

ON BOARD MONITORING**Work description:** Monitoring the onboard environment**Scope:** Train Attendant requirements for monitoring the condition of a train when in service**References:** HNL-XXXXX Train Attendant Duty Event Form**PPE and precautions**

Nil

Competencies or qualifications

Train Attendant

Licenses or permits required

Train Driver

Tools and equipment required

Nil

**Warning**

Train Attendant must make sure that all the train doors are fully closed before leaving the train and monitor the docking of trains at the station platform (the alignment of the train doors to the platform screen doors).

Onboard environment

The onboard environment must be monitored regularly to make sure that the train is safe and fit for service.

Monitoring the Onboard Environment

Train Attendants must carry out regular inspections of the train during commercial service.

The Train Attendant should check for:

- cleanliness
- damages
- lighting faults
- lost property
- suspicious items – as per H.O.T procedure
- train faults, failures or alarms

These checks will be conducted in various locations on the main line.

Train Attendants must:

- tell the Train Controller immediately when there are any problems found in the regular inspections immediately
- write down all the details of the problems and the actions taken in the Duty Event Form

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

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