

# TRACK POSSESSION HAND-BACK FROM OCC TO MAINTENANCE

**Work description:** This OCC Work Instruction details the Track Possession Hand-back from OCC to Maintenance.

**Scope:** This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit.

**References:** HNL-09539 Working on the Mainline and Permit to Work

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Engineering and Fault Controller, OCC Supervisor, Train Controller, Person In Charge	Nil

## Tools and equipment required

Nil

<b>Track Possession Hand-Over</b>	Concerning the Permit to Work, when an Engineering Possession has been scheduled and published in the Weekly Engineering Notice, the party responsible for carrying out the work must arrange a PIC to take up the possession on the date concerned. The PIC must quote the work order and obtain the track possession number from the Engineering and Fault Controller for carrying out the work.
<i>OCC Supervisor</i>	<ul style="list-style-type: none"> <li>check the Permit to Work and where applicable, make sure that there is no conflict between maintenance vehicle movements and the Engineering Possession</li> <li>instruct the Train Controller to apply signaling protection to the extremities of the possession areas according to the Track Occupancy Authority</li> </ul>
<i>Train Controller</i>	<ul style="list-style-type: none"> <li>apply signaling protection to protect the possession area</li> <li>confirm to OCC Supervisor on completion of the protection arrangement</li> </ul>
<i>Engineering and Fault Controller</i>	<ul style="list-style-type: none"> <li>where applicable, commence switching program in the track possession area, where required</li> <li>double check the validity of the work activity</li> <li>make sure Possession Protection has been arranged and implemented</li> <li>hand over the track section to PIC</li> </ul>

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

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## Warning

- *Trains may approach from both directions on the Mainline.*
- *Always regard the power rail as energized unless it is indicated clearly in the Track Possession Authority that traction current has been switched OFF and isolated locally via the installation of short-circuiting devices.*
- *Please refer to HNL-09539 Working on the Mainline and Permit to Work for details regarding any work to be carried out on or near the power rail which will require an additional Permit-to-Work (Electrical) to be issued by an Authorized Person. For example, normal planned activities are usually performed in power OFF environment unless it is a corrective / emergency maintenance with additional precaution to be applied subject to the onsite risk assessment by the Authorized Person.*

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