

TRAIN OPERATOR TRAIN HANDOVER

Work description: Taking and handing over a train in service

Scope: This Work Instruction is about the handover of an in-service train at the beginning of shifts and after breaks.

References: HNL-XXXXX Train Operator Duty Event Form, Duty Card

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Train Operator, Customer Service Supervisor	Train Operator

Tools and equipment required

Nil



Warning

If you think the next person (whom you are handing over your train to) might not be fit for duty (e.g. looking sick), stop the handover and tell the Customer Service Supervisor immediately.

Handing the Train over - outgoing

Train Operator – going off duty

You are the Train Operator who is 'exiting the train' and going off duty. Then you must give a verbal handover of the train to the incoming Train Operator who is coming on duty.

The verbal handover is based on the records on your Duty Event Form, and must include:

- operational restrictions
- service problems or information
- any issues or problems with the train
- any issue or problems with the ticket checking device (if applicable) or other equipment
- any other relevant information

If there is no incoming Train Operator for you to hand over the train to, then you must tell the Train Controller.

You must:

- make sure that the incoming Train Operator has understood what you have told him/her, as per your Duty Event Form
- then, complete and sign the Duty Event Form

Handing the Train over - incoming

Train Operator – coming on duty

You are the incoming Train Operator who is coming on duty. The Train Operator who is 'exiting the train' and going off duty must give a verbal handover of the train to you.

You must:

- report to the Customer Service Supervisor at the handover platform as per your Duty Card, and be briefed on any issues regarding the operational status
- note any additional operational issues and any onboard train equipment issues that are relevant to your duty from the outgoing Train Operator

If there is no outgoing Train Operator for a handover, then you must tell the Train Controller.



Note

This section also applies to the hand-over after a meal break or a personal-needs relief.

You must:

- receive a full verbal handover from the outgoing Train Operator
- read the information recorded in the Duty Event Form of the outgoing Train Operator
- sign the Duty Event Form
- check the handed over train equipment, radio, etc. to make sure it is complete (if not, contact the Customer Service Supervisor to arrange for a replacement)

If you need to clarify any items raised on the Duty Event Form of the outgoing Train Operator, you may talk to the Train Controller for clarification.

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

Signature:

Date: