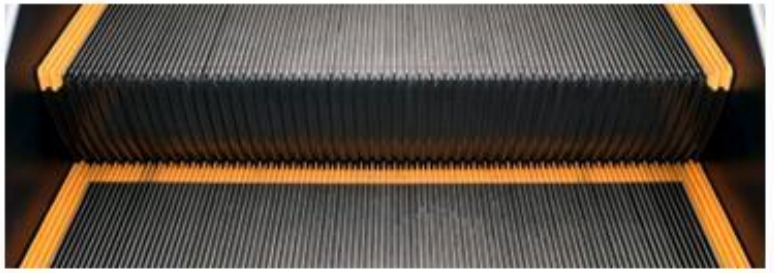
Instructor/Participant Guide



212: Escalator-Inspection & Basic Maintenance

Module 12: Internal Communications

Transit Elevator/Escalator Consortium

Table of Contents:

Icons Used in This Guide

Throughout the Instructor's Guide, the following icons indicate the type of content being presented.

Refer To		**PowerPoint**	
Multimedia		**Web based Training**	
Write		**Ask**	
Individual Activity		**Small Group Activity**	
Classroom Activity		**Duration**	

Agenda

Topic No.	Topic Title	Duration
1	Introduction	5 minutes
2	Glossary of Local Terms and Language	15 minutes
3	Reporting requirements and Forms	15 minutes
4	Communication Procedures	15 minutes
	Communication Interface	15 minutes
	Reporting Software	15 minutes
5	Summary	5 minutes
	Total Time:	**1.4 hours**

Overview

Purpose

The purpose of this module is to:

- Introduce the participant to the types and styles of vertical transportation commonly found in U.S. transit systems.

Objectives

At the end of this chapter, the learner will be able to:

- Describe the method of remote monitoring used within their system
- Identify who monitors the system
- List advantages of remote monitoring

Materials

Make sure you have the following:

- Laptop (one for leader)
- Participant Guides
- PowerPoint slide deck
- LCD projector
- A17.1 Safety Code for Elevators and Escalators
- A17.2 Guide for Inspection of Elevators, Escalators and Moving Sidewalks
- A17.3 Safety Code for Existing Elevators and Escalators
- Heavy Duty Transportation System Escalator Design Guidelines (APTA RT-RP-FS 007-02)
- Field Employees' Safety Handbook
- Transit Agency Handbook

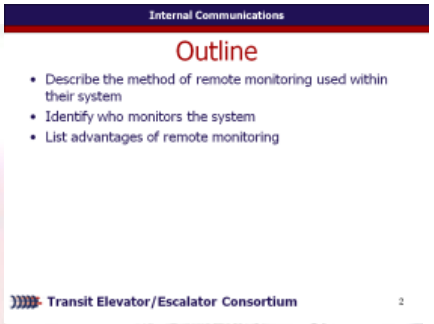
Preparation

PREPARE flip charts with the following titles:

- Class Expectations

Instructor's Notes

Slide 1



Slide 2

GAIN audience attention by introducing yourself.

WELCOME the participants to the internal communications module.

ASK how does the computer communicate with the escalator?

DIRECT participants to the objectives on slide 2.

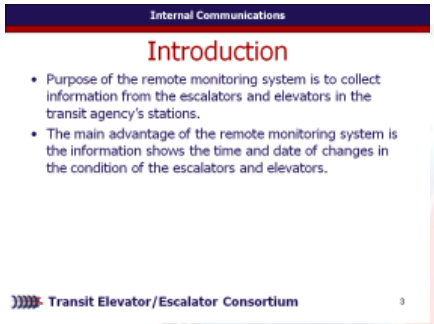
REVIEW the objectives on Slide 2.

Introduction

Welcome to the internal communications module.

How does the computer communicate with the escalator?

Instructor's Notes



Slide 3

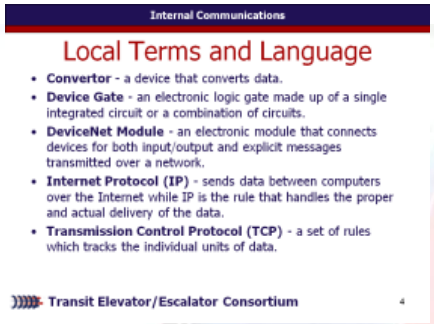
REVIEW general overview of the remote monitoring system.

ASK what purpose does the remote monitoring system serve?

General Overview

What purpose does the remote monitoring system serve?

Instructor's Notes



Slide 4

REVIEW slide 4 and discuss some common terms and language within internal communications.

ASK: participants to define the listed terms.

Local Terms and Language

Define the following terms:

Convertor

Device Gate

DeviceNet Module

Internet Protocol (IP)

Transmission Control Protocol (TCP)

Instructor's Notes

Slide 5

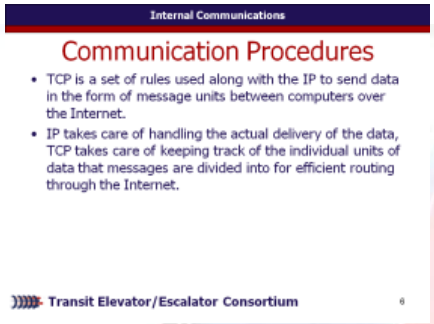
REVIEW slide 5 and discuss appropriate Transit Authority reporting requirements and forms.

ASK how do you determine if you must document your time on site?

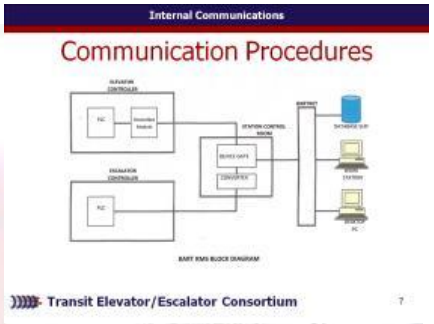
Reporting Requirements and Forms

How do you determine if you must document your time on site?

Instructor's Notes



Slide 6



Slide 7

REVIEW slide 6 and 7 and discuss TCP/IP with participants.

CONTENT: Direct participants to describe in their own words, the difference between TCP and IP.

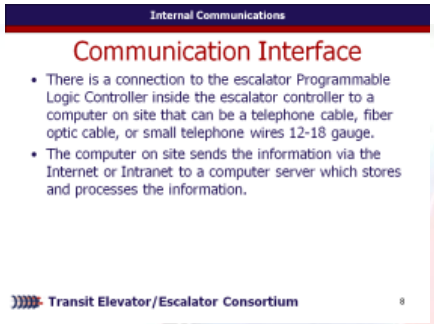
APPLICATION FEEDBACK: now that we have discussed a little Communications procedures, have the participants answer the following question.

ASK: *participants to describe the purpose of the TCP.*

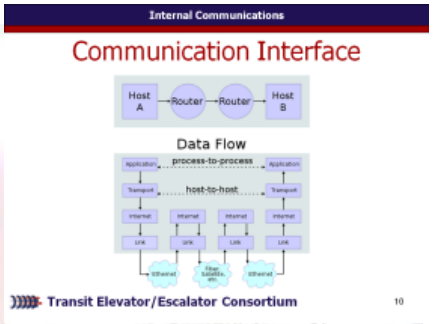
Communication Procedures

Describe the purpose of the TCP.

Instructor's Notes



Slide 8



Slide 10

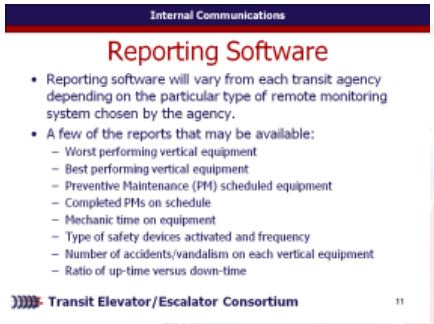
REVIEW slide 8 through 10 and discuss how the PLC is connected to the computers on site.

ASK: if an annunciator panel is not functioning properly, what must be completed?

Communication Interface

If an annunciator panel is not functioning properly, what must be completed?

Instructor's Notes



Slide 11

REVIEW slide 11 and discuss how to properly test the operation of steps.

CONTENT: Direct participants to describe in their own words the types of reports that are available to them.

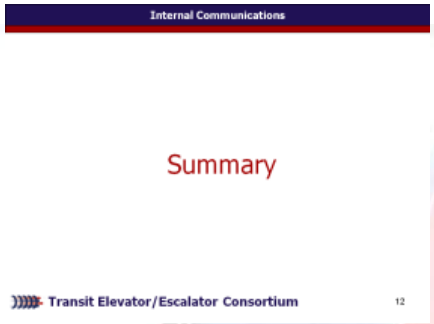
APPLICATION FEEDBACK: now that we have discussed a little about reporting software, have the participants answer the following question.

ASK what current software is being used by your system?

Reporting Software

What current software is being used by your system?

Instructor's Notes



Slide 12

REVIEW slide 12 and summarize the module.

EVALUATION and CLOSURE: Recap the main points of the module before moving on to the next topic within this course.

ASK the participants if they have any outstanding questions on what was presented.

Summary