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| <b>Work Instruction - Operations</b>                                      | <b>HITACHI</b>                  |
| <b>TRAIN HANDOVER BETWEEN OPERATIONS AND MAINTENANCE WORK INSTRUCTION</b> | <b>Hitachi Rail Honolulu JV</b> |

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| <b>Work description:</b> The purpose of this document is to describe the guidelines for handing over of trains from OCC to maintenance or vice versa.  |   |                                     |
| <b>Scope:</b> This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).   |   |                                     |
| <b>References:</b> HNL-09528 Train Movement in Manual Area Work Instruction, HNL-09503 Dynamic Departure Test Work Instruction, HNL-09512 Train Handover Between Operations and Maintenance Work Instruction, HNL-09729 Train Handover Between Operations and Maintenance Form |   |                                     |
| <b>PPE and precautions</b>   | <b>Competencies or qualifications</b>                         | <b>Licenses or permits required</b> |
| Nil  | OCC Supervisor, Technician, Train Controller, Yard Controller | Nil                                 |
| <b>Tools and equipment required</b>  |   |                                     |
| Nil  |   |                                     |

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| <b>Train Handovers</b>                        | Train handover between operation and maintenance must be done to ensure proper transfer of responsibility as well as to ensure trains used for passenger service are fit for service.  |
|   | <p><i>Train Handover from OCC to Maintenance</i></p> <p>Trains which require checking/troubleshooting in the workshop, regardless of status and condition of the train, must be properly handed over from Operations to the Maintenance team.</p> <p>Maintenance team requests the train from OCC to be brought to the workshop for the following activities:</p> <ul style="list-style-type: none"> <li>• Corrective maintenance</li> <li>• Preventive maintenance</li> <li>• Under frame inspection</li> <li>• Roof inspection</li> <li>• Other purpose</li> </ul> <p>OCC Supervisor must fill out the HNL-09729 Train Handover Between Operations and Maintenance Form and give it to the requesting technician along with the assigned train's folder. In case of corrective maintenance, the OCC supervisor must indicate the MMIS service request number on the Train Handover form.</p> <p>Once the train's folder is given to the assigned technician, OCC brings the train to the agreed transition platform (Eastyard or Westyard transition platform). After the train reaches the agreed transition platform, the responsibility of the train movement will be transferred from OCC to the maintenance department. Maintenance can move the train in the shop according to HNL-09528 Train Movement in Manual Area Work Instruction.</p> <p>Train Handovers to maintenance shall be documented in the OCC Log.</p> |
| <i>Train Handover from Maintenance to OCC</i> | <p>Once the train maintenance work is completed and, upon successful completion of the required tests on the Test Track the maintenance department declares a train fit for service, the technician hands the train over back to OCC by giving back the train's folder. The train's folder is signed by the Vehicle leading technician on duty.</p> <p>Train/Yard Controller must ensure that the following required tests are successfully passed:</p> <ul style="list-style-type: none"> <li>• Dynamic Departure Test</li> <li>• Mechanical Brake Test</li> <li>• Door Cycle test</li> <li>• Static Departure Test</li> </ul> <p>OCC Supervisor will take back the train's folder and the properly filled train handover form after the Train/Yard Controller confirms that the train passed all required tests successfully. For details of tests refer to HNL-09503 Dynamic Departure Test Work Instruction. Once the aforesaid conditions are met, the Train can be routed from the test track to the stabling area of the yard by the Train/Yard Controller.</p>   |

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## TRAIN HANDOVER BETWEEN OPERATIONS AND MAINTENANCE WORK INSTRUCTION

The OCC cannot use a train for revenue service if the train's folder and the signed Train Handover Between Operations and Maintenance Form is not in the OCC.

If the train's folder is not in the possession of OCC, the train must not be used for passenger service even though maintenance team has confirmed the train is fit for service.

- In the unlikely event the Train Handover Between Operations and Maintenance Form is lost, it shall be prepared again
- Train Handover Between Operations and Maintenance Form shall be stored in the OCC for a minimum period of 1 month
- Train Handovers from maintenance to operations shall be documented in the OCC Log