

Work Instruction - Operations	 Inspire the Next
OCC CONTROLLER LOG BOOK ENTRIES & OCC LOG	

Work description: This OCC Work Instruction lists the OCC Controller's Log Book Entries.		
Scope: This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit.		
References: HNL-09502 OCC Book In & Briefing Form		
PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	All OCC Operating Staff (OCC Manager, OCC Supervisor, Train Controller, Yard Controller, Information Controller, Engineering and Fault Controller, Security Controller)	Nil
Tools and equipment required		
Nil		



Warning

All Log entries must be completed before the completion of each shift.

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Signature:			
Date:			

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OCC Controller Log Entries

All OCC Controllers	<p>OCC Controller on duty must record all essential operational events that took place during his/her shift on the controller log. The events must include, where applicable to their duties, but are not limited to:</p> <ul style="list-style-type: none"> • occurrences of incidents, emergencies, irregularities and essential operational events (with date/time and details of the event, train, subsystem/assembly/apparatus failures or involvements) • operational restrictions such as train removal, restricted speed imposed, etc. • changes to transportation arrangement such as alterations to Working Timetable, train and bus services • Engineering/Track possessions in effect (later surrendering) • de-energized sections of track / third rail • traction power isolation • locations of untracked vehicles • special events engineering/maintenance work activities • special marketing promotions, travel and ticketing arrangements • security measures, arrangements and threat levels • issues and matters associated with contractors and concessionaires • special commercial operations or partnership working exercises • non-compliance with rules, procedures or instructions • misconduct of staff, contractors, tenants and members of the public • train service delays - reasons, impact on station operations • special events (e.g. police actions, visits by government officials/inspectors) • receipt of publications, documents, temporary notices and instructions (including verbal instructions from senior officials) • disposal of obsolete publications, documents or records • any events which could give rise to litigation or lawsuits against Honolulu Rail Transit • any non-routine activities (e.g. relief staff from another station reporting for duty at the station for sickness cover) • any other abnormalities/irregularities
	<p>OCC Controller Log may be used for investigation purposes; thus, all entries must be a true and correct account of the actual event that has taken place.</p>


Note

All OCC Controller Log entries must be written in clear and plain English with a concise description of the events that have taken place in the OCC or on the mainline / yard areas. For a hand-written log, the time of log entries is essential and must be recorded.

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