

TRAIN INSPECTION/PREPARATION WORK INSTRUCTION

Work description: Preparing a train to enter revenue service

Scope: This Work Instruction is written specifically for the Train Operators of Honolulu Rail Transit

References: HNL-09726 Train Preparation Checklist Form

PPE and precautions	Competencies or qualifications	Licenses or permits required
High Visibility Vest, Hard Hat, Safety Shoes	Train Operator	Train Driver
Tools and equipment required		
Train Key		

**Warning**

Before the Train Operator proceeding on the emergency walkway to access an out stabled train, Train Controller must establish a safe path for the Train Operator to reach and access the train safely.

Stabled Trains

Trains are stabled in the yard and mainline siding tracks.

Train Preparation

Trains will require a visual inspection at a minimum of once every 24 hours by Train Operators before entering revenue service. Normally, trains will be stabled at the stabling tracks in the yard or the station platform tracks along the mainline. Train Operators will be dispatched to the yard stabling tracks or mainline tracks to carry out a train preparation using the HNL-09726 Train Preparation Checklist Form

Once the train preparation has been completed, the Train Operator will notify the Yard Controller or Train Controller that the train is ready to enter revenue service by giving the train number and track location.

**Note**

If the train preparation is not completed satisfactorily, the Train Operator will report to the Yard Controller/Train Controller by the train radio.

- All failures and defects to be reported should be addressed to the Yard Controller/Train Controller and will be recorded or logged on Train Preparation Checklist
- Details will include time when the defect is found, time reported, train-set number, car number, track location, to whom the fault was reported
- If the train preparation is not completed satisfactorily, the Train Operator will follow the instructions of the Yard Controller/Train Controller

Train Preparation Completed

Having completed the train preparation, the Train Operator will inform Train Controller / Yard Controller.

**Note**

If the Train Preparation Checklist Form is not completed satisfactorily, the Train Operator will follow the instructions of the Yard Controller/Train Controller.

Approved By:

☐ Director, Operations and Maintenance

☐ Department Manager

☐ Manager, HSE (Operations and Maintenance)

Signature:

Date: