Work Instruction - Operations

ACCESSING LINESIDE DURING REVENUE HOURS

HITACHI

Hitachi Rail Honolulu JV

Work description: Gaining access to lineside during Revenue Hours		
Scope: Emergency access to the lineside during Revenue Hours for inspection and/or correction of a critical lineside fault during Commercial hours using a "standing train"		
References: HNL-09500 O&M Rule Book, HNL-09421 Contingency Plan (Alternate Service Plan) Work InstructionHNL-09547 Manual Train Operation Work Instruction, HNL-09570 Items Dropped onto the Tracks Work Instruction		
PPE and precautions	**Competencies or qualifications**	**Licenses or permits required**
As described in Task Description	OCC Supervisor, Train Controller, Information Controller, Engineering & Fault Controller, Maintenance Response Team OSC, Train Operator, Train & Stations Supervisor, On Site Coordinator (OSC)	Track Occupancy Certificate Permit to Work Safety Permit Electrical Isolation
Tools and equipment required		
As described in Method Statement		

Warning

No work is to be conducted until protection arrangements have been confirmed and all trains are stopped around the worksite area on both lines.

Accessing lineside during Revenue Hours	Accessing lineside during commercial hours will cause disruption to train services as trains will need to be stopped and alternate services implemented for the duration of the rectification works. Control staff need to be absolutely certain that this type of remedial actions needs to be taken and liaise closely with the Head of Operations when matters such as this arise. Generally, the fastest means of accessing lineside for remedial works is via a train to the affected location. This train will be used as "Standing Train Protection" during the remedial works and remain stationary until the works are completed. Standing Train Protection can also be used for retrieving items dropped onto the track at stations.

Authorization for access	The Engineering Fault Controller and OCC Supervisor must liaise closely regarding gaining access to lineside during Revenue Hours.
Engineering and Fault Controller	The Engineering & Fault Controller must: • Identify the fault and determine the time it will take to rectify the issue • Liaise closely with the OCC Supervisor to agree the works associated and the fault response time • Complete the Track Occupancy Certificate • Dispatch technicians to the access point for the lineside access

OCC Supervisor	Once advised of the extent of the failure and the estimated time required for the remedial works associated the OCC Supervisor must:
	• Consult with the Head of Operations
	• Provide authorization for the lineside access to proceed if appropriate
	• Initiate the appropriate Alternative Service Plan, or
	• Pursue alternative service recovery options
	  ○ **Considerations**
	  ➢ Whether a Train Operator is available
	  ➢ Whether using a train will cause significant delays to the railway's operation
	• Advise the Train Controller of the planned operations and have them confirm the arrangements
	• Supervise the implementation of the arrangements as they are being made
	• Record the decision arrangements and consultation in the OCC Supervisors log
	• Implement appropriate Alternate Services Plan and advise the Information Controller and Train Controller

Approved By: **Signature:** **Date:**	☐ Director, Operations and Maintenance	☐ Department Manager	☐ Manager, HSE (Operations and Maintenance)

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Implementing "Standing Train Protection" Measures	If a Standing Train Does Not require Train Operator involvement, the train will be moved in automatic mode.
Train Controller	The Train Controller must: • Understand and confirm which train is going to be used to transport the Response Team to the affected site and advise the Information Controller • Advise the OSC of the train that will be made available to travel to the worksite • Advise the OSC at which station the train will be made available • Ensure there are no passengers on the train to be used • Confirm with the Response Team OSC when they have joined the Train • Remain in contact with the Response Team OSC to stop and hold the train at the correct agreed location
Information Controller	Once advised that a train is to be used for transporting staff to a work site the Information Controller must: • Make announcements on the affected train advising passengers to get off at the appropriate station aligned with the alternate services plan • Arrange for station staff to meet the train and ensure passengers have gotten off the train
Train Controller	Once at the agreed location the Train Controller must: • Place the Train into Sleep Mode • Apply Speed Restriction of ZERO "0"mph to both lines in the affected area • Advise the Engineering & Fault Controller accordingly
	If Standing Train Protection involves the use of a Train Operator to move the train to the affected location the following must be observed. The Train Controller will: • Arrange for the Train Operator to meet the assigned train • Advise the Train Operator of the train movement that is required • Advise the OSC of the train that will be made available to travel to the worksite • Advise the OSC at which station the train will be made available • Ensure that there are no passengers on the train • Confirm with the Response Team when they have joined the Train • Set route to the agreed location • Set controlling signals at stop • Confirm with the Train Operator to hold the train at the agreed location until the work is completed
Engineering and Fault Controller	The Engineering & Fault Controller must: • Contact the OSC to endorse a PTW and issues a Track Occupancy Certificate following the normal procedures for lineside access • Establish an applicable Safe System of Work • Advise the Train Controller of the arrangements
	Warning *The power rail may remain energized during the lineside work provided the Response Team accesses the track from the walkway closest to the worksite and remains between the two running lines with a minimum of 20 inches clearance to the power rail.*
Maintenance Response Team OSC	Once Safe Systems of work have been confirmed with the Engineering Faults Controller the OSC must: • Travel on the train to the agreed site • Access the lineside area and Brief Staff in line with requirements • Perform and complete the required remedial works • Clear the site, leave the lineside area • Handback the worksite to the Engineering Faults Controller and confirm that the Line is Clear in line with the PTW Procedure and Track Occupancy Certificate
Engineering Fault Controller	Once the OSC has confirmed that the fault has been rectified and the "Line is Clear" the Engineering Faults Controller must: • Advise the OCC Supervisor and the Train Controller that the "Line is Clear" • Log the PTW hand back
Train Controller	Once assurances have been received that the "Line is Clear" the Train Controller will: • Resume normal services

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Moving a train to a worksite in manual mode	If Standing Train Protection involves the use of a Train Operator to move the train to the affected location the following must be observed.
Train Operator	The Train Operator will: • Be advised by the Train Controller regarding the train movement required • Contact the Response Team OSC • Confirm the train movement with the OSC • Ensure that no passengers are still on the train • Place train into RM-F and move the train to the confirmed location • Obey all signals en-route and any instructions from the OSC (Including where to stop)
	Once at the confirmed location the Train Operator will: • Advise the Train Controller that the train has arrived at the confirmed location • Open the doors to the emergency walkway so that the Response Team can access the track • Secure the Train • Provide the Train Key to the Maintenance Response Team OSC
	Once the work is completed and the line is clear the Train Operator Rescue will: • Receive confirmation from the Train Controller • Receive the Train Key from the OSC • Confirm with the Train Controller whether to move the Train Manually or in Automatic modes
	Following the instruction of Train Controller • Ensure the Response Team have rejoined the trains • Inspect the line ahead and ensure it is clear • Move the train to the location agreed with the Train Controller

Drooped Items on the Track	Items may be dropped onto the track from time to time by passengers at stations requiring them to be retrieved during Revenue hours. Only in exceptional circumstances should this take place e.g. a passenger who must catch a flight in two hours but drops his passport onto the track.
OCC Supervisor/ Train Controller/Train & Stations Supervisor	• The issue must be dealt with in line with HNL-09570 Items Dropped onto Tracks

Additional controls
Staff who are in the position of risk must specify the controls required for protection.