

OPENING A STATION WORK INSTRUCTION

Work description: Checks and process to ensure that the station is ready for operations and revenue service each day

Scope: Station locations and environment

References: HNL-09721 O&M System Security Program, HNL-09677 Station Checklist & Record Form, HNL-09525 Station Inspection Work Instruction, HNL-09527 Fault Reporting Process Work Instruction

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Station Operator, Train Controller	Nil

Tools and equipment required

Station keys/cards, Station Checklist & Record Form, Handheld Portable Radio



Warning

Checks and security sweeps of the station prior to opening for revenue service will be commensurate with the security threat level. Guidance will be given on any additional checks required as a result of a change in the security threat level in the Security Plan.

Opening the Station	Prior to opening a station, the building and equipment will be checked as per Station Inspection & Record Form, and results of the inspection recorded on including issues identified and actions taken.
<i>Station Operator</i>	Station Operator must: <ul style="list-style-type: none"> • Enter the station locking the door / gate again after entering • Start the escalators in normal direction • Start the elevator • Investigate whether the station in general is suitable for passenger operation (e.g. lighting, elevators, doors, escape ways, signing, cleaning etc.) • Confirm to Train Controller that the station is suitable for passenger service • In the event abnormal situations are found, inform Train Controller • Fill the station inspection form HNL-09677 Station Checklist & Record Form and provide it to the Train & Stations Supervisor on duty • Participate in safety briefing with Train & Stations Supervisor • Upon Train Controller authorization, unlock all doors and open the station entrances. • Confirm the station has been opened
<i>Train Controller</i>	Train Controller must: <ul style="list-style-type: none"> • Instruct the Engineering & Fault Controller to command station opening • Alert maintenance staff or the requested third parties if abnormal conditions are found • Collect the station inspection forms and ensure that Engineering & Fault Controller creates the relevant MMIS notifications required for issues found during the Inspection (HNL-09527 Fault Reporting Process Work Instruction.)



Note

Records of Station Inspection and Record form are to be kept at the station in Hard Copy

Additional controls

In the event of an identified fault at the station the decision to open the station will rest with the OCC Supervisor

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

Document Code	HNL-09534. Opening a Station Work Instruction.01	Effective Date:	
File Name	HNL-09534.01.00-0-Opening a Station Work Instruction	Rev No. 01	Page 1 of 1