


Work Instruction - Operations	
<b>END OF SERVICE</b>	

<b>Work description:</b> The purpose of this document is to describe the actions required daily to close the service of the H RTP system		
<b>Scope:</b> All Stations and Trains		
<b>References:</b> HNL-09563 Terminating Trains at Stations, HNL-09517 Station Closure, HNL-09538 Train Movements from mainline to depot		
<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licenses or permits required</b>
Nil	OCC Supervisor, Train Controller, Information Controller, Engineering and Faults Controller, Train Attendant, Station Attendant	Nil
<b>Tools and equipment required</b>		
Nil		



### Warning

*At the end of service, it must be verified that there are no passengers on either trains or stations*


<b>Station Closure</b>	
<i>OCC Supervisor</i>	The OCC Supervisor must: <ul style="list-style-type: none"> <li>Oversee all the stations closure activities</li> <li>Record closure activities in the OCC Log</li> </ul>
<i>Station Attendant</i>	The Station Attendant must: <ul style="list-style-type: none"> <li>Advise Passengers prior to the last train that it will be departing</li> <li>After the last train has departed</li> <li>Check that all passengers have left the station</li> <li>Advise the Train Controller when this is complete</li> <li>On the advice of the Engineering and Faults Controller turn off all equipment (e.g. Escalators, AFC etc.)</li> </ul>


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<i>Train Controller</i>	The Train Controller must: <ul style="list-style-type: none"> <li>• Inform the Station Attendants to start the closure activities according to the procedure HNL-09517 Station Closure</li> <li>• Ask the Station Attendants to verify the that all passengers have left the station at the end of service</li> <li>• Ask to the Information Controller to verify that the stations are empty through the CCTV, a Station Attendant must be deployed if there is any passengers still on the station</li> <li>• Inform Engineering and Faults Controller once the Station Attendant confirm that all verifications have been concluded without any issue</li> </ul>
<i>Information Controller</i>	The Information Controller must: <ul style="list-style-type: none"> <li>• Inform Passengers through PA and PID in stations and on board the trains that service is going to close and stations are closing</li> <li>• Verify the that the stations are empty through CCTV, alert the Station Attendant there are any passenger still in the station</li> </ul>
<i>Engineering and Faults Controller</i>	The Engineering and Faults Controller must: <ul style="list-style-type: none"> <li>• Verify the status of the systems at the closure and report any abnormality</li> <li>• Verify the emptiness of the stations through the anti-intrusion system</li> <li>• Co-ordinate with Station Attendants to turn off station's equipment (e.g. escalators).</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;">  <p><b>Warning</b>  <i>If Passengers refuse to leave the Station, Staff are to contact the City Security Personnel for assistance. Do not engage or put yourself at risk trying to remove the person physically from the station.</i></p> </div>

<b>Train Recovery to the MSF</b>	Trains will be removed from service at the end of their schedule up to and including the end of service. During this period trains will be required to be checked for persons prior to entering the MSF
<i>Train Controller</i>	The Train Controller must: <ul style="list-style-type: none"> <li>• Send a Train Attendant to the East Bound platform of Waipahu Transit Center to verify the emptiness of the trains going to the depot.</li> <li>• Inform the Train Attendants when last train is arriving at the platform of the last station of the line and route them to the depot according to the procedure HNL-09538 Train Movements from mainline to depot</li> </ul>
<i>Train / Station Attendants</i>	Train/Station Attendants must: <ul style="list-style-type: none"> <li>• Carry out their functions in line with HNL-09563 Terminating Trains at Stations.</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;">  <p><b>Warning</b>  <i>If Passengers refuse to leave the Train, Staff are to contact the City Security Personnel for assistance. Do not engage or put yourself at risk trying to remove the person physically from the Train.</i></p> </div>

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**Note**  
*An evening sweep train for staff is available for those travelling back to MSF for sign off*

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<b>Additional controls</b>
<i>Staff should contact the Police in the event of a violent or aggressive person on railway premises</i>

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