# **Work Instruction - Operations**

# OCC OPERATOR HANDOVER WORK INSTRUCTION



Work description: The purpose of this document is to describe the actions required for the handover of duty of the OCC operators.					
Scope: This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (HRTP).					
References: Nil					
PPE and precautions	Competencies or qualifications	Licenses or permits required			
Nil	All OCC operating staff (OCC Manager, OCC Supervisor, Train Controller, Yard Controller, Information Controller, Engineering and Fault Controller, Security Controller)	Nil			
Tools and equipment required					
Nil					

## Responsibilities

#### All OCC operating staff must:

- Report for duty on time or notify relevant supervisor
- Pass on truthful and relevant information and not to deliberately conceal any information, which might be useful for the incoming duty operator
- Not to operate the system until all information from the outgoing operator is fully comprehensible and understood
- Read and write any relevant information onto the handover form
- Note onto the handover sheet if there is a change to the "Operations restrictions list"
- Review the logbook from the start of service to discover any issues, which might have influence on the service to be performed by the newly arriving operator
- Log in and out of the control room workstation associated with his/her assigned duty

## Outgoing OCC Operator

#### All outgoing OCC operating staff must:

- Fill out the respective handover form with reference to the information from the Control Room Log (the handover form may be filled out during the shift, which will minimize the risk for forgetting important information)
- Advise the incoming OCC operator of the status of the service and any active problems or incidents



#### Note

If the duty handover is forced to occur during a serious delay or an emergency incident, the outgoing OCC operators must remain in charge of the incident handling until the incident has reached a stage of sufficient stability and can be handed over safely to the incoming operators.

- Advise the incoming OCC operator of any new Rules and Procedures or changes to the "Operations restrictions list"
- Log out of the workstation(s) associated with his/her assigned duty
- Leave the Control Room only after the signing of the handover form as a record that the incoming OCC operator has been fully briefed on the status of the System

## Outgoing OCC Supervisor

## In addition, the outgoing OCC Supervisor must:

- Review the Duty Handover forms (collected from the outgoing OCC Operators) and the Control Room Log for audit purposes
- Make sure the OCC Supervisor handover form is duly filled (with reference to the OCC operator handover forms)
- Hand over the completed handover forms to the incoming OCC Supervisor, or forward the completed handover forms to the OCC Manager by 07:00 hours if you are on the night shift

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

Document Code	HNL-09740 OCC Operator Handover Work Instruction.00	Effective Date:	
File Name	HNL-09740.00.00-0-OCC Operator Handover Work Instruction	Rev No. 00	Page 1 of 2

# Form OCC OPERATOR HANDOVER WORK INSTRUCTION © Hitachi Rail Honolulu JV

Incoming OCC	All incoming OCC operating staff must:	
Operator	Report to the outgoing OCC operator at the specified duty time	
	Confirm the status of the System with the out-going OCC operator	
	Read and be aware of any new Rules and Procedures or changes to the "Restrictions List	
	Read and sign the Duty Handover form as a record that he/she fully understands the status of the System	
	Log On or Transfer Log On to the workstation(s) associated with his/her assigned duty	
Incoming OCC	In addition, the incoming OCC Supervisor must:	
Supervisor	Receive the completed handover forms of the last shift from the outgoing OCC Supervisor (if applicable)	