


Work Instruction - Operations	<b>HITACHI</b>
<b>GENERAL RULES FOR TRAIN OPERATIONS</b>	 <b>Hitachi Rail Honolulu JV</b>

<b>Work description:</b> This work instruction details the fundamental requirements for the safe operation of trains and the general rules the train staff must follow on train operations.		
<b>Scope:</b> This work instruction is written specifically for train operating staff of Honolulu Rail Transit.		
<b>References:</b> Nil		
<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licenses or permits required</b>
Nil	Customer Service Supervisor, Train Attendant	Nil
<b>Tools and equipment required</b>		
Nil		

<b>General Rules for Train Operations</b>	<ol style="list-style-type: none"> <li>1) Train and other railway vehicles must only be operated by O&amp;M staff who are trained and authorized to perform this task, including persons under training together with an authorized instructor.</li> <li>2) Normally trains must be conducted in AUTO mode. Degradation of the driving mode for any reason (e.g. failure) must be authorized only by the OCC.</li> <li>3) Trains with issues to the train doors safety loop cannot be operated with passengers on board. When necessary, the train has to be evacuated at the closest station and the command “Bypass Doors Enable” can be used only after train doors are confirmed to be physically closed and locked by the Train Attendant. The use of the command “Bypass Doors Enable” has to be authorized by the OCC.</li> <li>4) Operational restrictions and instructions must be followed.</li> <li>5) During passenger service, only one train at a time can be allowed to be moved in BYPASS.</li> <li>6) Only in extreme emergency situations, two trains can be allowed to move in BYPASS at the same time, only if each of one controlled by a dedicated Train Controller.</li> <li>7) No more than one train can be parked in one track circuit.</li> <li>8) When the train is driven in BYPASS mode, the Driver is fully responsible for the safety of the movement.</li> <li>9) At no time the “dead man exclusion” can be activated without the prior authorization from the Train Controller; the exclusion must only take place in case of failure of the dead man circuit.</li> </ol>
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<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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## GENERAL RULES FOR TRAIN OPERATIONS

### General Safety Precautions

Train operating staff must:

- 1) enter the maintenance area only when authorized, where the maintenance area shall be isolated and well identified with prominently displayed warning signs
- 2) operate trains manually in ATC territory only under the authority of a clearance given by the OCC. It can be given only after the entire area governed by the clearance is protected from automatic trains through the use of a manual route reservation
- 3) avoid contact with live circuits when applying and removing high voltage to equipment
- 4) ensure that workshop power rules are adhered to when working with and around high voltages
- 5) obtain authorization from the OCC before breaking any seals
- 6) avoid making any physical contact with any undercar circuit breakers, equipment or switches
- 7) make sure the trains are not switched to a manual mode in the mainline unless authorized by the OCC
- 8) consider all parts of power collectors to be live and avoid making any physical contact with any collector shoes

### During Manual Mode Train Operation

Train operating staff must:

- 1) drive the train manually in the reverse direction only limited to performing uncoupling or when it is for short distances of minor alignments with a platform
- 2) verify that a platform is beside the doors that will open before opening the doors
- 3) confirm whether a switch is aligned and locked correctly before crossing it
- 4) avoid stopping a manually driven train over switches as derailment could happen if the switch changes positions while the train is over the switch
- 5) lock the Emergency Drive Console when not in use, and make sure it is not left opened and unattended during commercial service
- 6) apply the emergency brake or switch to AUTO mode before leaving the Emergency Drive Console
- 7) be prepared to stop short at any time of any improperly aligned switches, obstruction, or other hazardous conditions
- 8) make sure the train speed does not exceed the limit
- 9) reduce train speed under low visibility
- 10) make sure to open the train doors on the side of a platform
- 11) if the train does not brake to a stop, apply the Emergency Brake, investigate the cause if there is any brake failures and make sure the service brake is functioning properly before proceeding again