

**ERL MAINTENANCE SUPPORT SDN BHD**

(Company No. 498574-T)



**ROLLING STOCK DEPARTMENT**

**IN-HOUSE TECHNICAL INSTRUCTION**

**RST IN-HOUSE TECHNICAL INSTRUCTION GUIDELINE**

R00.OMR.M12990.BT.1020.A



# Rolling Stock Department

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## 1 Purpose

This document is to standardize the process of creating and releasing RST In-house Technical Instruction. All RST personnel who are responsible to create RST In-house Technical Instruction must adhere to the documentation procedure defined herein.

## 2 Scope, Distribution & Access

This procedure is applicable to all RST personal and could be viewed via EDMS and RST Portal [[http://express50/E-MAS\\_Portal/RST.html](http://express50/E-MAS_Portal/RST.html)]. The hardcopy of this procedure also will be kept in RST foreman room for reference. The full access for editing this document is only granted to RST MGT.

## 3 Abbreviations

DC	Document Controller
EDMS	Electronic Documentation Management System
E-MAS	ERL Maintenance Support Sdn. Bhd.
HoD	Head of Department
IT	Information Technology
O&M	Operation and Maintenance
QEMR	Quality and Environmental Management Representative
RST	Rolling Stock Department
RST MGT	RST Management Group
*	Refer to the latest version of document in EDMS

## 4 Procedure

RST In-house Technical Instruction is a document to outline the technical instruction used within RST Department only. It acts as a guideline in order to ensure the task implemented in a standard and proper manner. RST personnel are strictly to follow the instruction given in the technical instruction which provided regarding to their work.

If the procedure or instruction applicable beyond RST Department, the document shall be created in accordance with Revision Control Procedure [G00.OMQ.M11650.CA.0001.\*].

RST In-house Technical Instruction is created to cover a few factors as follows;

- I. As a supplement to O&M manual or manufacturer manual of the sub-system, where the instruction is not provided or insufficient.

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- II. As a new instruction to override the existing O&M manual or manufacturer manual of the sub-system, where the existing instruction is no longer valid due to modification or improvement done.  
**Note:** A copy of technical instruction should be attached together with hardcopy and softcopy of the original O&M manual to indicate the changes done.
- III. As an instruction or guideline to show the work process or work flow related to the maintenance within RST work scope.
- IV. As an instruction or guideline for a new work process implemented with RST.

All RST In-house Technical Instruction should be created or updated, released and distributed as defined herein.

## 3.1 Template

Users shall always use RST In-house Technical Instruction Template whenever to create a new technical instruction. The standard template is saved in \\Express56\OfficeTemplates\Rollingstock\RST Template.

To access the template, users have to click on "start menu > all programs > new office document". A new office document selection screen will appear, select more selection tab and look for RST Templates, refer to Figure 1.

**Note:** If the templates cannot be seen, the workgroup templates file locations has to be set to the correct location. You could set it in MS Word by click on "Tools > options > File Location > workgroup templates", and modify the setting to EMSNET\Express56\office template\.

Please refer to IT personnel for assistance if necessary.

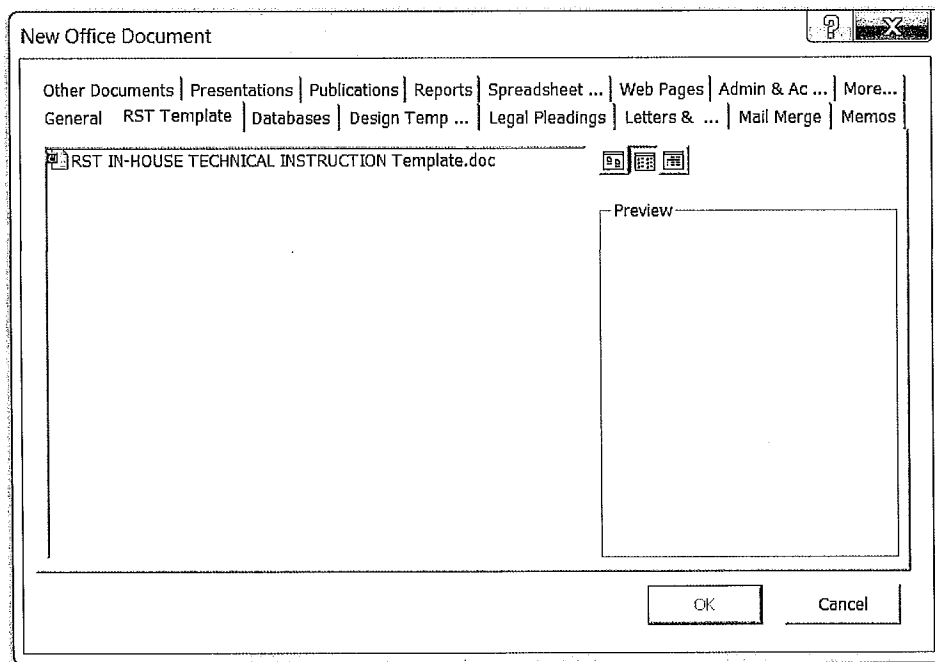


Figure 1: RST Template folder in New Office Document

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## 3.2 Document Reference Profile

The new In-house Technical Instruction must be saved and profiled. Please refer to document as follows on how to save and profile the document;

- I. Documentation Control Procedure [G00.OMQ.M11160.DD.0001.\*]
- II. DMS User Guideline – Basic [R00.OMR.M12990.SD.1001.\*]

## 3.3 Signing, Checking & Releasing Authority

Each RST In-house Technical Instruction to be released shall contain and signed by the responsible persons as follows;

- I. Author – the original author of the Technical Instruction
- II. Checked – the Technical Instruction shall be checked by;
  - ✓ At least one relevant person to crosscheck the contain of technical instruction.
  - ✓ RST QMR - to ensure compliance with this guideline.
  - ✓ Safety & Security HOD – if required, when there have safety and security implications to the maintenance activities.
  - ✓ Other Department HOD – if required, when there have any issues involve related to the department.
- III. Released – require the signature at least by RST HOD as the releasing authorities.

The original signatures copy of the RST In-house Technical Instruction has to be forwarded to E-MAS DC for scanning and profiling. Only the scanned and profiled copy is used as a formal document and distributed via email to all RST personnel.

## 3.4 Recording & Distributions

All the RST In-house Technical Instructions created shall be record in RST In-house Technical Instruction List [R00.OMR.M12990.BL.0001.\*], by RST QEMR for monitoring and tracking purpose.

The scanned softcopy of RST In-house Technical Instructions shall be emailed to all RST for acknowledgment. It is also shall be available in EDMS and RST Portal [[http://express50/E-MAS\\_Portal/RST.html](http://express50/E-MAS_Portal/RST.html)] for reference.

The hardcopy of RST In-house Technical Instructions also shall be available in Foreman room

### Note:

Where applicable, the immediate technical executive or supervisors have to ensure their subordinate are read and understand the technical instruction prior commencing the work assigned.

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## Appendices

1. Documentation Control Procedure, [G00.OMQ.M11160.DD.0001.\*]
2. Documentation Control Procedure [G00.OMQ.M11160.DD.0001.\*]
3. EDMS User Guideline – Basic [R00.OMR.M12990.SD.1001.\*]