

# STATION LOG ENTRIES & STATION LOG WORK INSTRUCTION

**Work description:** This Work Instruction lists the Station Operators Log Book Entries.

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

**References:** HNL-09669 Station Log Book Entries Form

## PPE and precautions

Nil

## Competencies or qualifications

Station Operator

## Licenses or permits required

Nil

## Tools and equipment required

Nil



### Warning

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

## Station Log Book Entries

*All Station Operators*

Station Operators on duty must record all essential operational events that took place during his/her shift on the Station Log Book Entries Form. The events must include, where applicable to their duties, but are not limited to:

- 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
- 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
- Receipt of publications, documents, temporary notices, and instructions (including verbal instructions from senior officials)
- Disposal of obsolete publications, documents, or records
- Any non-routine activities (e.g. relief staff from another station reporting for duty at the station for sickness cover)
- Portable handheld Enhanced Digital Access Communication System (EDACS) radio status
- Special events
- All operational notices
- Any applicable procedure changes
- Issues and matters associated with contractors and concessionaires
- Equipment out of commission/damaged/missing
- Any safety issues
- Any staffing issues
- All engineering/maintenance work activities at the station
- Special marketing promotions, travel, and ticketing arrangements
- New instructions or any changes in work procedures
- Changed security arrangements and threat levels
- Special revenue operations or partnership working exercises
- Other items of interest or importance

The Station 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.



### Note

*All Station Log entries must be written in clear and plain English with a concise description of the events that have taken place in the Station. For a hand-written log, the time of log entries is essential and must be recorded.*

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