TRANSFER FROM PRIMARY TO BACKUP OCC WORK INSTRUCTION

HITACHI

Hitachi Rail Honolulu JV

Work description: This work instruction describes the process of transferring from primary to Backup OCC.

Scope: This work instruction is written specifically for the OCC operating staff of Honolulu Rail Transit.

References: HNL-09007 Emergency Management Plan

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

Tools and equipment required
Nil

⚠️ ***Warning***

In the event of a serious incident affecting the safety of personnel inside the OCC, the OCC Supervisor must judge the level of threat and conditions in the OCC to decide whether to evacuate to the BOCC in Pearlridge Station.

👉 ***Warning***

Unless ATS/SCADA servers are damaged and manual intervention is required, all trains will continue to run based on their latest assigned DIDs. Therefore, do not interrupt and suspend train service unnecessary unless permission is granted by the OCC Supervisor.

When it is required to transfer	

OCC Supervisor	You must:
	
	1) Where required, call the emergency services (where required) and declare major incident and follow HNL-09007 Emergency Management Plan
	2) Tell everyone inside OCC to stop working and get ready to transfer
	3) Tell Information Controller to inform relevant parties of the OCC transfer
	4) Tell Engineering & Fault Controller to arrange maintainers to prepare BOCC for online operation
	5) If the Train & Stations Supervisor from the Pearlridge Station are qualified and available to take over BOCC temporary until the arrival of the OCC team then tell the Train & Stations Supervisor to:
	
	   o Wait until the BOCC has started up for online operation
	   o Log in to the ATS/SCADA Workstation
	   o Log in to the Multifunction Telecom Workstation
	   o Log in to the EDACS Radio Workstation
	   o Seek agreement from the OCC team before intervene anything
	   o Prepare to answer ECP from passengers on board the trains
	   o Remain in radio contact until the arrival of the OCC team

Information Controller	You must: 1) Log off from Workstations on your desk 2) Bring your handheld radio, important phone numbers and controller logbooks with you 3) Leave OCC and proceed to the assembly point
Train Controller	You must: 1) Tell Train Operators to stop their manual driven trains immediately (at the next stations if authorized to do so). 2) Log off from Workstations on your desk 3) Bring your handheld radio, important phone numbers and controller logbooks with you 4) Leave OCC and proceed to the assembly point

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Approved By:	☐ Director, Operations and Maintenance	☐ Department Manager	☐ Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

Yard Controller	You must:
	1) Stop all train movements in the yard immediately 2) Tell all train drivers to stop the trains at the signal 3) Log off from Workstations on your desk 4) Bring your handheld radio, important phone numbers and controller logbooks with you 5) Leave OCC and proceed to the assembly point
Engineering & Fault Controller	You must: 1) Arrange maintainers to proceed to Pearlridge Station to start up the systems in BOCC for online operation 2) Log off from Workstations on your desk 3) Bring your handheld radio, important phone numbers and controller logbooks with you 4) Leave OCC and proceed to the assembly point
Security Controller	You must: 1) Log off from Workstations on your desk 2) Bring your handheld radio, important phone numbers and controller logbooks with you 3) Leave OCC and proceed to the assembly point

When arriving at the assembly point	
OCC Supervisor	You must: 1) Make sure all OCC operating staff arrive safely to the assembly point 2) Dispatch the Yard Controller to YCB 3) Tell the OCC Manager and Head of Operations of the decision to transfer 4) Lead the OCC operating staff to the BOCC at Pearlridge Station
Yard Controller	You must: 1) On instruction from the OCC Supervisor, proceed to the YCB to resume duties
All other OCC operating staff	You must: 1) On instruction from the OCC Supervisor, follow the OCC Supervisor to the BOCC

When arriving at the YCB	
Yard Controller	You must: 1) Log on to the LATS Console and the SCADA Local Panel 2) Resume train movement control in the Yard 3) On instruction from the OCC Supervisor that OCC is safe to re-enter, return to the OCC to resume normal operation

When arriving at the BOCC (Pearlridge Station)	

OCC Supervisor	You must:
	
	1) Take over the BOCC and instruct the Information Controller to inform all relevant parties that the OCC team has arrived at the BOCC to resume operation
	
	2) Log on to Workstations on your desk and share it with the Information Controller
	3) Where required, maintain communication with the Incident Officer on the progress of OCC recovery
	4) Keep the OCC Manager informed on:
	   o The OCC recovery progress
	   o How current service is running
	5) Where applicable, on notification from the Incident Officer that OCC is safe to re-enter, lead the OCC operating staff back to the OCC to resume normal operation
	
	6) Where applicable, on notification from the Engineering & Fault Controller that the OCC ATS/SCADA servers have recovered, lead the OCC operating staff back to the OCC to resume normal operation

Information Controller	You must:
	
	1) Log on to Workstations of the OCC Supervisor's desk
	2) On instruction from the OCC Supervisor, tell all relevant parties that the BOCC is now in full operations and to:
	
	    o Take full controls of ECP calls
	    o Take full controls of PIS
	
	3) on instruction from the OCC Supervisor, return to the OCC to resume normal operation

Train Controller	You must: 1) Log on to Workstations on your desk and share it with the other Train Controller 2) Take full traffic management and train movement control on the mainline 3) on instruction from the OCC Supervisor, return to the OCC to resume normal operation
Engineering & Fault Controller	You must: 1) Log on to Workstations 2) Take full control and monitoring of traction power equipment/ emergency trip stations 3) Take full control and monitoring of station equipment 4) Resume centralized fault reporting and handling 5) On instruction from the OCC Supervisor, return to the OCC to resume normal operation