ERL MAINTENANCE SUPPORT SDN BHD

(Company No. 498574-T)

E-MAS

Effective Railway Operations; Reliable System Maintenance
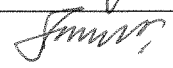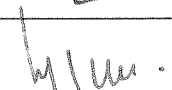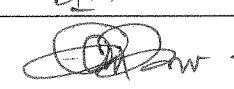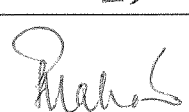
SAFETY & SECURITY DEPARTMENT

SECURITY PROCEDURE

Ref. No. G00.OMZ.M15400.CA.0001.G

ERL Maintenance Support Sdn Bhd

Release

	Name	Department	Date	Signature
Released:	Thomas Baake	Chief Executive Officer	20/01/14	
Checked:	Ham Mow Wai	Maintenance	7.2.14	
Checked:	James L Boudville	Operations	13.2.14	
Checked:	David Thiagarajan	Quality, Environment & Documentation	6.02.14	
Checked	Nor Hashimah Basri	Human Resource	14.2.14	
Checked	Gan Lee Hong	Procurement	7.2.14	
Checked	Anthony Arokianathan	Signaling	7.2.14	
Checked	Mohd Jamil Alias	Rolling Stock	07.22.14	
Checked	Jayaraj Savarimuthu	Electrification	7.2.14	
Checked	Norhandee Nordin	Transportation	13.02.14	
Checked	Omar Zakir	Operation Control Centre	14.02.14	
Checked	Alex Tan Kok Fatt	Information Technology	19.02.14	
Checked	Nauwalah Amat Mustakim	Finance	13/2/14	
Checked	Mahalatchmy Paidathally	Material Management/ Administration	07/03/14	
Checked:	Sukhbir Singh	Safety & Security	07/02/14	
Author:	Rizal/Zulkifli	Safety & Security	03/03/14	

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

G	02.01.2014	Revision of the entire document including additional information, comments by SPAD. (G00.OMZ.M15400.CA.0001. F)	Rizal/Zulkifli
F	01.10.2012	Revised related to KLIA 2	Rizal/Zulkifli
E	24.11.2009	Edit Whole Document	Abdul Rashid
D	22.11.2005	Edit Section 2, 4.7,4.8,4.1.1 & Appendices	Abdul Rahim
C	19.03.2004	Edit Section 3,4,4.1,4.1.2,4.1.3 and 4.4	Abdul Rahim
B	13.05.2002	Implementation of Input by ERLSB	G. Reinke
A	29.04.2002	Prepared on the basis of the Guarding Agreement between ERLSB and Securicor	G. Reinke
Revision	**Date**	**Modification**	**Name**

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1 Purpose

The objective of this procedure is to provide reasonable security to the passengers, staff, contractors, visitors and properties of ERLSB within KLIA Ekspres and KLIA Transit System through theimplementation and enforcement of the rules and regulations described herein.

This procedure is based on the statutory requirements of the Land Public Transport Act 2010.

This procedure is not to substitute any existing legislative laws or local regulations regarding security. It will be updated as necessary according to the changes of standards, legislation or local regulations.

2 Scope, Distribution & Access

The Security Procedure applies to all E-MAS staff, visitors, contractors including the security contractor and others on the KLIA Ekspres and KLIA Transit System according to the EPC Contract.

This procedure also applies to ERLSB. However, ERLSB is responsible to prepare the Security Procedures for ticketing offices and ERLSB administration office. Cash in transit is operated according to the procedures of an identified outsourced security agency.

This procedure describes the elements of the administration and management of security in the following areas:

- all existing stations in operations
- designated baggage handling stations
- TPSS
- KRU and
- along existing operational rail network

The procedure is accessible to all and can be obtained from the EDMS or SAS department portal.

3 Abbreviations / Definitions

He /She/His/Him/Her	Implies both the masculine and feminine gender
HODs	Head of Departments
SAS	Safety & Security
IS	Immediate Supervisor
EA55	Employment Act 1955
EDMS	Electronic Document Management System
KRU	Kompleks Rel Udara
ERLSB	Express Rail Link Sdn Bhd (375839 – H)
E-MAS	ERL Maintenance Support Sdn Bhd (498574 – T)
O & M	Operations & Maintenance
CCTV	Closed-Circuit Television
TPSS	Traction Power Sub-Station
ERL	Express Rail Link
CRS	Commuter Rail Service
EPC	Engineering, Procurement and Construction

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Stations	Kuala Lumpur Sentral, Bandar Tasik Selatan, Putrajaya/Cyberjaya, Salak Tinggi, Kuala Lumpur International Airport, Kuala Lumpur International Airport 2

4 Administration of Security

The administration of all security matters lies with E-MAS. ERLSB has made Security Agreements with external security agency, to provide uniformed unarmed guards for KLIA Ekspres and KLIA Transit System. The outsourced security agency reports to E-MAS SAS HOD for administration purposes as per contract signed by ERLSB and the outsourced Security agency.

The outsourced security guards are placed at all stations, KRU and along the tracks to safeguard the security of passengers, staff and assets. CCTV cameras are installed at strategic locations throughout KLIA Ekspres and KLIA Transit Systems for monitoring, recording and investigation purposes.

5 Access Control Principles

Access control has both safety and security functions. The implementation of access control is to ensure the safety and security of staff, visitors, contractors and assets on the KLIA Ekspres and KLIA Transit System against prohibited and unlawful acts. These functions are achieved with a controlled access given to the staff, visitors and contractors.

Access control and identification passes are as stipulated in the document Access Control Procedure .

5.1 Access at Stations

The concourses, the platform areas and other amenities of the stations provided for passengers are open to the public. Access to the paid areas, however, requires passengers to be in possession of valid tickets.

Limited access areas at stations are:
- All tracks and the areas beyond the platforms ends
- All the operations and technical rooms

There are other limited access areas in the stations such as ticketing offices and the automatic fare collection rooms, which falls under ERLSB administration.

5.2 Access to KRU

Visitors to KRU shall complete the Visitor Form (Appendix 1) at the guardhouse, and every visitors are subject to the rules and regulations pertaining to the visit as stipulated in the Visitor Form before being issued with a Visitor Pass. They must specify the person or the department they are visiting. The meeting point for the visitor is at the KRU Administration Building lobby.

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REMINDER
- All staff are equally responsible for visitor control and admission.
- All visitors must be accompanied at all times while in the office

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6 Unauthorized Person/Intruder

If an unauthorized visitor is found in the office:
- Never confront someone who seems prepared to use violence to get what they want (for example, if they are armed). In such cases, alert colleagues and notify OCC accordingly.
- Approach the person carefully or seek assistance from SAS personnel

7 Vehicles

Only vehicles with a valid Air Rail Complex motor vehicle security sticker will be allowed to enter KRU as stipulated in the Motor Vehicles Security Sticker Issuance Procedure. Vehicles without the sticker must register at the guardhouse before entering. Only emergency service vehicles are exempted from this ruling. The security guards, from time to time, will check vehicles entering and leaving KRU. All vehicles leaving out from KRU required to open their vehicle boot/cargo box for inspection purposes.

7.1 Vehicle Parking

Designated parking areas have been provided for both cars and motorcycles. As such, all vehicles must be parked only at these designated parking areas all times. Parking vehicles at other than the designated area is strictly not allowed. Parking of vehicle is at owner's risk. E- MAS has no responsibility for any damage or theft to vehicles or vehicle contents.

Particulars of vehicles parked other than the designated areas will be taken and their respective HoD will be informed. Non-compliance shall result in disciplinary action.

7.2 Depot Security

The entire KRU is a limited access area. Access requires staff identification, visitor or contractor pass. In addition to the general regulations, the access to the following areas requires a special security profile and authorization as stipulated in the Access Control Procedure.

8 Material Gate Pass

Whenever any ERLSB or E-MAS property is to be taken out of KRU, a Material Gate Pass shall be completed by MMT and issued to the requesting department. The department concerned has also to inform SAS of movement of these items whereby a copy of the Material Gate Pass to be handed over to the guard at the guardhouse for records.

The Security personnel must check and ensure the Material Gate Pass is signed and the physical items are the same as stated in the pass before allowing to leave KRU.

8.1 Loss of Items or Equipment

Staff must report immediately if any property under their care is found missing or vandalized.

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If deemed necessary, a police report shall be made. A report with complete details shall be written to the relevant HOD and a copy sent to the SAS HOD. An existing format for the E-MAS Report Template is to be used for the reporting purposes.

8.2 Custody of Keys

The SAS HOD is responsible for handling and managing the keys for emergency access gates along the lines of the KLIA Express and KLIA Transit System. These keys are also issued out to E-MAS technical staff whose work involves within the KLIA Express and KLIA Transit system.

9 Appendices

9.1 Visitor Form   G00.OMZ.M15400.DQ.1002.A   Appendix 1

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Appendix 1

VISITOR FORM

⤳ E-MAS
Efficient Railway Operations Reliable System Maintenance

Kompleks Rel Udara
Borang Pelawat/Visitor Form

VF No: A 1601

Tarikh / Waktu Masuk *Date / Time in*		Pagi / *Am* Petang / *Pm*
Nama Pelawat / Syarikat *Visitor Name / Company*		
No / Jenis Kenderaan *No / Vehicle Type*		

Kakitangan yang Hendak Ditemui / *Person To Visit*

Nama / No Staff : / *Name / Staff No :*

Jabatan : / *Department :*   **Tarikh / Masa :** / *Date / Time :*

Tandatangan/ *Signature :*

Waktu Keluar *Time Out*		No Pas Pelawat *Visitor Pass No*

Peraturan Dan Panduan Keselamatan

1. Pelawat Harus Mematuhi Peraturan Serta Arahan Keselamatan Semasa Berada Didalam Kawasan Kompleks Rel Udara
2. Pas Pelawat Akan Dikeluarkan Dengan Penyerahan Dokumen Pengenalan Pelawat
3. Pas Pelawat Harus Dipakai Dan Dipamer Sepanjang Masa
4. Semua Kenderaan Akan Diperiksa Sebelum Masuk Dan Keluar Dari Kawasan Kompleks Rel Udara
5. Sila Berada Di Lobi Bangunan Pentadbiran Sehingga Dijemput Oleh Kakitangan Yang Hendak Ditemui
6. **Ruang Hijau Hendaklah Di Isi Dan Ditandatangan Oleh Kakitangan Yang Ditemui Sebagai Pengesahan**

Procedure And Safety Instructions

1. All Visitors Should Adhere To Procedure And Safety Instructions While In Air Rail Complex Areas
2. Visitor Pass Will Be Issued On Receipt Of Visitor Identifications Documents
3. Visitor Pass Must Be Worn And Be Visible At All Times
4. All Vehicles Will Be Checked Before Entering And Leaving Air Rail Complex Areas
5. Please Remain At Admin Building Lobby Until Being Met By The Staff
6. **Staff Being Visited Shall Duly Fill-Up And Sign In Green Box As Acknowledgement**

PERINGATAN ! / CAUTIONS !
Pelawat Dilarang Menghampiri / Berada Berdekatan /Berada Diatas Landasan Keretapi
Merokok Adalah Dilarang Melainkan Ditempat Yang Dibenarkan
Visitor Are Not Allowed to Approach / Be Near /Be On Railway Tracks
Smoking Is Prohibited Except At Designated Locations

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