

Work Instruction - Operations	 HITACHI Inspire the Next
STATION CLOSURE	

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 and Faults Controller, Station Attendant	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Closing Stations	At the end of an operating day, most trains will have been withdrawn to the Depot.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.
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Management of the Last Trains <i>Information Controller</i>	The Train Controller must manage and coordinate carefully with the Station 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 Attendant 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 Attendant</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 Attendant 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 Attendant 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 Attendants shall walk through the concourse and remind all passengers to proceed to the platform

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Switching off Ticket Vending Machines and Barriers <i>Engineering and Faults 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
<i>Station Attendants</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 and Faults 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)
	<ul style="list-style-type: none"> Persons who need to gain access to a station for work after Station Operating Hours must contact the Station Attendant to gain access to the station
Securing the Station <i>Station Attendant</i>	The station must be locked and Secured after the last train departs.
	The Station Attendant will: <ul style="list-style-type: none"> 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

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