


Work Instruction - Operations	HITACHI 
EQUIPMENT OUT OF SERVICE/RESTRICTED SERVICE WORK INSTRUCTION	

Work description: This work instruction describes the steps to raise, record, manage and remove equipment service restrictions		
Scope: This work instruction is written specifically for the OCC operating and maintenance staff of Honolulu Rail Transit. Equipment that are unsafe or unfit to be operated shall be placed out of service or in restricted service until the most appropriate corrective action is undertaken.		
References: HNL-09404 Equipment Out of Service / Restrictive Service Form		
PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	OCC Supervisor, Engineering & Fault Controller, Maintenance Technician, Head of Engineering & Maintenance	Nil
Tools and equipment required		
Nil		

Raising a service restriction/removal of service	
<i>All personnel</i>	When you notice an equipment fault that may result in unsafe operation, you must: <ul style="list-style-type: none"> Immediately tell the OCC Where feasible, remain nearby to prevent people from using the equipment or moving through the affected area until the arrival of the maintainer
<i>OCC Supervisor</i>	Once informed, you must: <ul style="list-style-type: none"> Prevent the use of the concerned equipment or impede any movement over the affected area Inform the Engineering & Fault Controller to arrange maintenance intervention
<i>Engineering & Fault Controller</i>	Once informed, you must: <ul style="list-style-type: none"> Immediately alert the relevant maintenance discipline to perform maintenance intervention
<i>Maintenance Technician</i>	Once dispatched onsite, you must: <ul style="list-style-type: none"> Inspect the concerned area or equipment and based on the results of the inspection, fill the relevant equipment out of service tag or restrictive service tag Inform the Head of Engineering and Maintenance and get his/her signature/approval on the tag Make sure that a work order is created to keep track of the problem Make sure that, a technician will watch the concerned equipment/area until the application of the tag is performed, to prevent people from using it or moving through the affected area
<i>Head of Engineering & Maintenance</i>	You must: <ul style="list-style-type: none"> Verify/sign the restriction/out of service tag Whenever possible, determine whether the affected equipment can be removed from the assigned location and stored/secured in a segregated area
	 Note <i>The restriction comes into effect immediately after the Head of Engineering and Maintenance signs the "Out of Service / Restrictive Service Form." Safety & Security Manager's and O&M Director's signatures shall be collected retrospectively for the record.</i>

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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Recording a service restriction/removal

<i>Engineering & Fault Controller</i>	<p>Once the maintenance technician fills the relevant tag (restricted service/out of service), you must:</p> <ul style="list-style-type: none"> Assign the tag number to the restriction/removal from service Take note of the restriction/removal from service within the restrictions/removals from service register Note the event in the logbook Get the tag signed by the Safety & Security Manager and the O&M Director Give back to the technician the tag to be put on the concerned asset/over the affected area <p>Inform the relevant OCC Controllers (Train Controller/Yard Controller/Information Controller)</p>
<i>Maintenance Technician</i>	<p>You must:</p> <ul style="list-style-type: none"> Place the tag over the concerned equipment/area Where applicable, store the affected equipment as per Maintenance Manager's instructions

Managing service restrictions/removals

<i>Engineering & Fault Controller</i>	<p>You must:</p> <ul style="list-style-type: none"> Whenever a restriction/removal from service is raised or removed, update the restrictions/removals from service register Keep available the restrictions/removals from service register Archive previous versions of the register for 6 months
<i>Head of Engineering & Maintenance</i>	<p>You must:</p> <ul style="list-style-type: none"> Make sure that applicable tags are in place and clearly visible

Return to Service – removing service restrictions / out of service tags

<i>Maintenance Technician</i>	<p>Once the repair work has been completed, you must:</p> <ul style="list-style-type: none"> Update the relevant work order with all details of work performed Close the work order Submit the work order and reports to the Head of Engineering and Maintenance
<i>Head of Engineering & Maintenance</i>	<p>You must:</p> <ul style="list-style-type: none"> Fill and sign the return to service form Attach work order/repair reports Submit the return to service form to the OCC
<i>Engineering & Fault Controller</i>	<p>Once received the return to service form, you must:</p> <ul style="list-style-type: none"> Get the signature from the Safety & Security Manager and O&M Director Update the restriction/removal from service register Make sure that the tags are removed Inform the relevant OCC Controllers (Train Controller/Yard Controller/Information Controller)



Warning

The OCC Manager is responsible for ensuring that in the OCC all the active restrictions are highlighted in the shift Handover forms between OCC staff and collected in the active restrictions log.

The OCC Manager is responsible for ensuring that all documentation supporting restriction set-up and removal are properly filed and maintained for at least 6 months.