

Work Instruction - Operations	HITACHI
STATION CLOSURE WORK INSTRUCTION	Hitachi Rail Honolulu JV

Work description: The purpose of this document is to describe the actions to be followed when a station must be closed to the passenger service. This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).		
Scope: Closing the station at end of Station Operating Hours and checking that no members of the public are still on the premises		
References: Contractual Reference Documents, H RTP Technical Provision, TP-3 Operations & Maintenance Performance Requirements		
PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Train Controller, Information Controller, Engineering & Fault Controller, Station Operator	Nil
Tools and equipment required		
Handheld Portable Radio		

Closing Stations	At the end of an operating day, most trains will have been withdrawn to the Depot. The line can only be closed after the last passenger train completes its journey.
-------------------------	--

Management of the Last Trains <i>Information Controller</i>	The Train Controller must manage and coordinate carefully with the Information Controller/Supervisor at the interchange stations to make sure that:
	Information Controller will: <ul style="list-style-type: none"> • Liaise closely with the Train Controller regarding the last passenger train • Inform Station Operator of the forecast departure time of the last passenger train • Liaise with the Train Controller during delays so that the last passenger train will connect where possible with the last bus service

Information to passengers <i>Station Operator</i>	The following information is required to be convey to passengers prior to the closure of stations.
	<ul style="list-style-type: none"> • 15 minutes before the departure of the last train in each direction, the Station Operator shall alert passengers via the station public address system of the departure times of the last train and its destination • 10 minutes before the departure of the last train in each direction, the Station Operator shall remind passengers via the station public address system that the last trains for their respective destinations will soon depart, advise them to buy a ticket and proceed to the platform immediately
	<ul style="list-style-type: none"> • 5 minutes before the departure of the last train, Station Operators shall walk through the concourse and remind all passengers to proceed to the platform

Switching off Ticket Vending Machines and Barriers <i>Engineering & Fault Controller</i>	Staff must be vigilant and ensure passengers have moved to the paid area at least 5 minutes before the last train's departure.
	<ul style="list-style-type: none"> • Switch off all entry Barrier Gates
	Immediately after the last train has departed: <ul style="list-style-type: none"> • Switch the AFC system to "Closed Station" mode from the SCU • Shut down all equipment in the station
	<i>Station Operator</i> <ul style="list-style-type: none"> • Inspect all public areas within the station to ensure that all passengers have left, and no unauthorized persons remain in the station • Advise the Engineering & Fault Controller that the station is clear of passengers • Close and lock the station doors (except the pedestrian bridges as they should remain open at all times) • Persons who need to gain access to a station for work after Station Operating Hours must contact the Station Operator to gain access to the station

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

Document Code	HNL-09517 Station Closure Work Instruction.01	Effective Date:	
File Name	HNL-09517.01.00-0-Station Closure Work Instruction	Rev No. 01	Page 1 of 2

STATION CLOSURE WORK INSTRUCTION**Securing the Station**

The station must be locked and Secured after the last train departs.

Station Operator

The Station Operator will:

- Close and check all doors to ensure they are secure
- Set any alarms

**Warning**

If a person refuses to leave the station premises, City Security Personnel and or the police should be contacted immediately. Staff should not engage with persons not adhering to reasonable instruction.

Additional controls

Hand Held Portable Radios are to be carried and used when doing the final inspections of the station