

**ELEVATOR FAILURE IN STATIONS WORK INSTRUCTION**

**Work description:** The purpose of this document is to describe the actions necessary to manage Elevator failures. This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).

**Scope:** Response to Elevators Failures within the stations

**References:** HNL-09340 Passenger Trapped in Elevator Stations Work Instruction, HNL-09527 Fault Reporting Process Work Instruction, HNL-09507 Dealing with Special Needs Passengers (Mobility Impaired Customers) Work Instruction

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Engineering & Fault Controller, OCC Supervisor, Station Operator, Information Controller, City Security Personnel	Nil

**Tools and equipment required**

"A" Board

**Warning**

Persons can suffer from claustrophobic effects when trapped in elevators, if it appears that a person is suffering from these effects call emergency services immediately to attend

<b>Elevator Failure</b>	The central SCADA monitors the Elevators in the system, continuously reporting the status and alarms on the OCC SCADA workstation. Faults may be detected through SCADA or reported by the Station Operator on duty.
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<b>Responding to Elevator Failures</b>	Identified faults and failures involving elevators must be responded to in a timely manner. Special needs passengers rely on the use of elevators when using the system.
<i>Engineering and Fault Controller</i>	<p>The Engineering &amp; Fault Controller must:</p> <ul style="list-style-type: none"> <li>• Contact the Station Operator to attend the elevator to ensure that there are no passengers trapped.</li> <li>• Report the failure to the OCC Supervisor</li> <li>• Provide details of location time and whether persons are trapped</li> <li>• Record the failure and open a MMIS notification</li> </ul>
<i>OCC Supervisor</i>	<p>The OCC Supervisor must:</p> <ul style="list-style-type: none"> <li>• If passengers are trapped in the elevator, contact the City Security Personnel perform the rescue in line with HNL-09340 Passenger Trapped in Elevator Work Instruction</li> <li>• Inform the City of the fault and co-ordinate the repair with the City designated point of contact</li> <li>• Contact emergency services if required</li> <li>• Get the repair report from the City Designated point of contact</li> <li>• In case of failed elevator, instruct the Station Operator to apply an "A" board, highlighting the message "elevator out of order" in proximity of the failed elevator</li> <li>• Instruct the Engineering &amp; Fault Controller to close the MMIS notification once the report is available.</li> <li>• Instruct Station Operator to remove the "A" board when the repair is complete</li> </ul>
<i>Station Operator</i>	<p>The Station Operator must:</p> <ul style="list-style-type: none"> <li>• Report any failure observed on elevators detected during station inspections (see HNL-09525 Station Inspection Work Instruction) or reported by passengers to the Engineering &amp; Fault Controller</li> <li>• Reach the faulty elevator and assist City security personnel at stations to rescue trapped passengers (if any) according to procedure HNL-09340 Passenger Trapped in Elevator Stations Work Instruction</li> <li>• Keep passengers informed on the progress of the rescue process</li> <li>• Apply and Remove "A" board in the vicinity of failed elevator as per OCC Supervisor instructions</li> </ul>
<i>Information Controller</i>	<p>The Information Controller must:</p> <ul style="list-style-type: none"> <li>• Monitor the faulty elevator through CCTV and in the event, passengers are trapped, immediately inform the OCC Supervisor</li> <li>• Be ready to respond to ECP calls</li> </ul>

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

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Work Instruction - Operations	HITACHI
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City Security Personnel	City Security Personnel must: <ul style="list-style-type: none"> <li>Attend the faulty elevator</li> <li>Rectify any faults identified</li> <li>Rescue any trapped passengers</li> <li>Provide a report to the OCC on completion of the task</li> </ul>
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**Note**  
*Additional arrangements must be made for Mobility Impaired Passengers in the event of an elevator failure at the station in line with HNL-09507 Dealing with Special Needs Passengers (Mobility Impaired Customers) Work Instruction*