



 <b>UTS</b>	<b>CLAMPING VEHICLE</b>	<b>Doc. No:</b>	<b>UTS/MFS/P13</b>
		<b>Revision No:</b>	<b>03</b>
		<b>Date:</b>	<b>27/09/24</b>
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<b>Prepared by:</b>    <b>Name:</b> Osman Bin Kadir  <b>Position:</b> Senior Executive, Maintenance Facilities & Security	<b>Approved by:</b>    <b>Name:</b> Lau Hwi Sung  <b>Position:</b> 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	i. change abbreviation of SOP & MFSD ii. simplify the process flow chart iii. revise description based on new process of flow chart	02	Manager, MFS
4	27/09/24	i. revise 3.0 References ii. review the process flow chart & descriptions	03	Manager, MFS

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## 1.0 OBJECTIVE

The purpose of this SOP is to control vehicle illegal parking and traffic flow in UTS campus.

## 2.0 SCOPE

The scope of this SOP are applies to all staff, students and visitors in UTS campus.

## 3.0 REFERENCES

Security personnel Job Scope  
Code of Conduct

## 4.0 DEFINITION / ABBREVIATIONS

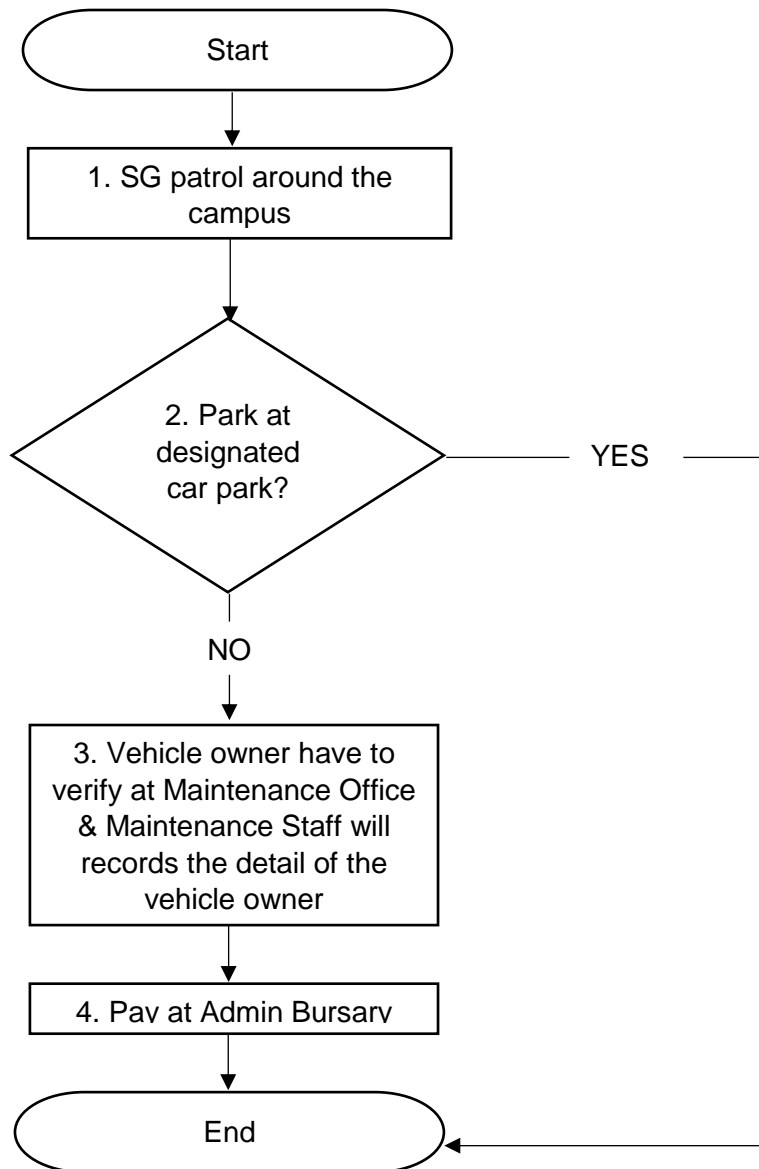
UTS	: University of Technology Sarawak
SOP	: Standard Operating Procedure
MFSD	: Maintenance, Facilities & Security Department
HOD	: Head of Department
SE	: Senior Executive
SG	: Security Guard

## 5.0 RESPONSIBILITY

- 5.1 The HOD of MFSD is responsible to ensure that SOP is adhered to
- 5.2 The SE of MFSD is responsible to follow and adhere to this SOP
- 5.3 Security Manager of Security Service Company follow and adhere to this SOP.

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## 6.0 PROCEDURE



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## 7.0 DESCRIPTION

No	Description	Person in Charge	Document
1.	SG notice the illegal parking in campus compound while patrolling.	SG	NIL
2.	2.1 If YES, end of process. 2.2 If NO (the vehicle is park at clamping area), SG will put warning notice on the windscreen of the vehicle and clamp the tyre of the vehicle.	SG	NIL
3.	3.1 Maintenance staff will record the details of the vehicle owner in the clamping log book. 3.2 If it is the first time and second time of warning, then the vehicle owner will not have to pay for the fine but if the warning has reach 3 <sup>rd</sup> time, the vehicle owner have to make payment for the fine (RM50) at Bursary Office.	MFSD Staff	Vehicle Clamping Log Book
4.	After payment, SE will instruct the security guard to release the clamping.	SE	NIL

## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Vehicle Clamping Log Book	Maintenance Office/Executive	1 year