

Work Instruction - Operations	HITACHI
DRIVING / OPERATING A MAINTENANCE VEHICLE (SERVICE VEHICLE OPERATION) WORK INSTRUCTION	Hitachi Rail Honolulu JV

Work description: The purpose of this document is to describe the rules for the driving/operation of maintenance vehicles. This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP). Normally, On-Track Equipment (OTE) are not allowed to move on the mainline during revenue service hours. However, there might be circumstances (e.g. stranded passenger vehicle that cannot be rescued by a healthy train), where the OTE needs to be moved during passenger service.		
Scope: This document is applicable for the Operation and Maintenance Services on the HRH		
References: HNL-09528 Train Movement in Manual Area Work Instruction		
PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	OCC Supervisor, Train Controller, Information Controller Engineering and Fault Controller, Train Operator, On-Site Coordinator, OTE Operator	Nil
Tools and equipment required		
Nil		

Responsibility	
<i>OCC Supervisor</i>	The OCC Supervisor is responsible for: <ul style="list-style-type: none"> Control that the movement of the vehicle is coherent with the related Work Block Permit (WBP)
<i>Train Controller</i>	The Train Controller is responsible for: <ul style="list-style-type: none"> OTE movement according to the Working Plan, by setting up the required itinerary and by assuring that passenger service is closed in the area interested to the OTE movement Radio communications with the operators on board the OTE Managing the Working Plan progress for what the OTE movement is concerned
<i>Engineering and Fault Controller</i>	The Engineering and Fault Controller is responsible for: <ul style="list-style-type: none"> Authorizing the start of activities foreseen in the Working Plan Managing the Working Plan progress for what the ground work is concerned Inform the Operator about the presence of maintenance personnel along the line
<i>Information Controller (Only if the movement is during revenue service)</i>	The Information Controller is responsible for: <ul style="list-style-type: none"> Any announcements to passengers
<i>Train Operator (Only if the movement is during revenue service)</i>	The Train & Stations Supervisor is responsible for <ul style="list-style-type: none"> Reach the area indicated by the Train Controller
<i>On-Site Coordinator</i>	As far as the activities foreseen in the Working Plan, the On-site Coordinator is responsible for: <ul style="list-style-type: none"> Managing the activities foreseen in the working plan Safety of the personnel involved in the working plan, once received the working area from the Engineering and Fault Controller Apply all the safety precautions foreseen in the working plan As far as the closure of the working plan and the reestablishment of the passenger service is concerned, the On-site Coordinator is responsible for: <ul style="list-style-type: none"> Assuring that all the third rail sectioning measures have been removed Assuring that working area is free of any tool or machinery used during the Working Plan Assuring that working area is free of any personnel involved during the Working Plan Notify the Engineering and Fault Controller that the area is clear, and the activity is complete

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

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Actions	<p>The following items must be verified before the OTE enters service:</p> <ul style="list-style-type: none"> • Brakes, traction, radio, fuel level and coupler • Cranes and other equipment is locked in correct position • Any load must be coherent in terms of weight and location to not interfere with the dynamic envelope of the train • The OTE can be released on the mainline in service, only if a Work Block Permit (WBP) has been released. • Transport of any person outside the driving cabin is not allowed
OTE movement from MOW Building to the line and vice versa	
<i>Train Controller</i>	<p>The Train Controller must:</p> <ul style="list-style-type: none"> • Deploy the Train & Stations Supervisors in the stations close to the movement of the OTE (Only if the movement is during revenue service) • Verify the Work Block Permit (WBP) of the OTE Operator, register the Work Block Permit (WBP) number on the OCC log • Authorize the OTE to leave • Instruct the OTE Operator to proceed at a speed not higher than 3 mph in the yard and no more than 10 mph on the mainline • Keep a continuous radio communication with the OTE Operator. The Operator is not allowed to proceed in the absence of radio communication
<i>Engineering and Fault Controller</i>	<p>The Engineering and Fault Controller must:</p> <ul style="list-style-type: none"> • Assist the Train Controller when required • Inform the Operator about the presence of maintenance personnel along the line • In the case of personnel along the line, warn them about the OTE movement
<i>Information Controller (Only if the movement is during revenue service)</i>	<p>The Information Controller must:</p> <ul style="list-style-type: none"> • Inform passengers, in case of delay related to the maintenance activity
<i>Train & Stations Supervisor (Only if the movement is during revenue service)</i>	<p>The Train & Stations Supervisor must:</p> <ul style="list-style-type: none"> • Assist passengers at the station
<i>OTE Operator</i>	<p>The OTE Operator must:</p> <ul style="list-style-type: none"> • Inform the OCC through the radio when he is ready to move • Wait for the authorization to move • Manage the opening and closure of the gate • Keep Radio communication with the OCC during the movement • Inform the OCC when arrived at the working area • Ask Engineering and Fault Controller for the authorization to get off the vehicle (i.e. making sure that the area is de-energized)
OTE movement from MOW Building to the manual area and to the yard and vice versa	<ul style="list-style-type: none"> • The OTE Operator and the OCC Operators must perform the same actions as in OTE movement from MOW Building to the line and vice versa • The Vehicle Leading Technician must be advised from the OCC when the vehicle is ready to reach the required transition platform • The Vehicle Leading technician must be authorized by the OCC before to authorize any OTE, coming from the manual area, to move towards the transition platform
OTE movement in the manual area and in the working area	<ul style="list-style-type: none"> • OTE movement in the manual area and in the working area must follow HNL-09528 Train Movement in Manual Area Work Instruction