

A D V I S O R Y

DOOR LOCK-OUT PROCEDURES

When locking out ANY door, you MUST:

- Visually inspect to ensure **ALL** emergency handles inside, (vestibule or door panel) and outside, (foot level if standing at high-level), are in the normal locked position.
- Be sure to wear proper hand protection while addressing any handles that are not in the normal locked position, as there may be broken glass.
- Keep hands, fingers and all other body parts clear from moving parts of the door mechanisms.
- While securing a firm handhold, physically close the door being locked out.

On ALL Comet and Multi-Level equipment:

- You **MUST** lock out the door using the door lock-out key switch adjacent to the door in the vestibule.
- Additionally, on **Comet IV** equipment, locate and access the door control panel on the interior of the car by each door, and place the switch in the “**cut-out**” position.

On Arrow III equipment:

- Locate and access the door control panel on the interior of the car by each door, and place the switch in the “**by-pass**” position.
- **The “cut-out” position is for maintenance personnel only.**
- Locate the mechanical lock-out lever, remove the retaining pin and position the lever down, then reinsert the retaining pin to manually lock out the door.
- When placing in by-pass and manually locking out a center door, the adjacent center door **MUST** also be placed in by-pass and manually locked out.

Please refer to TRO-5 Safety Rules 380A, 380B, 381A, and 381B; TRO 12 Section 2.1.2; and Mechanical SMP 156013 for the above rules in their entirety.

SAFETY HOTLINE: 877-806-8283
safetyhotline@njtransit.com

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