

Form	<b>HITACHI</b> 
<b>STATION CHECKLIST AND RECORD FORM</b>	

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
<b>Station Control Room</b>						
1.	Handheld Radio					
	Mobile Phone					
	Landline phone					
2.	CCTV monitor and cameras					
<b>Emergency Equipment</b>						
3.	Incident Response Bag					
	Loud Hailer with batteries					
	Torch/Hand lamp with batteries					
	Hazard Tape					
	Personal Protective Equipment PPE					
<b>Back of House Area</b>						
4.	Staff Washroom					
<b>Infrastructure Asset</b>						
5.	Overhead fixtures/Ceiling Panels					
	Staircase					
	Leakage related issues					
<b>Fire Prevention System</b>						
6.	Fire Extinguishers					
	Fire Hose Cabinets					
<b>Entrance</b>						
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					
<b>Concourse Area</b>						
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					
<b>Automatic Fare Collection System (AFC)</b>						
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					
<b>Platform Area</b>						
26.	Passenger Information Display (PID)					
27.	Public Announcement System (PAS)					
<b>Station Control Room Area</b>						
28.	Station Keys/Master Keys					
29.	Access Cards					
<b>Evacuation Route</b>						
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
<b>Communication Equipment</b>						
31.	Landline Phone					
	Mobile Network Signal					
<b>Concourse Area</b>						
32.	Manual Door Lock Mechanism					
33.	Evacuation Route					
	Emergency Exit Signage Light					
	Station Emergency Exit Doors					
34.	Communication Equipment					
	Mobile Network Signal					
<b>Platform Area</b>						
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					
<b>Contractor Worksites</b>						
40.	Articles, equipment's and Materials that are likely Hazardous					
41.	Personal Protective Equipment (PPE)					
42.	Contractors ID					
<b>Station Exterior Area</b>						
43.	Station Boundary (within 5 meters)					
44.	Evacuation Route to Assembly Point					
45.	Assembly Point					

**Additional Notes:**