo Sessions**

Photo sessions will be held by SAS depending on request or number of applicants for Security Access Photo Card.

## **10 Return of Security Access Card**

To protect the interest of Company, all Security Access Card must be returned to SAS when staff:

- a) Departmental-company transfers (new card will be issuance accordingly),
- b) Terminated or ends a work contract with E-MAS/ERLSB,
- c) Requested by the SAS or Management of ERLSB and/or E-MAS

When a staff's service is terminated, HRD/HTM should collect the security Access Card and return it to SAS for immediately revoking of access right electronically. The Access Card should be in good condition and the staff will be fined for defective card returned.

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## 11 Loss or Damage of Cards

Any loss or stolen or damage of Security Access Card, the staff has to: -

1. Inform his Superior,
2. Report to SAS for de-activating or replacement of damaged card,
3. Fill up Security Access Card Form For Lost and Damage,
4. Respective HOD to sign at "*Recommended By*",
5. Penalty of RM100 to be made to FRM-ERLSB,
6. Submit the following to SAS for processing and issuance of passes,
  - a. Security Access Card Form For Lost and Damages,
  - b. Receipt of payment from FRM-ERLSB.

(Appendix 5: Security Access Card Form – (Lost and Damages) – G00.OMZ.M15400.DQ.0020. \*)

## 12 Reactivation of Non-Staff Passes / Access Card Audit and Renewal

Passes such as PC, C, CL, SC, BG, TA and GOV passes are subject to **renewal at every year end**. Department's person in charge and users are to submit a list of activation card with user number to SAS for an audit purpose on **every 4<sup>th</sup> quarter, annually**.

Failure to comply will automatically face de-activation of the card. All Departments' person in charge and user would have to return back their staff access card to SAS if not in use.

## 13 Contractor Pass at Stations

Contractor passes are also issued at the station and only applicable at the designated station's swing gates. Usage for boarding of train is **STRICTLY PROHIBITED**. Passes are kept at the OSS office and it's the OSS responsibility to maintain and prevent this card form misused. Issuance of this passes should be recorded all times.

SAS will conduct six monthly inventory checks. OSS will have to write in to explain the loss of this passes for record purposes and the disciplinary action will be taken, if applicable.

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## 14 Appendices

List of documents and forms referral to in this procedure.

<b>Procedure / Form</b>	<b>Reference Numbers</b>
Security Manual	G00.OMZ.M15400.CA.0001.*
E-MAS Purchase Request Form	G00.OMU.M10540.CD.1012.*
HRD - Employee Notification Form	G00.OMH.M11700.ZF.0017.*
HRD - Exit Clearance Form	G00.OMH.M11730.ZF.0003.*

- Appendix 1 : List of ID Number & Access Group
- Appendix 2 : Predefined Access Profile
- Appendix 3 : Staff Security Access Request Form (Application Form)
- Appendix 4 : Non Staff Security Access Request Form (Application Form)
- Appendix 5 : Security Access Card Form For Lost and Damages
- Appendix 6 : List of Security Access Level

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**Appendix 1: List of ID Number & Access Group**

No	ID Number	Access card	Access group	Remarks	
1	100001 - 199999	ERL	Permanent	Permanent staff, card with ID number & photo	
2	200001 - 299999	E-MAS			
3	310001 - 319999	TC	Temporary - ERL	Temporary staff (i.e. industrial training)	
4	320001 - 329999		Temporary - E-MAS		
5	400001 - 409999	PC	Trackwork	Appointed contractors, operators & suppliers (trackwork, security, cleaning, landscaping, baggage handling)	
6	410001 - 419999		Communication		
7	420001 - 429999		Landscape		
8	430001 - 439999	SC	Security 1		
9	440001 - 449999		Security 2		
10	450001 - 459999	CL	Cleaner		
11	460001 - 469999	BG	Baggage Handler		
12	500001 - 509999	C	Temporary		Temporary & restricted validation and/or restricted access
13	510001 - 519999	V			
14	520001 - 529999	TA / SP			
15	600001 - 609999	VIP	Temporary		Periodical validation and/or restricted access
16	610001 - 619999	GOV			
17	990001 - 999999	-	Inactive	Resigned staff – blocked access	



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**Appendix 2: Predefined Access Profile**

No	Work group / Dept	Profile Number
1	ERL - CEO	1001
2	ERL - HTM	1002
3	ERL - ASM	1003
4	ERL - CSM	1004 - 1005
5	ERL - MBM/MSM	1006
6	ERL - FRM	1007 - 1008
7	ERL - ISM	1009
8	ERL - Reserved	1100
9	EMAS - CEO	2001
10	EMAS - HRD	2003 - 2004
11	EMAS - MMA	2005 - 2006
12	EMAS - SAS	2007
13	EMAS - FIN	2008
14	EMAS - QMD	2009
15	EMAS - PRC	2016
16	EMAS - OPS	2010
17	EMAS - OCC	2011
18	EMAS - OSS	2012
19	EMAS - OTS	2013
20	EMAS - OTD	2014
21	EMAS - Shunter	2015

No	Work group / Dept	Profile Number
22	EMAS - MAINT	2002
23	EMAS - RST	2028 - 2031
24	EMAS - DWE	2032 - 2033
25	EMAS - ERC	2036
26	EMAS - SIG	2022 - 2024
27	EMAS - INF	2025 - 2027
28	EMAS - TLE	2034 - 2035
29	EMAS - ITS	2020 - 2021
30	EMAS - PNE	2036
31	EMAS - ELT	2037
32	Trackwork	4001 - 4002
33	Communication	4101
34	Landscape	5001
35	Security 1	5020
36	Security 2	5021 - 5025
37	Cleaner	4502 - 4504
38	Baggage Handler	4600 - 4601
39	Contractor (C)	5001 - 5003
40	Visitor (V)	5001 / 5005
41	Travel Agent (TA)	5202
42	Government (GOV)	5001/6100/6104
43	Blocked / Inactive	ACC BLOCKED

**Note:**

Some Departments or department's code may change or reshuffled, however the predefined / prerecorded database in the system are remained unchanged as the profiles and access level are still active or used by the group user with new department's name/code.

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**Appendix 3:****Staff Security Access Card Request Form (STAFF)****(Application Form)**



## SECURITY ACCESS CARD REQUEST FORM (STAFF)



Kompleks Rail Udara, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan.  
Tel : 03-22677676 Fax : 03-22677770

REQUESTED BY	STAFF DETAILS
Name : _____	Staff ID : _____
Department : _____	Staff Name : _____
Job Title : _____	Date of Birth : _____
Signature : _____	Gender : Male [ ] / Female [ ]
Date : _____	MyKad / Passport No : _____
	Telephone (Home) : _____
	Telephone (Handphone) : _____

**TYPE OF PASS** (Please tick whichever applicable)

Permanent Staff

Fixed Term Contract (Industrial Trainee / Contract / Temporary)

Others (Please specify : \_\_\_\_\_)

**Application or Status Update Request** (Please tick whichever applicable)

<input type="checkbox"/> New Card <input type="checkbox"/> Replacement Card <input type="checkbox"/> Modify Access <input type="checkbox"/> De-activate Access	<p><b>Type :</b></p> <p>Permanent <input type="checkbox"/> From [ ] To [ ]</p> <p>Temporary <input type="checkbox"/> From [ ] To [ ]</p> <p><i>*Penalty for lost card is RM100.00.</i></p>
---	--

**Justification or Remarks:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**RECOMMENDED BY (HOD)**

Name : _____	Signature : _____
Department : _____	Date : _____

For access profile (see attachment)

Approved By:	Action By & Date:																					
<p>E-MAS SAS Dept / ERLSB ASM Dept.</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Remarks: _____</p>	<table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Signature</th> <th style="text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>SEC (arrange photograph taken):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (setup access profile):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (issue temporary card):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>ERLSB (collect payment-LOST CARD):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (issue new card):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (collect returned card):</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Signature	Date	SEC (arrange photograph taken):	_____	_____	E-MAS SEC (setup access profile):	_____	_____	E-MAS SEC (issue temporary card):	_____	_____	ERLSB (collect payment-LOST CARD):	_____	_____	E-MAS SEC (issue new card):	_____	_____	E-MAS SEC (collect returned card):	_____	_____
	Signature	Date																				
SEC (arrange photograph taken):	_____	_____																				
E-MAS SEC (setup access profile):	_____	_____																				
E-MAS SEC (issue temporary card):	_____	_____																				
ERLSB (collect payment-LOST CARD):	_____	_____																				
E-MAS SEC (issue new card):	_____	_____																				
E-MAS SEC (collect returned card):	_____	_____																				

**Acknowledgement By & Date:**

Received By: \_\_\_\_\_ Returned By: \_\_\_\_\_

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
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**Appendix 4:****Security Access Card Request Form (NON STAFF)****(Application Form)**



## SECURITY ACCESS CARD REQUEST FORM (NON STAFF)



Kompleks Rail Udara, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan.  
Tel : 03-22677676 Fax : 03-22677770

REQUESTED BY	DETAILS
Name : _____	Name : _____
Department : _____	Company (B.Card) ** : _____
Job Title : _____	Gender : Male [ ] / Female [ ]
Signature : _____	MyKad / Passport No : _____
Date : _____	Telephone (Office) : _____
	Telephone (Handphone) : _____

**\*\* Please Attached the Business Card along with this form. (If applicable)**

TYPE OF PASS (Please tick whichever applicable)	
<input type="checkbox"/> Permanent Contractor <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Others (Please specify : _____ )	<input type="checkbox"/> Baggage Handling <input type="checkbox"/> Cleaners <input type="checkbox"/> Sales Promoter / Travel Agent <input type="checkbox"/> Security Guard / GOV

Application or Status Update Request (Please tick whichever applicable)	
<input type="checkbox"/> New Card <input type="checkbox"/> Replacement Card <input type="checkbox"/> Modify Access <input type="checkbox"/> Access Deactivated	<b>Type :</b> Permanent <input type="checkbox"/> From [ ] To [ ] Temporary <input type="checkbox"/> From [ ] To [ ] * Penalty for lost/damage card is RM100.00.
Justification or Remarks: _____ _____	

RECOMMENDED BY (HOD)	
Name : _____ Department : _____	Signature : _____ Date : _____
For access profile (see attachment)	

Approved By:	Action By & Date:																					
E-MAS SAS Dept / ERLSB ASM Dept.  Signature: _____ Date: _____  Remarks: _____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%;">Signature</th> <th style="width: 15%;">Date</th> </tr> </thead> <tbody> <tr> <td>SEC (arrange photograph taken):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (setup access profile):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (issue temporary card):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>ERLSB (collect payment-LOST CARD):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (issue new card):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>E-MAS SEC (collect returned card):</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Signature	Date	SEC (arrange photograph taken):	_____	_____	E-MAS SEC (setup access profile):	_____	_____	E-MAS SEC (issue temporary card):	_____	_____	ERLSB (collect payment-LOST CARD):	_____	_____	E-MAS SEC (issue new card):	_____	_____	E-MAS SEC (collect returned card):	_____	_____
	Signature	Date																				
SEC (arrange photograph taken):	_____	_____																				
E-MAS SEC (setup access profile):	_____	_____																				
E-MAS SEC (issue temporary card):	_____	_____																				
ERLSB (collect payment-LOST CARD):	_____	_____																				
E-MAS SEC (issue new card):	_____	_____																				
E-MAS SEC (collect returned card):	_____	_____																				

Acknowledgement By & Date:	
Received By: _____	Returned By: _____

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
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**Appendix 5:****Security Access Card Form (Lost And Damage)****(Notification Form)**



# SECURITY ACCESS CARD FORM LOST AND DAMAGED



Kompleks Rail Udara, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan.  
Tel : 03-22677676 Fax : 03-22677770

<p><b>Card Holder Particular (ERLSB / EMAS Staff)</b></p> <p>Name : _____</p> <p>Dept: : _____</p> <p>Job Title : _____</p> <p>Signature : _____</p> <p>Date : _____</p>	<p><b>Card Holder Particular ( Non Staff)</b></p> <p>Name: _____</p> <p>Company : _____</p> <p>MyKAD/Passport No: _____</p> <p>Contact No: _____</p> <p>Signature: _____</p>
--	--

**TYPE OF PASS** *(Please tick whichever applicable)*

<input type="checkbox"/> Staff Id	<input type="checkbox"/> Baggage Handling
<input type="checkbox"/> Permanent Contractor / Contractor	<input type="checkbox"/> Cleaners
<input type="checkbox"/> Visitor	<input type="checkbox"/> Sales Promoter / Travel Agent
<input type="checkbox"/> Others ( _____ )	<input type="checkbox"/> Security Guard / GOV

**Nature of Complain** *(Please tick whichever applicable)*

Damaged Card                       Lost Card

ERLSB / EMAS Staff No \_\_\_\_\_                      Non Staff Card ID: \_\_\_\_\_

Time of Lost: \_\_\_\_\_                      Date of Lost: \_\_\_\_\_

Justification of damaged / lost: \_\_\_\_\_

<p><b>NOTED BY (Immediate Supervisor) IF Applicable</b></p> <p>Name: _____</p> <p>Department: _____</p> <p>Signature: _____</p>	<p><b>NOTED BY (Dept HoD) IF Applicable</b></p> <p>Name: _____</p> <p>Department: _____</p> <p>Signature: _____</p>
---	---

<p><b>ERLSB-FRM OFF USE (ONLY)</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;"><i>Issuer Particular</i></td> <td style="width: 50%;"><i>Penalty Charges</i></td> </tr> <tr> <td>Issuer Name: _____</td> <td><input type="checkbox"/> 'RM100</td> </tr> <tr> <td>Staff ID: _____</td> <td>Receipt No: _____</td> </tr> <tr> <td>Signature _____</td> <td></td> </tr> <tr> <td>Date _____</td> <td></td> </tr> </table>	<i>Issuer Particular</i>	<i>Penalty Charges</i>	Issuer Name: _____	<input type="checkbox"/> 'RM100	Staff ID: _____	Receipt No: _____	Signature _____		Date _____		<p><b>E- MAS Safety and Security Dept</b></p> <p>SAS Manager Signature _____</p> <p>Date _____</p> <p>Acknowledge By _____</p> <p>Temp Pass Issued _____</p>
<i>Issuer Particular</i>	<i>Penalty Charges</i>										
Issuer Name: _____	<input type="checkbox"/> 'RM100										
Staff ID: _____	Receipt No: _____										
Signature _____											
Date _____											

**Acknowledgement By & Date:**

Received By: \_\_\_\_\_                      Returned By: \_\_\_\_\_

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
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**Appendix 6:****List of Security Access Level**



## SECURITY ACCESS PROFILE (ERLSB - OPERATIONAL & COMMERCIAL)

KUALA LUMPUR SENTRAL (KS)		
Access	DOOR CODE	DESCRIPTION
KS L2 TR	Time Reader	Swing gate In/Out
KS L2 WOOD	Front Wood Door	Time Reader
KS L2 GLASS	Front Glass Door	Ticketing Office to Public
KS L2 WOOD BK	Back Wooden Door	TVM Room
KS L2 FOYER	Back Fire Door	Ticketing Office to Paid
KS L2 BHS ENT	BHS Office - Front Door	Ticketing Counter
KS L2 BHS CCTV	BHS Office - CCTV Door	Swing gate in Ticket Counter
KS D SG	Swing gate In/Out	Swing gate to MAS Check-in counter
KS D TO TR	Time Reader	Door from MAS Check-in to Arrival Plfm
KS D TO2	Ticketing Office to Public	Door from public to Transit Plfm
KS D TVM	TVM Room	Swing gate In/Out
KS D TO1	Ticketing Office to Paid	Wood door from public to Arrival area
KS D TC	Ticketing Counter	Ticketing Office to Paid
KS D SG-TC	Swing gate in Ticket Counter	Ticketing Office to Custom
KS D CK IN SG	Swing gate to MAS Check-in counter	TVM Room
KS MAS-A PLT	Door from MAS Check-in to Arrival Plfm	Swing gate in Ticket Counter
KS MAS-C PLT	Door from public to Transit Plfm	Swing gate In/Out
KS A SG	Swing gate In/Out	Ticketing Office to Paid
KS A WOOD DR	Wood door from public to Arrival area	Ticketing Office to Custom
KS A TC	Ticketing Office to Paid	TVM Room
KS A TC-CUS	Ticketing Office to Custom	Swing gate in Ticket Counter
KS A TVM	TVM Room	Swing gate In/Out
KS A SG-TC	Swing gate in Ticket Counter	Ticketing Office to Paid
KS C SG	Swing gate In/Out	Ticketing Office to Paid
KS C TC	Ticketing Office to Paid	Swing gate in Ticket Counter
KS C SG-TC	Swing gate in Ticket Counter	TVM Room
KS C TVM	TVM Room	

BANDAR TASEK SELATAN (BTS)		
Access	DOOR CODE	DESCRIPTION
BTS SG	Swing gate In/Out	
BTS TR	Time Reader	
BTS TO-1	Ticketing Office to Public	
BTS TO-2	Ticketing Office to Counter	
BTS TC	Ticketing Counter to Paid	
BTS SG-TC	Swing gate in Ticket Counter	
BTS TVM	TVM Room	

PUTRAJAYA (PCS)		
Access	DOOR CODE	DESCRIPTION
PCS SG	Swing gate In/Out	
PCS TR	Time Reader	
PCS TC-1	Ticketing Office to Paid	
PCS TC-2	Ticketing Office to Counter	
PCS TO	Ticket office to Public	
PCS SG-TC	Swing gate in Ticket Counter	
PCS TVM	TVM-Room	

SALAK TINGGI (STS)		
Access	DOOR CODE	DESCRIPTION
STS SG	Swing gate In/Out	
STS TR	Time Reader	
STS TO-1	Ticketing Office to Public	
STS TO-2	Ticketing Office to Counter	
STS TC	Ticketing Counter to Paid	
STS SG-TC	Swing gate in Ticket Counter	
STS TVM	TVM Room	

KUALA LUMPUR INTERNATIONAL AIRPORT (KA1)			
Access	DOOR CODE	DESCRIPTION	Ticket Office
KA1 PLT TR	Time Reader	Swing gate In/Out North Plfm	Old Transit
KA1 TO	Ticketing Office to Paid	Ticket Counter to Public	Time Reader
KA1 STRG RM	Storage room in Ticket Office	Swing gate in Ticket Counter	Ticketing Office to Paid
KA1 SG2	Swing gate In/Out South Plfm	Express Plfm to BHS North	Ticketing Office to Public
KA1 TC2-1	Ticket Counter to Paid	Express Plfm to BHS Office	Ticketing Counter
KA1 TC2-2	Ticket Counter to Public	BHS Express North to Transit	TVM Room
KA1 SG2-TC2	Swing gate in Ticket Counter	BHS Main Area North	
KA1 SG1	Swing gate In/Out North Plfm	Transit Plfm to BHS North	
KA1 TC1	Ticket Counter to Public	Transit Plfm to BHS Office	
KA1 SG1-TC1	Swing gate in Ticket Counter	BHS Transit North to Transit	
KA1 D-3	Express Plfm to BHS North		
KA1 D-2	Express Plfm to BHS Office		
KA1 D-1	BHS Express North to Transit		
KA1 BHS MAIN	BHS Main Area North		
KA1 A-1	Transit Plfm to BHS North		
KA1 A-2	Transit Plfm to BHS Office		
KA1 A-3	BHS Transit North to Transit		
KA1 C TR	Time Reader		
KA1 C TO2	Ticketing Office to Paid		
KA1 C TO1	Ticketing Office to Public		
KA1 C TC	Ticketing Counter		
KA1 C TVM	TVM Room		

KL INTERNATIONAL AIRPORT 2 (KA2)			
Access	DOOR CODE	DESCRIPTION	Concourse Level 2
KA2 TR	Time Reader	Plfm B Transit to End South	
KA2 TO1	Ticketing Office to Paid	Plfm A Express to End South	
KA2 STRG RM	Storage room in Ticket Office	ERL Office	
KA2 TO-2	Ticket Office	Meeting Room	
KA2 TC-1	Ticket Counter to Office		
KA2 TC-2	Ticket Counter to Public		
KA2 SG	Swing gate In/Out South Plfm		
KA2 SG-TC	Swing gate in Ticket Counter		
KA2 A2	Plfm B Transit to End South		
KA2 D2	Plfm A Express to End South		
KA2 ERL OFF	ERL Office		
KA2 MEET	Meeting Room		

HOD Name & Signature:  
Date:

Profile Updated by: {Name & Signature}  
Date:

KUALA LUMPUR SENTRAL (KLS)		
Access	DOOR CODE	DESCRIPTION
KS L2 WOOD	Front Wood Door	
KS L2 GLASS	Front Glass Door	
KS L2 WOOD BK	Back Wooden Door	
KS L2 Foyer	Back Fire Door	
KS L2 BHS ENT	BHS Office - Front Door	
KS L2 BHS CCTV	BHS Office - CCTV Door	
KS D SG	Swing Gate Departure In/Out	
KS D TO TR	Time Reader	
KS D CK IN SG	Swing Gate to MAS Check-in counter	
KS MAS - A PLT	Door from MAS Check-in to Arrival Pflm	
KS MAS - C PLT	Door from public to Transit Pflm	
KS A SG	Swing Gate Arrival In/Out	
KS A GLASS DR	Arrival Custom hall glass door to public area	
KS A WOOD DR	Wood door from public to Arrival area	
KS C SG	Swing Gate Transit In/Out	
KS INF OFF	Infra Dept Office	
KS INF STO	Infra Dept Storage	
KS INF TR	Time Reader	
KS A BG FRNT	Wooden door from platform to baggage hoist	
KS A BG BK	Wooden door to reversing track	
KS INT	Technical - Interlocking Room at Transit platform	
KS OTD TR	Time Reader	
KS OTD BK	OTD room back door	
KS OTD ENT	Entrance to OTD Room/OPS Office	
KS PWB	Cleaner's Storage Room	
KS ELEC	Technical - Electrical Room	
KS PSD	Technical - PSD Room	
KS CER	Technical - Communication Room	
KS D BG FRNT	Wooden door from platform to baggage hoist	
KS D BG BK	Wooden door to reversing track via baggage area	

BANDAR TASEK SELATAN (BTS)		
Access	DOOR CODE	DESCRIPTION
BTS TR	Time Reader	
BTS OSS	Operations - OSS Room	
BTS STORE	Cleaner's Storage Room	
BTS CER	Technical - Communication Room	
BTS MDR	Technical - MDR Room	
BTS INT	Technical - Interlocking Room	
BTS GENSET	Technical - Generator Set Room	

PUTRAJAYA (PCS)		
Access	DOOR CODE	DESCRIPTION
PCS TR	Time Reader	
PCS OSS	Operations - OSS Room	
PCS SVR	Technical Server Room	
PCS STORE	Cleaner's storage	
PCS CER	Technical - Communication Room	
PCS INT	Technical - Interlocking Room	
PCS GENSET	Technical - Generator Set Room	

TPSS (TPSS)		
Access	DOOR CODE	DESCRIPTION
TPSS ENTRANC	Technical - Entrance to Main Room	
TPSS CER	Technical - Communication Room	

SALAK TINGGI (STS)		
Access	DOOR CODE	DESCRIPTION
STS TR	Time Reader	
STS OSS	Operations - OSS Room	
STS STORE	Technical - Storage Room	
STS CER	Technical - Communication Room	
STS MDR	Technical - MDR Room	
STS INT	Technical - Interlocking Room	
STS GENSET	Technical - Generator Set Room	

KUALA LUMPUR INTERNATIONAL AIRPORT (KA1)		
Access	DOOR CODE	DESCRIPTION
KA1 SG1	Swing Gate KLIA In/Out North Pflm	
KA1 SG2	Swing Gate KLIA In/Out South Pflm	
KA1 OSS	Operations - OSS Room	
KA1 D-1	BHS Express North to Old Transit	
KA1 D-2	Express Pflm to BHS Office	
KA1 D-3	Express Pflm to BHS North	
KA1 D-4	Express Pflm to Reversing Track	
KA1 BHS MAIN	Baggage Main Area North	
KA1 A-1	BHS Transit North to Old Transit	
KA1 A-2	Transit Pflm to BHS Office	
KA1 A-3	Transit Pflm to BHS North	
KA1 A-4	Transit Pflm to Reversing Track	
KA1 CCTV	Technical - CCTV Server Room	
KA1 SERVER	Technical - Server Room	

KL INTERNATIONAL AIRPORT 2 (KA2)		
Access	DOOR CODE	DESCRIPTION
KA2 SG	Swing gate In/Out South Pflm	
KA2 SERVER	Technical - Server Room	
KA2 OSS	Operations - OSS Room	
KA2 D1	Pflm A Express to End North	
KA2 D2	Pflm A Express to End South	
KA2 A1	Pflm B Transit to End North	
KA2 A2	Pflm B Transit to End South	
KA2 ERL OFF	ERL Office	
KA2 MEET	Meeting Room	
KA2 STO	Cleaner's storage	
KA2 CER	Technical - Communication Room	
KA2 MDR	Technical - MDR Room	
KA2 ME	Technical - M&E Room	

HOD Name & Signature:  
Date:

Profile Updated by: (Name & Signature)  
Date:

## SECURITY ACCESS PROFILE (SALAK TINGGI DEPOT)

ADMINISTRATION BUILDING (ADM)				
	Level G, Right Wing	Level G, Left Wing	Level 1, Right	Level 1, Left Wing
<b>Doors</b>	Main Entrance To Lobby - Glass Door Time Reader Entrance From Lobby to HR/ACC Dept Computer Based Training Center Room From HR/ACC to Public Back Door From Public to HR Filing Room From Lobby to IT Room From Lobby to Server Room From Lobby to public Back Door From public to Rest Room OTD (Male) From IT Room To Server Room From Cafe to Female Rest Room Technical - Generator Set Room Entrance to SAS/CEO/QMD Office Time Reader (Tester) From SAS Office to Public Back Door Entrance to OPS Office Technical - Battery Room Technical - Interlocking Room Technical - Communication Room Technical - Network Management System Operation Control Center F Heathrow Meeting Room OPS Office to Public Back Door			
<b>Code</b>	ADM M ENT 1 ADM M ENT 2 ADM TR ADM HR/ACC ADM CBT CENTER ADM HR SD DR ADM HR FILE RM ADM IT ADM SERVER 1 ADM FOYER ADM MALE OTD RM ADM SERVER 2 ADM FEMALE ADM GENSET ADM ASA ENT ADM MATCH READER ADM SAS SC ADM OPS ENT ADM BATT RM ADM INT ADM CER ADM NMS ADM OCC ADM HEATHROW ADM OPS SC			
<b>Access</b>				

MAIN WORKSHOP (MWS)			
	Material Management (MMT)	Level G	Level 1
<b>Doors</b>	Main Entrance to MMT Non-Airconditioned Storage Back Door Storage area Emergency Exit Storage Area Back Door To Workshop Area Non-Airconditioned Side Door from Workshop Area Good Issue from Workshop Area Oil & Lubricant Storage Side Door (Good Issue) Oil & Lubricant Storage From Workshop Area Battery Room From Workshop Area Main Entrance Glass Door Time Reader Training Room Ground Floor Depot & Workshop Equipment Office Foreman Office Time Reader 2 Electronic Workshop Entrance Electronic Workshop Back Door Electronic Repair Center Room Entrance to Meeting & Training Rooms Side Door - Staircase from Workshop Area Main Workshop Office Side Door - Staircase Office to Workshop Area		
<b>Code</b>	MWS STO ENT MWS NGAF BK MWS STO EMER EXT MWS STO BK MWS NGAF SD MWS GD ISSUE MWS OIL SD MWS OIL FR MWS BATT RM MWS ENT MWS TR MWS TRAINING MWS DWE MWS FOREMAN MWS TR2 MWS EWST MWS EWS EMER EXIT MWS ERC MWS BND MWS DOC SC MWS OFF MWS OFF 2		
<b>Access</b>			

HOD Name & Signature:  
Date:

Profile Updated by: {Name & Signature}  
Date:

KUALA LUMPUR SENTRAL (KLS)						
DESCRIPTION	Level 2, ERL Office		BHS Area	Departure/Arrival/Transit (Concourse)		Arrival/Transit Platform
	Departure Platform					
	KS L2 WOOD	Front Wood Door				
	KS L2 GLASS	Front Glass Door				
	KS L2 WOOD BK	Back Wooden Door				
	KS L2 Foyer	Back Fire Door				
	KS L2 BHS ENT	BHS Office - Front Door				
	KS L2 BHS CCTV	BHS Office - CCTV Door				
	KS D SG	Swing Gate Departure In/Out				
	KS D CK IN SG	*NOT APPLICABLE*				
	KS MAS - A PLT	Swing Gate to MAS Check-in counter				
	KS MAS - C PLT	Door from MAS Check-in to Arrival Plfm				
	KS A SG	Door from public to Transit Plfm				
	KS A GLASS DR	Swing Gate Arrival In/Out				
	KS A WOOD DR	Arrival Custom hall glass door to public area				
	KS C SG	Wood door from public to Arrival area				
	KS INF OFF	Swing Gate Transit In/Out				
		Intra Dept Office				
		*NOT APPLICABLE*				
		*NOT APPLICABLE*				
	KS A BG FRNT	Wooden door from platform to baggage hoist				
	KS A BG BK	Wooden door to reversing track				
		*NOT APPLICABLE*				
	KS OTD BK	*NOT APPLICABLE*				
	KS OTD ENT	OTD room back door				
	KS PWB	Entrance to OTD Room/OPS Office				
		Cleaner's Storage Room				
		*NOT APPLICABLE*				
		*NOT APPLICABLE*				
	KS D BG FRNT	*NOT APPLICABLE*				
	KS D BG BK	Wooden door from platform to baggage hoist				
		Wooden door to reversing track via baggage area				

BANDAR TASEK SELATAN (BTS)		
DESCRIPTION	Concourse	
	BTS SG	Swing Gate STS In/Out
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
BTS STORE	Cleaner's Storage Room	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	

PUTRAJAYA (PCS)		
DESCRIPTION	Concourse & Platform	
	PCS SG	Swing Gate PCS In/Out
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	

TPSS (TPSS)		
DESCRIPTION	Concourse	
		*NOT APPLICABLE*
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	

SALAK TINGGI (STS)		
DESCRIPTION	Concourse	
	BTS SG	Swing Gate BTS In/Out
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	

KUALA LUMPUR INTERNATIONAL AIRPORT (KA1)		
DESCRIPTION	Platform	
	KA1 SG1	*NOT APPLICABLE*
KA1 SG2	Swing Gate KLIA In/Out North Plfm	
	Swing Gate KLIA In/Out South Plfm	
	*NOT APPLICABLE*	
KA1 D-1	BHS Express North to Old Transit	
KA1 D-2	Express Plfm to BHS Office	
KA1 D-3	Express Plfm to BHS North	
KA1 D-4	Express Plfm to Reversing Track	
KA1 BHS MAIN	Baggage Main Area North	
KA1 A-1	BHS Transit North to Old Transit	
KA1 A-2	Transit Plfm to BHS Office	
KA1 A-3	Transit Plfm to BHS North	
KA1 A-4	Transit Plfm to Reversing Track	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	

KL INTERNATIONAL AIRPORT 2 (KA2)		
DESCRIPTION	Concourse	
	KA2 SG	*NOT APPLICABLE*
	Swing gate In/Out South Plfm	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
KA2 D1	Plfm A Express to End North	
KA2 D2	Plfm A Express to End South	
KA2 A1	Plfm B Transit to End North	
KA2 A2	Plfm B Transit to End South	
KA2 ERL OFF	ERL Office	
KA2 MEET	Meeting Room	
KA2 STO	Cleaner's storage	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	
	*NOT APPLICABLE*	

HOD Name & Signature:  
Date:

Profile Updated by: {Name & Signature}  
Date:

## SECURITY ACCESS PROFILE (SALAK TINGGI DEPOT - NON STAFF)

ADMINISTRATION BUILDING (ADM)				
Doors	Level G, Right Wing		Level G, Left Wing	
	Level 1, Right	Level 1, Left Wing		
Code	ADM M ENT 1	ADM M ENT 2	-	ADM HR/ACC
Access	Main Entrance To Lobby - Glass Door	*NOT APPLICABLE*	Entrance From Lobby to HR/ACC Dept	Computer Based Training Center Room
			From HR/ACC to Public Back Door	*NOT APPLICABLE*
			From Lobby to IT Room	From Lobby to Server Room
			From Lobby to public Back Door	From public to Rest Room
			From IT Room To Server Room	From Café to Female Rest Room
			*NOT APPLICABLE*	*NOT APPLICABLE*
			Entrance to SAS/CEO/QMD Office	Time Reader (Tester)
			From SAS Office to Public Back Door	Entrance to OPS Office
			*NOT APPLICABLE*	*NOT APPLICABLE*
			*NOT APPLICABLE*	*NOT APPLICABLE*
			*NOT APPLICABLE*	*NOT APPLICABLE*
			ADM OCC	Operation Control Center Room
			ADM HEATHROW	Heathrow Meeting Room
			ADM OPS SC	OPS Office to Public Back Door

MAIN WORKSHOP (MWS)					
Doors	Material Management (MMT)			Level G	
	Level 1				
Code	MWS STO ENT	-	-	-	MWS ENT
Access	Main Entrance to MMT	*NOT APPLICABLE*	*NOT APPLICABLE*	*NOT APPLICABLE*	Main Entrance Glass Door
					*NOT APPLICABLE*
					Training Room Ground Floor
					Depot & Workshop Equipment Office
					Foreman Office
					*NOT APPLICABLE*
					Electronic Workshop Entrance
					Electronic Workshop Back Door
					Electronic Repair Center Room
					Entrance to Meeting & Training Rooms
					Side Door - Staircase from Workshop Area
					Main Workshop Office
					Side Door - Staircase Office to Workshop Area

HOD Name & Signature:  
Date:

Profile Updated by: {Name & Signature}  
Date: