

BOOK IN AND OUT OF OCC & BRIEFING

Work description: This OCC Work Instruction provides details of the Booking In and Out of OCC.

Scope: This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit.

References: HNL-XXXXX OCC Book In & Briefing Form

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	All OCC operating staff (OCC Manager, OCC Supervisor, Train Controller, Yard Controller, Information Controller, Engineering and Fault Controller, Security Controller)	Nil
Tools and equipment required		
Nil		

Booking In	All OCC operating staff must start by reading the current and new communication notices pertaining to the role in the OCC at the Main Control Room of the Operation Control Centre (OCC). By signing the Book In & Briefing Form it means the OCC operating staff member has read and understood all the notices and briefs.
<i>OCC Supervisor</i>	<p>The OCC Supervisor should make sure all staff is well briefed to carry out their tasks before starting their shift:</p> <ul style="list-style-type: none"> • make sure OCC operating staff are fit for work and not under the influence of drugs or alcohol • replace any staff who is not fit for work immediately • make sure the OCC operating staff has signed the HNL-XXXXX OCC Book In & Briefing Form
<i>Train Controller, Yard Controller, Information Controller, Engineering & Fault Controller, Security Controller</i>	<ul style="list-style-type: none"> • read the communication notice(s) pertaining to the role in the OCC of the "Book In and Briefing Form" at the "Sign On" location • discuss with the OCC Supervisor on any problems in understanding the notice(s) • sign the "Book In and Briefing Form" only if the notices are fully understood and you are physically fit for work
OCC operating staff should ask for clarification if anything is unclear during the briefing.	

**Note**

Briefings should be carried out in the Main Control Room of the Operations Control Centre (OCC).

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

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BOOK IN AND OUT OF OCC & BRIEFING

Briefing Staff	The OCC Supervisor or delegate must brief the Train Controller, Yard Controller, Information Controller, and Engineering & Fault Controller before their work shift starts on matters having implications on OCC operation, train working on mainline and work duties.
<i>OCC Supervisor</i>	<p>The briefing should include following items:</p> <ul style="list-style-type: none"> • The upcoming active schedule/timetable • changes in rules, procedures and work instructions • matters (incidents) on operations and maintenance with safety aspects • follow up on issues raised and actions took • any temporary or permanent speed restrictions already imposed • any adverse weather conditions • any closed stations or skip stopping stations • any failed trains • any failed signaling equipment regions/areas • any Alternative Services in force, if so, which Plan is currently in place and for how long • Track Access and Engineering Possession in effect • Permit To Work in effect • traction power isolation • changes to integrated transport services (e.g. bus feeder services) • special marketing promotions, travel and ticketing arrangements • security arrangements and threat levels • issues and matters associated with contractors and concessionaires • special revenue operations or partnership working exercises • other items of interest <p>The Book In & Briefing Form must be completed for each briefing including:</p> <ul style="list-style-type: none"> • the person conducting the briefing • persons in attendance • items discussed • comments or issues raised
<i>OCC Manager</i>	OCC Manager must collect and review all briefing forms, take relevant action if necessary.

Handover & Booking Out	Outgoing or Outbound Controller must brief the Incoming or Inbound Controller of important items recorded in the Controller Log during the shift handover.
	Before handing over his/her duty, the Outbound Controller signing off must first make sure the information on the Controller Log is correct and up to date, followed by briefing the Inbound Controller.
	The Inbound Controller must review the Controller Log pages from the previous shift and be familiar with the conditions.
	The Outbound Controller must brief and explain the contents of the document clearly to the Inbound Controller. Safety documents such as Weekly Engineering Notice and Permit-To-Work that are relevant for executing the operation have also to be handed over.
	The Inbound Controller must be briefed on the handed over documents and should confirm his/her understanding by recording the items on his Sign In and Briefing Form.
	At the beginning of each duty, the Inbound Controller must log into the system at the designated workstation with the assigned username and password.

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<i>OCC Controllers (outgoing)</i>	<p>The following items must be covered during the briefing:</p> <ul style="list-style-type: none"> • OCC/Mainline Event Log entries • special events • equipment out of commission/damaged/missing • safety issues • procedure changes • staffing issues • engineering/maintenance work activities • changes to integrated transport services (e.g. bus feeder services) • special marketing promotions, travel and ticketing arrangements • new instructions or any changes in work procedures • security arrangements and threat levels • issues and matters associated with contractors and concessionaires • special revenue operations or partnership working exercises • other items of interest
<i>Inbound Controller (Incoming)</i>	Inbound Controller must record and sign on what has been briefed, indicating the time of commencement of his/her shift.

**Note**

All OCC operating staff must sign off on the Book In & Briefing Form at the end of their shift.

**Note**

No booking out is allowed if a proper handover is not performed, even if it is at the end of a working shift.

The lateness of the Incoming Controller must be recorded and be raised in the handover form, for proper OCC Manager action.

Additional controls

Staff must wear proper uniform and must have valid staff IDs.