METROLINX

Contract No.	
Contract Name	
Project No.	
Project Name	
Project Manager	
Asset Class Lead(s)	
Contractor	
Substantial/Estimated Completion Date	

BACKGROUND:

In line with the Asset Management Policy, Asset Information Handover Procedure, and the Asset Data and Information Standards, the ADCL is a tool used to capture the documents of new or impacted assets. Business specific protocols need to be followed in conjunction with this template.

INSTRUCTIONS

PROJECT DELIVERY TEAM (PDT):
• saves this blank template using the nomenclature "Handover - Project # - Contract # - Project Title - ADCL"

• works with the Asset Class Lead to define the mandatory documents, timelines, etc.

• inserts a row to add document type required by the Asset Class Lead if not listed under the "Document Types" tab

• provides the contractor briefing on the ADCL template and it's completion

• informs the contractor to maintain a list of documents checked-out for revision

• ensures the checked out documents are entered in the ADCL using the same file name but with the new version no.

• advises the contractor to commence populating the ADCL as soon as possible

• reviews the completed ADCL provided by the contractor

• provides the approved ADCL to the Project Delivery Team Document Controller for quality checks or completion as relevant

• coordinates with the Project Delivery Team Document Controller to upload the completed ADCL and documents to the EDRMS staging area

PROJECT DELIVERY TEAM DOCUMENT CONTROLLER:
• reviews the completed ADCL for quality or completes the ADCL as relevant

• requests the Asset Class Document Controller to create project folders in the staging area in EDRMS

• uploads the completed, quality checked ADCL and documents into the staging area in EDRMS

• informs the Asset Class Lead and Asset Class Document Controller after uploading the completed ADCL and documents to the EDRMS staging area

CONTRACTOR:
• maintains and populates the ADCL

• completes the ADCL

• provides the documents as agreed upon and listed in the ADCL

• carries out rectification on deficiencies indicated

ASSET CLASS LEAD:
• works with the PDT to define the mandatory documents, timelines,…

• coordinates with the PDT to add documents required, but not listed under the "Document Type" tab

• reviews and validates the completed ADCL and documents

• provides relevant input for processing documents e.g., Asset ID, Location ID, visibility in eGIS

• generates Location ID only if the document is being associated to an asset and location *(a requirement for majority of stations/facility assets)*

• informs the Asset Class Document Controller to commence processing the documents

ASSET CLASS TEAM DOCUMENT CONTROLLER:
• reviews the metadata/information in the completed ADCL and verifies documents received are as stated

• completes required metadata for further processing e.g. renaming document to follow the defined nomenclature, document storage location, …

• coordinates with the Asset Class Lead for rectification

• carries out document processing in EDRMS staging area and moving to the final EDRMS location

Document Types

Discipline	Mandatory	Document Category	Required for In-Service	In-Service Date	Reason for Pending Documents	Pending Documents Delivery Date	Soft Copy Format	Hard Copy Type	Hard Copy Quantity
Instructions	Documents required for this project	What category of documents are required?	Y/N	Date when the asset is going into service	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf	e.g., binder, folder	Quantity provided
Signals		As-Builts Signal Plans							
		Configuration Change Report							
		Contract and Warranty Documentation							
		Environmental Assessments							
		Factory Acceptance Tests (FAT)							
		Final Issued for Construction Documents (to MX CAD/BIM Standards)							
		Geo-file Database (for MX owned assets)							
		Geo-file Database (for property records)							
		Geo-file Database (for third party utilities)							
		Geo-technical Reports							
		Installation, Operation, and Maintenance (IOM) Manuals							
		Lessons Learned - Project Construction Phase							
		Letter from Consultant/Owner's rep.							
		LIDAR Scan Data							
		Master Asset List (as-designed)							
		Non-Vital Signal Interlocking Software							
		Other (Specify in Detail)							
		Post-construction reports							
		Pre-construction reports							
		RAMS Plan (Reliability, Availability, Maintainability, Safety)							
		Reports (Breaking Analysis, Siding Form, etc)							
		Signal Handover Certificate							
		Signal In-Service Notification							
		Signal Material and Spares List							
		Site Acceptance Tests (SAT)							
		Supplier contact list							
		Surveys							
		Updated ADCL (list of documents handed over and completed meta-data)							
		Updated and completed Master Asset List - MAL							
		Vital Signal Interlocking Software							
Tracks		As-Builts Track Plans							
		Configuration Change Report							
		CWR De-stressing Report							
		Deficiency Report							
		Environmental Assessments							
		Final Issued for Construction Documents (to MX CAD/BIM Standards)							
		Geo-file Database (for MX owned assets)							
		Geo-file Database (for property records)							
		Geo-file Database (for third party utilities)							
		Geo-technical Reports							
		Lessons Learned - Project Construction Phases							
		Letter from Consultant/Owner's Representative							
		LIDAR Scan Data							
		Master Asset List (as-designed)							
		Operations and Maintenance Manual							
		Other (Specify in Detail)							
		Post-construction reports							
		Pre-construction reports							
		RAMS Plan (Reliability, Availability, Maintainability, Safety)							
		Reports							
		Surveys							
		Track Geometry and Rail Flaw Report							
		Track Handover Certificate							
		Track In-Service Certificate							
		Track Inspection Report							
		Updated ADCL (list of documents handed over and completed meta-data)							
		Updated and completed Master Asset List - MAL							
		Welding & Rail Report							
Bridges & Structures		As-Builts Bridge Plans, Specifications and Design Loads							
		Bridge Handover Certificate							
		Bridge In-Service Certificate							
		Bridge Inspection Report							
		Configuration Change Report							
		Contract and warranty documentation							
		Deficiency Report							
		Design Calculations							
		Environmental Assessments							
		Final Issued for Construction Documents (to MX CAD/BIM Standards)							
		Geo-file Database (for MX owned assets)							
		Geo-file Database (for property records)							
		Geo-file Database (for third party utilities)							
		Geo-technical Reports							
		Hydrology/Hydraulic Reports							
		Lessons Learned - Project Construction Phases							
		Letter from Consultant/Owner's Representative							
		LIDAR Scan Data							
		Master Asset List (as-designed)							
		Other (Specify in detail)							
		Post-construction Reports							
		Pre-construction Reports							
		RAMS Plan (Reliability, Availability, Maintainability, Safety)							
		Reports							
		Structure maintenance requirements							
		Surveys							
		Updated and completed Master Asset List - MAL							
		Updated ADCL (list of documents handed over and completed meta-data)							
Facilities (Stations)		A copy of all construction permits & inspection reports (PDF)							
		A copy of all regulatory operating or installation permits/registrations/licenses/certifications/records/plans (PDF/Word/Excel)							
		All Engineering Studies, Reports and *Software Models (PDF, *Native Model File Type							
		All Equipment Specifications (PDF)							
		All Equipment User and Installation Manuals (PDF)							
		All licenses, software, equipment, training for supplied SCADA systems							
		As built drawings - PDF and CAD							
		Configuration Change Report							
		Copies of all equipment program files (*Native File Type)							
		Detailed Environmental Technical Documentation, Maintenance and Test Programs, and Associated Drawings (PDF)							
		Device List of IP/Serial Addressing (PDF, XLSX)							
		Environmental Activity Sector Registry registration (if not covered under ECA)							
		Environmental Assessments							
		Environmental Emergency Regulation registration and plans for propane, as required							
		Final Issued for Construction Documents (to MX CAD/BIM Standards)							
		Fire Safety Plans							
		Geo-file database (MX owned assets and/or third party utilities)							
		Geo-technical reports							
		Glass Maintenance Schedule							
		Grounds Maintenance Drawings							
		Handover Certificate							
		In Service Certificate							
		Inspection warranty information (PDF) including service provider contact information, inspection frequency and terms of inspections							
		Landscaping Plans							
		LEED Certification							
		Lessons Learned - Project Phases							
		LIDAR scan data							
		List of all Equipment Settings and *Equipment Settings Files (PDF, XLSX, *Native Settings File Type)							
		List of all equipment software/firmware login user names, passwords and associated user profile rights (PDF, XLSX)							
		List of Recommended and Supplied Test Equipment (PDF, XLSX)							
		List of spare parts, spare materials and special tools							
		Master Asset List (as-designed)							
		Network Communication Diagrams (PDF, VISIO)							
		Ongoing LEED requirements							
		Operations and Maintenance Manuals in compliance with the requirements identified in the Metrolinx Commissioning and Handover Protocol							
		Operations and maintenance programs and inspection certificates from authorizing authorities including but not limited to TSSA, ECA, EASR, ESA etc							
		Preventative Maintenance Program / Matrix detailing required maintenance activities at recommended intervals, including requirements necessary to maintain all operating permits (PDF, DOC)							
		RAMS Plan (Reliability, Availability, Maintainability, Safety)							
		Record Drawings, of which, shall be completed following site commissioning drawings must be accurate to what was installed on-site within 30 days of Total Completion							
		Safety Certification							
		SCADA Points List & Mapping (PDF, XLSX)							
		Sealed Commissioning Plan Issued for Use (PDF)							
		Sealed Commissioning Plan with Test Results (PDF)							

Document Types

Discipline	Mandatory	Document Category	Required for In-Service	In-Service Date	Reason for Pending Documents	Pending Documents Delivery Date	Soft Copy Format	Hard Copy Type	Hard Copy Quantity
Instructions	Documents required for this project	What category of documents are required?	Y/N	Date when the asset is going into service	Why are the documents not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf	e.g., binder, folder	Quantity provided
		Security CHUBB Accounts (elevator communication and supervisory systems).							
		Signage Catalogue							
		Site Survey							
		Snow and Ice Control Plan							
		Spare Parts List detailing nameplate data such as: model, type, manufacturer, size, part number and recommended quantities							
		Standby power generator information							
		Surveys							
		TSSA inspection certificates for all elevating devices							
		Updated ADCL (actual list of files produced and submitted, with meta-data)							
		Updated Designated Substance / Hazardous Material Management Plans, as applicable							
		Updated and completed Master Asset List - MAL							
		Warranty Terms and Certificates of which specify the warrantor, the duration of coverage, the effective start date and the services and parts included.							
		Written Functional Description(s) of How Installed Systems Operate – pictures to be included (PDF, DOC)							
Rail Facility Assets		Access and Crossing Agreements (if assets require crossing or are installed within ROWs of properties owned by others)							
		Acoustic Reports							
		Analytical Results for any Imported Soils							
		Approvals							
		ARC Flash Hazard Assessments							
		As-Builts							
		Backflow Preventer Inspection Records, Tags and Cross-Connection Survey							
		Boiler/Pressure Vessel/Elevating Device Installation Inspection Certificates from the TSSA							
		Building and Architectural Drawings							
		Building Permits and Inspection Records from the local municipality							
		Code Analysis Report							
		Commissioning Reports							
		Configuration Change Report							
		Construction Permits and Inspection Reports (PDF)							
		CPTED Assessment Report							
		Customer Connection Application and Offer to Connect from the Local Electrical Distribution Company							
		Designated Substance/Hazardous Material Management Plans							
		Designated Substance Surveys							
		Device List of IP/Serial Addressing (PDF, XLSX)							
		Digital Maintenance Schedule							
		Electrical Permits, Inspection Records, and Authorizations to Connect from the Electrical Safety Authority							
		Engineering Studies, Reports and *Software Models (PDF, *Native Model File Type)							
		Environmental Activity Sector Registry (EASR) Confirmations for Standby Power, Heating Systems, Snow Melt Heaters, EASR emissions, etc.							
		Environmental Activity Sector Registry registration (if not covered under ECA)							
		Environmental Assessments							
		Environmental Compliance Approvals (ECA) for Air, Septic, Stormwater. (The requirements for air/noise, stormwater, and wastewater permits shall be considered, if the consultant identifies that they are not required, they shall provide written justification pulling from applicable standards or Ministry communication to Metrolinx.) If ECA is initially taken out under the constructor's name, need to provide letter of ownership transfer to MECP with MX's approval. (Before handover, the constructor shall inform start of regulated asset operations, where MECP notification is required per the ECA)							
		Environmental Emergency Plans (propane) and Environmental Emergency Regulation Registration (for regulated material that exceeds the threshold)							
		Environmental Technical Documentation, Maintenance and Test Programs, and Associated Drawings (PDF) for: storm water, sanitary waste, industrial water use inside buildings, potable water, sanding systems, spill prevention systems, fueling systems and drains/discharge points. (Drawings shall identify any municipal connection points and municipal sampling points, if a sampling point is required by the Municipality/Region)							
		Equipment Program Files (*Native File Type), including but not limited to: i. Programmable Logic Controllers ii. Network Switches iii. Protection Relays iv. Local HMIs							
		Equipment Software/Firmware Details (login user names, passwords and associated user profile rights) in PDF and Excel							
		Equipment Specifications with List of all Equipment Settings and *Equipment Settings Files (PDF, XLSX, *Native Settings File Type)							
		ESA Field Evaluation Reports							
		Fabrication Detail for Unregulated Tanks (e.g., slop/DEF tanks), indicating the Recognized Standard							
		Final Issued for Construction Documents to MX CAD/BIM Standards (Tender, Drawings, Specification, Attachments)							
		Fire Safety Plans							
		Fixtures, Furnishings & Equipment							
		Geo-file database (MX owned assets and/or third party utilities)							
		Geo-technical Reports							
		Glass Maintenance Schedule							
		Ground Grid Designs and Associated Soil Resistivity and Fall of Potential Assessments							
		Grounds Maintenance Drawings							
		Handover Certificate							
		Issued for Construction Documents							
		In Service Certificate							
		Industrial Waste Surcharge Agreements							
		Inspection Warranty Documents (PDF) indicating Service Provider Contact Information, Inspection Frequency and Terms of Inspections for Oil-Water/Oil-Grit Interceptors							
		Inventory of Major Industrial Equipment Installed On Site (detailing nameplate data such as: model, type, manufacturer, size, part number, summary of warranty coverage with start and end dates, and lists of all associated user, installation and warranty manuals) in Excel with URL hyperlink to Manuals							
		Landscaping Plans							
		LEED Certification							
		LEED Gold Accreditation							
		LEED Requirements (ongoing)							
		LEED Submission							
		Lessons Learned - Project Phases							
		Licenses for Software, Equipment, Training for Programming, Extending or Modifying supplied SCADA Systems and BAS (all required software licenses shall be valid for at least 10 years without the need for periodic renewal)							
		LIDAR scan data							
		Light and Illumination Plan							
		Load Flow, Short Circuit, and Protection Coordination Studies							
		Locates from Ontario One Call and/or other Utility Services							
		Logic Diagrams for Control Systems and all Electrical/Mechanical/Logic-based Interlocking Systems with site specific operation instructions							
		Maintenance Plan							
		Master Asset List (as-designed)							
		Measuring Equipment/Analog Sensors Calibration Reports (calibration procedure/s should be done as per OEM instructions)							
		Mechanical Drawings and Details							
		Ministry of Natural Resources Endangered Species Permit							
		Municipally Mandated Cross Connection Surveys and Back Flow Tags							
		Network Communication Diagrams (PDF, Visio)							
		Notice of Project and Registration of Constructors from the Ministry of Labour							
		Operations and Maintenance Manuals (in compliance with the requirements identified in the Metrolinx Commissioning and/or Handover Protocol and Metrolinx Rail Services Construction Handover Protocol)							
		Operations and Maintenance Programs and Inspection Certificates from Authorizing Authorities e.g. SSA, ECA, EASR, ESA, etc.							
		Permit Exemption Certificates (Certificates or Official correspondence from the regulating authority)							
		Permit to Take Water							
		Pipe Clean-Out and Camera-Inspection Records							
		Piping and Instrument Drawings							
		Post-Construction Monitoring Instructions if required by Regulatory Authorities per Environmental Project Reports, ECAs, etc.							
		Post-construction Reports							
		Pre-construction Reports							
		Precision Leak Detection Tests for Storage Tanks and Piping							
		Prestart Health & Safety Reviews, including Metrolinx Safety Certification							
		RAMS Plan (Reliability, Availability, Maintainability, Safety)							
		Recommended and Supplied Test Equipment (PDF, XLSX) list							

Document Types

Discipline	Mandatory	Document Category	Required for In-Service	In-Service Date	Reason for Pending Documents	Pending Documents Delivery Date	Soft Copy Format	Hard Copy Type	Hard Copy Quantity
Instructions	Documents required for this project	What category of documents are required?	Y/N	Date when the asset is going into service	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf	e.g., binder, folder	Quantity provided
		Record Drawing following Site Commissioning Drawings [must be accurate to what was installed on-site within 30 days of Total Completion and to include IFC and as-built engineering drawings (PDF & CAD)]							
		Regulatory Operating or Installation Permits/Registrations/Licenses/certifications/records/plans (PDF/Word/Excel)							
		Rental assets are onsite (e.g., propane tanks) that are not maintained by Metrolinx, need to receive outline of vendor's maintenance and inspection schedule, construction and fabrication details of asset (e.g., regulator and tank construction standards) copies of installation testing							
		Reports							
		Reports for any remedial activities that were completed at the site due to soil/groundwater contamination, designated substance abatement, etc.							
		Risk Avoidance Work Plan (detailed)							
		SCADA Systems, BAS (written functional description of how Installed Systems Operate – pictures in PDF and DOC format, troubleshooting guide, points list and mapping, alarms list and description with actions to be taken in order to reset active Alarm in PDF and Excel format)							
		Safety Certification							
		Sanitary Sewer Flow Monitoring and Capacity Study							
		Sealed Commissioning Plan Issued for Use (PDF)							
		Sealed Commissioning Plan with Test Results (PDF)							
		Security CHUBB Accounts :elevator communication and supervisory systems							
		Shop Drawings							
		Signage Catalogue							
		Single Line Diagrams; Three Line Diagrams; Electrical Schematics; Wiring Diagrams							
		Site Investigation Reports such as: Hydrogeological and Geotechnical, Phase I and II Environmental Site Investigations, Risk Assessments, Records of Site Condition, Stormwater Management Reports							
		Site Survey							
		Site Servicing Report							
		Snow and Ice Control Plan							
		Snow and Ice Removal Plan							
		Spare Parts, Spare Materials and Special Tools List							
		Standby Power Generator information, including, but not limited to: i. Size, make, and model ii. Fueling procedure iii. TSSA approval documentation iv. Environmental Activity Sector Registry registration (if not covered under ECA)							
		Stormwater Management Report							
		Structural Drawings and Details							
		Surveys							
		System Test Report							
		Testing and Balancing Reports							
		Toronto Region Conservation Authority Permit							
		TSSA Certifications/Registrations/Licenses (and applicable permit exemption certificates) for boilers, pressure vessels, emergency generators, elevators, etc.							
		TSSA inspection certificates for all elevating devices							
		Updated ADCL (list of documents handed over and filled in meta-data)							
		Updated and completed Master Asset List - MAL							
		Warranty Terms and Certificates (specifying the warrantor, the duration of coverage, the effective start date and the services and parts included)							
		Water Well Installation Record and Tag							
		Waterproofing Report							
		Wayfinding and Signage Report							

Asset Document Control List - Rail Facility Assets

Responsible	Project Delivery Team									
Headers	**Document Name**	**Notes**	**Document**					**Asset**			
			Format	**Version**	**Content Type**	**Sub Content Type**	**Engineering Type**	**System/Sub System**	**Class of the System/Sub System**	**CADD Reference**	**Description**
Instructions	Each document name, not just the zip/or folder name (each doc name within the zipped folder)	Additional Information (e.g., As Installed Drawings, Design, As Built, IFC, Manuals, Asset Tag No. etc.)	The format the file is being submitted e.g., PDF, CAD, software etc.	e.g., New, Revision No.	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down	Indicate the unique identifier as assigned by the Project Team to link documents to the asset in the MAL (Master Asset List) e.g., CADD No., File Geo Database Reference	Describe the Asset e.g. Fire Pump, Overhead Door

Asset Document Control List - Rail Corridors

| Responsible | Project Delivery Team | | | | | | | | | | | | | | | |

| Headers | Document Name | Notes | Sub-Division | Mileage | | Discipline | Document | | | | | Asset | | Signal Plant | Track Number |
				From	To		Category	Content Type	Sub Content Type	Format	Version	CADD Reference	Description		
Instructions	Each document name, not just the zip/or folder name (each doc name within the zipped folder)	Additional Information (e.g., As Installed Drawings, Design, As Built, IFC, Manuals, Asset Tag No. etc.)	Select from Drop Down	If Fixed Asset, note Mileage Marker; if Linear asset, note Span		Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down	e.g., JPEG, CAD, pdf	e.g., New, Revision No.	Indicate the unique identifier as assigned by the Project Team to link documents to the asset in the MAL (Master Asset List) e.g., CADD No., File Geo Database Reference	Describes the Asset e.g., No. 8 Turnout, LED Signal Housing, Pedestian Bridge Superstructure	Select from Drop Down	List Track Number if Associated with Document e.g., T1, T2, North Track, ...

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Asset Document Control List - Station Facility

Responsible	Project Delivery Team												Asset Owner			Document Controller
			Document					Asset				Space				
Headers	Document Name	Notes	Format	Version	Content Type	Sub Content Type	Engineering Type	System/Subsystem	Class of the System/Sub System	CADD Reference	Description	Area (space) that this asset belongs to	Sub-Area (sub-space) that this asset belongs to	Infor EAM Unique Asset ID/Barcode ID	Document Governance		Location ID	Document Nomenclature
Instructions	Each document name, not just the zip/or folder name (each doc name within the zipped folder)	Additional Information (e.g., As Installed Drawings, Design, As Built, IFC, Manuals, Asset Tag No. etc.)	The format the file is being submitted (e.g., PDF, CAD, software, etc.)	(e.g., New, Revision No.)	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down	Indicate the unique identifier as assigned by the Project Team to link documents to the asset in the Master Asset List (e.g., CADD No., File Geo Database Reference)	Describe the Asset e.g., Platform Snow Melting System, Double Swing Automatic Door, …	Select from Drop Down	Select from Drop Down	Indicate the Asset ID Generated in Infor EAM or Barcode (selected from the predefined asset id range provided) that the asset is tagged to	Approver: Asset Class Lead Name	Date of Approval	To be generated only if the document is associated to a location e.g., L-CKGO-E-STAT-F1-11	Document renamed in accordance with nomenclature defined by the business