CCTV FAILURE WORK INSTRUCTION

HITACHI

⊛Hitachi Rail Honolulu JV

Work description: This OCC Work Instruction details the handling of CCTV System Failures.

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

References: HNL-09510 Minimum Operating Conditions Work Instruction, HNL-09527 Fault Reporting Process Work Instruction

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

Tools and equipment required		
Nil		

When OCC cannot monitor CCTV of station platforms	
Information Controller	• Check if the image can be viewed using another CCTV camera 　o If not, check with Train & Stations Supervisors/Station Operators on the extent of the failure – is it just OCC or a system-wide problem? • Report the fault to the Engineering & Fault Controller immediately • On instruction from OCC Supervisor, inform Train & Stations Supervisors to take over CCTV monitoring of station platforms and update OCC if required • Inform Train & Stations Supervisors to arrange sufficient Station Operators to man the key locations in stations • On instruction from OCC Supervisor, take back CCTV monitoring of station platforms
OCC Supervisor	• Find out the extent of the failure from the Engineering & fault Controller especially the estimated recovery times 　o Inform the OCC Manager • Instruct Information Controller to inform Train & Stations Supervisors to take over the CCTV monitoring of station platforms and update OCC regularly if required • Keep abreast of the fault rectifying progress • On notification from the Engineering & Fault Controller that the CCTV has been restored: 　o Instruct the Information Controller to take back CCTV monitoring of station platforms from Train & Stations Supervisors 　o Inform the OCC Manager of the restoration of the CCTV system 　o Log the event in the OCC Supervisor Daily Report
Engineering & Fault Controller	• Inform the relevant Maintainer to arrange first line maintenance staff for immediate maintenance intervention • Monitor the fault rectifying progress and keep the OCC Supervisor and Information Controller informed

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When OCC cannot monitor CCTV of a train's interior	
Information Controller	• Check if the image can be viewed using another CCTV camera 　o If not, check to see if CCTV works on another train • Report the fault to the Engineering & Fault Controller immediately • On instruction from OCC Supervisor, check updates regularly from the Train Operators who have been assigned On board when OCC could not view trains' interiors • On instruction from OCC Supervisor, replace the faulty train • On instruction from OCC Supervisor, take back CCTV monitoring of train's interiors

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

OCC Supervisor	• Find out the extent of the failure from the Engineering & fault Controller especially the estimated recovery times
	   o Inform the OCC Manager
	• Instruct Information Controller to inform Train & Stations Supervisors to arrange Train Operators to board the faulty trains
	• Decide the best strategy to continue the degraded service or replace the faulty train in accordance with HNL-09510 Minimum Operating Conditions Work Instruction
	• Keep abreast of the fault rectifying progress
	• On notification from the Engineering & Fault Controller that the CCTV has been restored:
	   o Instruct the Information Controller to take back the CCTV monitoring of train interior and inform Train & Stations Supervisors of the restoration of the CCTV system
	   o Inform the OCC Manager of the resumption of the CCTV system
	   o Log the event in the OCC Supervisor Daily Report

Train Operator	• On instruction from OCC, board the assigned trains • Monitor the train's interior and update the OCC until the train is withdrawn from Commercial Service or the CCTV system is resumed
Engineering & Fault Controller	• Inform the relevant Maintainer to arrange first line maintenance staff for immediate maintenance intervention • Monitor the fault rectifying progress and keep the OCC Supervisor and Information Controller informed

When OCC cannot monitor CCTV of station or yard premises	
Security Controller	• Check if the image can be viewed using another CCTV camera • Report the fault to the Engineering & Fault Controller immediately • Arrange sufficient security staff to patrol the restricted areas and areas not covered by the CCTV • On notification from the OCC Supervisor that the CCTV has been restored, scale back the security staff patrolling, and take back CCTV monitoring of premises

OCC Supervisor	• Find out the extent of the failure from the Engineering & fault Controller especially the estimated recovery times
	   o Inform the Security Manager
	• Keep abreast of the fault rectifying progress
	• On notification from the Engineering & Fault Controller that the CCTV has been restored:
	   o Instruct the Security Controller to scale back the security staff patrolling and take back CCTV monitoring of premises
	   o Inform the Security Manager of the resumption of the CCTV system
	   o Log the event in the OCC Supervisor Daily Report

Engineering & Fault Controller	• Inform the relevant maintainer to arrange first line maintenance staff for immediate maintenance intervention • Monitor the fault rectifying progress and keep the OCC Supervisor and Security Controller informed