LOCAL DOOR OPERATION

Document Control

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Applies to	BR Class 688 and BR Class 17

Abbreviations and definitions

OL	Onboard Leader or "guard".
IAW	In accordance with
BR	British Rail

Document Change Control

Revision	Date	Description	Page	Author
001	10/10/26	Initial		J Smith
002	10/10/26	Clarification of Operation Procedure.	4	J Smith
	09/10/26	Additional preventing identified risk section regarding being locked out on platform	5	A Mac
	09/10/26	Caution added to instructions regarding being locked out on the the platform	6	J Smith

Purpose

This document provides supplementary guidance for competent and authorised Onboard Leaders on the assessment and use of local passenger-door operation, where permitted by the applicable operating instructions.

It identifies the principal operational considerations, human-factors issues and hazards associated with local door operation. It is intended to support consistent decision-making and reinforce existing approved procedures.

This document does not replace the applicable Rule Book, rolling-stock operating instructions or the Onboard Leader Operations Manual. Where a conflict or uncertainty exists, the operation must be managed in accordance with the operator's approved rules and escalation arrangements.

Scope

Local door operation involves opening just one platformed external door instead of all platformed doors. The local door can be opened by the customer or by the OL.

Applicability

The procedures described on this document apply only to BR Class 688 and BR Class 17 trains when the OL determines that a local door release is more appropriate than releasing all doors such as out-of-course situations, stopping dispatch once doors are closed or making additional stops if a customer is over-carried.

Roles and Responsibilities

The driver will be responsible for handing over local door control as agreed with the OL. The OL will be responsible for opening the local door when they deem it to be the safest option, examples of which are detailed under the Preventing Identified Risks section of this document.

Competence and Authorisation

All OLs are to read and understand the contents of this document prior to operating and using the local door release process contained within this document.

Preventing Identified Risks

The following table introduces some of the different scenarios in which varying risks are introduced and risk considerations are introduced along with some of the mitigations OLs can use to manage risks.

RISK	POTENTIAL CONSEQUENCE	CONTROL MEASURE
UNLIT STATIONS	During disruption, platforms may not be illuminated as lighting is on a timer.	Customers should not be left to operate the door themselves and the OL should open the door to enable better supervision of the customer leaving the train.
SNOW/ICE ON PLATFORM	Customers may slip on leaving the train or when walking on the platform.	Customers should not be left to operate the door themselves and the OL should open the door and ensure that the customer does not fall onto the track.
INTOXICATED/INFIRM CUSTOMERS	Increased risk of falling on leaving the train.	Customers should not be left to operate the door themselves and the OL should open the door and ensure that the customer does not fall onto the track.
DOOR NOT PLATFORMED	If operating to an unknown station or not stopping at the usual stop board, the door may not be platformed.	Customers should not be left to operate the door themselves and the OL should open the door only once they have ensured that the door is platformed. If it cannot be confirmed that the door is platformed DO NOT OPEN THE DOOR.
DEALING WITH DISTRACTION	Local door release may reduce the capacity of OLs to deal with customers in the vestibule causing a distraction.	Where appropriate, OLs may deem it safer to close doors and dispatch from the rear cab if vestibules are busy or the onboard environment is likely to cause distraction when operating doors or dispatching.
OL LOCKED OUT	When the OL is to release the local door, there is a risk of being locked out if the door control panel is moved out of the ON position with the OL on the platform	OL must ensure that they are onboard the train before the door control panel is moved out of the ON position to avoid the risk of being locked out of the train.

Operating Procedure - Customer Opens Local Door

Where permitted by the applicable operating instructions, the OL may select customer-operated local door release where appropriate. The OL remains responsible for ensuring that the selected method is suitable and that the procedure is followed.

1. SELECT THE DOOR OPERATION METHOD & INFORM THE DRIVER.
2. INFORM THE CUSTOMER THAT ONCE THE TRAIN STOPS, THEY WILL OPEN THE LOCAL DOOR BY PUSHING THE ILLUMINATED DOOR OPEN BUTTON.
3. ON APPROACH TO THE STATION POSITION YOURSELF IN REAR CAB.
4. DRIVER CONFIRMS THE REQUIRED PLATFORM ALIGNMENT AND ESTABLISHES THE AGREED LOCAL DOOR OPERATION ARRANGEMENT.
5. ENSURE REAR CAB DOOR IS PLATFORMED BEFORE OPENING THE REAR CAB DOOR AND EXITING THROUGH THE REAR CAB DOOR ONTO THE PLATFORM.
6. OBSERVE THE CUSTOMER LEAVING THE TRAIN THROUGH THE LOCAL DOOR AND ENSURE THAT THEY DO NOT FALL AND ARE CLEAR OF THE TRAIN.
7. FROM THE PLATFORM, TURN ON DOOR CONTROL PANEL USING A KABA KEY AND PUSH THE DOORS CLOSE BUTTON FOR FOUR SECONDS.
8. REBOARD THE TRAIN USING THE REAR CAB DOOR & CLOSE THE REAR CAB DOOR BEHIND YOU.
9. ENSURE DOORS ARE CLOSED BY OBSERVING THE BLUE INTERLOCK BUTTON BEING ILLUMINATED.
10. TURN THE KABA KEY TO BUZZER ONLY.
11. DISPATCH IN ACCORDANCE WITH CONSISTENT DISPATCH PROCEDURE IN ONBOARD LEADER OPERATIONS MANUAL 7.2.1.

If at any point it is decided that local door operation is no longer suitable, OL must stop the dispatch, contact the driver and come to a clear understanding as to how the dispatch process should proceed.

Operating Procedure - OL Opens Local Door

Where permitted by the applicable operating instructions, the OL may open the local door where appropriate. The OL remains responsible for ensuring that the selected method is suitable and that the procedure is followed.

CAUTION: Risk of OL being locked out of the train on the platform. Once the door is open, do not move the Kaba key out of the ON position unless you are onboard the train and are ready for the local door to be closed.

1. SELECT THE DOOR OPERATION METHOD & INFORM THE DRIVER.
2. ON APPROACH TO THE STATION POSITION YOURSELF NEXT TO THE DOOR WHICH WILL BE OPENED.
3. USE YOUR TRAIN KEY TO OPEN THE DOOR OPERATING PANEL OF THE DOOR WHICH WILL BE OPENED.
4. DRIVER CONFIRMS THE REQUIRED PLATFORM ALIGNMENT AND ESTABLISHES THE AGREED LOCAL DOOR OPERATION ARRANGEMENT.
5. USE YOUR KABA KEY TO TURN THE DOOR CONTROL PANEL TO THE ON POSITION.
6. PUSH THE NOW ILLUMINATED DOOR OPEN HALO BUTTON TO OPEN THE DOOR.
7. STEP ON TO THE PLATFORM & OBSERVE THE CUSTOMER LEAVING THE TRAIN THROUGH THE NOW OPENED LOCAL DOOR.
8. REBOARD THE TRAIN USING THE LOCAL DOOR AND CLOSE IT BY TURNING THE KABA KEY TO BUZZER ONLY.
9. ENSURE DOORS ARE CLOSED BY OBSERVING THE BLUE INTERLOCK BUTTON BEING ILLUMINATED.
10. DISPATCH IN ACCORDANCE WITH CONSISTENT DISPATCH PROCEDURE IN ONBOARD LEADER OPERATIONS MANUAL 7.2.1.

If at any point it is decided that local door operation is no longer suitable, OL must stop the dispatch, contact the driver and come to a clear understanding as to how the dispatch process should proceed.

Incident, Defect and Hazard Reporting

OLs are to report any concerns, issues or close calls associated with local door release by completing a report to the business at their earliest opportunity via the ReportIt app.

Environmental Considerations & Human Factors

OLs must ensure that they assess the appropriateness of local door release and consider factors such as the ability of the customer, the platform conditions and any additional risk.