


Form	HITACHI
H.O.T ASSESSMENT CHECKLIST FORM	




Warning

Do not use your mobile phone or hand held radio within 50 meters of a suspicious item.

Do not approach any unattended items while using your Mobile Phone or Hand Portable Radio

Steps to be undertaken by the Station Operator when made aware of an unattended item	
1.	Ask passengers in the immediate area if the item belongs to them?
2.	Do they know who the item belongs to?
3.	Did they see who left the item unattended?
4.	Was there anything suspicious about the way the item was left?
5.	If there is no obvious owner of the items in the vicinity or the item has been left in an unusual position on the Station. Immediately report the item to the Station/Train Attendant who will conduct a H.O.T Assessment
	<p>Note</p> <p><i>Unattended belongings may take the form of bags, suitcases, boxes etc. Items would be deemed unattended if there is no obvious owner of the items in the vicinity or the item has been left in an unusual position on the Station. If after questioning the passengers in the area close to the unattended item you are not able to identify the owner of the item, a H.O.T Assessment will need to be conducted.</i></p>

Conducting a H.O.T Assessment – Station Operator / Train Operator	
Hidden	
H	Does the item look like it has been placed where it will not be readily seen or noticed?
	Is the item Hidden from view in an obscure place where passengers don't generally go?
	Does it look like there has been a deliberate attempt to hide the item?
Obviously Suspicious	
O	Is the item Obviously suspicious?
	Does the item have external wiring?
	Is there wire passing from one package to another?
	Does the item have switches, timers, or circuit boards?
	Is the item secured by plastic adhesive tape?
Are there unidentified powders or other putty like substances on the item?	
	<p>Warning</p> <p><i>If the item is Hidden or Obviously Suspicious:</i></p> <ul style="list-style-type: none"> • Do Not touch it • Remove people for the immediate area • Alert Security and the OCC • Alert other employees of the immediate threat or hazard • Implement evacuation procedure if instructed by authorities
Typical	
T	Is the item typical of the kinds of things you see on the station?
	<p>If the item is not Hidden or Obviously Suspicious and is Typical of the kind of items you would expect to see on a station (H.O.T Assessment)</p> <ul style="list-style-type: none"> • Deal with item in line with HNL- 09508 Dealing with Unattended and Lost Property Work Instruction

Additional Notes:

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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