

STATION INSPECTION WORK INSTRUCTION

Work description: The purpose of this document is to describe the situations in which a station inspection must be carried out and the actions that must be performed. This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).

Scope: Inspection of station prior to opening for revenue service

References: Security Management Plan, HNL-09527 Fault Reporting Process Work Instruction, HNL-09520 End of Service Work Instruction, HNL-09516 Start of Service Work Instruction, HNL-09525 Station Inspection Work Instruction

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Station Operator	Nil

Tools and equipment required

Handheld Portable Radio, Station Key

**Warning**

Checks and security sweeps of the station prior to opening for revenue service will be commensurate with the security threat level. Guidance will be given on any additional checks required as a result of a change in the security threat level in the Security Plan.

Station Inspections	<p>A station inspection is a visual inspection of the entire or parts of a station, excluding the technical rooms. A station inspection is carried out to ensure that all floors of the station are free from unauthorized persons or objects.</p> <p>In general, a station inspection must be carried out at the start and end of service, and:</p> <ul style="list-style-type: none"> • After emergency situations once the emergency units have left the area • If an unauthorized person has been observed (such as a male inside the station during passenger service hours) • Situations where the Train Controller deems an inspection necessary
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Pre-Opening Checks	<p>Prior to opening a station, the building and equipment will be checked as per Station Daily Checklist & Record Form, and results of the inspection recorded on including issues identified and actions taken.</p>
Station Operator	<p>Station Operators will:</p> <ul style="list-style-type: none"> • Inspect items identified on the Station Daily Checklist and report on their condition in the report • Items identified as not available shall be made safe for the travelling public
	<div style="display: flex; align-items: center;"> <div> <p>Warning</p> <p>If items cannot be made safe or there are problems or potential issues at the station, (such as Sweep Run issues) the Station Operator is to immediately report the issue to the Information Controller</p> </div> </div>
	<p>On completion of the inspection, Station Operator will:</p> <ul style="list-style-type: none"> • Send completed Station Checklist & Record Form to the Information Controller and confirm that the Station is in a fit state to open • Confirm with the Information Controller that the station is fit to operate for Revenue Services Hours • If there is a problem with a station that would prevent it from being opened, immediately report the circumstances to the Information Controller in line with HNL-09527 Fault Reporting Process Work Instruction

**Note**

Records of Station Inspection and Record form are to be kept at the station in Hard Copy

Additional controls
To expedite the process, all staff on duty will participate in the inspection process

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

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