

Asset Document Control List (ADCL)

CKH-ASMT-FRM-002

Version: 09

Revision Date: January 31, 2024

Developed by: Asset Lifecycle Management

Project Delivery Team to fill in these details (Row 7 to 12)

Contract No.	
Project No.	
Project Name	
Contractor	
Substantial/Estimated Completion Date	
Project Delivery Team Project Manager	
	Project Delivery Team to fill in these details (Row 14 to 17)
Project Delivery Team Document Controller	
Metrolinx Asset Owner	
Metrolinx Asset Owner Approver Name(s)	
Metrolinx Asset Owner Document Controller	

BACKGROUND:

The ADCL is a tool used to capture the documents of new or impacted assets, in line with the following documents:

- Asset Information Standard (MX-ALM-STD-001) - available on the http://www.gosite.ca/engineering_public/
- CADD/BIM Standards Manual (MX-ALM-STD-004) - available on the http://www.gosite.ca/engineering_public/
- The ADCL Job Aid and other references are available to staff on Mylinx - Asset Lifecycle Management > [Asset Information Management](#)

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" and fills in the Overview_Instructions Worksheet Header
- provides the contractor briefing on the ADCL template and it's completion.
- ensures the checked out documents are entered in the ADCL using the same file name but with the new version no.
- coordinates with the Project Delivery Team Document Controller to upload the completed ADCL and documents to the Electronic Document and Record Management System (EDRMS) staging area

PROJECT DELIVERY TEAM DOCUMENT CONTROLLER:

- requests the Asset Class Document Controller to create project folders in the staging area in EDRMS
- uploads completed ADCL and documents in EDRMS staging area
- informs the Metrolinx Asset Owner Document Controller, if applicable, after uploading the completed ADCL and documents to the EDRMS staging area

CONTRACTOR:

- maintains and completes the ADCL
- contacts PDT for further help/information

METROLINX ASSET OWNER:

- requests the Asset Class Document Controller to create project folders in the staging area in EDRMS
- generates Location ID only if the document is being associated to an asset and location (*a requirement for majority of stations/facility assets*)

ASSET OWNER DOCUMENT CONTROLLER:

- creates project folders in the staging area in EDRMS when informed

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Document Types

[illegible]

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Document Types

	Discipline / Asset Class	Document Types	Mandatory	Required for In-Service	Required by Date	Reason for Pending Documents	Pending Documents Delivery Date	Soft Copy Format	Hard Copy Type	Hard Copy Quantity
Instructions		What documents are required?	Documents required for this project Y/N	Y/N	Date documents are required	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, CADD	e.g., binder, folder	Quantity provided
	Tracks (ADCL-RC)	As-Installed Design Drawings								
		Asset Information Handover Acceptance Certificate - signed								
		Completed and Signed-off deficiency list								
		Configuration Change Report								
		CWR De-stressing Report								
		Engineer of Record (EOR) Letter of conformance to: Mx Track Standard and Standard Plans, Section 11 of the Railway Safety Act								
		Environmental Assessments								
		Factory/Manufacturer/Quality Assurance Certifications								
		Final / As-Installed Master Asset List (MAL)								
		Final Asset Document Control List (ADCL)								
		Final Design and Record Drawings								
		Final Deficiency Report - Completed								
		Final Issued for Construction (IFC) Design documents (to Mx CADD/BIM Standards Manual)								
		- IFC Design Drawings								
		- Geotechnical Reports								
		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 (MAL) (As-designed)								
		Installation, Operation, and Maintenance (IOM) Manuals								
		Post-construction reports								
		Pre-construction reports								
		Project Co/Developer Nomenclature for file naming								
		Proof of Critical Spare Parts Ordered								
		RAMS Plan (Reliability, Availability, Maintainability, Safety)								
		Reports								
		Supplier Contact List								
		Surveys								
		Track Geometry and Rail Flaw Report								
		Track Handover Certificate								
		Track In-Service Certificate								
		Track In-Service Inspection Results								
		Track Inspection Report								
		Warranty Certificates								
		Welding & Rail Report								
		Other (Insert row below and specify document type)								

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	Civil Structures (ADCL - RC)	As-Built Civil Structure Plans (Any update since in-service), Record Drawings, specifications, structural models, and design calculations.								
		Asset Information Handover Acceptance Certificate								
		Civil Structures Handover Certificate								
		Civil Structures In-Service Certificate								
		Civil Structures In-Service Inspection Results								
		Configuration Change Report								
		Contract and warranty documentation								
		Design Calculations								
		Letter/Memo from Consultant/Owner's rep (Engineer of Record (EOR) Letter per the Railway Safety Act)								
		Environmental Assessments								
		Factory/Manufacturer/Quality Assurance Certifications								
		Final Deficiency Report - Completed								
		Final Issued for Construction (IFC) Design Documents (to MX CADD/BIM Standards)								
		Final / As-Installed Master Asset List (MAL)								
		Final Asset Document Control List (ADCL)								
		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								
		Inspection Report / Regulatory Inspection Reports (if handover is 12 months after in service) and Bridge Rating (if applicable)								
		Lessons Learned - Project Construction Phases								
		Letter from Consultant/Owner's Representative								
		LIDAR Scan Data								
		Operation and Maintenance Manual								
		Ownership/Maintenance Responsibility Agreement (if required)								
		Maintenance requirements and plans								
		Master Asset List (MAL) (As-designed)								
		Post-construction Reports								
		Pre-construction Reports								
		Project Co/Developer Nomenclature for file naming								
		RAMS Plan (Reliability, Availability, Maintainability, Safety)								
		Reports								
		Structure maintenance requirements								
		Surveys								
		Other (Insert row below and specify document type)								

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	Electrification and Plant (ADCL- RC)	As-Built / Record Drawings (relative to Electrification Assets)								
		Asset Information Handover Acceptance Certificate - Signed								
		Backup Power Plan & Trial Test Report, Backup Power Supply, Contingency Plans & Compliance Test Report								
		Commissioning Documents								
		Corrosion Control Plan - including the following: - Stray Current Reference Surveys - documented existing conditions baseline corrosion control & geotechnical survey - track to earth resistances monitoring data/report & computer simulation data - post-operation stray current survey								
		EMC/EMI Program Plan and program for all Systems, Subsystems, and components Including: - EMI/EMC site survey - EMI/EMC Control Plan for the entire system - EMC risk assessment of the design - Qualification test reports - Radio immunity qualification test								
		Emergency Plan, Response Plan (including post-SC)								
		Equipment Shop Drawings (for electrification assets)								
		Final / As-Installed Master Asset List (MAL) - Asset Register with asset description, location, manufacturer, model, and condition								
		Final Asset Document Control List (ADCL)								
		First Article Inspection (FAI) Reports								
		Grounding and Bonding Plan - included G&B Management Plan, G&B Control Plan, G&B Hazard Mititgation Plan, and all other plans and reports listed under this section - Grounding Grid Test Reports								
		Handover Planning and Training - Handover Strategy and Plan								
		Hazard Analysis Documentation - includes all analysis reports, record/logs								
		Load Flow Studies/Simulations (TPS) (including certification of software)								
		LRT Operating Rulebook and Standard Operating ProceduresProcedures								
		Maintenance Plans Including: - Maintenance & Rehab Plan, - Annual Maintenance Work Schedule, - 5yr Asset Preservation Work Schedule, - Asset Management Plan - Asset Management Information Handover Requirements - Concept of Maintenance & Operations								
		Master Asset List (MAL) (As-designed)								
		Operations & Maintenance Manuals (O&Ms)								
		Performance Testing Records								
		Post-Construction Condition Survey Report & Handover Report								
		Pre-Start Health and Safety Reviews (as required)								
		Project Co/Developer Nomenclature for file naming								
		Protective Device Coordination Plan and relay settings for the entire Traction Power System								
		RAMS (including reports, plans, performance docs, simulation results and sensitivity testing, RAM Test Specification, RAM Validation Report, etc)			4					

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		Readiness for Revenue Service - achieved Substantial Completion - completed Revenue Service Demonstration (i.e. complete, integrated PCo infrastructure incl all subsystems, op personnel & procedures)								
		Requirements Management Plan								
		Rolling Stock and OCS Coordination Study								
		Safety Management Plan & Safety Work Plan - includes Fire & Life, contractor safety								
		Short-circuit analysis with protective device evaluation, arc- flash analysis, protective device coordination study, load flow/voltage drop study, lightning protection report, etc								
		Site Acceptance Test Reports (SATs)								
		Stray Current Surveys (Pre-Energization & Post-Op)								
		System Assurance Plan (SAP)								
		System Engineering Management Plan (SEMP)								
		System Integration and Interface Management Plan (SIIMP) & assoc docs per Schedule 10 - including Interface Control Documents (ICDs) (incl matrix, processes, development schedule, conflict resolution methodology, data sheets, etc) - Systems Interface Register, Requirement Mgmt Plan, System Interface V&V Plan, System Safety Plan, RAM Plan, etc								
		Systems Integration Testing & Commissioning Records (SIT)								
		System Inventory - Spares & Consumables List Spares Parts List -Recommended Repairable Parts -Non-Repairable Parts -Recommended Consumables -Spare Parts Log -Safety Critical Items List								
		System Operation & Fault Recovery Plan								
		System Performance & Failure Management Analysis								
		Testing Plan, Procedures and Reports								
		Toronto Hydro Offer To Connect Confirmation Documents (THESL OTC)								
		Training Plan - Operational and maintenance training for all PCo System Infrastructure and new Third Party Infrastructure								
		Training Records & Activities								
		Tunnel and OCS Coordination Study								
		Warranty Information -part of EMMS & O&Ms								
		TPS Traceability Specifications								
		TPS & OCS - Communication and Controls Design Criterias and Studies								
		Technical Specifications - Engineer of Record (EOR) Letter of conformance to Metrolinx Standards								
		Independent certifier certification documents								
		Other (Insert row below and specify document type)								

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	Facilities (Stations) (ADCL - Fac (Sts))	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								
		Asset Information Handover Acceptance Certificate - Signed								
		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 / As-Installed Master Asset List (MAL)								
		Final Asset Document Control List (ADCL)								
		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 (MAL) (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)								
		Project Co/Developer Nomenclature for file naming								
		RAMS Plan (Reliability, Availability, Maintainability, Safety)								

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		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)								
		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 Designated Substance / Hazardous Material Management Plans, as applicable								
		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)								
		Other (Insert row below and specify document type)								

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	Rail Facility Assets (ADCL - RFA)	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								
		Asset Information Handover Acceptance Certificate - Signed								
		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)								

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		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 / As-Installed Master Asset List (MAL)								
		Final Asset Document Control List (ADCL)								
		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 (MAL) (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			9					

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		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								
		Project Co/Developer Nomenclature for file naming								
		RAMS Plan (Reliability, Availability, Maintainability, Safety)								
		Recommended and Supplied Test Equipment (PDF, XLSX) list								
		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			10					

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	Discipline / Asset Class	Document Types	Mandatory	Required for In-Service	Required by Date	Reason for Pending Documents	Pending Documents Delivery Date	Soft Copy Format	Hard Copy Type	Hard Copy Quantity
Instructions		What documents are required?	Documents required for this project Y/N	Y/N	Date documents are required	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, CADD	e.g., binder, folder	Quantity provided
		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								
		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								
		Other (Insert row below and specify document type)								

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Asset Document Control List - Rail Corridors (Civil Structures, Signals & Communication, Tracks, Electrification & Plant)

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Responsible		Contractor / Project Delivery Team											PDT		Asset Owner		Asset Owner				
Headers		Document Name	Sub-Division	Mileage		Discipline / Asset Class	Document					Asset		Signal Plant	Track Number	Document Controller	Electronic Maintenance Management System (EMMS) Unique Asset ID / Barcode ID	Document Governance		Document Controller	
Instructions				From	To		Category	Content Type	Sub-Content Type	Format	Version	Reference Field	Description			Other info, if applicable		Document uploaded to staging area	Notes	Indicate the date completed	Indicate the Asset ID generated in EMMS or Barcode provided by Asset Class
Document Category: Records are grouped by type as indicated in the Gray rows below (insert rows as needed to add documents)		Enter the name the document is submitted . Every document being handled over must be listed. Example: if documents are being provided as zip file or a combined drawing set then each individual document within must be listed.	Select from Drop Down			Select relevant discipline from Drop Down (Civil, Signals, Tracks, Electrification)	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 EMMS. (Master Asset LNK) e.g., CADC No., File Geo-Coordinates Reference	Describes the Asset e.g., No. 8 Turnout, LED Signal Housing, Pedestrian Bridge Superstructure	Select from Drop Down	List Track Number if Associated with Document e.g., T1, T2, North Track.	Additional Information (e.g., As Issued Drawing, Design, As-Built, IFC, Manuals, Asset Key No. etc.)	Indicate the date completed	Indicate the Asset ID generated in EMMS or Barcode provided by Asset Class	Approver / Asset Class Lead Name	Date of Approval	Confirm that document is processed to final location (Y)
Example - Tests		Sub-312 - Concrete Ties Submission - Approval only	Beds	23		Tracks	Operations and Maint	Manual	Design Criteria	pdf	Final	Sub-312	Concrete Ties		16, 17, 18	Shop Drawing - Work Document					
Example - As-Built Drawings		Code Rack & Bungalow Layout	ALL	1	2	Signals, Communication	As-Built Signal Plans	Drawing	Centralized Traffic Control	pdf	1	GS-0.80-28	GO TRANSIT TRAIN CONTROL	Kitty Plant	16, 17, 18						
As-Built Drawings																					

Asset Document Control List - Rail Corridors (Civil Structures, Signals & Communication, Tracks, Electrification & Plant)

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Date																						
Responsible		Contractor / Project Delivery Team																PDT Document Controller	Asset Owner			Asset Owner Document Controller
Headers		Document Name	Sub-Division	Mileage		Discipline / Asset Class	Document					Asset		Signal Plant	Track Number	Other info, if applicable	Document uploaded to staging area	Electronic Maintenance Management System (EMMS) Unique Asset ID / Barcode ID	Document Governance	Document Processed to EDMS with Document Nomenclature		
Instructions		Document Category: Records are grouped by type as indicated in the grey rows below (insert rows as needed to add documents)	Enter the name the document is submitted . Every document being handled over must be listed. Example: if documents are being provided as zip file or a combined drawing set then each individual document within must be listed.	Select from Drop Down	If Fixed Asset, note Mileage Number; if Linear Asset, note Span	Select relevant discipline from Drop Down (Civil, Signals, Tracks, Electrification)	Select from Drop Down	Content Type	Sub-Content Type	Format	Version	Reference field	Description	Select from Drop Down	List Track Number if Associated with Document e.g. T1, T2, North Track,	Additional information: e.g., As Inspected Drawing, On-Site, As Built, IFC, Manuals, Asset Key No. etc.)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Class	Approver / Asset Class Lead Name	Date of Approval	Confirm that document is processed to final location (Y)	

Date																				
Responsible		Contractor / Project Delivery Team												PDT Document Controller	Asset Owner			Asset Owner Document Controller		
Headers		Document Name	Document					Asset				Space		Other info, if applicable	Document uploaded to staging area	Electronic Maintenance Management System (EMMS) Unique Asset ID / Barcode ID	Location ID	Document Governance		Document Processed to EDRMS with Document Nomenclature
			Format	Version	Content Type	Sub Content Type	Engineering Type	System/Subsystem	Class of the System/Sub System	Reference field	Description	Area (space) that this asset belongs to	Sub-Area (sub-space) that this asset belongs to	Notes				Approver: Asset Class Lead Name	Date of Approval	
Instructions	Document Category	Enter the name the document is saved as. Every document being handed over must be listed. Example: If documents are being provided as zip file or a combined drawing set then each individual document within must be listed.	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	Additional Information (e.g., As Installed Drawings, Design, As Built, IFC, Manuals, Asset Tag No. etc.)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Class	To be generated only if the document is associated to a location e.g., L-CKGO-E-STAT-F1-11	Approver: Asset Class Lead Name	Date of Approval	Confirm that document is processed to final location (Y)
	Example - As-Built Drawings	YS-211 Pump Station Structural.dwg	DWG	01	Drawing	Redlines	Structural	FireProtection	Fire Protection System	YS-211	Fire Pump Station	Building	Mechanical Room							
	Example - Warranty	Warranty_Fire Pump.pdf	PDF	01	Warranty	NULL	Mechanical	FireProtection	Fire Protection System	FP-001	Fire Pump	Building	Mechanical Room							
	As-Built Drawings																			
	Certificates																			
	Contract																			
	General																			
	IFC Drawings																			
	Letter from Consultant																			
	Manuals																			
	Reports																			
	Software																			
	Surplus Spare Parts																			
	Tests																			
	Warranty																			