

# BOOK IN AND OUT OF STATION & BRIEFING WORK INSTRUCTION

**Work description:** Station Operators Handover

**Scope:** This Work Instruction is about the changeover of shifts for Station Operators.

**References:** HNL-09669 Station Log Book Entries Form, HNL-09670 Train/Station Operator Book In & Briefing Form, HNL-09505 Customer Service Duties Work Instruction

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Station Operator	Nil
<b>Tools and equipment required</b>		
Nil		



## Warning

*If you think the next person (whom you are handing over to) might not be fit for duty (e.g. looking sick, Under the influence of Drugs or Alcohol), stop the handover and report this to the Train and Station Supervisor immediately.*


<b>Station Operators Handover</b>  <i>Station Operator - outgoing</i>	<p>You are the outgoing Station Operator. You must brief the incoming Station Operator about all important items recorded in your Stations Log during the shift handover.</p>
	<p>The handover briefing must cover the following:</p> <ul style="list-style-type: none"> <li>• Station Log entries</li> <li>• Portable handheld Enhanced Digital Access Communication System (EDACS) radio status</li> <li>• Station Operators end of shift report</li> <li>• Special events</li> <li>• All operational notices</li> <li>• Any applicable procedure changes</li> <li>• Issues and matters associated with contractors and concessionaires</li> <li>• Equipment out of commission/damaged/missing</li> <li>• Any safety issues</li> <li>• Any staffing issues</li> <li>• All engineering/maintenance work activities at the station</li> <li>• Changes to integrated transport services (e.g. bus feeder services)</li> <li>• Special marketing promotions, travel, and ticketing arrangements</li> <li>• New instructions or any changes in work procedures</li> <li>• Changed security arrangements and threat levels</li> <li>• Special revenue operations or partnership working exercises</li> <li>• Other items of interest or importance</li> </ul> <p>Once the handover is completed, the incoming Station Operator must sign HNL-09670 Train/Station Operator Book In &amp; Briefing Form next to your signature. This indicates the starting time of his/her shift and that he/she has understood the present operational status, and understood all the notices and briefs.</p>
<b>Station Operators Handover</b>  <i>Station Operator - incoming</i>	<p>You are the incoming Station Operator. You must be given a handover by the outgoing Station Operator about all important items that have been logged within the Station Log book during the course of the day and any other issues or occurrences that may affect the operations during your shift.</p>
	<p>During handover, the outgoing Station Operator will use the Station Log to inform the incoming Station Operator of the Items Listed above and any other relevant items that may affect the Operations of the station.</p> <p>The Station Operator will:</p> <ul style="list-style-type: none"> <li>• Sign on in the HNL-09670 Train/Station Operator Book In &amp; Briefing Form Attesting that you have understood the handover</li> <li>• Question anything that is not understood during the handover process</li> </ul> <p>Once the handover is completed, both the outbound and inbound Station Operators will sign the HNL-09670 Train/Station Operator Book In &amp; Briefing Form to indicate that they have understood the present operating status of the network.</p>

<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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**HITACHI**

 Hitachi Rail Honolulu JV

Additional controls

*If there is any confusion regarding the information provided, you should seek clarification immediately.*