

**TRAIN INSPECTION/PREPARATION****Work description:** Preparing a train to enter commercial service**Scope:** This Work Instruction is written specifically for the Train Attendants of Honolulu Rail Transit**References:** HNL-XXXXX Train Preparation Checklist Form**PPE and precautions**

High Visibility Vest

**Competencies or qualifications**

Train Attendant

**Licenses or permits required**

Train Driver

**Tools and equipment required**

Train Key

**Warning**

Before the Train Attendant proceeding on the emergency walkway to access an out stabled train, Train Controller must establish a safe path for the Train Attendant to reach and access the train safely.

**Stabled Trains**

Trains are stabled in the yard and mainline siding tracks.

**Train Preparation**

Trains will require a visual inspection at a minimum of once every 24 hours by Train Attendants before entering commercial service. Normally, trains will be stabled at the stabling tracks in the yard or the station platform tracks along the mainline. Train Attendants will be dispatched to the yard stabling tracks or mainline tracks to carry out a train preparation using the Train Preparation Checklist Form.

Once the train preparation has been completed, the Train Attendant will notify the Yard Controller or Train Controller that the train is ready to enter commercial service by giving the train number and track location.

**Note**

If the train preparation is not completed satisfactorily, the Train Attendant will report to the Yard Controller/Train Controller by the train radio.

- All failures and defects to be reported should be addressed to the Yard Controller/Train Controller and will be recorded or logged on Train Preparation Checklist.
- Details will include time when the defect is found, time reported, train-set number, car number, track location, to whom the fault was reported.
- If the train preparation is not completed satisfactorily, the Train Attendant will follow the instructions of the Yard Controller/Train Controller.

**Train Preparation Completed**

Having completed the train preparation, the Train Attendant will inform Train Controller / Yard Controller.

**Note**

If the Train Preparation Checklist Form is not completed satisfactorily, the Train Attendant will follow the instructions of the Yard Controller/Train Controller.

**Approved By:**☐ Director, Operations and Maintenance☐ Department Manager☐ Manager, HSE (Operations and Maintenance)**Signature:****Date:**

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