


Work Instruction - Operations	HITACHI
END OF SERVICE WORK INSTRUCTION	 Hitachi Rail Honolulu JV

Work description: The purpose of this document is to describe the actions required daily to close the service of the H RTP system		
Scope: All Stations and Trains		
References: HNL-09563 Terminating Trains at Stations Work Instruction, HNL-09517 Station Closure Work Instruction		
PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	OCC Supervisor, Train Controller, Information Controller, Engineering and Fault Controller, Train Operator, Station Operator	Nil
Tools and equipment required		
Nil		




Warning


At the end of service, it must be verified that there are no passengers on either trains or stations

Station Closure	
<i>OCC Supervisor</i>	<p>The OCC Supervisor must:</p> <ul style="list-style-type: none"> Oversee all the stations closure activities Record closure activities in the OCC Supervisor Log
<i>Station Operator</i>	<p>The Station Operator must:</p> <ul style="list-style-type: none"> Advise passengers prior to the last train that it will be departing After the last train has departed Check that all passengers have left the station Advise the Train Controller when this is complete On the advice of the Engineering & Fault Controller turn off all equipment (e.g. Escalators, AFC etc.)
<i>Train Controller</i>	<p>The Train Controller must:</p> <ul style="list-style-type: none"> Inform the Station Operators to start the closure activities according to the procedure HNL-09517 Station Closure Work Instruction Ask the Station Operators to verify that all passengers have left the station at the end of service Ask to the Information Controller to verify that the stations are empty through the CCTV, a Station Operator must be deployed if there is any passengers still on the station Inform Engineering and Fault Controller once the Station Operator confirm that all verifications have been concluded without any issue
<i>Information Controller</i>	<p>The Information Controller must:</p> <ul style="list-style-type: none"> Inform passengers through PA and PID in stations and on board the trains that service is going to close, and stations are closing Verify the that the stations are empty through CCTV, alert the Station Operator there are any passenger still in the station
<i>Engineering & Fault Controller</i>	<p>The Engineering & Fault Controller must:</p> <ul style="list-style-type: none"> Verify the status of the systems at the closure and report any abnormality Verify the emptiness of the stations through the anti-intrusion system Co-ordinate with Station Operators to turn off station's equipment (e.g. escalators).
	<div>  <p>Warning If Passengers refuse to leave the Station, Staff are to contact the City Security Personnel for assistance. Do not engage or put yourself at risk trying to remove the person physically from the station.</p> </div>

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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Train Recovery to the ROC <i>Train Controller</i> <i>Train / Station Operator</i>	Trains will be removed from service at the end of their schedule up to and including the end of service. During this period trains will be required to be checked for persons prior to entering the ROC
	The Train Controller must: <ul style="list-style-type: none"> Send a Train Operator to the East Bound platform of Waipahu Transit Center to verify the emptiness of the trains going to the depot. Inform the Train Operators when last train is arriving at the platform of the last station of the line and route them to the depot
	Train/Station Operators must: <ul style="list-style-type: none"> Carry out their functions in line with HNL-09563 Terminating Trains at Stations Work Instruction.
	<div style="display: flex; align-items: center;">  <div> <p>Warning</p> <p><i>If Passengers refuse to leave the Train, Staff are to contact the City Security Personnel for assistance. Do not engage or put yourself at risk trying to remove the person physically from the Train.</i></p> </div> </div>



Note

An evening sweep train for staff is available for those travelling back to ROC for sign off

Additional controls
<i>Staff should contact the Police in the event of a violent or aggressive person on railway premises</i>