

# Asset Document Control List (ADCL)

MX-ALM-TMP-003

Version: 10

Revision Date: December 18, 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 19)			
Metrolinx Project Delivery Team Document Controller			
Metrolinx Asset Owner	1.	4.	
	2.	5.	
	3.	6.	
Metrolinx Asset Owner Approver Name(s)			
Metrolinx Asset Owner Document Controller Name			

## 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/](http://www.gosite.ca/engineering_public/)
- CADD/BIM Standards Manual (MX-ALM-STD-004) - available on the [http://www.gosite.ca/engineering\\_public/](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

### METROLINX 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 Owner 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*)

### METROLINX ASSET OWNER DOCUMENT CONTROLLER:

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

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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? (Asset relevant documents)	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
	Signals & Communication (ADCL - Rail Corridor)	Agreement Documents/Contract Documents								
		Applicable Photography/Video								
		As-Installed Software & Configuration Files								
		Asset Document Control List (ADCL) - Final								
		Asset Information Handover Acceptance Certificate - signed								
		Bill of Materials								
		Completed and Signed-off deficiency list								
		Configuration Change Report								
		Drawings - As-Installed (PDF and DWG)								
		Drawings - As-Built (PDF and DWG)								
		Drawings - Issued for Construction (IFC) (PDF and DWG)								
		Drawings - Record (PDF and DWG)								
		Engineer of Record (EOR) Letter of conformance to: Mx GIs, SCPs, Standards, Section 11 of the Railway Safety Act								
		Environmental Assessments								
		Factory Acceptance Test Results (FAT): Software Validation Tests, Wiring Certification Forms								
		Final Deficiency Report - Completed								
		Geo-file Database (for MX owned assets)								
		Geo-file Database (for property records)								
		Geo-file Database (for third party utilities)								
		Geospatial information - File Geodatabase								
		Geospatial information - GIS Data Dictionary								
		Geotechnical Reports								
		Illustrated parts catalogue (IPC)								
		Installation, Operation, and Maintenance (IOM) Manuals								
		Lessons Learned - Project Construction Phase								
		Letter from Consultant/Owners Representative								
		LIDAR Scan Data								
		Maintenance Procedures								
		Master Asset List (MAL) - Expected / Planned								
		Master Asset List (MAL) - Final / As-Installed								
		Non-Vital Signal Interlocking Software								
		Original equipment Manufacturer (OEM) documentation								
		Post-construction reports								
		Pre-construction reports								
		RAMS Plan (Reliability, Availability, Maintainability, Safety)								
		Reports (Breaking Analysis, Siding Form, etc)								
		Shop Drawings								
		Signal Material and Spares List								
		Signals Asset Handover Certificate								
		Signals In-Service Certificate								
		Signals In-Service Commissioning Test Plans								
		Signals In-Service Commissioning Test Results								
		Site Acceptance Test (SAT) Plans								
		Site Acceptance Test (SAT) Results								
		Software & Configuration Files			1					

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		Supplier Contact List								
		Surveys								
		Train/Crossing Logs (if applicable)								
		Troubleshooting manuals								
		Vital Signal Interlocking Software								
		Warranty Certificates								
		Other (Insert row below and specify other document types).								
	Tracks (ADCL-Rail Corridor)	Agreement Documents/Contract Documents								
		Applicable Photography/Video								
		Asset Document Control List (ADCL) - Final								
		Asset Information Handover Acceptance Certificate - signed								
		Bill of Materials								
		Completed and Signed-off deficiency list								
		Configuration Change Report								
		CWR De-stressing Report								
		Drawings - As-Installed (PDF and DWG)								
		Drawings - As-Built (PDF and DWG)								
		Drawings - Issued for Construction (IFC) (PDF and DWG)								
		Drawings - Record (PDF and DWG)								
		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 Deficiency Report - Completed								
		Geo-file Database (for MX owned assets)								
		Geo-file Database (for property records)								
		Geo-file Database (for third party utilities)								
		Geospatial Information - File Geodatabase								
		Geospatial Information - GIS Data Dictionary								
		Geotechnical Reports								
		Illustrated parts catalogue (IPC)								
		Installation, Operation, and Maintenance (IOM) Manuals								
		Lessons Learned - Project Construction Phases								
		Letter from Consultant/Owners Representative								
		LIDAR Scan Data								
		Maintenance Procedures								
		Master Asset List (MAL) - Expected / Planned								
		Master Asset List (MAL) - Final								
		Original equipment Manufacturer (OEM) documentation								
		Post-construction reports								
		Pre-construction reports								
		Proof of Critical Spare Parts Ordered								
		RAMS Plan (Reliability, Availability, Maintainability, Safety)								
		Reports								
		Shop Drawings								

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		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								
		Troubleshooting manuals								
		Warranty Certificates								
		Welding & Rail Report								
		Other (Insert row below and specificey other document types).								
	Civil Structures (ADCL - Rail Corridor)	Agreement Documents/Contract Documents								
		Applicable Photography/Video								
		Asset Document Control List (ADCL) - Final								
		Asset Information Handover Acceptance Certificate - signed								
		Bill of Materials								
		Civil Structures In-Service Certificate								
		Civil Structures Handover Certificate								
		Civil Strucutres In-Service Inspection Results								
		Configuration Change Report								
		Contract documentation								
		Design Calculations								
		Drawings - As-Installed (PDF and DWG)								
		Drawings - As-Built (PDF and DWG)								
		Drawings - Issued for Construction (IFC) (PDF and DWG)								
		Drawings - Record (PDF and DWG)								
		Environmental Assessments								

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Instructions		What documents are required? (Asset relevant documents)	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
		Factory/Manufacturer/Quality Assurance Certifications								
		Final Deficiency Report - Completed								
		Geo-file Database (for MX owned assets)								
		Geo-file Database (for property records)								
		Geo-file Database (for third party utilities)								
		Geospatial Information - File Geodatabase								
		Geospatial Information - GIS Data Dictionary								
		Geo-technical Reports								
		Hydrology/Hydraulic Reports								
		Illustrated parts catalogue (IPC)								
		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/Owners Representative								
		Letter/Memo from Consultant/Owner's rep (Engineer of Record (EOR) Letter per the Railway Safety Act)								
		LIDAR Scan Data								
		Maintenance Procedures								
		Maintenance requirements and plans								
		Master Asset List (MAL) - Expected / Planned								
		Master Asset List (MAL) - Final / As-Installed								
		Operation and Maintenance Manual								
		Original equipment Manufacturer (OEM) documentation								
		Ownership/Maintenance Responsibility Agreement (if required)								
		Post-construction Reports								
		Pre-construction Reports								
		RAMS Plan (Reliability, Availability, Maintainability, Safety)								
		Reports								
		Shop Drawings								
		Structure maintenance requirements								
		Surveys								
		Troubleshooting manuals								
		Warranty Documentation								
		Other (Insert row below and specify other document types).								
	Electrification and Plant (ADCL- Rail Corridor)	Applicable Photography/Video								
		Agreement Documents/Contract Documents								
		Asset Document Control List (ADCL) - Final								
		Asset Information Handover Acceptance Certificate - Signed								
		Backup Power Plan & Trial Test Report, Backup Power Supply, Contingency Plans & Compliance Test Report								
		Bill of Materials								
		Commissioning Documents								

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Instructions		What documents are required? (Asset relevant documents)	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
		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								
		Drawings - As-Installed (PDF and DWG)								
		Drawings - As-Built (PDF and DWG)								
		Drawings - Issued for Construction (IFC) (PDF and DWG)								
		Drawings - Record (PDF and DWG)								
		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)								
		First Article Inspection (FAI) Reports								
		Geospatial Information - File Geodatabase								
		Geospatial Information - GIS Data Dictionary								
		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								
		Illustrated parts catalogue (IPC)								
		Independent certifier certification documents								
		Load Flow Studies/Simulations (TPS) (including certification of software)								
		LRT Operating Rulebook and Standard Operating Procedures								
		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								
		Maintenance Procedures								
		Master Asset List (MAL) - As-designed								
		Master Asset List (MAL) - Final / As-Installed								
		Operations & Maintenance Manuals (O&Ms)								
		Original equipment Manufacturer (OEM) documentation								
		Performance Testing Records								
		Post-Construction Condition Survey Report & Handover Report								
		Pre-Start Health and Safety Reviews (as required)								

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		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)								
		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								
		Shop Drawings								
		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								
		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								
		Systems Integration Testing & Commissioning Records (SIT)								
		Technical Specifications - Engineer of Record (EOR) Letter of conformance to Metrolinx Standards								
		Testing Plan, Procedures and Reports								
		Toronto Hydro Offer To Connect Confirmation Documents (THESL OTC)								
		TPS & OCS - Communication and Controls Design Criterias and Studies								
		TPS Traceability Specifications								
		Training Plan - Operational and maintenance training for all PCo System Infrastructure and new Third Party Infrastructure								
		Training Records & Activities								
		Troubleshooting manuals								
		Tunnel and OCS Coordination Study								
		Warranty Information -part of EMMS & O&Ms								

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	Facilities (ADCL - Facilities)	Other (Insert row below and specify other document types).								
		A copy of all regulatory operating or installation permits/registrations/licenses/certifications/records/plans (PDF/Word/Excel)								
		Access Agreements (if assets are installed on properties owned by others), Maintenance and Operating agreements with external stakeholders.								
		Agreement Documents/Contract Documents								
		All Equipment Specifications, User and Installation Manuals (PDF)								
		All licenses, software, equipment, training for supplied Supervisory Control and Data Acquisition (SCADA) or Building Automation System (BAS)								
		Applicable Photography/Video								
		ARC Flash Hazard Assessments								
		Asset Document Control List (ADCL) - Final								
		Backflow Preventer Inspection Records, Tags and Cross-Connection Survey								
		Bill of Materials								
		Boiler/Pressure Vessel/Elevating Device Installation Inspection Certificates from the TSSA								
		Building Permits and Inspection Records from the local municipality								
		Contract Completion Certificates, for example: Asset Information Handover Acceptance Certificate, Handover Certificate, In-Service Certificate, Substantial Completion Certificate								
		Copies of all equipment program files (*Native File Type)								
		Designated Substance Surveys/Hazardous Material Management Plans & Updated Reports								
		Drawings - As installed (PDF, DWG)								
		Drawings - As-Built (PDF, DWG)								
		Drawings - Issued for Construction (IFC) (PDF and DWG)								
		Drawings - Record (PDF and DWG)								
		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 Compliance Approvals (ECA) for Air, Noise, Septic, Stormwater. Along with ECA include appendix (e.g ECA application, Acoustic Reports, noise mitigation plan)								
		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 Regulation Registration and Environmental Emergency Plans (E2 Plans). This relates to propane storage when storage exceeds the threshold.								



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		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.								
		Fire Safety Plan								
		Geo-file database (MX owned assets and/or third party utilities)								
		Geospatial Information - File Geodatabase								
		Geospatial Information - GIS Data Dictionary								
		Glass Maintenance Schedule								
		Grounds Maintenance Drawing								
		Illustrated parts catalogue (IPC)								
		Inspection warranty information (PDF) including service provider contact information, inspection frequency and terms of inspections								
		Landscaping Plans								
		LEED Certification (Submission, Gold Accreditation, Ongoing LEED Requirements)								
		Lessons Learned - Project Phases								
		LIDAR scan data								
		Light and Illumination Plan								
		List of all Equipment Settings and *Equipment Settings Files (PDF, XLSX, *Native Settings File Type)								
		List of Recommended and Supplied Test Equipment (PDF, XLSX)								
		List of spare parts, spare materials and special tools								
		Logic Diagrams for Control Systems and all Electrical/Mechanical/Logic-based Interlocking Systems with site specific operation instructions								
		Maintenance procedures								
		Master Asset List (MAL) - Final / As-Installed								
		Municipally Mandated Cross Connection Surveys and Back Flow Preventer Tags								
		Operations and Maintenance Manuals								
		Operations and maintenance programs and inspection certificates from authorizing authorities including but not limited to TSSA, ECA, EASR, ESA etc								
		Original equipment Manufacturer (OEM) documentation								
		Pipe Clean-Out and Camera-Inspection Records								
		Precision Leak Detection Tests for Storage Tanks and Piping								
		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)								
		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 - Commissioning Report								
		Reports - Configuration Change Report								

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		Reports - Environmental - Site Investigation Reports such as: Hydrogeological and Geotechnical, Phase I and II Environmental Site Investigations, Risk Assessments, Records of Site Condition, Stormwater Management Reports								
		Reports - Environmental - Acoustic Reports								
		Reports - Environmental / H&S for any remedial activities that were completed at the site due to soil/groundwater contamination, designated substance abatement, etc.								
		Reports - Environmental- Analytical Results for any Imported Soils								
		Reports - Environmental Assessments								
		Reports - ESA Field Evaluation Reports								
		Reports - Geo-technical reports								
		Reports - Testing and Balancing								
		Reports - Waterproofing								
		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 (elevators communication and supervisory systems).								
		Shop Drawings								
		Signage Catalogue (Wayfinding) included as part of As-Built Drawing.								
		Site Survey								
		Snow and Ice Control Plan								
		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)								
		Surveys								
		Tender, Drawings, Specifications, Attachments (contract documents)								
		Troubleshooting manuals								
		TSSA Certifications/ Registration/Licences/Exemptions and Inspection Certificates for all elevating devices, boilers, pressure vessels, emergency generators, elevating devices (elevators, escalators, lifts)								
		Warranty Terms and Certificates of which specify the warrantor, the duration of coverage, the effective start date and the services and parts included.								
		Water Well Installation Record and Tag								
		Written Functional Description(s) of How Installed Systems Operate – pictures to be included (PDF, DOC)								
		Other (Insert row below and specify other document types).								

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

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Responsible	Contractor / Project Delivery Team															Metrolinx PDT Document Controller		Metrolinx Asset Owner			Metrolinx Asset Owner Document Controller
Headers	Document Folder/Subfolder Names	Document Name	Subdivision	Mileage		Asset Class	Document					Asset		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 ED RMS with Document Nomenclature	
				From	To		Document Type	Format	Version	Content Type	Sub Content Type	Reference field	Description		Notes			Approver: Asset Owner Name	Date of Approval		
Instructions	Insert rows as needed: 1) to list all documents 2) to indicate subfolders not listed	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.	Select from Drop Down	If Fixed Asset, note Mileage Marker; if Linear asset, note Span		Select relevant discipline from Drop Down (Civil Structures, Signals & Communication, Tracks, Electrification & Plant)	Select from Drop Down  This list pulls from the Document Types Worksheet. To add other document types, add them on the Document Types Worksheet, within the relevant Asset Class, insert a row under the Other	The format the file is being submitted (e.g., PDF, DWG-CAD, software, etc.)	e.g., New, Revision No.	Select from Drop Down	Select from Drop Down  If needed, use Notes Column for additional detail. Eg. If doc type is Certificate and sub content type does not exist, use the Notes column to indicate other certificate type. If drawing type is already selected in Document Type, leave blank.	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 Geodatabase Reference	Describes the Asset e.g., No. 8 Turnout, LED Signal Housing, Pedestrian Bridge Superstructure	List Track Number if Associated with Document e.g., T1, T2, North Track, ...	Additional information (e.g., Asset Tag No., another type of Certificate)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Owner	Approver: Asset Owner Name	Date of Approval	Confirm that document is processed to final location (Y)	
Example 1	Drawing > Shop	Sub.312 - Concrete Ties Submission - Approval.pdf	Bala	23		Tracks	Shop Drawings	pdf	Final	Drawing		Sub.312	Concrete Ties	T6, T7, T8							
Example 2	Certificate	Vertical Access A00800 Tactile to Stair Landings.pdf	Bala	23		Civil_Structures	Warranty Documentation	pdf	B	Certificate	Warranty	A00800	Vertical Access								
	Certificate																				
	Contract																				
	Drawing > As-Installed																				
	Drawing > As-Built																				
	Drawing > Issued for Construction																				
	Drawing > Record																				
	General																				
	Manual																				
	Permit																				
	Photograph																				
	Report																				
	Software																				
	Survey																				
	Video																				
	Warranty																				

Responsible	Contractor / Project Delivery Team														Metrolinx PDT Document Controller		Metrolinx Asset Owner			Metrolinx Asset Owner Document Controller
Headers	Document Folder/Subfolder Names	Document Name	Subdivision	Mileage		Asset Class	Document					Asset		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 EDRMS with Document Nomenclature
				From	To		Document Type	Format	Version	Content Type	Sub Content Type	Reference field	Description		Notes					
Instructions	Insert rows as needed: 1) to list all documents 2) to indicate subfolders not listed	Enter the name the document is <b>saved as</b> . 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.	Select from Drop Down	If Fixed Asset, note Mileage Marker; if Linear asset, note Span	Select relevant discipline from Drop Down  (Civil Structures, Signals & Communication, Tracks, Electrification & Plant)	Select from Drop Down  This list pulls from the Document Types Worksheet. To add other document types, add them on the Document Types Worksheet, within the relevant Asset Class, insert a row under the <b>Other</b>	The format the file is being submitted (e.g., PDF, DWG-CAD, software, etc.)	e.g., New, Revision No.	Select from Drop Down	Select from Drop Down  If needed, use Notes Column for additional detail. Eg. If doc type is Certificate and sub content type does not exist, use the Notes column to indicate other certificate type. If drawing type is already selected in Document Type, leave blank.	Indicate the unique identifier as assigned by the Project Team to link documents to the asset in the MAI (Master Asset List) e.g., CADD No., File Geodatabase Reference	Describes the Asset e.g., No. 8 Turnout, LED Signal Housing, Pedestrian Bridge Superstructure	List Track Number if Associated with Document e.g., T1, T2, North Track, ...	Additional Information (e.g., Asset Tag No., another type of Certificate)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Owner	Approver: Asset Owner Name	Date of Approval	Confirm that document is processed to final location (Y)	

Asset Document Control List - Facilities (Bus Facilities, Rail Facilities, Station Facilities, Bus Rapid Transit Infrastructure, Light Rail Transit Facilities)

MX-ALM-TMP-003  
Version: 10  
Revision Date: December 18, 2024  
Developed by: Asset Lifecycle Management

Date		Input Final ADCL data																
Responsible	Contractor / Project Delivery Team													Metrolinx PDT Document Controller	Metrolinx Asset Owner			Metrolinx Asset Owner Document Controller
Headers	Document Folder/Subfolder Names	Document Name	Subdivision	Asset Class	Document						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
					Document Type	Format	Version	Content Type	Sub Content Type	Engineering Type/ Drawing Discipline Designator	Reference field	Description				Notes	Approver: Asset Owner Name	
Instructions	Insert rows as needed: 1) to list all documents 2) to indicate subfolders not listed	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.	Select from Drop Down	Select relevant discipline from Drop Down (Bus Facilities, Rail Facilities, Station Facilities, Bus Rapid Transit Infrastructure, Light Rail Transit Facilities)	Select from Drop Down This list pulls from the Document Types Worksheet. To add other document types, add them on the Document Types Worksheet, within the relevant Asset Class, insert a row under the Other	The format the file is being submitted (e.g., PDF, DWG, CAD, software, etc.)	(e.g., New, Revision No.)	Select from Drop Down	Select from Drop Down If needed, use Notes Column for additional detail. Eg. If doc type is Certificate and sub content type does not exist, use the Notes column to indicate other certificate type. If drawing type is already selected in Document Type, leave blank.	Use to delineate Drawing Type 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 Geodatabase Reference)	Describe the Asset e.g., Platform Snow Melting System, Double Swing Automatic Door, ...	Additional Information (e.g., Asset Tag No., another type of Certificate)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Owner	To be generated only if the document is associated to a location e.g., L-CKGO-E-STAT-F1-11		Confirm that document is processed to final location (Y)
Example 1	Drawing > Record	YS-211 Pump Station Structural.dwg	Bala	Station_Facility	Drawings - Record (PDF and DWG)	DWG	01	Drawing		Structural	YS-211	Fire Pump Station						
Example 2	Certificate	Warranty_Fire Pump.pdf	Bala	Station_Facility	Warranty Terms and Certificates of which specify th	PDF	01	Certificate	Warranty	Mechanical	FP-001	Fire Pump						
	Certificate																	
															</			

Asset Document Control List - Facilities (Bus Facilities, Rail Facilities, Station Facilities, Bus Rapid Transit Infrastructure, Light Rail Transit Facilities)

MX-ALM-TMP-003  
Version: 10  
Revision Date: December 18, 2024  
Developed by: Asset Lifecycle Management

Date

Input Final ADCL date

Responsible	Contractor / Project Delivery Team													Metrolinx PDT Document Controller	Metrolinx Asset Owner				Metrolinx Asset Owner Document Controller
Headers	Document Folder/Subfolder Names	Document Name	Subdivision	Asset Class	Document								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
					Document Type	Format	Version	Content Type	Sub Content Type	Engineering Type/ Drawing Discipline Designator	Reference field	Description	Notes				Approver: Asset Owner Name	Date of Approval	
Instructions	Insert rows as needed: 1) to list all documents 2) to indicate subfolders not listed	Enter the name the document is <b>saved as</b> . 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.	Select from Drop Down	Select relevant discipline from Drop Down (Bus Facilities Rail Facilities, Station Facilities, Bus Rapid Transit Infrastructure Light Rail Transit Facilities)	Select from Drop Down  This list pulls from the Document Types Worksheet. To add other document types, add them on the Document Types Worksheet, within the relevant Asset Class, insert a row under the Other	The format the file is being submitted (e.g., PDF, DWG-CAD, software, etc.)	(e.g., New, Revision No.)	Select from Drop Down	Select from Drop Down  If needed, use Notes Column for additional detail. Eg. If doc type is Certificate and sub content type does not exist, use the Notes column to indicate other certificate type. If drawing type is already selected in Document Type, leave blank.	Use to delineate Drawing Type  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 Geodatabase Reference)	Describe the Asset e.g., Platform Snow Melting System, Double Swing Automatic Door, ...	Additional Information (e.g., Asset Tag No., another type of Certificate)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Owner	To be generated only if the document is associated to a location e.g., L-OKGO-E-STAT-F1-11	Approver: Asset Owner Name	Date of Approval	Confirm that document is processed to final location (Y)