

101890

ERL MAINTENANCE SUPPORT SDN BHD

(Company No. 498574-T)



Effective Railway Operations; Reliable System Maintenance

**SAFETY AND SECURITY
DEPARTMENT**

**MOTOR VEHICLE SECURITY STICKER
ISSUANCE PROCEDURE**

Ref. No: G00.OMZ.M15400.CA.0004.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.OMZ.M15400.CA.0004	D	03 Dec 2015	Page 2 of 8	Motor Vehicle Security Sticker Issuance Procedure

Release

Released:	Thomas Baake	Chief Executive Officer	26/09/16	<i>Th. Baake</i>
Acknowledged:	Ham Mow Wai	Maintenance	25.9.16	
Acknowledged:	James L Boudville	Operations	3.3.16	<i>James</i>
Acknowledged:	David Thiagarajan	Quality, Environment & Documentation	17/12/15	<i>[Signature]</i>
Acknowledged:	Nor Hashimah Basri	Human Resource	2/3/16	<i>[Signature]</i>
Acknowledged:	Gan Lee Hong	Procurement	25/4/16	<i>[Signature]</i>
Acknowledged:	Anthony Arokianathan	Signaling	17/12/15	<i>[Signature]</i>
Acknowledged:	Norazman	Rolling Stock		<i>[Signature]</i>
Acknowledged:	Jayaraj Savarimuthu	Electrification	17.12.15	<i>[Signature]</i>
Acknowledged:	Norhandee Nordin	Transportation	17.12.15	<i>[Signature]</i>
Acknowledged:	Omar Zakir	Operations Control Centre	21.12.15	<i>[Signature]</i>
Acknowledged:	Nauwalah Amat Mustakim	Finance	7/3/16	<i>[Signature]</i>
Acknowledged:	Mahalatchmy Paidathally	Material Management/ Administration	22/4/16	<i>[Signature]</i>
Checked:	Sukhbir Singh	Safety & Security	08/12/15	<i>[Signature]</i>
Author:	Zulkifli Arifin	Safety & Security	4/12/15	<i>[Signature]</i>
	Name	Department	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 Title</i>
E-MAS Offices	G00.OMZ.M15400.CA.0004	D	03 Dec 2015	Page 4 of 8	Motor Vehicle Security Sticker Issuance Procedure

TABLE OF CONTENTS**Page**

1	Purpose	5
2	Scope, Distribution & Access	5
3	Procedure	5
3.1	Applying for Motor Vehicle Security Stickers	5
3.2	Loss Of Motor Vehicle Security Stickers.....	5
3.3	Return Of Motor Vehicle Security Sticker	6
	APPENDIX 1 Car / Motorcycle Sticker Request Form (Staff).....	7
	APPENDIX 2 Car / Motorcycle Sticker Request Form (Contractor).....	8

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.CA.0004	D	03 Dec 2015	Page 5 of 8	Motor Vehicle Security Sticker Issuance Procedure

1 Purpose

The Motor Vehicle Security Sticker is issued for the purpose of E-MAS staff and contractor registered vehicle being allowed access and parking within the Kompleks Rel Udara (KRU) area.

2 Scope, Distribution & Access

This document is available in EDMS and accessible to all E-MAS personnel. It is also a guide on the issuance of the Kompleks Rel Udara (KRU) Motor Vehicle Security Sticker and applicable to all E-MAS staff and contractors.

3 Procedure

Motor Vehicle Security Sticker is issued by E-MAS Safety & Security Department for onward distribution to E-MAS staffs, contractors and sub-contractors entering KRU premise. Each E-MAS staff and contractors are limited to apply for two (2) car stickers and two (2) motorcycle stickers in at a times.

Sticker for E-MAS staffs and contractors are differentiated by the colors.

3.1 Applying for Motor Vehicle Security Stickers

To apply for Motor Vehicle Security Sticker, E-MAS staff need to complete the Motor Vehicle Security Sticker Request Form (G00.OMZ.M15400.DQ.0003.*). Those who do not have access to the form can obtain from Safety & Security Department or their respective department representative.

For contractors, the respective HOD or department representative would have to complete the Motor Vehicle Security Sticker Request Form (G00.OMZ.M15400.DQ.0002.*)

Upon completion, the form should be submitted to Safety & Security Department for processing, verification and approval. Staff or contractors will be notified through their HOD or respective department representative when the stickers are ready for collection.

3.2 Lost of Motor Vehicle Security Stickers

Staffs who have lost their Motor Vehicle Security Sticker due to any circumstances such as vehicles being stolen or involved in accident may re-apply for the replacement sticker. The sticker will only be re-issued subject to Safety & Security Manager approval.

Note: an asterisk (*) refers to latest version.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.CA.0004	D	03 Dec 2015	Page 6 of 8	Motor Vehicle Security Sticker Issuance Procedure

3.3 Returning of Motor Vehicle Security Sticker

E-MAS staffs and contractors are required to return Motor Vehicle Security Sticker for any of the following reasons:

- Changes of registered vehicle ownership or
- Termination of employment with E-MAS or end of contract period for contract staff and contractors; or
- Upon requested from E-MAS Safety & Security Department or Chief Executive Officer.

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMZ.M15400.CA.0004	D	03 Dec 2015	Page 7 of 8	Motor Vehicle Security Sticker Issuance Procedure

APPENDIX 1 Car / Motorcycle Sticker Request Form (Staff)

ERL Maintenance Support Sdn Bhd
(Company No. 498574-T)



MOTOR VEHICLE SECURITY STICKER REQUEST FORM (STAFF)

Name : _____

Staff Id : _____

Department : _____

Job Title : _____

Personal Car Reg No : Car 1 _____ Car 2 _____

Personal Motorbike Reg No : Bike 1 _____ Bike 2 _____

Department Vehicle Reg No : Car 1 _____ Car 2 _____

Office Phone Number : _____

Hand Phone Number : _____

* Returned By : _____ * Date : _____

* To be filled up when Sticker / old sticker is returned.

Safety and Security Department Office Use		
Car Sticker No	Car 1 : _____	Car 2 : _____
Motorcycle Sticker No	Bike 1 : _____	Bike 2 : _____
Remarks		
Issuer Name :	_____	Date : _____

** Sticker Collected By (Name and Signature) : _____

** To be filled up when New Sticker Issued.

Disclaimer:

Any vehicles parked including its content within KRU are entirely at owner risk. The Management and Company are not responsible for any loss or damage incurred.

Prepared by: Zulkifli

Ref No: G00.OMZ.M15400.DQ.0002.D

ERL Maintenance Support Sdn. Bhd., Kompleks Rel Udara, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMZ.M15400.CA.0004	D	03 Dec 2015	Page 8 of 8	Motor Vehicle Security Sticker Issuance Procedure

APPENDIX 2 Car / Motorcycle Sticker Request Form (Contractor)

ERL Maintenance Support Sdn Bhd
(Company No. 498574-T)



MOTOR VEHICLE SECURITY STICKER REQUEST FORM (CONTRACTOR)

Name : _____

Company Name : _____

NRIC : _____

Vehicle Registration No : Car 1 _____ Car 2 _____

Motorcycle Registration No : Bike 1 _____ Bike 2 _____

Office Number : _____

Hand phone Number : _____

Department Request : _____

Requestor Name and ID : _____

* Returned By : _____ * Date : _____

* To be filled up when Sticker / old sticker is returned.

Safety and Security Department Office Use		
Car Sticker No	Car 1 : _____	Car 2 : _____
Motorcycle Sticker No	Bike 1 : _____	Bike 2 : _____
Remarks		
Issuer Name :	_____	Date : _____

** Sticker Collected By (Name and Signature) : _____

** To be filled up when New Sticker Issued.

Disclaimer:

Any vehicles parked including its content within KRU are entirely at owner risk. The Management and Company are not responsible for any loss or damage incurred.

Prepared by: Zulkifli

Ref No: G00.OMZ.M15400.DQ.0002.D

ERL Maintenance Support Sdn. Bhd., Kompleks Rel Udara, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan