

Form	HITACHI 
STATION CHECKLIST AND RECORD FORM	

Station Name			Date	
Inspected By	Name		ID No.	
	Shift		Signature	
		Station Opening		Station Closing

No.	ITEM	Available & In good condition	Faulty	Not Available	Service Reference Number	Details/Remarks
Station Control Room						
1.	Handheld Radio					
	Mobile Phone					
	Landline phone					
2.	CCTV monitor and cameras					
Emergency Equipment						
3.	Incident Response Bag					
	Loud Hailer with batteries					
	Torch/Hand lamp with batteries					
	Hazard Tape					
	Personal Protective Equipment PPE					
Back of House Area						
4.	Staff Washroom					
Infrastructure Asset						
5.	Overhead fixtures/Ceiling Panels					
	Staircase					
	Leakage related issues					
Fire Prevention System						
6.	Fire Extinguishers					
	Fire Hose Cabinets					
Entrance						
7.	Escalator					
	Comb Plate					
	Skirt Panel					
	Steps					
	Handrails & Lights					
	Sensor Post					
	Glass Panels					
8.	Elevator					
	Operation					
	Emergency Call Button					
	Lightings					
	Appearance					
	Signage					
	Glass Panels					
9.	Sliding Doors					
10.	Lighting					

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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No.	ITEM	Available & In good condition	Faulty	Not Available	Service Reference Number	Details/Remarks
11.	Overhead fixtures/Ceiling Panels					
	Glass Panels					
	Staircase					
12.	Passenger Information Display					
13.	Public Announcement System					
14.	Signage/Information Boards					
15.	Cleanliness					
Concourse Area						
16.	Escalator					
	Comb Plate					
	Skirt Panel					
	Steps					
	Handrails & Lights					
	Operation					
	Sensor Post					
	Glass Panel					
17.	Elevator					
	Operation					
	Emergency Call Button					
	Lightings					
	Appearance					
	Signage					
	Glass Panels					
Automatic Fare Collection System (AFC)						
18.	Ticket Vending Station					
	AFC Gates					
19.	Lighting					
20.	Air Conditioning					
21.	Overhead fixtures/Ceiling Panels					
	Glass Panels					
	Staircase					
22.	Cleanliness					
23.	Passenger Information Display (PID)					
24.	Passenger Announcement System (PAS)					
25.	Signage/Information Boards					
Platform Area						
26.	Passenger Information Display (PID)					
27.	Public Announcement System (PAS)					
Station Control Room Area						
28.	Station Keys/Master Keys					
29.	Access Cards					
Evacuation Route						
30.	Emergency Exit Signage Light					
	Vertical Emergency Exit					
	Station Emergency Exit Doors					

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No.	ITEM	Available & In good condition	Faulty	Not Available	Service Reference Number	Details/Remarks
Communication Equipment						
31.	Landline Phone					
	Mobile Network Signal					
Concourse Area						
32.	Manual Door Lock Mechanism					
33.	Evacuation Route					
	Emergency Exit Signage Light					
	Station Emergency Exit Doors					
34.	Communication Equipment					
	Mobile Network Signal					
Platform Area						
35.	Emergency Call Button (ECB)					
36.	Platform Emergency Stop Button (PESB)					
37.	Emergency Exit Doors (EED)					
38.	Platform Screen Gates (PSGS)					
39.	Platform End Doors (PED) Intrusion Alarm System					
Contractor Worksites						
40.	Articles, equipment's and Materials that are likely Hazardous					
41.	Personal Protective Equipment (PPE)					
42.	Contractors ID					
Station Exterior Area						
43.	Station Boundary (within 5 meters)					
44.	Evacuation Route to Assembly Point					
45.	Assembly Point					

Additional Notes: