Safety Security Dept Access Control Procedure



## 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

	101.00 2			
	REQUESTED BY		DETAILS	
Name	:	Name :		
Department	:	Company (B.Card) ** :		
Job Title	:	Gender :	Male [ ] / Female [ ]	
		MyKad / Passport No :		
Signature		Telephone (Office) :		
Date		Telephone (Handphone) :		
Date	·		 ness Card along with this form. (If a	nnlicable)
TYPE OF DACE //	Please tick whichever applicable)		()	-p
TIPE OF PASS (	Please tick whichever applicable)		-	
	Permanent Contractor		Baggage Handling	
	Contractor		Cleaners	
	Visitor		Sales Promoter / Travel Agent	
	Others (Please specify:	)	Security Guard / GOV	
Application or Sta	atus Update Request (Please tick which	ever applicable)		
		Туре :		
	New Card	<u></u>	-	
		Permanent	From [ ] To [	]
	Replacement Card		,	
		Temporary	From [ ] To [	]
	Modify Access	* Penalty for lost/dama	no cord in DM400 00	
	Access Deactivated	Femalty for lost damage	ge card is Rivi 100.00.	
Justification or Re	emarks:			
	RECOMMENDED BY (HOD)	For access profile - refer Security Acce	ess Level Forml	
	,		•	
Name Department	:	Signature : Date :		
	Approved By:	Ad	ction By & Date:	
E-MAS SAS Dept	/ ERLSB ASM Dept.		Signature	Date
		SEC (arrange photograph taken):		
Signature:		E-MAS SEC (setup access profile):		
Date:		E-MAS SEC (issue temporary card):		
Remarks:		ERLSB (collect payment-LOST CARD)	<u>:</u>	
<del>-</del>		E-MAS SEC (issue new card):		
		E-MAS SEC (collect returned card):		
	Ack	nowledgement By & Date:		
Bossived Dec		Deturned By		
Received By:		Returned By:		



## SECURITY ACCESS PROFILE (E-MAS : OPERATIONAL & TECHNICAL - NON STAFF)



	Level 2	*NOT APPLICABLE* Front Wood Door	- KS L2	
	Level 2	Front Wood Door		
	Level 2		WOOD	
	_	Front Glass Door	KS L2 GLASS	
		Back Wooden Door	KS L2 WOOD BK	
	- es	Back Fire Door	KS L2 FOYER	
	Area	BHS Office - Front Door	KS L2 BHS ENT	
	BHS Area	BHS Office - CCTV Door	KS L2 BHS CCTV	
	Departure/Arrival/Transit Concourse B	Swing Gate Dept In/Ou	KS D SG	
		*NOT APPLICABLE*	-	
	t Con	Swing Gate MAS Check-in counter	KS D CK IN SG	
	ransi	Door from MAS Check-in to Arrival Plfm	KS MAS - A PLT	
	rival/I	Swing Gate Arrival In/Out	KS A SG	
' KLS)	re/Ar	Wood door from public to Arrival area	KS A WOOD DR	
. (XKL /	partu	Arrival Custom hall glass door to public area	KS A GLASS DR	
NTRAI	Ğ	Swing Gate Transit In/Out	KS C SG	
OUR SE	_	Infra Dept Office	KS INF OFF	
KUALA LUMPUR SENTRAL (XKL / KLS)	Arrival/Transit Platform	*NOT APPLICABLE*	-	
KUAL	sit PI	*NOT APPLICABLE*		
	l/Tran	Wooden door from platform to baggage hoist	KS A BG FRNT	
	Arriva	Wooden door to reversing track	KS A BG BK	
	`	*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		Entrance to OTD Room/OPS Office	KS OTD ENT	
	ш	OTD room back door	KS OTD BK	
	latfori	Cleaner's Storage Room	KS PWB	
	ure P	*NOT APPLICABLE*	-	
	Departure Platform	*NOT APPLICABLE*	-	
	ב	*NOT APPLICABLE*	-	
		Wooden door from platform to baggage hoist	KS D BG FRNT	
		Wooden door to reversing track via baggage area	KS D BG BK	

		Description	Door Code	Tick (√)
15)		Swing Gate BTS In/Out	BTS SG	
		*NOT APPLICABLE*	-	
AN (B]	-	*NOT APPLICABLE*	-	
BANDAR TASEK SELATAN (BTS)	Concourse Level	Cleaner's Storage Room	BTS STORE	
	nconc	*NOT APPLICABLE*	-	
NDAR	8	*NOT APPLICABLE*	-	
BA		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	

		Description	Door Code	Tick (√)
PUTRAJAYA (PCS)		Swing Gate PCS In/Out	PCS SG	
		*NOT APPLICABLE*	-	
(S:	-B	*NOT APPLICABLE*	-	
YA (PC	Concourse Level	Cleaner's Storage Room	PCS STORE	
TRAJA	nconc	*NOT APPLICABLE*	-	
PU	ŏ	*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	

		Description	Door Code	Tick (√)
(55)	rse	*NOT APPLICABLE*	-	
rPSS (TPSS)	noo	*NOT APPLICABLE*	-	
TP	Con	*NOT APPLICABLE*	-	

		Description	Door Code	Tick (√)
		Swing Gate STS In/Out	STS SG	
		*NOT APPLICABLE*	-	
TS)	-	*NOT APPLICABLE*	-	
SALAK TINGGI (STS)	Concourse Level	Cleaner's Storage Room	STS STORE	
	ncon	*NOT APPLICABLE*	-	
SAL	8	*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	

				Tick
		Description	Door Code	(✓)
KUALA LUMPUR INTERNATIONAL AIRPORT (KLIA)		*NOT APPLICABLE*	-	
		Swing Gate KA1 In/Out North Pltfm	KA1 SG1	
		Swing Gate KA1 In/Out South Pltfm	KA1 SG2	
(A)		*NOT APPLICABLE*	-	
RT (KL		Express Plfm to Reversing Track	KA1 D-4	
AIRPO		Express Plfm to BHS North	KA1 D-3	
IONAL,	.se	Express Plfm to BHS Office	KA1 D-2	
RNAT	Concourse	BHS Express North to Transit	KA1 D-1	
R INTE	S	BHS Main Area North	KA1 BHS MAIN	
UMPU		Transit Plfm to BHS North	KA1 A-1	
JALA L		Transit Plfm to BHS Office	KA1 A-2	
KL		BHS Transit North to Transit	KA1 A-3	
		Transit Plfm to Reversing Track	KA1 A-4	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	

		Description	Door Code	Tick (√)
	şe	*NOT APPLICABLE*	-	
	Concourse	Swing Gate KA2 In/Out	KA2 SG	
	3	*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
(KA2)	-	Plfm A Express to End North	KA2 D1	
ORT 2		Plfm A Express to End South	KA2 D2	
L AIRP		Plfm B Transit to End North	KA2 A1	
TIONA		Plfm B Transit to End South	KA2 A2	
KL INTERNATIONAL AIRPORT 2 (KA2)	Platform	ERL Office	KA2 ERL OFF	
KL INT	4	Meeting Room	KA2 MEET	
		Cleaner's storage	KA2 STO	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	·

requestor:	Profile Opdated by:
HOD Name & Signature:	SAS: {Name & Signature}
Date:	Date:



## SECURITY ACCESS PROFILE (SALAK TINGGI DEPOT : ADMIN & WORKSHOP - NON STAFF)



		Description	Door Code	Tick (√)
		Main Entrance To Lobby - Glass Door	ADM M ENT 1 ADM M ENT 2	
	Wing	*NOT APPLICABLE*	-	
	i, Right	Entrance From Lobby to HR/ACC Dept	ADM HR/ACC	
	Level G, Right Wing	*NOT APPLICABLE*	-	
		From HR/ACC to Public Back Door	ADM HR SD DR	
		*NOT APPLICABLE*	-	
		From Lobby to IT Room	ADM IT	
	5	*NOT APPLICABLE*	-	
(F	t Win	From Lobby to public Back Door	ADM FOYER	
G (ADI	Level G, Left Wing	From public to Rest Room OTD (Male)	ADM MALE OTD RM	
IILDIN		*NOT APPLICABLE*	-	
ADMINISTRATION BUILDING (ADM)		From Café to Female Rest Room	ADM FEM REST RM	
STRAT		*NOT APPLICABLE*	-	
MINIS	ight	Entrance to SAS/CEO/QMD Office	ADM ASA ENT	
ΑΓ	Level 1, Right	Time Reader (Tester)	ADM MATCH READER	
	Элә	From SAS Office to Public Back Door	ADM SAS SC	
		Entrance to OPS Office	ADM OPS ENT	
		*NOT APPLICABLE*	-	
	ling	*NOT APPLICABLE*	-	
	Left W	*NOT APPLICABLE*	-	
	Level 1, Left Wing	*NOT APPLICABLE*	-	
	Lev	Operation Control Center Room	ADM OCC	
		Heatrhow Meeting Room	ADM HEATHROW	
		OPS Office to Public Back Door	ADM OPS SC	

		Description	Door Code	Tick (√)
		Main Entrance to MMT	MWS STO ENT	. ,
		*NOT APPLICABLE*	-	
	MMT)	*NOT APPLICABLE*	-	
	Material Management (MMT)	*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
	Mate	*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
(MWS)		Main Entrance Glass Door	MWS ENT	
MAIN WORKSHOP (MWS)		*NOT APPLICABLE*	-	
WORK		*NOT APPLICABLE*	-	
MAIN		*NOT APPLICABLE*	-	
	Level G	Foreman Office	MWS FOREMAN	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
		*NOT APPLICABLE*	-	
	Level 1	Side Door - Staircase from Workshop Area	MWS DOC SC	
	Lev	Main Workshop Office	MWS OFF	
		Side Door - Staircase Office to Workshop Area	MWS OFF 2	

	Description	Door Code	Tick (√)

Requestor:	Profile Updated by:
HOD Name & Signature:	SAS: {Name & Signature}
Data:	Data: