

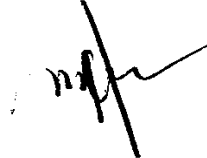



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|  UTS | BATTERY READER REPLACEMENT AT UTS HOSTEL | Doc. No: | UTS/MFS/P01 |
| | | Revision No: | 03 |
| | | Date: | 27/09/24 |
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| Prepared by:  Name : Nurul Ain binti Mohamad Position: Technician, Maintenance Facilities & Security | Approved by:  Name : Lau Hwi Sung Position : Manager, Maintenance Facilities & Security |
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AMENDMENT RECORDS

| No. | Date | Remarks | Revision No. | Approved by |
|-----|----------|--|--------------|--------------|
| 1 | 25/07/18 | Establishment | 00 | Manager, MFS |
| 2 | 08/08/22 | Review the whole contents | 01 | Manager, MFS |
| 3 | 01/06/24 | Review the whole contents | 02 | Manager, MFS |
| 4 | 27/09/24 | <ul style="list-style-type: none"> - change abbreviation *SDSC - change the title of the SOP - add 'SOP' & 'UTS' in definitions/abbreviations | 03 | Manager, MFS |

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1.0 OBJECTIVE

To serve as a guideline for battery reader replacement in an effective manner.

2.0 SCOPE

The scope of this SOP applies to hostel maintenance in UTS.

3.0 REFERENCE


Nil

4.0 DEFINITIONS / ABBREVIATIONS

| | | |
|------|---|--|
| SDSC | : | Student Development & Service Centre |
| IT | : | Information Technology |
| MFSD | : | Maintenance Facilities & Security Department |
| LCU | : | Lock Controller Unit |
| LCA | : | Lock Case Adapter |
| SOP | : | Standard Operating Procedure |
| UTS | : | University of Technology Sarawak |

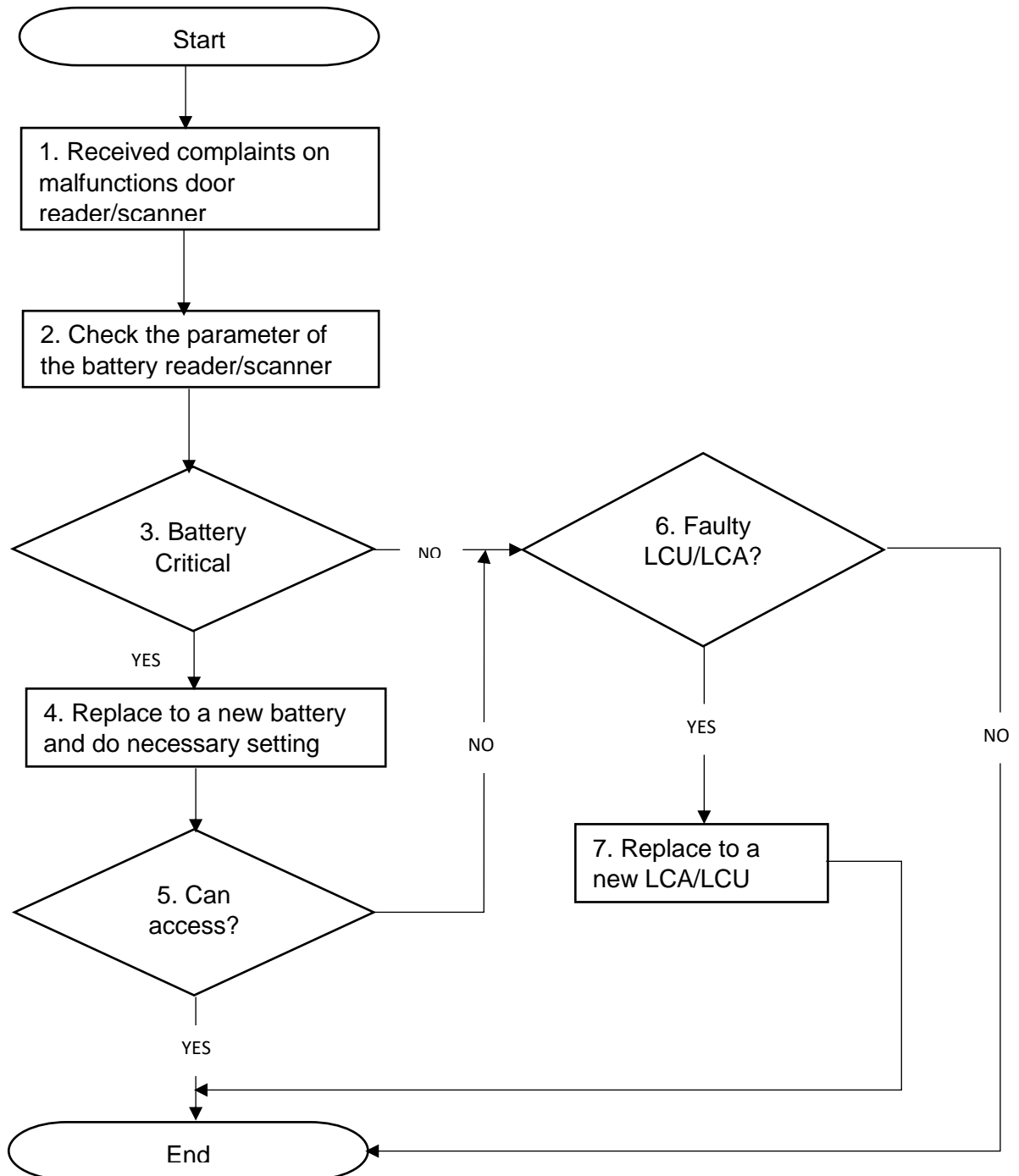
5.0 RESPONSIBILITY


- 5.1. Head of Department is responsible to follow and adhere to this SOP.
- 5.2. Technician is responsible to check and monitor the condition of the reader.

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6.0 PROCEDURE

6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

| No | Description | Person in Charge | Document |
|----|--|-------------------|-----------------------------|
| 1 | 1.1 SDSC staff will inform maintenance staff on malfunction door reader/scanner through calls or whatsapp. 1.2 Maintenance staff will attend the issue. Complaints within 1 day to check on the issue. | SDSC & Technician | NIL |
| 2 | 2.1 Maintenance will do testing on reader/scanner by checking the parameter of the battery reader placed on the back of the door. | Technician | NIL |
| 3 | 3.1 Upon parameter checking, maintenance staff will initialize either battery is in "OK" state or "CRITICAL" state. | Technician | NIL |
| 4 | 4.1 If the battery reader/scanner is in "CRITICAL" state, maintenance staff will replace to a new battery using AA battery and do necessary setting. Normally, it used three (3) AA batteries. | Technician | NIL |
| 5 | 5.1 After setting, maintenance staff will check whether the scanner can be accessed or not. If yes, then the problem is solved. If not, maintenance staff will check on the LCU/LCA. | Technician | NIL |
| 6 | 6.1 If the battery is not critical, maintenance will check the LCU/LCA of the reader/scanner. If No, the problem is solved. | Technician | NIL |
| 7 | 7.1 If the LCU/LCA is faulty, maintenance will change to a new unit. 7.2. Maintenance staff will records the replacement in log book. | Technician | Battery Replacement Records |

8.0 RECORDS

| No | Title / Records | Location / Responsibility | Retention Period |
|----|-----------------------------|---------------------------|------------------|
| 1 | Battery Replacement Records | MFSD Office/Technician | 1 year |