

DEALING WITH CONTRACTORS AND VISITOR MANAGEMENT IN STATIONS

Work description: The purpose of this document is to describe the actions to be undertaken when Contractors have to work on the H RTP system. This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).

Scope: All Contractor works on the H RTP

References: N/A

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Engineering and Faults Controller, Train Controller, HSE Coordinator, Maintenance Manager	Nil

Tools and equipment required

Nil

Dealing with Contractors

Engineering and Faults Controller

The Engineering and Faults Controller shall:

- Make sure that the Contractor's staff have the permit to work;
- De-energize the working area, if requested (i.e. working on tracks);
- Grant access to the working area when it is safe to do so, and all required safety measures are in place.

Train Controller

The Train Controller shall:

- Ensure that train / service vehicle movements do not interfere nor jeopardize the ongoing works;
- Do not authorize train / service vehicle movement over the working area until it is confirmed that the area is clear from personnel and objects;

Health, Safety and Environment Coordinator

The Health Safety and Environment coordinator shall:

- Prior the start of the works, ensure that an activity hazard analysis (AHA) for the works is in place. Ask support to the contractor and subject matter experts (e.g. maintenance managers/technicians) to prepare the AHA;
- Perform the safety induction to the Contractor's staff, to make sure that they understand the working environment and the related risks.

Document Code	HNL-09506 - Dealing with Contractors and Visitor Management in stations	Revision	
External Code		Ext. Revision	
File Name	-00.00-0-	Page 1 of 2	

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<i>Maintenance Manager (Infrastructure, E&M, Vehicle)</i>	<p>The Maintenance Manager shall:</p> <ul style="list-style-type: none"> • Ensure that the work permit for the activity is in place; • In case of particularly complex or non-routine activities, ask the Contractor a detailed work execution procedure/method statement and attach it to the application for work permit; • Interface the Contractor to get a detailed report of the works and review it; • Make sure that all the activities listed on the purchase order are performed; • Approve the report when it is technically acceptable, and all the activities foreseen in the purchase order have been performed; • Assign one or more technicians to oversee the activity and to assist as required; • Forward the activity report to the Logistic assistant for accounting/invoicing purposes; • Close the relevant work order only when the Logistic Assistant confirms that the activity has been posted into the procurement/logistic module of the MMIS.
<i>Technician</i>	<p>The Assigned technician shall:</p> <ul style="list-style-type: none"> • Oversee the activity and assist as required; • Highlight to OCC any deviation from prescriptions highlighted into the work permit, especially if they are safety related; • Report to the Maintenance Manager any issue or problem that may arise during the execution of the activity; • When the work activity is complete or prior the start of revenue service, close the work permit in OCC when the working area is completely clear from personnel, objects and tools.
<i>Logistic Assistant</i>	<p>The logistic assistant shall:</p> <ul style="list-style-type: none"> • Post the activity on MMIS upon receipt of the technical report from the Maintenance Manager and inform the Maintenance Manager • Interface the Contractor and Finance Manager for invoicing/accounting aspects.

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File Name	-00.00-0-	Page 2 of 2	