METROLINX

Metrolinx Work Planning Standard (WPS)

MX-CPG-STD-001

Revision 00
December 2025

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MX-CPG-STD-001

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Metrolinx,

an Agency of the Government of Ontario

Preface

This is the first edition of the Metrolinx (MX) Work Planning Standard (WPS) MX-CPG-STD-001. This standard sets out the process and requirements for executing Work for Metrolinx Projects.

This standard applies to all Metrolinx Projects executing Works, including internal and external service providers. This includes internal Metrolinx Works, Contractors, Maintainers, and supply chain service providers for Works impacting the Rail Corridor, including, but not limited to, Heavy Rail, Rapid Transit, Maintenance, and Third-Party Works. The WPS can also be leveraged for other Work, as applicable.

The Metrolinx WPS MX-CPG-STD-001 was developed by Metrolinx Construction Management Office (CMO), which includes specialized Subject Matter Experts (SMEs).

Suggestions for revision or improvements can be sent to Metrolinx CMO, Attention: Director, Construction Management Office (CMO), who will introduce the proposed changes to the Metrolinx Construction Management Office (CMO). The Director, CMO, authorizes the changes. A description of the proposed change shall be included along with information on the background of the application and any other useful rationale or justification. Proposals for revisions or improvements shall include your name, company affiliation (if applicable), email address, and phone number.

December 2025

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Reference Number	Definition
N/A	Metrolinx General Engineering Instructions (MX GEI)
MX-RCAC-STD-001	Metrolinx Network Access Planning Standard
RC-0503-01	Metrolinx Rail Corridor Asset Handover Protocol
SD-008-STD-0005	Hierarchy of Controls Standard
SD-016-STD-0001	Railway System Safety Risk Assessment Standard
CKH-QMA-FRM-003	Terms Glossary
CKH-QMT-PRC-006	Capital Projects Group Lessons Learned Procedure
GOE-MCS-PM-GDE-00001	GO Expansion Program Hour-by-Hour Schedule Guide

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1. Introduction

1.1 General

The Metrolinx Work Planning Standard aims to:

1.1.1 Set out the process and requirements for executing work for Metrolinx Projects. The WPS defines clear expectations and consistent planning checkpoints so that all work undertaken for Metrolinx is appropriately coordinated and executed with an appropriate level of readiness. The WPS is intended to be used in conjunction with the WPS Toolkit, which contains the relevant standards, requirements, and documentation referenced herein.

1.1.2 Provide Metrolinx and its supply chain with a streamlined and progressive method of planning for the execution of Works. The WPS is designed to ensure that the flow of information is appropriately staged to meet submission review gates for assurances to internal and external stakeholders, while considering the supply chain's ability to comply with those requirements. Best practices are referenced for proactive planning, as well as the required deadlines that shall be met to allow for organized Metrolinx-wide planning. Requirements that are met sooner than the referenced timeframes can move to the next planning stage for expedited work execution.

1.1.3 Improve the clarity around planning and scheduling work within the rail network and elsewhere for Metrolinx for optimized and coordinated work.

1.1.4 Define consistent and standard work planning practices across all Metrolinx Works, including internal Metrolinx, Contractor, Maintenance, and Third-Party Works.

1.1.5 Proactively provide Metrolinx with the ability to review, identify, coordinate, and manage the execution of Works progressively while working with the service provider and supply chain, and supply available information.

1.1.6 Improve the ability to engage early in work deconfliction and integration of different work activities happening within the same time and space, as well as increase the efficiency of Works that can be optimized within similar timeframes.

1.1.7 Help reduce the risk of cancellations, rejections, or late rescheduling of planned Works.

1.1.8 Allow for lean planning practices regarding work utilization and planned contingency, safe change management.

1.2 Scope

1.2.1 All Metrolinx Projects executing Works for both internal and external service providers shall comply with the WPS. This includes internal Metrolinx Works, Contractors, Maintainers, and supply chain service providers for Works impacting the Rail Corridor, including, but not limited to, Heavy Rail, Rapid Transit, Maintenance, and Third-Party Works. The WPS can also be leveraged for other Work, as applicable.

1.2.2 This standard provides holistic control over the timing of the information, where the information/documentation is being housed, and who the audience and reviewers of the information are.

2. Definitions & Abbreviations

2.1 Definitions

2.1.1 For a list of terms and definitions, please refer to the CPG Terms Glossary (CKH-QMA-FRM-003).

2.1.2 Where any conflict arises between this standard and the Contract, the interpretation and definitions in the Contract shall govern and take precedence. Where a definition in this standard is provided "as defined in..." another source (e.g., NAPS), the definition is provided here for convenience only. It is recommended to consult the source for the most current definition.

Table 1: List of Definitions

Term	Definition
Access Point	As defined in Metrolinx GEI: The area through which Employees/Workers and Construction/ Maintenance Equipment access the Railway Corridor.
Access Pack	As defined in NAPS. The information issued to all stakeholders weekly, which dictates the means and methods of those Rail Corridor Accesses which have been confirmed by Metrolinx.
Adjacent Track	Tracks shall be considered adjacent when the measured distance between track centres is less than 25 ft (7.6 m) and/or is accessible to any traffic next to a Work Site location in or on the Right of Way.
Adjacent Track Open (ATO)	Describes a working methodology where measures and controls are put in place to ensure that Construction activities on a Worksite do not Foul an Adjacent Track that is open to rail traffic or being used by engineering trains or rail-mounted equipment. Requirements to carry out construction works on an ATO worksite are outlined in ATO standard and Metrolinx GEI.
Asset	A real or personal property, tangible or intangible, that a company or individual owns that can be assigned a monetary value.
Audit	Systematic, independent, and documented process for obtaining and evaluating audit evidence objectively to determine the extent to which the audit criteria are fulfilled. An audit can be an internal audit (first party) or an external audit (second party or third party), and it can be a combined audit (combining two or more disciplines). An internal audit is conducted by the organization or an external party on its behalf. Audit evidence consists of records, statements of fact, or other information that are relevant to the audit criteria and verifiable. Audit criteria are the set of policies, procedures, or requirements used as a reference against which audit evidence is compared.

Term	Definition
Automatic Train Warning Systems (ATWS)	ATWS is a system to be used in addition to a form of track protection, which: *detects trains approaching a worksite and determines what alert is required for the approaching train, and when that alert should be given. gives workers an appropriate alert using their centrally mounted ("collective warning device") or personally worn audible, visual, and tactile alarms ("individual warning devices").*
Business Justification	As defined in NAPS: A business case presented to RCAC to assess the validity of a new work event or a modification to an existing work event that is requested outside of the prescribed timelines or any access above and beyond the opportunities outlined in the Engineering Access Statement (EAS), including any Operational Restrictions and Impairments.
Business Unit	A division or group within Metrolinx that is responsible for specific tasks or operations.
Capital Projects Group (CPG)	The Business Unit tasked with providing infrastructure to Metrolinx and includes the term Capital Infrastructure.
Construction	As defined in OHSA as: "*Includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any Work or undertaking in connection with a Project but does not include any Work or undertaking underground in a mine.*" The terms "Construction" and "Project" shall be read together. Where an activity within the definition of "Construction" is performed on an object within a "Project," the matter is a Construction Project.
Contractor	An individual, person, or entity engaged under contract by Metrolinx to provide Construction or Maintenance services within Metrolinx Property.
Construction Management Office	The Business Unit within Metrolinx is a centralized team tasked with providing support to Delivery Teams in developing standard processes and procedures, oversight of training, competence, and assistance and delivery-related support as needed
Contract	The documents that define the terms, conditions, and obligations of the parties to a Contract in furtherance of a Project, including, but not limited to, the main body of the agreement and schedules thereto, the specifications and drawings.
Contract Management System	The document and contract management system that will be made available to the Contractor by Metrolinx, as such system may be amended or modified from time to time.

Term	Definition
Contractor Supervisor	Supervisor, as defined under OHSA: *"A person who has charge of a workplace or authority over a worker."* The Contractor Supervisor working within Metrolinx Railway Projects shall be the person involved in planning and executing the actual work and who is also on-site when and where the work is being undertaken. The Contractor Supervisor is responsible for supervising and overseeing Construction Works and workers. They shall have valid supervisory competence and ensure planned controls are in place to keep persons safe from movements of construction equipment, activities, and site risks.
Delivery Team	A group within Metrolinx that includes the Senior Managers, Managers, Project Managers, Construction Managers, Construction Specialists, and Project Coordinators who support the Contractors in delivering their contractual obligations.
Deconfliction	The process in which Requests for Rail Corridor Access are discussed and coordinated between different Projects to ensure there are no conflicts with the planned Works.
Disruptive Possession	As defined in NAPS: Rail Corridor Access to perform works that could not be performed during White Periods. Works that require cancelled or modified operational train service and/or cancelled Train Movements, including but not restricted to GO revenue services and Rail Operations, including other Rail Operators utilizing the Metrolinx rail network.
Disruptive Possession Calendar	As defined in NAPS: A part of the Engineering Access Statement that outlines the time when Disruptive Possession is available.
Employee	A person qualified to regulatory and company standards employed by the company. Applies to contract personnel and personnel of other companies and railways operating and/or performing other rules-related duties on the host railway trackage.
Emergency Access Request	A Rail Corridor Access Request in respect of an Emergency Rail Situation.
Emergency Rail Situation	As defined in NAPS: Any situation that, in the opinion of Metrolinx or another Rail Operator, causes an immediate and serious threat or danger to the public, Metrolinx, another Rail Operator or a Contractor or that causes an immediate and serious threat to Railway Operations.
Engineering Access Statement	As defined in NAPS: A document issued annually by Metrolinx detailing the Disruptive Possession Calendar, Rules of the Route and available White Periods.
General Engineering Instruction	Instructions and procedures that provide information and guidance that must be adhered to when working within the Metrolinx-owned Rail Corridor.
Green Zone	As defined in Hierarchy of Control Workforce Protection Standard:
Ground Disturbance Permit	A permit required to perform all ground disturbance work within the Metrolinx ROW.

Term	Definition
Hi-Rail Equipment	A machine that is constructed for movement on lines of railway, whether the machine is capable of independent motion or a vehicle that is constructed for movement both on and off lines of railway, while the adaptations of that vehicle for movement on lines of railway are in use.
Hierarchy of Control Workforce Protection Standard	Hierarchy of Control Workforce Protection Standard defines controls for planning work with an engineered safe system of workforce protection.
Hour-By-Hour	A detailed schedule broken into 1–4-hour increments, used to track and coordinate work activities in real time. In accordance with Hour by Hour Schedule Guide GOE-MCS-PM-GDE-00001
Live Track	Any track or portion that is not protected by a form of Positive Protection that will prevent a movement from entering the track or portion of the track.
Metrolinx	An agency of the Government of Ontario that includes GO Transit, Payment (PRESTO) and UP Express.
Maintenance	The continued care and upkeep of a space for its intended purpose. It also serves as an expression of ownership.
Management of Change	The process that allows for controlled Work Plan changes to occur should an already approved Work Plan require modifications.
Management Plan	A type of Work Submittal that outlines the Contractor's strategy, methodology, and approach to a specific topic or requirement referenced within the Contract.
Non-Disruptive Access	As defined in NAPS: Works occurring within the Rail Corridor or adjacent to live tracks that do not require forms of Positive Track Protection and do not impact planned revenue service, Train Movements, and/or 3rd Party Carriers.
Operational Plan	The Contractor's document, which most effectively conveys the specific information relevant to the task, from the Work Plan to the field crews that will be carrying out the Work.
Operating Bulletin	As defined in NAPS: Written communication issued under the authority of the railway's Rail Traffic Control that provides employees with temporary or urgent instructions affecting operations.
Operational Restrictions and Impairments	As defined in NAPS: Any impact to Metrolinx infrastructure that modifies, disrupts, or cancels the current operating practices, procedures, or processes. This includes, but is not limited to, Permanent Slow Orders, Temporary Slow Orders, track diversions, lost functionality of plant, platform restrictions, door restrictions and tracks no longer in service.
Permanent Slow Order	A permanent slow order (PSO) is a fixed, mandatory reduction of the maximum allowable train speed over a specific section of railway track.
Positive Protection	As defined in NAPS: Track(s) is protected in accordance with Canadian Rail Operating Rules (CROR) - Protection of Track Work (Rules 41, 42, 841, and 842) or Track Occupancy Permit (TOP Rules 849 to 864 inclusive).
Priority Situation	As defined in NAPS: A situation where a railway asset has failed, partially failed, or is highly likely to fail that has the potential to cause a threat to life and/or a threat to Railway Operations.
Priority Access Request	A request to resolve a Priority Situation.

Term	Definition
Project	A Construction Project, whether public or private, including the Construction, repair, maintenance, rehabilitation, or renewal of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, water main, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof; the moving of a building or structure; and any work or undertaking, or any lands or appurtenances used in connection with such activities. The terms 'Construction' and 'Project' need to be read together. Where an activity within the definition of 'Construction' is being performed on an object within a 'Project,' the matter is a Construction Project.
Project Manager	Project Managers include, but are not limited to, Metrolinx Project Managers, Project Coordinators, or contracted individuals who have primary responsibility for the work and services related to a specific Project or contract.
Project Site	Synonymous with the geographic boundaries of a specific Project's limits.
Property	Also referred to as "Metrolinx Property" means real estate, owned, or leased, including but not limited to the USRC (Union Station Rail Corridor), Rail Corridors, Train and bus facilities, Train and bus stations, and parking lots.
Protecting Foreman	An Employee named in the track authority and in possession of Positive Protection, and the Employee in Charge (EIC) of a Project protecting Employees/Workers, visual Work Groups, separated Work Groups, and Track Units.
Rail Corridor	As defined in NAPS: Refers to the Metrolinx-owned or leased land including but not limited to: Lakeshore West, Milton, Kitchener, Barrie, Richmond Hill, Stouffville, Lakeshore East, USRC, and on subdivisions of railway infrastructure, rail/maintenance/layover yards, and all property between property fences, or if no fences, everywhere within 30 feet from the outermost rails.
Rail Corridor Access	As defined in NAPS: Access to a Rail Corridor.
Rail Corridor Access Plan (RCAP)	As defined in NAPS: The plan prepared by the PDT and/or Contractor in connection with the Rail Corridor Access required for the Works/Project.
Railway Operations	As defined in NAPS: The operation of one or more active railways by Metrolinx or other Rail Operators, including, for clarity, the passage of freight, equipment, and passenger trains, both in revenue service and non-revenue service.
Red Zone	As defined in Hierarchy of Control Workforce Protection Standard
Request for Rail Corridor Access	Any application, request or submission for Rail Corridor Access submitted in accordance with the Metrolinx Network Access Planning Standard
Risk Assessment	The overall process comprises a risk analysis and a risk evaluation. Following the Railway System Safety Risk Assessment Standard
Risk Mitigation	The action taken to lessen a risk by reducing the severity, likelihood and/or exposure to hazard.

Term	Definition
Rules of the Route	A part of the EAS that outlines the time when White Period Access is available.
Safety Management System	A formal framework for integrating safety into day-to-day operations following a continuous improvement cycle, inclusive of defined roles and responsibilities, established safety goals and set performance targets, documented processes and procedures, completed risk assessments, analyzed safety concerns, implemented corrective action to mitigate detected risks, and evaluated the system's overall effectiveness.
Scope Plan	A document that contains information about the Works high-level scope, geographical location, Rail Corridor Access information, Asset and infrastructure changes, and operational impacts, as applicable.
T-XX / T+XX	T-XX means the calendar week that is XX weeks prior to T-0. T+XX means the calendar week that is XX weeks after T-0. T-0 is the scheduled date for executing the Works on the Rail Corridor. For the purposes of these definitions, each calendar week runs from Monday 00:00 (Toronto local time) to Sunday 23:59 (Toronto local time). Where the WPS specifies that an action is to occur "at T±XX" or "by T±XX," it must be completed no later than 23:59 on the Sunday of that week.
Temporary Slow Order	A temporary speed restriction on a track(s) is set below the track zone speed as indicated in the current timetable.
Third Party	Any person or entity other than a Delivery Team or a Contractor that submits a Request for Rail Corridor Access.
Third-Party Projects	Work Events facilitated by a Third Party.
Track Unit	As defined in NAPS: A vehicle or machine capable of on-track operation is utilized for track inspection, track work, and other railway activities when on a track.
Track Protection	As defined in NAPS: The type of protection that will be implemented with each Rail Corridor Access, methodologies of Protection types and requirements are outlined within the General Engineering Instructions (MXGEI).
White Periods	As defined in NAPS: Rail Corridor Access that does not impact planned revenue service or require modified train schedules, reduced Train Movements, and/or cancelled Train Movements as outlined within the Rules of the Route.
Work	The design, construction, maintenance, installation, testing, commissioning, and completion of the scope of the Project assignment.
Worker	A non-CROR Rules qualified individual or Contractor performing work within the Rail Corridor.
Work Event	Any Rail Corridor Access that requires time and space to perform any Works within a Rail Corridor.
Working Day	A day other than a Saturday, Sunday, or a holiday on which the Metrolinx head office at 97 Front Street West is not open for business

Term	Definition
Working Limits	Means the limits that the work will be occurring within, not including travelling equipment moves.
Work Plan Owner	An individual designated within the organization responsible for implementing the WPS, the role falls under the Roles and Responsibilities of Metrolinx Delivery Team representatives.
Work Plan	A construction and maintenance document describing how work is to be safely carried out. Provides a framework for recording arrangements made during the planning and management of Work.
Work Groups	As defined in NAPS: Any group that is dedicated to performing a specific task within the Rail Corridor related to a Work Event, which task requires a separate flagging resource.
Work Site	As defined in NAPS: A dedicated location for performing a specific task within the Rail Corridor related to a Work Event, task(s), and may require additional flagging resources in accordance with the Metrolinx GEI.
Work Submittal	Any item, document, or deliverable required or specified by the Contract to be submitted by the Contractor to Metrolinx, including all subsequent revisions, amendments, and changes thereto. Work Submittals include, but are not limited to, Management Plans, drawings, schedules, reports, and other supporting documentation.
Work Train	As defined in NAPS: A work train is a non-revenue train used in railway construction and maintenance. It supports activities such as ballast distribution, track renewal, material transportation, and on-track machinery movement.
Work Zone	Defined as a specific area (Zone-delimited) within the Metrolinx Property, which is the primary area of operations for that General Contractor.
Working Days	means a day other than a Saturday, Sunday, or a holiday on which the Metrolinx head office at 97 Front Street West is not open for business.
Work Planning Standard (WPS) Toolkit	A document which houses and summarizes the comprehensive list of Metrolinx standards and planning requirements associated with executing work.
Yellow Plant	As defined in NAPS: Engineering machinery able to travel under its own power at track speed (or similar), such as tampers and ballast regulators.

2.2 Abbreviations

Table 2: List of Abbreviations

Abbreviation	Definition
ATO	Adjacent Track Open
ATWS	Automated Train Warning System
CROR	Canadian Rail Operating Rules
CMO	Construction Management Office
CMS	Contract Management System
CPG	Capital Projects Group
CWZ	Continuous Work Zone
EAS	Engineering Access Statement
EIC	Employee In Charge
EPA	Environmental Programs & Assessments
GBO	General Bulletin Order
GDP	Ground Disturbance Permit
MX GEI	Metrolinx General Engineering Instructions
GI	General Instruction (within Signals and Communications Standards)
GIS	Geographic Information Systems
HoC	Hierarchy of Control Work Force Protection Standard
IFC	Issued For Construction
MoC	Management of Change
MTS	Metrolinx Track Standards (Formerly GO Transit Track Standards – GTTS)
MX	Metrolinx
NAPS	Network Access Planning Standard
NAPT	Network Access Planning Tool

Abbreviation	Definition
NOC	Network Operations Control Centre
OHSA	Occupational Health and Safety Act
PTS	Personal Track Safety
PSO	Permanent Slow Order
RCAC	Rail Corridor Access and Control
RCAP	Rail Corridor Access Plan
RCAR	Rail Corridor Access Request
RTC	Rail Traffic Controller
SCP	Signals Code of Practice
SME	Subject Matter Expert
SOGR	State of Good Repair
TSO	Temporary Slow Order
USRC	Union Station Rail Corridor
WAN	Weekly Access Notice
WPS	Work Planning Standard

3. Process

3.1 Overview

3.1.1 The WPS sets out the process and requirements for Work Planning when delivering a Metrolinx Project, along with the relevant timeframes and checkpoints.

3.1.2 The WPS allows for refinement of relevant details regarding scope, risks, and safety assessments as the work planning stages advance, while ensuring proper controls and reviews are maintained.

3.1.3 The WPS introduces Management of Change (MoC) processes to enable controlled changes to the Work Plan.

3.1.4 The WPS defines the relevant requirements for effective and safe MoC procedures, allowing for controlled changes and the recovery of work that may be impacted by what was planned.

3.1.5 The Work Planning Standard (WPS) defines the critical timelines required for work planning. The formal Work Plan submission at T-12 and Request for Rail Corridor Access at T-8 are fixed milestones and must be met to support coordinated delivery. Earlier planning activities, milestones such as the Scope Plan at T-22 and the requirement checklist at T-20, represent early planning milestones for effective planning but may be adjusted based on the complexity and nature of the work. These earlier milestones are intended to support readiness for the fixed deadlines at T-12 and T-8, and can be brought forward or delayed if agreed upon by the Contractor and Delivery Team, provided they do not jeopardize the critical submission milestones. This flexibility allows the planning approach to align with varying scopes of work and project timelines (e.g., Maintenance or State of Good Repair [SOGR] projects).

3.1.6 The WPS acknowledges that existing documentation may exist elsewhere within the Project timelines and Contract, and it is acceptable to reference those documents. This may include items such as, but not limited to, Safety Management Systems, Quality Management Plans, Construction Management Plans, and standard operating procedures. The intention of the WPS is not to duplicate information that exists elsewhere but rather to draw on the relevant information that may have already been provided, as required, to plan work efficiently.

3.1.7 The WPS sets defined review periods to be followed by all parties involved in work planning.

3.1.8 Hands-on guidance, overarching all the stages of the work planning process, is provided by a Work Plan Owner to set clear expectations on the requirements and expected timelines.

3.2 Hierarchy of Documents

3.2.1 The WPS approach involves having a hierarchy of documents, as shown below Figure 1: Hierarchy of Documents, providing levels of work planning stages required for defined, consistent, and reliable work planning. The overall Project requirements and scope decisions should be set before engaging in the work execution planning. The WPS speaks to the portion of planning works when it comes to executing the Work for Metrolinx, moving from high-level scope to in-field mobilization and execution, and finalizing field reporting requirements.

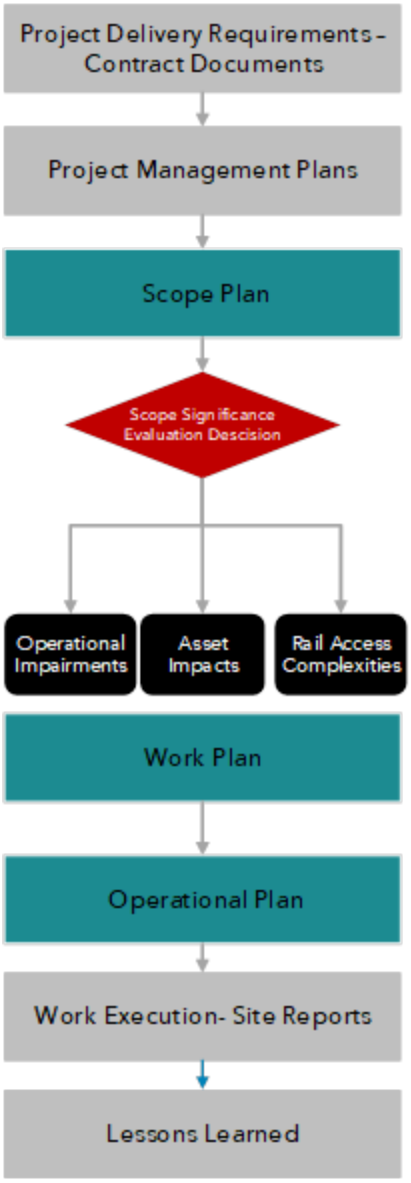

Figure 1: Hierarchy of Documents

3.3 Work Planning Process Map (End-to-End) (*see Appendix H for PDF)*

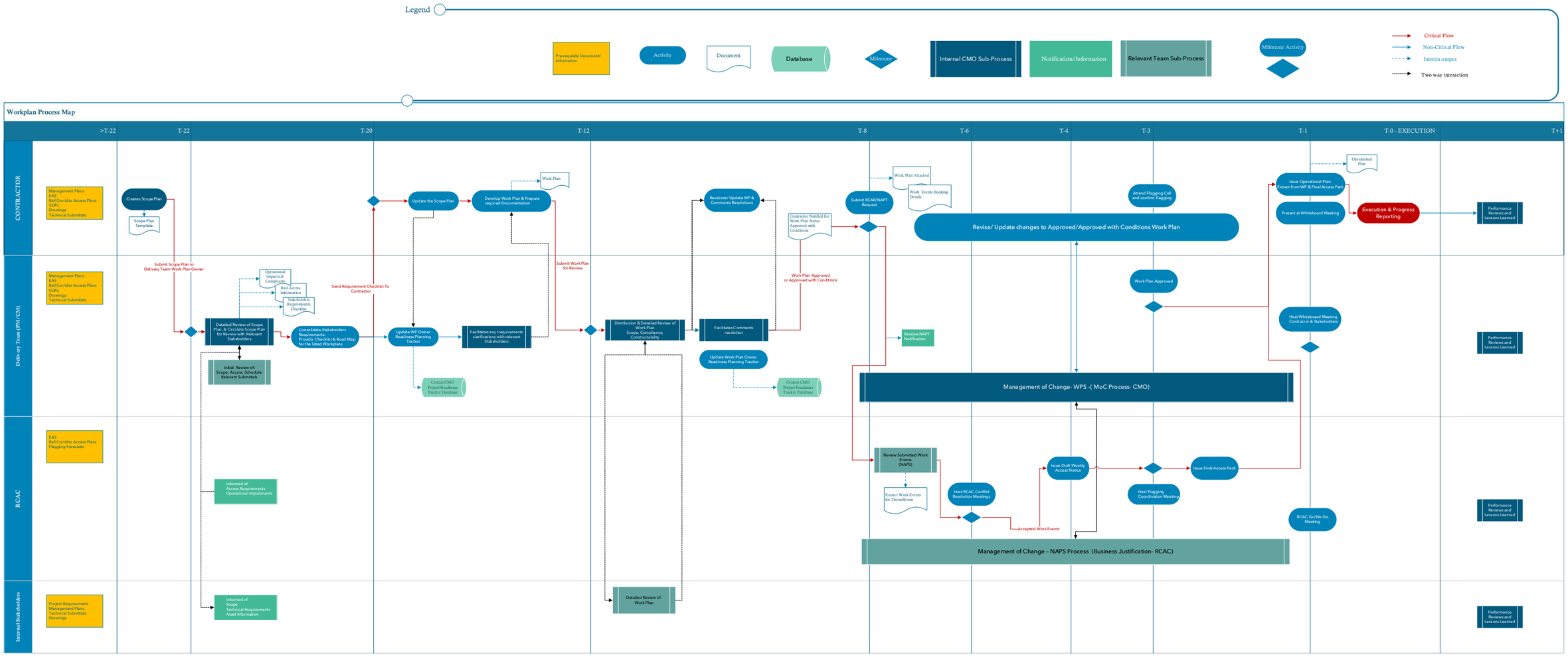

Figure 2: Work Planning Process Map (End-to-End)

3.4 Work Planning Stages: Brief Descriptions

3.4.1 The stages of the WPS for execution of Works can be found in Table 3: Brief Description of Work Planning Stages.

Table 3: Brief Description of Work Planning Stages

Stage	Deliverable/ Document	Requirement
Stage 0 **Prior to Construction Phase**	**Delivery Requirements & Contract**	There are requirements that the Contractor shall comply with as prescribed within their Contract, such as, but not limited to, Contract Submittals and Project Requirements (Design, Engineering, Specifications, Standards, and Procedures). Those documents are submitted following the Contract Requirements and only made available when needed in the Work planning stages. For clarity, this Section is provided for information purposes only and does not form part of the contractual obligations. It is provided to support understanding of best practices and does not supersede any terms or requirements outlined in the Contract.
Stage 1 **Post Contract Award**	**Management Plans**	Management Plans, as required and specified by the Contract, are part of the Work Submittals that work planning can leverage, including, but not limited to, the following Work Submittals: • Quality Manual, Quality Management Plan, Construction Quality Management Plan, Access Quality Management Plan, Environmental Quality Management Plan, Quality Audit Plan and Project Schedules Quality Management Plan • Access Management Plan • Construction Staging of the Work • Permits, Licences, Approvals and Agreements • Work Report • Shop Drawings • Communications Plan • Work Scheduling Requirements • Environmental Plans and Reports • Project Management Plan • Risk Management Plan • Rail Corridor Access Plan • Construction Management Plan • Contractor Site Specific Safety Manual • Document Management Plan • Asset Information Handover Requirements Where the Contract includes specific requirements for Management Plans, the Contractor shall comply with those provisions. The timelines for submission and review of the Work Submittals shall follow what is defined in the Contract. The Management Plans shall be utilized and referenced when required throughout the Work planning stages. For clarity, this Section is provided for information purposes only and does not form part of the contractual obligations. It is provided to support understanding of best practices and does not supersede any terms or requirements outlined in the Contract.

Stage	Deliverable/ Document	Requirement
Stage 2 **Prior to Construction mobilization** **(Prior to T-22)**	**Scope Plan Submission** **T-22**	The Scope Plan is introduced as a high-level overview for delivering Works for Metrolinx Projects, describing planned tasks and activities developed from the Management Plans. The Scope Plan should be developed by the Contractor following the Metrolinx Scope Plan template, Appendix B, in consultation with the relevant Work Plan Owner, where applicable. It is to best represent an effective Work execution strategy. The Scope Plan shall provide enough information about: • High-Level scope • Geographical Location of Work • A logical breakdown of the scope into Work Plans • Rail Corridor Access information • Asset & infrastructure changes • Operational impacts Scope Plan shall be an overarching document that houses the further breakdown of the Work Plans required to complete the scope. This includes Work that requires Non-Disruptive Access, White Period Access or Disruptive Possession. Note: For any Disruptive Possession, the Contractor and Delivery Teams shall follow the formal application process for Disruptive Possession as defined in Metrolinx's Network Access Planning Standard (NAPS). All applications for Disruptive Possessions shall adhere to the processes, timelines, and Engineering Access Statement requirements outlined in NAPS.
	Stakeholder Requirements Checklist **T-20**	The Work Plan Owner will review the Scope Plan and provide the Contractor with a requirements toolkit consisting of a checklist and timelines specific to the scope description in the Scope Plan. This toolkit will serve as a guideline to help the Contractor develop a compliant Work Plan that meets Metrolinx Stakeholders' requirements.
Stage 3 **Work Plan Development** **(T-20 to T-12)**	**Forms of Protection the Operational Safety Risk Assessment Specified in GEI**	Following the Hierarchy of Controls Work Force Protection Standard (HoC) and General Engineering Instruction (GEI) guidance on the types of protection needed for staff working near Rail Corridors. When required, Risk Assessments for Engineered Controls (Green Zone Working), i.e., CWZ or approvals for administrative controls (Red Zone Working) for a specific Project or Work Zone shall be conducted and pursued as part of the development of the Work Plan.
	Work Plan Development and Submission	The stakeholder requirements checklist is given to the Contractor or Third Party to follow as a guidance document to develop their compliant Work Plan for submission. The Work Plan Appendix A will have pre-defined sections in a template, while also having adaptable sections tailored to the scope of Work. These sections can be progressively completed as work planning information matures. This is to ensure that the required information provided for relevant stakeholders is reliable and follows the set specified timeframes. Each stakeholder will have lead times as to when they require information, and the intention is to provide this information without duplication of effort at the relevant checkpoints. The Contractor or Third Party is expected to proactively engage with the Metrolinx Delivery Team and the Work Plan Owner during this period for clarifications on the stakeholders' requirements. As such, the output of a complete Work Plan will already house all the required Metrolinx stakeholder requirements.
	Disruptive Possession Readiness Review (only for Disruptive Possession Access Planning)	For clarity, this section is provided for information purposes only. The requirements for these readiness review stages at T-20, T-16, and T-12 are outlined in NAPS.

Stage		Deliverable/ Document	Requirement
Stage 4 **Work Plan Submission and Review** **(T-12 to T-8)**		**Work Plan Review & Conditional Approval**	The Work Plan Owner shall receive the Contractor's or a Third Party's complete Work Plan submission at T-12 and initiate the review process. And shall distribute the submission to the identified stakeholders, compile and assess their comments against defined stakeholder requirements, and prepare a Work Plan Comment Review Sheet. Prior to initiating Subject Matter Expert (SME) reviews, the Work Plan Owner shall conduct a quality review of the Work Plan submission to verify that it is complete, accurate, and compliant with the Work Planning Standard. Submissions that do not meet the required quality standards shall not be considered accepted and shall not proceed to SME review. The Contractor or Third Party shall update and refine the documentation until it meets the required quality standards. Only once the Work Plan Owner determines that the Work Plan is complete and compliant shall it be accepted for SME review, at which point the Contractor or Third Party shall be notified. The comments from the SME reviews are returned to the Contractor or Third Party within ten (10) Working Days of receipt of a complete submission. The Contractor or Third Party will be given five (5) Working Days to provide adequate responses to the comments, update the Work Plan where required, and resubmit. The Work Plan owner will only send comments to the Contractor or Third Party that are relevant to the information within the Contractor's or Third Party's responsibility. Comments that pertain to internal Metrolinx processes are to be responded to by the Metrolinx Delivery Team. The Work Plan Owner shall facilitate comment resolution with relevant stakeholders within five (5) Working Days and provide conditional approval for the Work Plan no later than T-8 to allow the Contractor or Third Party to book their Request for Rail Corridor Access in Network Access Planning Tool. This approval can be conditional at this stage. The Work Plan Owner shall ensure that the Work Plan information complies with the requirements in principle, even though certain requirements can proceed as an outstanding items list, with provided target dates for the outstanding items. Contractors or Third Party are then allowed to submit the agreed outstanding items on time; however, changes to existing approved Work Plan content, if required, need to follow the Management of Change (MoC) process defined within the WPS.
Stage 5 **Interface with Rail Corridor Access** **(T-8 to T-1)**	**Stage 5A** **Request for Rail Corridor Access** **(T-8 to T-4)**	**Request for Rail Corridor Access Using Access Planning Tool** **At T-8**	At T-8, the Contractor or Third Party proceeds with submitting Requests for Rail Corridor Access in the Network Access Planning Tool following NAPS requirements, provided that their Work Plan has the Approved or Approved with Conditions status. The requirements for the formal access request are outlined in NAPS. *Note*: *Please refer to NAPS for details on the process.*
		Conflict Resolution Meetings	T-7 to T-4 Weeks Planning and Scheduling: RCAC will review the submitted Requests for Rail Corridor Access and facilitate planning meetings as outlined in NAPS. The Contractor or Third Party is required to attend the conflict resolution meetings chaired by the RCAC team following the NAPS process. During the Conflict Resolution Meetings, if changes to the Work Plan or Rail Corridor Access information were identified, this shall trigger the MoC process defined within WPS.
		Draft Weekly Access Notice **At T-4**	At the end of T-4 Weeks, on completion of the planning meetings, RCAC will update the Weekly Access Notice with the agreements made during the planning phase. At T-4 weeks, all Work Events are considered finalized, which is formalized by the publication of the Weekly Access Notice.

Stage		Deliverable/ Document	Requirement
	Stage 5B **Rail Corridor Access Confirmation** **(T-4 to T-1)**	**Work Plan Approval** **At T-4**	Now that the Rail Corridor Access information is finalized, the Contractor or Third Party shall finalize Work Plan documentation in full and update any changes through MoC if required. Work Plan Owner will provide the Contractor or Third Party with an Approved status to the Work Plan prior to the flagging confirmation meeting at T-3, provided that all outstanding items and required documents are now complete, reviewed, and approved by relevant stakeholders.
		Flagging Coordination **At T-3 to T-1**	At T-3, RCAC will chair flagging confirmation meetings and confirm flagging resources.
Sub-Processes in Stage 5 **(T-8 to T-0)**		**Site Visits requests** **At T-4 to T-0**	Where deemed required, the Contractor or Third Party or any involved Metrolinx Business Unit may request a non-intrusive site visit or inspection to confirm site conditions or assumptions made while planning the Work. Locates can also be refreshed as required during this timeframe. The Contractor or Third Party is required to submit a site visit request using the Metrolinx Site Visitor Permit referenced here in WPS no later than T-4, who will make the necessary arrangements. Site visit requests shall document the conditions of the site walk, including sight lines and allowable non-Positive Protection measures in compliance with CROR and GEI.
		Management of Change Process **At T-8 to T-0**	Any changes to the Work Plan that was Approved or Approved with Conditions at T-8 shall follow the detailed MoC process in Sub-Process: Management of Change (T-8 to T-0) of WPS.
		Emergency & Priority Rail Corridor Access Process **As required to T-0**	For emergency unplanned Works that require immediate access to the Rail Corridor or Priority Access as defined within the Metrolinx Track Standards (MTS). Contractors or Third Parties are required to follow the requirements outlined in section 4.6 Deviation and Unplanned Access in NAPS. The WPS clarifies the process provided here for information purposes.
Stage 6 **Operational Plan** **(T-1 to T-0)**		**Operational Plan** **At T-1**	The Contractor Supervisor, who is responsible for executing Works on site, is responsible for completing the Operational Plan and ensuring that the means and methods that will be followed on site are compliant with the approved Work Plan and the confirmed flagging resources and Rail Corridor Access information. As required, the Operational Plan is the Contractor's document for effective briefing and preparing crews on the approved Works to occur at T-0.
		Delivery Team White Board Meeting **At T-1**	The whiteboard meeting is a weekly meeting that will be scheduled on T-1 before the RCAC Go/No-Go. After confirmation of the possession(s), the Contractor is required to present the Operation Plan of the following week on a weekly T-1 basis to Metrolinx Delivery Teams and relevant Stakeholders. This is a final confirmation of the work planned and coordinated for the following week and will allow confirmation at the GO/No GO RCAC meeting. The Work Plan Owner chairs the White Board meeting. The structure, cadence and agenda of the whiteboard meeting are left to the Delivery Team to set as best works for their Project.
		RCAC Go/ No-Go	As per NAPS, the Contractor or Third Party and/or approved designate shall also attend the Go/No-Go meeting chaired by RCAC to confirm possession. Following the T-1 GO/NO-GO meeting, a final Access Pack will be issued with all approved Rail Corridor Accesses.

Stage	Deliverable/ Document	Requirement
Stage 7 **Work Execution** **(T-0)**	**Execution** **At T-0**	The Contractor is responsible for controlling, coordinating, managing, and carrying out the execution of the Works as per their Contract requirements.
	Site Reports **At T-0**	The Contractor shall prepare the site reports as per the Contract requirements and procedures.
Stage 8 **Performance Reviews** **(T+1)**	**Lessons Learned**	All contributors involved in the Work planning process shall, when deemed necessary, participate in lessons learned workshops following the completion of the Works to collectively discuss and record any positive or negative lessons learned from the Work Planning process for continuous improvement. The procedure to capture, qualify, validate, and register the lessons learned is defined in the lessons learned procedure document CKH-QMT-PRC-001, which is coordinated with the Continuous Improvement Process (CKH-QMT-PRC-008) and Quality Management System review procedure (CKH-QMT-PRC-002) for all CPG Projects. The lessons learned register should be regularly reviewed and maintained throughout the Work planning process.

3.5 Roles and Responsibilities

3.5.1 The roles and responsibilities associated with the WPS can be found in Table 4: Roles and Responsibilities CPG GO & UP, which shows an example of the CPG GO & UP RACI. And Table 5: Roles and Responsibilities Maintenance Delivery teams.

Table 4: Roles and Responsibilities CPG GO & UP (For information)

Work Planning Standard RACI			External Stakeholder	Metrolinx Stakeholders			
Stage		Requirement/Deliverable	Contractor	Delivery Team		SME-Business Unit	RCAC
				Work Plan Owner	Delivery Team (PM/CM)		
Stage 0 - Prior to Construction Phase		Delivery Requirements	I	I	R / A	C	I
		Contract	I	I	R / A	C	I
Stage 1 - Post Contract Award		Management Plans	R	C	A	C	I
Stage 2 - Prior to Construction Mobilization (Prior to T-22)		Scope Plan	R	A	C	I	I
		Stakeholder Requirements Checklist	I	R	C	A	I
		Stakeholder Register	I	R / A	C	C	I
Stage 3 - Work Plan Development (T-20 to T-12)		Work Plan Development	R	A	C	C	I
		Forms of Protection the Operational Safety Risk Assessment Specified in GEI	R	C	A	C	C
Stage 4 - Work Plan Submission and Review (T-12- T-8)		Work Plan Review & Conditional Approval	R	A	C	C	I
Stage 5 - Interface with Rail Corridor Access	Stage 5 A - Request for Rail Corridor Access	Request for Rail Corridor Access	R	C	C	I	I
		RCAC Deconfliction (NAPS)	C	C	C	I	R / A
		Draft Weekly Access Notice	I	I	I	I	R / A
	Stage 5B - Rail Corridor Access Confirmation (T-4 to T-1)	Work Plan Approval	R	A	C	I	C
		Flagging Confirmation	I	I	I	I	R / A
Subprocesses (T-8 to T-1)		Site Visits (T-4 to T-0)	R	A	I	I	A
		Management of Change Process (T-8 to T-1)	R	A	C	C	C
		Emergency & Priority Rail Corridor Access	A	C	C	C	R
Stage 6 - Operational Plan (T-1 to T-0)		Operational Plan	R / A	I	I	I	I
		White Board Meeting	R	A	I	I	I
		RCAC Go/No-Go	A	C	I	I	R
Stage 7 - Work Execution (T-0)		Execution	R / A	C	I	I	I
		Site Reports	R / A	C	I	I	I
Stage 8 - Performance Reviews (T+1)		Lessons Learned	C	C	R / A	C	C

Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)

Table 5: Roles and Responsibilities Asset Management and Maintenance (For information purposes only)

AMM Work Planning Standard (RACI)			External Stakeholder	Metrolinx Stakeholders			
Stage		Requirement / Deliverable	Contractor and/or Consultant	AMM Delivery Team		Subject Matter Expert	RCAC
				Delivery Team (DT)	Strategic Operations		
Stage 0 - Prior to Contract Award		Delivery Requirements	I	R/A	C	C	C
		Contract	I	R/A	C	C	C
Stage 1 - Post Contract Award		Management Plans	R	A	C	C	I
Stage 2 - Prior to Construction Mobilization (Prior to T-22)		Scope Plan	R	A	C	C	I
		Stakeholder Requirements Checklist	I	R/A	C	C	I
		Stakeholder Register	I	R	I	I	I
Stage 3 – Work Plan Development (T-20 to T-12)		Work Plan Development	R	A	C	C	I
		Forms of Protection the Operational Safety Risk Assessment Specified in GEI	R	C	A	C	C
Stage 4 – Work Plan Submission and Review (T-12 to T-8)		Work Plan Review and Conditional Approval	I	R/A	I	C	I
Stage 5 - Interface with Rail Corridor Access	Stage 5 A - Rail Corridor Access Request (T-8 to T-4)	Request for Rail Corridor Access	R	C	C	C	I
		RCAC Deconfliction (NAPS)	C	C	C	I	R/A
		Draft Weekly Access Notice	I	I	C	I	R/A
	Stage 5 B - Rail Corridor Access Confirmation (T-4 to T-1)	Work Plan Approval	R	A	I	I	I
		Flagging Confirmation	I	I	I	I	R/A
Sub- Processes (T-8 to T-1)		Site Visits (T-4 to T-0)	R	A	I	I	A
		Management of Change Process (T-8 to T-1)	R	A	C	C	C
		Emergency & Priority Rail Corridor Access Process	A	C	C	C	R
Stage 6- Operational Plan (T-1 to T-0)		Operational Plan	R / A	I	I	I	I
		White Board Meeting	R	A	I	I	I
		RCAC Go/No-Go	A	C	I	I	R
Stage 7- Work Execution (T-0)		Execution	R / A	C	I	I	I
		Site Reports	R / A	C	I	I	I
Stage 8- Performance Reviews (T+1)		Lessons Learned	C	C	R / A	C	C

Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)

3.6 Document Submission & Control Requirements

3.6.1 The intention of this Section 3.6 is to provide direction on the document submission and review procedure for Work Plans and Scope Plans within the Work Planning Standard.

3.6.2 The Contractor or Third Party shall submit all Work Plan and Scope Plan documentation to Metrolinx Delivery Team by uploading to the Contract Management System.

3.6.3 The timelines pertaining to the submission, review procedure and approval are defined in the WPS relevant section for Scope Plan and Work Plan stages.

3.6.4 Each Work Plan and Scope Plan submission has cover page section document control, and record information that shall be completed in accordance with the requirements set out in this section.

3.6.5 The cover page section described in Section 3.6.4, includes document status, reviewer and approved initials, date of approval, and a log number of all previous revisions of the submission.

3.6.6 The Contractor or Third Party shall use the standardized naming conventions for the document submissions to ensure traceability, consistency and ease of document retrieval.

Section 1 - Document Control & Record			
Section 1.1 - Project Information			
Project Name:		Metrolinx Contract No.:	
Contractor:		Metrolinx Delivery Team Contact:	
Scope Plan (SP) Name:		Corridor:	LSE
Contractor SP No.:		Subdivision:	USRC
Metrolinx SP No.: (To be filled by MX)		SP Revision No.:	R04

Section 1.2 - Work Plan (WP) Document Control Information			
Work Plan Name:			
Metrolinx WP No.: (To be filled by MX)		WP Revision No.:	R00
WP Sequence No.:		Submission Date:	08-Jul-2025
Contractor WP No.:		Review Completion Date:	08-Jul-2025

Figure 3: Example of Document Control and Record Section in Work Plan

3.6.7 As the WPS is implemented, Contractor or Third Party and all Metrolinx Projects shall follow the document submission and control procedure described herein.

3.6.8 A centralized document control system will house and maintain all record copies of document submittals related to Scope Plans and Work Plans submitted per Project.

3.6.9 The naming and unique ID conventions are to be followed consistently across all projects. Each document follows a structured format where Work Plans are nested under their corresponding Scope Plan. The Work Plan (WP) can have multiple associated Ground Disturbance Permits (GDPs) and Management of Change (MoC) applications.

3.6.9.1 Unique Sequence Number Format

Document Type	Project Number	Corridor	Subdivision	Scope Plan Unique Sequence Number (XXX)	Workplan Unique Sequence Number (YYY)	GDP/MoC Unique Sequence Number (ZZ)
Scope Plan (SP)	As per contract number	Refer to Rail Corridor and Subdivision Codes	Refer to Rail Corridor and Subdivision Codes	Unique 3-digit SP identifier	N/A	N/A
Work Plan (WP)	As per contract number	Refer to Rail Corridor and Subdivision Codes	Refer to Rail Corridor and Subdivision Codes	Inherited from SP (XXX)	Unique 3-digit WP identifier	N/A
Ground Disturbance Permit (GDP)	As per contract number	Refer to Rail Corridor and Subdivision Codes	Refer to Rail Corridor and Subdivision Codes	N/A	Inherited from WP (YYY)	Unique 2-digit GDP identifier
Management of Change (MoC)	As per contract number	Refer to Rail Corridor and Subdivision Codes	Refer to Rail Corridor and Subdivision Codes	N/A	Inherited from WP (YYY)	Unique 2-digit MoC identifier

3.6.9.2 Example Naming Convention

Document Type	Naming Format	Example Code
Scope Plan (SP)	SP-<Project No>-<Corridor>-<Subdivision>-<SP Unique Sequence No>	SP-123456-LSW-OAK-012
Work Plan (WP)	WP-<Project No>-<Corridor>-<Subdivision>-<SP Unique Sequence No>-<WP Sequence No>	WP-123456-LSW-OAK-012-001
		WP-123456-LSW-OAK-012-002
Management of Change (MoC)	MoC-<Project No>-<Corridor>-<Subdivision>-<WP Unique Sequence No>-<MoC Sequence No>	MoC-123456-LSW-OAK-001-01
		MoC-123456-LSW-OAK-001-02

Note: Required fields are built into the templates. In the digitized version of the forms, as the Contractor or Third Party completes these fields, the unique sequence number is automatically generated.

3.6.10 Work Plan Comments

3.6.10.1 Prior to initiating Subject Matter Expert (SME) reviews, the Work Plan Owner shall conduct a review of the Work Plan submission to verify that it is complete, accurate, and compliant with the Work Planning Standard. Submissions that do not meet the requirements shall not be considered accepted and shall not proceed to SME review. The Contractor or Third Party shall update and refine the documentation until it meets the requirements.

3.6.10.2 Only once the Work Plan Owner determines that the Work Plan is complete and compliant shall it be accepted for SME review, at which point the Contractor or Third Party shall be notified.

3.6.10.3 The Work Plan Owner will aim to review and respond to each compliant Work Plan submission in accordance with the time periods outlined in section 8 Stage 4: Work Plan Review (T-12 to T-8) of the WPS.

3.6.10.4 The Work Plan Owner will identify and engage the internal and external stakeholder groups relevant to the scope of work presented in the Scope Plan and the Work Plan, to support the review of the submission.

3.6.10.5 Comments from reviewers on the Work Plan submittal shall be compiled by Work Plan Owner in a Work Plan Comment Review Sheet (Appendix D).

3.6.10.6 Following each review cycle, the Work Plan Owner shall respond to the Contractor's or Third Party's submission and shall assign one of the following three comments:

a) "APPROVED;"

b) "APPROVED With CONDITIONS;"

c) "REVISE and RESUBMIT."

3.6.10.7 The comment "APPROVED" will be assigned to each Work Plan that gets the final approval.

3.6.10.8 The comment "APPROVED with CONDITIONS" will be assigned to each Work Plan that, in the opinion of Work Plan Owner, is satisfactory to proceed with the Request for Rail Corridor Access and upload to NAPT.

3.6.10.9 The comment "REVISE and RESUBMIT" will be assigned to each Work Plan that, in the opinion of Work Plan Owner, is not compliant, and the stakeholder comments are not closed.

3.6.10.10 The Contractor or Third Party shall correct, revise, and resubmit the Work Plan as many times as may be required to obtain the status "APPROVED" by T-4 to proceed to the RCAC flagging coordination and confirmation meeting.

3.6.10.11 For facilitating and expediting the review and correction of Work Plans, the Work Plan Owner and the Contractor or Third Party representative shall meet as may be mutually agreed to discuss and review any outstanding comments thereon.

3.6.10.12 The Work Plan Owner will complete the cover page or first sheet of the Work Plan with the appropriate status and signatures and return to the Contractor or Third Party together with full document and the comment review sheet.

Cover Page			
Work Plan Status:	Approved with Conditions	**Approval Date:**	16-Jul-2025
Work Start Date: (Provided in Section 4)	19-Jul-2025	**Work End date:** (Provided in Section 4)	16-Jul-2025
Approved By (Name):		**Approved By (Signature)**	

Figure 4: Example of the Cover Page in the Work Plan

Table 6: Rail Corridor and Subdivision Convention Codes

Rail Corridor		Subdivision	
Description	**Code**	**Code**	**Description**
Lakeshore West	**LSW**	OAK	Oakville Sub
		GRIM	Grimsby Sub
		HAM	Hamilton Sub
		CAN	Canpa Sub
Lakeshore East	**LSE**	KIN	Kingston Sub
		GO	GO Sub
Stouffville	**STO**	UXB	Uxbridge Sub
Barrie	**BAR**	NMT	Newmarket Sub
Kitchener	**KIT**	WES	Weston Sub
		HAL	Halton Sub
		GPH	Guelph Sub
		PEAR	Pearson Sub
Milton	**MIL**	GAL	Galt Sub
Richmond Hill	**RH**	BALA	Bala Sub
USRC	**USRC**	USRC	
Network Wide	**NW**	NW	

4. Stage 0: Contract Requirements

4.1 Overview

4.1.1 This section intends to give a general idea of how effective Work planning starts in the very early stages of the Project lifecycle.

4.1.2 The WPS recognizes that there are differences in roles, responsibilities, and contractual obligations between different Contract types.

4.1.3 For clarity, this Section is provided for information purposes only and does not form part of the contractual obligations. It is provided to support understanding of best practices and does not supersede any terms or requirements outlined in the Contract.

4.2 Prior to Construction Phase

4.2.1 Effective work planning starts in the early design phase. Effective and safe Construction execution methods are expected to be considered early in the Project lifecycle. Constructability reviews are to be completed, at the latest, at 90% of the Design phase.

4.2.2 Metrolinx intends to develop this comprehensive WPS and the WPS Toolkit to integrate these requirements into the early design stages, promoting a Safety by Design approach.

4.2.3 Consideration for constructability and the execution of Construction activities is a critical aspect of this approach, ensuring that Contractors effectively participate in identifying potential hazards before they materialize on-site.

4.2.4 This proactive approach enhances work safety, improves efficiency, reduces costs, and ensures compliance with industry standards.

4.2.5 Where specified in Contract, Contractors will be expected to actively participate in constructability reviews with the designer during their work planning process within WPS to identify risks, mitigate them, and incorporate safe work planning methods into the design. If no Contractor is yet commercially in place, Metrolinx Business Units will ensure constructability reviews are carried out internally.

4.2.6 During the design phase, details of any significant risks identified by the designer are intended to be added to the Contract delivery requirements documents and addressed during the site Risk Assessment in the Contractor's Management Plans.

4.2.7 Significant hazards or work sequences identified by designers that cannot be avoided or mitigated through design are intended to indicate, where appropriate, the precautions assumed for managing the hazards.

5. Stage 1: Post Award-Management Plans (For Information Purposes Only)

5.1 Overview

5.1.1 Upon Contract award, the Contractor shall already have been provided with site-specific hazards and safety considerations as per Metrolinx Safety delivery requirements in accordance with their Contract and Metrolinx's regulatory requirements as owner.

5.1.2 The Contractor shall follow all Contract requirements and shall issue all Work Submittals as set out in their Contract by uploading them to the Contract Management System (CMS) or as otherwise prescribed within the Contract.

5.1.3 The Management Plans included in the Work Submittals shall address the site-specific significant hazards identified in the design as required.

5.1.4 The Contractor prepares and submits Management Plans for review and acceptance as stipulated within their Contract.

5.1.5 The WPS is interested in specific Management Plans and information that are key to successful and effective work planning, as well as early engagement with the appropriate stakeholders involved with the Works.

5.1.6 Relevant Management Plans, which include, but are not limited to:

Table 9: Brief List of Work Submittals

Quality Manual, Quality Management Plan, Construction Quality Management Plan, Access Quality Management Plan, Environmental Quality Management Plan, Quality Audit Plan and Project Schedules Quality Management Plan
Access Management Plan
Construction Staging of the Work
Permits, Licenses, Approvals and Agreements
Work Report
Communications Plan
Work Scheduling Requirements
Environmental Plans and Reports
Project Management Plan

Risk Management Plan
Rail Corridor Access Plan
Construction Management Plan
Contractor Site-Specific Safety Manual
Document Management Plan
Asset Information Handover Requirements

5.1.7 The Contractor shall utilize these documents to identify roadblocks and issues early in the work planning stages. This will provide an opportunity to collaborate with Delivery Teams and Metrolinx stakeholders to minimize risks and enhance Work planning throughout execution and handover.

5.1.8 The Work Submittals required within the Contract are intended to be reviewed by the relevant Metrolinx Business Units early in the Project planning phase to ensure appropriate input and engagement from all stakeholders in the Project. This will allow for the establishment of an understanding of requirements prior to proceeding with the Work planning stages.

5.1.9 General methods and standard operating procedures (for example, as part of the Safety Management System standard operating procedures, technical and material submittals, or design reports) shall be part of the Work Submittals and housed within the associated Management Plan. These shall be submitted for approval as part of the Management Plans and referenced later in the Work Plan development where required.

5.1.10 This approach is intended to avoid the Contractor submitting an unusually large number or volume of documents at the Work Plan submission stage and to allow for timely reviews by the appropriate reviewers.

5.1.11 The Work Plan should focus on planning the execution of the Works specific to the scope and location. All general methods and technical documentation are to be housed, reviewed, and approved prior to Work Plan development stage.

5.2 Work Planning Key Management Plan's Content

5.2.1 The Contractor shall prepare and submit all required Management Plans in accordance with the requirements and timelines set forth in their Contract.

5.2.2 The Contract may present a summary detailing the list of minimum required Work Submittals, including the Management Plans, that a Contractor is required to provide to Metrolinx for review and comment.

5.2.3 The minimum content requirements for the Management Plans shall follow the Contract. Where no such requirements are specified, the Work Planning Standard (WPS) shall define the minimum requirements.

5.2.4 The Delivery Team's Work Plan Owner will leverage the Management Plans to aid in the development and definition of stakeholders and their engagement requirements.

5.2.5 The key information required for the proper Work planning activities includes, but is not limited to, the following:

5.2.5.1 Project Overview

1. Provide a high-level summary of the Project, delivery strategy, and Work sequencing.

5.2.5.2 Key Dates and Construction Milestones

1. This shall be in accordance with the requirements of Construction Management Plan. The plan illustrates the key Construction activities, including where the Work will be conducted and anticipated milestones for the start and finish dates for each Project milestone.

5.2.5.3 Summary List of Required Scope Plans

1. A list of Scope Plans that are anticipated to be submitted for the Project, which describes the Contractor's approach and methodology to achieving the requirements of the Agreement, including its approach to scheduling, materials management, procurement, resource management (labour and equipment), Subcontractor management, coordination, reporting and internal governance, and integration of design and Construction activities.

5.2.5.4 List of Technical Submittals

1. All technical submittals are submitted, reviewed by relevant Business Units, and approved according to the Contract requirements. Those technical submittals shall be per the requirements set out in the Contract. Where required, the approved technical submittals will be referenced within the Work Plan submission.

5.2.5.5 List of Standard Operating Procedures

1. All standard operating procedures describing general method statements of work shall be submitted, reviewed by relevant Business Units, and approved according to the Contract requirements. The approved standard operating procedures will be referenced within the Work Plan where required.

5.2.5.6 List of Material Submittals

1. Contractors shall submit material submittals and data sheets as set out in their Contract. Where required, the approved material submittals shall be referenced within the Work Plan submission.

5.2.5.7 Rail Corridor Access Plan (RCAP)

1. The RCAP is as per the requirements of NAPS and forms a basis for Scope Plans.

5.2.5.8 Construction Quality Management Plans

1. The Construction Quality Management Plan shall be submitted, reviewed, and approved as per Contract requirements.

5.2.5.9 Inspection and Test Plans

1. The inspection and test plans shall be submitted, reviewed, and approved by the relevant Metrolinx Business Unit per Contract requirements. The Contractor shall not commence or permit the commencement of any aspect of the work before Metrolinx has approved the corresponding inspection and test plans. Therefore, where deemed required, an approved inspection and test plan shall be referenced within the Work Plan.

5.2.5.10 Asset Information Handover Requirements

1. The Contractor shall prepare and submit the following per the requirements and timelines outlined in the Rail Corridor Asset Handover Protocol Standard ref. RC-0503-01 Asset Document Control List (ADCL), Master Information Delivery Plan (MIDP), and updates:
    a) Master Asset List (MAL) and updates.
    b) GIS Data Dictionary, File Geodatabase, and updates; and
    c) Final and reviewed asset documents and data listed in ADCL MIDP, MAL, GIS Data Dictionary, and File Geodatabase.
2. Where deemed required, reference to those submittals shall be made within the Work Plan.

5.3 Process Considerations

5.3.1 The WPS does not set the timelines for reviewing and approving the Work Submittals, as defined in the Contract, including the Management Plans. However, the WPS sets timelines for the review and approval process for the Work Plans. The Work Plan may reference documents that are part of the Work Submittals, and approval of any referenced documents shall be granted before the Work Plan's approval timeline set out in the WPS.

5.3.2 The Work Plan development stage can progress in parallel to the submission and review of the Work Submittals, including but not limited to Management Plans, IFC drawings, provided a status update of the relevant Work Submittal is included within the Work Plan at the submission date set out in the WPS. The approval of the Work Plan will, therefore, be contingent on Metrolinx approving the relevant Work Submittal within the required timeline set out in the WPS.

6. Stage 2: Prior to Construction Mobilization - Scope Plans (T-22)

6.1 Overview

6.1.1 The Scope Plan is intended to be utilized as a high-level overview of the planned tasks and activities defined as discrete packages of work developed from the Management Plans, RCAP, and Project schedule.

6.1.2 The Contractor or Third Party may develop the Scope Plan in consultation with the Metrolinx Delivery Teams, if and as required, to collaborate on effective approaches.

6.1.3 While the WPS requires the Scope Plan to be submitted post-Contract Award and prior to construction mobilization at T-22, Contractors or Third Parties may choose to develop and submit the Scope Plan earlier, as a part of their tender submission. This provides an opportunity for early alignment on Project scope, allowing for a more efficient transition upon Contract execution and accelerating the overall WPS process. Any early Scope Plan submissions should be coordinated with Metrolinx Delivery Teams to ensure consistency with contractual requirements and Project objectives, following the steps defined within Document Submission & Control Requirements of the WPS,

6.1.4 Submission of a Scope Plan ensures early identification of expected Work Plans, engagement with the right stakeholders, and informed communication between the correct Business Units about the underlying scope and incoming submissions.

6.1.5 Submission of a Scope Plan at T-22 represents an early planning milestone to support proactive identification of Work Plan requirements and provide sufficient time for a Contractor or a Third Party and stakeholder engagements in the development of a compliant Work Plan.

6.1.6 Where a Third Party submits a Request for Rail Corridor Access and considers it is not reasonably practical to comply fully with the Scope Plan requirements, the Third Party may submit a request for exemption (s) to Metrolinx CMO, Attention, Director, Construction Management Office (CMO), who will engage with the respective Metrolinx Business Unit Director to review the proposed exemption. If the request for exemption is approved, the Third Party will receive a written authorization from both Directors.

6.1.7 The exemption request shall include information on the background and rationale or justification for why the requester cannot reasonably comply with the specific requirement(s).

6.2 Prerequisite

6.2.1 The Contractor is to utilize the information related to access considerations on the specified Rail Corridor as laid out in the Engineering Access Statement (EAS) per NAPS, if applicable. The Contractor shall understand the limitations of the geographical area they are working on. Any access considerations beyond the EAS would be considered Disruptive Possession and shall follow the processes outlined in the NAPS.

6.2.2 For clarity, the Contractor must have been following the requirements outlined and detailed in NAPS for the Disruptive Possession planning for a formal Disruptive Possession request prior to the stage of submission of the Scope Plan, which includes:

a) T-50 Disruptive Possession Request - a formal submission by the Project Delivery Team at T-50, through the NAPT or RCAR, for Disruptive Possession to be reviewed by RCAC.

b) Disruptive Possession Planning Meetings (DPPM) – meetings that will occur on a rolling basis at or around T-46, T-34, and T-22 weeks, to review planned protection, adjacent works, scope, project details, impacts to infrastructure, and impacts to operations. RCAC will deconflict adjacent Works and finalize the Rail Corridor Access arrangements. Copies of all Projects and requests will be published and available for interested parties to review.

6.2.3 The Contractor shall have understanding on the requirements as set out in the HoC on the type of protection required for the Rail Corridor Access for his specific works.

6.2.4 The Contractor shall leverage existing information from various sources, including:

a) design progress (e.g., the status of Issued for Construction (IFC) drawings and design reports).

b) regulatory requirements (e.g., municipal or regional permits and environmental or geographical constraints); and

c) management plans (e.g., required material submittals, technical documentation, and standard operating procedures).

6.2.5 This information should be utilized to prepare the Scope Plan submission. By doing so, the Contractor is well-equipped to clearly define the discrete Work Plans associated with the Work.

6.3 Scope Plan Content

6.3.1 The Contractor will develop the Scope Plan following the Metrolinx template provided in Appendix B. The Scope Plan defines the discrete scope of work planned for execution, which can be time-specific, location-specific, or scope-specific. Thus, based on their Construction Management Plan, Rail Corridor Access Plan, and phasing of Work, the Scope Plan shall be an overarching document that houses the further breakdown of the Work Plans required to complete the scope. The requirements for the Scope Plan submission are outlined in this section, with a high-level example shown in Figure 5: Scope Plan Example.

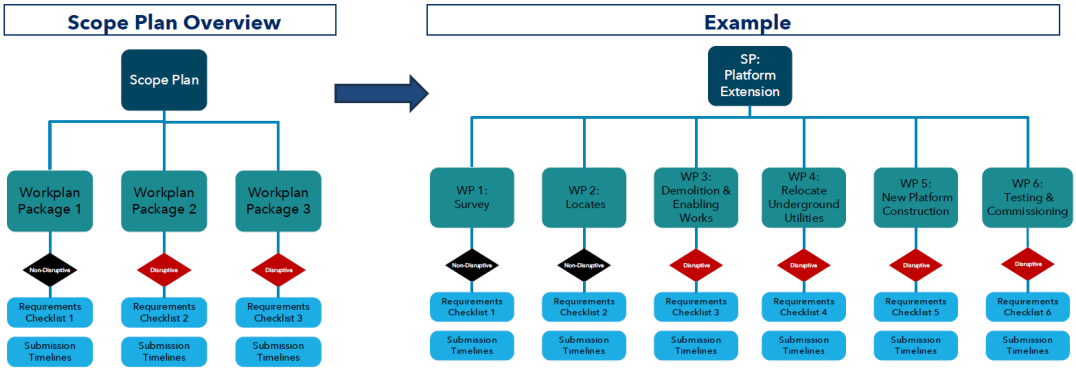

Figure 5: Scope Plan Example

6.3.2 Document Control & Project Information

6.3.2.1 The Scope Plan requires the following overarching Project information to be provided:

a) Project Name;
b) Contract Number;
c) Contractor contact details;
d) Project Delivery Team contact details;
e) Construction Manager contact details;
f) Rail Corridor;
g) Subdivision;
h) Scope Plan unique name;
i) Unique Document Number;
j) Revision No; and
k) submission date.

6.3.3 **Scope Overview**

6.3.3.1 An overview of the scope of Works covered within the subject Scope Plan, explaining the intended deliverables. This shall show the Construction sequencing and phasing by listing the Work Plans required to complete the scope.

6.3.4 **List of Relevant Work Submittals**

6.3.4.1 Indicate the relevant submittals, as specifically associated with the scope being presented, those are the submittals that will be referenced in the Work Plans, and associated status including, but not limited to:

a) Technical submittals;
b) Material submittals;
c) Plans and procedures/ standard operating procedures;
d) Datasheets;
e) IFC drawings; and
f) Design calculations/reports.

6.3.5 **List of all Associated Permits**

6.3.5.1 Indicate any relevant permits required to complete the scope, providing their status, including, but not limited to:

a) Permit to enter;
b) Municipal permits;
c) Ministry permits;
d) Environmental permits;
e) Third-party permits; and
f) Notice of Project.

6.3.6 **List of Work Plans**

6.3.6.1 The Contractor shall briefly describe the work methodology for each Work Plan. The description should have sufficient detail on the scope, at this stage, the information provided are considered proposed information, and will be further developed in the actual Work Plan submission. The details should include high-level summary information for:

a) Document Control Information:
    i. Work Plan name;
    ii. Work Plan unique no.; and
    iii. Work Plan general description (1-2 lines).

b) Access information for each of the Work Plans anticipated: Indicate, for each Work Plan, the following information as applicable:
   i. Disruptive Possession/Non-Disruptive Access;
   ii. Anticipated start date and completion date;
   iii. Time of Work (night shift, day shift, continuous);
   iv. On/Off Rail Corridor;
   v. Mile start and end;
   vi. Proposed Track Protection type;
   vii. Proposed access/egress points; and
   viii. Proposed required machinery and travelling equipment.

c) Proposed Operational Impacts: Indicate whether operational impacts to Metrolinx service are anticipated for:
   i. Temporary or Permanent Slow Order;
   ii. Local control;
   iii. General Bulletin of Operation (GBOs), timetable changes;
   iv. Signal or RTC support; and
   v. Test trains or revenue service observation.

d) Assets and Infrastructure changes information: Indicate whether impacts to Metrolinx Assets are anticipated:
   i. Impacted Asset types include, but are not limited to:
      a) Track;
      b) Signals;
      c) Crossings; and
      d) Platforms.
   ii. Infrastructure changes based on the phasing design.
   iii. Available Asset information at submission:
      a) Old Assets being changed/decommissioned;
      b) New Assets being introduced; and
      c) Third-party Assets impacted (CN, CP, VIA, or others).
   iv. Asset owners required permits as part of the Project Quality Management System:
      a) Inspection and test plan required;
      b) Ground Disturbance Permit required; and

c) In-service/handover certificates are required.

e) Environmental Programs and Assessments (EPA) considerations.

f) Community engagement considerations.

g) Appendices: Indicate whether any information to introduce the scope of work, such as Site layout, is included.

6.4 Process Considerations

6.4.1 Upon review of the Scope Plan, the Work Plan Owner will provide the Contractor with a requirements checklist for each Work Plan identified in the Scope Plan. This shall guide the Contractor with the stakeholder's requirements and the timeframes to navigate the work planning, development and acceptance process.

6.4.2 Within the same Scope Plan, the distinct Work Plans will have specific checklist requirements based on the type of Work identified in the Work Plan and the impacted stakeholders required to review the Work Plan. (i.e. Disruptive Possession work or a Work Plan introducing infrastructure change will have more comprehensive requirements and approval requirements relevant to the respective stakeholder groups than a Non-Disruptive Access work on the Rail Corridor).

6.4.3 Follow the steps outlined below:

6.4.3.1 Step 1: The Contractor submits the Scope Plan document to Metrolinx.

6.4.3.2 Step 2: The Work Plan Owner will review the submitted Scope Plan and utilize the WPS Requirements Toolkit to provide feedback to the Contractor within ten (10) Working Days, accompanied by a requirements checklist for the specified Work Plans and associated timelines when the information shall be finalized based on the stakeholder's requirements. Contractors are encouraged to provide as much information at disposal at the Scope Plan stage to ensure covering all stakeholder requirements and simplify the review and approval process of the Work Plan upon submission.

6.4.3.3 Step 3: The Scope Plan shall be updated to reflect any comments raised by the Work Plan Owner. Information presented by the Contractor is based on assumptions that are known or unknown at the time of submission.

6.4.3.4 Step 4: The Work Plan Owner will use the Scope Plan input to initiate conflict resolution discussions with other Projects as required

6.4.3.5 Step 5: The Contractor commences the Work Plan development based on Metrolinx's requirements and access considerations

Note:

In cases where a Disruptive Possession request is identified within the Work Plan, the Contractor shall be required to participate in the Disruptive Readiness Review stages (T-20, T-16, and T-12) as outlined in the Network Access Planning Standard (NAPS). These reviews shall serve to demonstrate readiness to Metrolinx and to obtain a formal Go/No-Go decision prior to proceeding with the planned Works.

7. Stage 3: Work Plan Development (T-20 to T-12)

7.1 Overview

7.1.1 The Work Plan shall provide detailed task descriptions of the Works being performed. It shall outline a step-by-step sequence of Work, identify all rail access information, access/egress, travel requirements to the Work Site, task-specific methodologies, and Risk Assessments that detail how the Contractor or Third Party will complete the Works. The Work Plan outlines how the relevant requirements will be met, including impacts to Assets.

7.1.2 The personnel performing and supervising the Works on site shall follow the approved Work Plan, with any changes following the MoC procedure.

7.1.3 The Work Plan shall be site-specific, describing how the Work will be performed at the specific location. Generic scope descriptions will not be accepted at this stage of submission. Operational Plans to be utilized in the field will be built from the approved Work Plans.

7.1.4 For the purposes of this section, all requirements assigned to the Contractor shall equally apply to any Third Party submitting a Request for Rail Corridor Access.

7.2 Prerequisites

7.2.1 Prior to commencing the development of each Work Plan, the Work Plan Owner will provide the Contractor or Third Party with a stakeholder requirements checklist. This checklist shall be prepared based on the Scope Plan submitted by the Contractor or Third Party and shall specify the sections of the Work Plan for which Metrolinx stakeholders require information, as well as the associated timelines for submission. The Contractor or Third Party is required to utilize this checklist to guide the development of the Work Plan and to seek any necessary clarifications from the Work Plan Owner.

7.2.2 Any Work Submittal associated with the Work Plan, including but not limited to material submittals, design reports, IFC drawings, standard operation procedures (i.e. ballast sampling methodology), or Permits (Property permission to enter) shall be submitted and approved as per the Contract requirement separately, and be only referenced within the Work Plan where required.

7.2.3 If a Work Submittal (such as a technical submittal or design report) is still in the review process and has yet to be approved, a submission status table shall be populated with the expected acceptance date. The Contractor or Third Party is to note that Work Plan Conditional acceptance at T-8 might be contingent on the acceptance of the referenced Work Submittal.

7.2.4 The Work Plan Owner is responsible for facilitating any stakeholder requirement clarification that the Contractor or Third Party may require.

7.3 Work Plan Submission Timelines

7.3.1 The Contractor or Third Party will be provided with submission timelines for the overall Work Plan, along with timelines for the specific sections and appendices identified in the checklist, in alignment with the Work Plan review and the planned execution dates. For clarity, the generic list of requirements and relevant standards can be found in the WPS Toolkit, upon which the Work Plan Owner will draw information.

7.3.2 The Contractor or Third Party is required to include key timelines associated with items in the requirement checklist that will be submitted when available (i.e. such as locates, etc.) in the event the Contractor or Third Party is not able to provide this information at the time of submission of the Work Plan at T-12.

7.3.3 The timelines are described in the Figure 2: Work Planning Process Map (End-to-End).

7.4 Applicable Stakeholder Review and Input

7.4.1 The Work Plan Owner will list all the applicable stakeholders to be included and engaged in reviewing the Work Plan. Where applicable, this stakeholder list should be developed during the requirements checklist preparation stage and populated at the review of the Scope Plan in consultation between the Contractor or Third Party and Metrolinx Delivery Teams to ensure all relevant internal and external stakeholders are accounted for.

7.4.2 The Work Plan Owner fully manages the internal stakeholder management process, including engagement, consultation, review, and acceptance.

7.4.3 A controlled section of the Work Plan attachment will indicate all the names of the contributors who participated in writing, reviewing, and accepting the Work Plan as per their roles and responsibilities defined within the WPS.

7.5 Work Plan Metrolinx Template Content

7.5.1 The sections within the Work Plan will be adaptable depending on what is applicable based on the scope information presented in the Scope Plan. The sections are to be applied as relevant to each Work Plan and omitted if not relevant or not applicable.

7.5.2 The Work Plan template includes the following sections:

7.5.2.1 Section 1: Document Control and Record

a) It is the Contractor's responsibility to follow the Document Submission & Control Requirements set out in this standard for completion and submissions of Scope Plans and Work Plans; and

b) Metrolinx and the Contractor shall develop, implement, and maintain a register of the Scope Plans and the associated Work Plans and all related documents, together with any revisions made to the documents over the term of the review and approval process.

7.5.2.2 Section 2: Scope Description

a) The Contractor shall provide a detailed description of the work methodology in this section. The description of the Work shall be of sufficient detail on how the Contractor will prepare for the Work, assess risk, implement control measures, initiate, execute, and complete the planned work, including setting clear completion criteria for each of the tasks performed. The details shall include the following:

i. Working Arrangements

a) Consider the arrangements the Contractor needs to be ready for the Work described in this Work Plan, such as the geographical location of the Work, temporary Works, fencing, shoring, lighting, wayfinding, and any other interaction considerations with station operators or neighbouring businesses/residents; and

b) The Contractor should identify the location of any temporary site requirements. Prior to installing any temporary site accommodations or planning to stage machinery or material inside the Corridor, the Contractor shall seek written approval from Metrolinx, which may be in the form of acceptance of technical submittals such as site plans.

c) The requirements in this section include the identification of any impacts that the site might have on the corridor securement and how it will be maintained throughout the life of the Project.

ii. Site Logistics

a) Describe what arrangements the Contractor put in place regarding site logistics, such as Construction Access Gates and the method of accessing the Work Site (i.e. hi-rail, access roads), including outlining the material delivery procedures, staging and transfers to the site, and details relevant to a logistics plan.

b) The Contractor is responsible for taking the necessary steps to prevent unauthorized personnel from moving site material to a position that could threaten the safety of workers, pedestrians, or trains.

c) All materials shall be placed, stacked, and handled so that, in the event of mishandling or failure, the materials will not fall foul of the track or pose a danger to adjacent properties. The Contractor shall include details, including drawings, of the proposed method of stacking and/or handling materials; and

d) Hoisting devices and any Off-Track machinery that operates near the rail of any track or has the potential to foul track because of operation shall comply with the requirements Metrolinx GEI Module 4 Off-Track Machinery and Barrier Separation for work within the Rail Corridor.

iii. Restrictions

a) Consider how known restrictions affect the execution of work and how the Contractor has accounted for those restrictions within their plan, such as track access/possession, isolation requirements, neighbouring businesses, residents, and utility providers; and

b) The Contractor may be required to operate Hi-Rail Equipment and Construction machinery such as cranes, pilings, and rigs. The Contractor shall consider the ground conditions and any underground structures and/or watercourses that could affect the safe use of such machinery.

iv. Planning Assumptions

a) Describe what the Contractor is expecting in their planning of the Works from Metrolinx groups, or any third party directly involved in the scope, that are essential to complete the work (such as the Contractor expects Metrolinx to approve laydown area, presence of another Project representative, requires Metrolinx personnel to provide access, etc.).

7.5.2.3 Section 3: Construction Task Schedule

a) The Contractor shall provide a task schedule detailing how the Works will be completed at the time of the Work Plan submission. Describe with enough detail and chronological sequence how the Contractor is performing each of the tasks planned for this Work Plan, highlighting the critical steps for completion and the criteria for accepting the completion of the task.

b) This shall be shown through a Gantt Chart, either day by day or Hour by Hour, depending on the level of detail required for the activities. Contractor will be allowed to use the schedule in the template or attach a PDF schedule extract showing the sequence of activities and links.

c) Contractor shall use the Hour-by-Hour Schedule Guideline in developing the Hour-by-Hour schedule. The Contractor will be able to revisit and refine this Construction task schedule before T-4 as the information gathered within the planning and deconfliction matures. This task schedule will be appended to the Operational Plan and utilized by site personnel.

d) This construction task schedule should reflect proper schedule logic between activities, reflecting when tasks start, durations, and completion within the work block duration and how it is linked to its predecessor and successor activities.

e) The construction task schedule should highlight the critical path activities and clearly identify any hold points or Go/No-Go decision points.

f) The level of detail required in the construction task schedule should be clear enough to understand how the work will be completed, with enough detail that personnel performing oversight or inspections can understand the planned sequential activities; and

g) Furthermore, if applicable, actual progress on site will be tracked and cross-checked against the planned durations of the tasks detailed in the construction task schedule, and the Delivery Team will thereafter reflect this progress in the site reports.

7.5.2.4 Section 4: Rail Corridor Access Information

a) This section shall originally be pre-populated according to the initial Rail Corridor Access Information provided when submitting the Scope Plan.

b) If the Work Plan requires access to the Rail Corridor, Track Protection shall be planned in accordance with all NAPS requirements, Metrolinx GEI, and HoC standards; and

c) Categories of Rail Corridor Access

i. Rail Corridor Access is categorized into three main types of access based on the level of disruption they cause to planned Train Movements, as outlined and detailed in NAPS. These are:

ii. Non-Disruptive

iii. White Period

iv. Disruptive Possession

d) Protection Types:

i. The Contractor is to follow the HoC and GEI guidance on the types of protection needed for staff working near Rail Corridors.

ii. Risk Assessments for Engineered Controls (Green Zone Working) or approvals for administrative controls (Red Zone Working) for a specific Project or zone shall be compliant with the HoC and Metrolinx GEI.

iii. As such, the Contractor shall follow the requirements as set out in HoC. If a Risk Assessment is required, these Risk Assessments will be used in the work planning stages and will set the requirements relevant to the type of protection requested for the Work Plan at the specified location.

e) Further information or details/alterations due to the coordination of other Projects can be accommodated at this stage before the T-8 NAPT Rail Access booking.

i. Protection Type Required

a) At this submission stage, the Contractor shall have enough information and knowledge as to what types of protection they need for their specific scope of work within the Work Plan.

ii. Work Start and Completion Dates

a) This should reflect the specific dates that the work is planned and is to include the time of work shifts.

iii. Mileage

a) Specify the start and end mile for Work. This will include a list of mileage for all Work Site locations. The Contractor should consider the mileage to cover their planned access/egress to and from the Rail Corridor.

iv. Access/Egress Points

a) Specify the exact gate names and mileage for accessing the Rail Corridor or the Hi-rail access grade intersection and any travelling equipment associated with this Work.

v. Work Groups

a) Specify the number of Work Groups required to perform the different tasks associated with the work (i.e., WG1: surveyor and helper, WG 2: locators, WG3: 2 arborists, etc.); and

b) Accordingly, the Contractor will be able to specify the number of EICs required to protect the work based on the type of protection needed.

vi. List of Machinery

a) Specify the machinery that the Contractor plans to use to complete the scope, including how the Contractor intends to bring this machinery to the Work Sites. The Contractor should list all machinery they plan to use and state whether the machinery will be active or standby.

vii. Machine Movement Plan

vii) A detailed Machine Movement Plan will be required to be submitted with all access requests, which include machinery operating within the Metrolinx Right-of-Way. This plan must include the specific times when machinery and equipment will be moving within the Metrolinx Right-of-Way and the designated path for entering, moving within, and exiting the Work Zone, including accessing the ROW through an approved Access Point.

Detailed planning will help us manage logistics while ensuring the safety of everyone working on-site.

7.5.2.5 Section 5: Operational Interface

a) Per the Scope Plan, the information provided in this section is triggered if deemed required.

b) Note that this section is intended to provide enough details of any operational restrictions, which will trigger a separate review, coordination, and approval process with the relevant Metrolinx Business Unit for acceptance of conditions. Such processes may include the Metrolinx Operational Readiness and Metrolinx Safety Readiness Panels; and

c) Risks and hazards and the mitigation associated with this work should be reflected in the List of potential Appendices:

i. Temporary or Permanent Slow Orders, Door Restrictions

a) If applicable, summarize the Rail Operational Impacts, including any speed restrictions, customer impacts, platform impacts, and/or Door/Platform Restrictions related to the Works. List the limits of restrictions, the mileage, the expected duration of these impacts, and what criteria shall be met for when these restrictions can be lifted.

ii. Local Control Required

a) If applicable, provide details on what ongoing Works require local RTC support or if additional RTC resources are required to be planned, including details on when, a time window, and the duration for completion.

iii. GBO's and Timetable Changes

a) If applicable, provide details on the required GBO changes to be coordinated for the specific Work Plan or post-completion of the Work.

7.5.2.6 Section 6: Asset Owner Requirements

a) Required Asset Owners Permits

i. A list of Asset owner's permits required for the Contractor to perform the work should be populated in this section, including but not limited to Ground Disturbance Permits (GDP) and requirements of the Metrolinx GEI; and

ii. If GDP permit is identified as required for the scope of the Work Plan. The GDP should be submitted for review following the Work Plan Submission Timelines.

b) Handover, Testing Procedures and Other Asset Owner Requirements

i. Provide a detailed list of applicable documentation required to complete the Asset handover, including any inspection testing plans, In-Service Certificates requirements, any approvals required by the respective Asset owner, any applicable Third-Party inspections, and handing over and commissioning protocols as required.

c) Asset Handover Documentation

i. If the Work Plan involves putting in service a new Asset, decommissioning a specific Asset, or introducing asset upgrades or modifications, the Asset information should be listed in this section. The additional documentation required by the Asset owner following the Rail Corridor Asset Handover Protocol Standard ref. RC-0503-01, as stated in the Contract Agreement, will be referenced and included in the Work Plan submission.

ii. Documents that are reviewed separately as Work Submittals relevant to the Asset being handed over, such as factory acceptance tests and site acceptance testing methodologies, shall also be referenced in this section and included in the Work Plan submission.

iii. The completion and adequacy of the required handing over documentation in alignment with the timeframes stated in the Rail Corridor Asset Handover Protocol ref. RC-0503-01 will be tracked as part of the Work Plan completion and acceptance. The Work Plan's final acceptance will be contingent on the review and acceptance of the required handing over documentation by the relevant Asset owner; and

iv. Upon completion of the Asset in-service prior to completion of the handover of the Asset, the interim responsibility for maintenance of the Asset shall be documented and defined.

d) Signals Testing Documents

i. If applicable, the Contractor shall provide in this section a list of General Instructions (GIs) and Signals Code of Practices (SCPs) to be performed and their locations, including, but not limited to, crossing deactivation forms; and

ii. The quality assurance forms that the Contractor uses to ensure completion of the GIs and SCP forms on site shall be part of their Construction Quality Management Plan templates and be referenced and included in the Work Plan submission.

7.5.2.7 Section 7: Environmental Programs & Assessments (EPA) Requirements

a) The information required in this section is intended to provide further details, information, or feedback loops defined in the Management Plans to trigger necessary engagements of the Metrolinx EPA group based on site– and scope-specific considerations within the Work Plan. This is required to facilitate the direct involvement of Metrolinx teams, which provide support where required.

i. Environmental Permit Requirements

a) Please list all applicable environmental permits, including permits required to complete the Works, permits applicable to newly installed infrastructure, and any requirements outlined by regulatory agencies.

ii. Waste Management & Site Cleaning Procedures

a) If applicable, provide a detailed waste management methodology, including material disposal, debris, demolition, contamination, and hazardous wastes. The methodology should include any testing and hauling requirements. Handling of contaminated soils should also be outlined in this section if required.

iii. Archeology & Cultural Heritage Procedures

a) If applicable, please provide any site-specific details of procedures or considerations for archeology and cultural heritage and reference the archeology and cultural heritage Management Plan previously submitted to Metrolinx; and

7.5.2.8 Section 8: Indigenous Relations Office (IRO)

a) If applicable, through consultation with Metrolinx IRO and relevant stakeholders, outline the requirements and arrangements, including any required inspections and checkpoints required for completion of the Works.

7.5.2.9 Section 9: Community Engagement

a) The Contractor can reference their Communications and Stakeholder Relations Management Plans in compliance with the Communications and Public Engagement protocols provided in the Contract.

b) In this section, the Contractor is required to demonstrate a summary of site-specific considerations where notice to neighbours is required. Noise and vibration levels, schedule of Work, temporary Works, and benefits of this work are necessary to facilitate the distribution of the work information to neighbouring communities; and

c) The Contractor shall comply with the "Good Neighbour Checklist" as stipulated in their Contract.

7.5.2.10 Section 10: Site Information and Communication

a) This section requires the provision of contact information for the Contractor and their Subcontractors on site. In case the Contractor cannot provide the full details of the Subcontractor information at the time of the Work Plan submission stage, general information should be provided. The Contractor will be allowed to refine this information later in the work planning process, as the Contractor's resources are locked prior to T-4 Work Plan approval; and

b) This section should be detailed to allow the site crew to perform the work while having all relevant information about who is involved in this work and the method of communication with them. Contractors are encouraged to develop further upon the sections below and to include other relevant information and sections as needed.

i. Site Communication

a) Communication on site will involve all relevant parties, including the Contractor, subcontractors, utility companies, and any third parties accessing the site. The primary method of communication will be determined by the Contractor based on operational requirements.

b) If the Contractor determines that two-way radios are required as the method of site communication, these radios must comply with MX-STC-STD-001 – Track Workers Radio Equipment and Communication Standard

c) Identify the parties concerned, the method of communication, and the frequency at which information is exchanged and shared. In the description, include the systems to be made available and any backup systems where required. Also, outline the conditions where communication failures may require workers to stand down, or restrictions may be enforced. This should include any Third Parties (including Utility Companies) that may be accessing the site while under the care and control of the Contractor.

ii. Contact Details

a) Provide the main contributors responsible for this Work Plan. The table should include personnel from the Metrolinx Delivery Team, Network Operations Control Centre (NOC) 24/7 desk, CPG 24/7 Desk as applicable, Metrolinx Safety Department, Metrolinx Transit Safety Dispatch, Environmental Agencies, Third Parties, Utility Service Providers, etc. The contacts from Metrolinx are to be populated by the Work Plan Owner.

iii. Project Interface

a) List the expected adjacent Project interfaces, including Third Parties where applicable. Consultation with the Metrolinx Delivery Team is advised to ensure all Project interfaces are captured at preliminary stages.

iv. Key Contacts and Subcontractor Organization Structure

a) The Contractor shall provide the names and contact information of key contacts supervising the tasks at a site level. Furthermore, if a Subcontractor plans to Work, the Subcontractor's name and contact information for key supervisory roles within the Subcontractor will be required.

7.5.2.11 Section 11: Supplemental Documents

1. Risk Assessment

a) Construction Risk Assessments

i. This section is intended to consider risks within a site-specific Risk Assessment for the scope of work in this Work Plan.

ii. A Metrolinx Risk Assessment Hazard Table template is mandatory. It shall be completed with detailed information, including identified risks, risk analysis and evaluation, mitigation measures, controls established by Contractors, and residual risk. Each task listed should have its associated hazards and mitigation measures.

iii. The risk rating should be determined by assessing the severity and likelihood of each hazard's impact on people working, the environment, equipment, and operations.

iv. The Contractor shall ensure that this section is fully completed with the sign-off by their respective Safety authorized personnel and approved by all contributors completing the Hazard Table.

b) Additional Detailed Risk Assessments:

i. Based on the type of scope, the risk levels and the mitigations, there might be a requirement to perform additional Risk Assessments, including operational mitigation measures to reduce the risks and hazards associated with the scope of work to As Low as Reasonably Practicable (ALARP). The Contractor shall provide Supplemental Risk Assessments as described in the List of potential Appendices:

7.5.3 **Appendices**

7.5.3.1 The appendices included in the Work Plan submission form are essential required documents that might be required from the Contractor depending on the scope of work in the Work Plan and the location of the Work being performed.

7.5.3.2 Those are not part of the main sections of the Work Plan template and are standalone documents that can follow different formats at the discretion of the writer of these documents.

7.5.3.3 Those appendices are meant to be reviewed as standalone documents but in tandem with the scope of work described in the Work Plan.

7.5.3.4 If these appendices have been submitted and reviewed elsewhere, the Contractor may reference those submittals.

7.5.4 **List of potential Appendices**

7.5.4.1 Critical Task Risk Assessment

1. If applicable, the Contractor is to provide a task-specific railway safety risk assessment for high-risk critical railway activities that involve complex working procedures and pose risks to operations or network infrastructure.
2. All Project high-risk tasks require implementation procedures and permitting programs to ensure tasks are conducted with proper controls in place. At a minimum, this shall contain procedures and permitting for the following:
    a) Hoisting and rigging;
    b) Work at heights;
    c) Ground disturbance;
    d) Work on electrical systems above 120 VAC;
    e) Confined space entry; and
    f) Hot work.
3. Metrolinx or Third-Party Risk Assessments (if required)
    a) If the identified hazards significantly impact railway safety or affect third-party groups, and the control measures are complex or depend on substantial involvement from other stakeholders, additional operational considerations and actions are required alongside the Contractor's Construction mitigation measures.
    b) In such cases, the Risk Assessments shall be completed in consultation with the Metrolinx Delivery Team. The Contractor shall also participate in risk identification, analysis, and evaluation sessions with relevant stakeholders to implement operational and Construction safety measures, effectively control residual risks, and meet safety requirements. The final acceptance of the Work Plan depends on the approval of the Risk Assessment as part of the completed Work Plan.
4. Environmental Risk Assessments (if required)
    a) If applicable, based on the scope of work and location of the Work happening in an identified environmentally sensitive zone, a supplemental Risk Assessment specific to environmental risks, considering risks to permits,

licenses, approvals, and/or regulatory environmental requirements, may be required. Involvement and consultation with Metrolinx, EPA, SMEs, or regulatory agencies as required.

7.5.4.2 Site-Specific Traffic and Pedestrian Management Plan

1. The Contractor shall provide documentation related to the management of Traffic and Pedestrians to establish guidelines related to traffic interaction. This may include the general procedures set out in the Traffic Management Plan in the Contract. However, site-specific details shall be included in this supplemental document. This includes traffic control procedures, detour arrangements, shared access, and associated protection methods (gatekeepers, signage, wayfinding) to protect the public from direct interface with Construction activities.
2. Additionally, maintenance measures shall be included to ensure debris and other hazards do not contaminate public interfaces.
3. If a street occupancy permit application is required, the Contractor shall provide the approved permit prior to the Work Plan's final approval or the associated timelines for securing a street occupancy permit.

7.5.4.3 Emergency Arrangements

1. In the event of an accident or incident, Metrolinx expects the Contractor to suspend all Work. Unaffected equipment, tools, and plant shall be moved to a Designated safe position, and all parties shall retreat to a Designated safe position as directed by the Contractor and/or Protecting Foreman. The Contractor shall immediately implement the emergency measures and contingency arrangements section of the Work Plan and notify Metrolinx Safety Officers, Transit Safety Dispatch, and the NOC.
2. The Contractor shall comply with Metrolinx Construction Emergency and Incident Response Procedure in their Contract requirements
3. The Contractor shall demonstrate the following:
    a) Scope-Specific Emergency Arrangements
        i. A Project-specific assessment of the potential emergencies that may occur during the execution of the Work will be provided, and specific measures for addressing such identified issues will be provided.
    b) Route to the Nearest Hospital
        i. A map plan identifying the nearest hospital with the emergency route. This should be specific to the location of access and egress from the Rail Corridor gates, which are planned in the scope and amended as required.
    c) Emergency Protocol for Public and Metrolinx Asset and Operational Impacts
        i. If applicable, provide an overview of emergency procedures and protocols related to maintaining the safety and operation of Metrolinx Assets and public interfaces if an emergency causes work to be breached beyond the planned Work Zone limits.

d) Task-Specific Evacuation Protocol

i. If applicable, provide an overview of the evacuation procedure. The procedure should outline the process for a site-wide evacuation, which is the evacuation of a single person who has been injured and an immobile person. Further, the evacuation procedure should include details for a muster point and the nearest medical care facility. The evacuation arrangements shall account for all persons present on the site. Consider developing an evacuation procedure for facilities and neighbouring businesses, if required. All personnel involved in the tasks should utilize this evacuation protocol. Please include the reference if this information is provided elsewhere, such as with the Contractor's health and safety plans.

e) Task-Specific Rescue Procedures

i. If applicable, provide an overview of the task-specific rescue procedures (such as a fall arrest rescue plan for working on heights). The procedure should outline the process for task-specific rescue operations, which should be included in the task briefing of the respective operations. For example, please include the reference if this information is provided elsewhere within the Contractor's health and safety plans.

7.5.4.4 Contingency Plan

1. A general Project contingency plan shall be referenced to show how the Project quantifies schedule risk analysis on the Project schedule and activities as set out in the Management Plans if the Work Plan tasks are deemed to pose the potential risk of overrun, depending on the complexity of the scope described in the Work Plan.
2. Any Work Plan that involves consideration for monitoring and assessments of site conditions should have a contingency section included describing the procedures to be followed if such monitoring triggers a recovery activity. This will be referenced in a Priority Access request if required.
3. A site-specific contingency plan should be developed detailing the following considerations:

a) Site Construction Contingencies

i. The Contractor is required to provide what considerations it is allowing in its contingency planning, such as redundancy in available critical material, resources, and equipment. This shall be vetted and agreed to with the Metrolinx Delivery Teams, and

b) Operation Contingencies

i. In addition to scheduling time allocation for additional periods to eliminate the risk of overruns, details regarding the critical activities and how to return to the original state if activities are not completed are to be provided.

7.5.4.5 Permits, Licenses, Approvals

1. Provide the required permits, licenses, approvals, or any other restrictions or requirements that should be known and exercised by the Contractors performing the Works. Note that this section is intended to be a summary only. Any required approvals should be coordinated before completing the Work Plan.
2. Site layout Plan to highlight site activities, material laydown, muster points, designated parking, and site Access Gates.
3. IFC and Shop drawings in PDF and CAD format.
4. Referenced approved technical submittals. (if required)
5. Competent supervisor declaration.
6. Test plans.
7. Quality assurance forms that will be used as per required GIs and SCPs.

8. Stage 4: Work Plan Review (T-12 to T-8)

8.1 Overview

8.1.1 This stage defines the regular review cycles of Work Plans. The timelines set out in WPS shall be adhered to.

8.1.2 For the purposes of this section, all requirements assigned to the Contractor shall equally apply to any Third Party submitting a Request for Rail Corridor Access.

8.2 Prerequisite

8.2.1 Upon completion of the Work Plan development stage prior to the T-12 submission, the Contractor is expected to engage with the Metrolinx Delivery Team, including the Work Plan Owner, for any clarifications required on the stakeholders' requirement checklists.

8.2.2 If applicable, the Contractor shall attend conflict resolution meetings and clarify any limitations and planning considerations for access within their Work Plan.

8.3 Submission and Review Cycles

8.3.1 At T-12, the Contractor submits the Work Plan as per Section 3.6 - Document Submission & Control Requirements, including the requirements checklist items, completing all mandatory requirements fields while providing status or planned completion dates of the outstanding information.

8.3.2 If deemed a complete submission, the Work Plan Owner will acknowledge the receipt of the submission and proceed with the internal review process with the relevant stakeholder groups within Metrolinx Business Units.

8.3.3 The Work Plan Owner will compile stakeholders' comments, review and vet them against the pre-defined stakeholders' requirements and provide a compiled review comments sheet back to the Contractor within ten (10) Working Days of receipt of submission.

8.3.4 The Contractor will have five (5) Working Days to adequately respond to stakeholders' comments and update the Work Plan information and appendices where required.

8.3.5 The Contractor is encouraged to engage closely with the Work Plan Owner and the Construction management team, where further clarifications or discussions with the relevant SME reviewer are required to ensure their comments can be addressed adequately.

8.3.6 The Work Plan Owner shall utilize the last five (5) Working Days to facilitate comments closure with relevant stakeholders.

8.3.7 Once all comments are addressed and closed, the Work Plan Owner will send APPROVED or APPROVED with CONDITIONS confirmation of the Work Plan before T-8 so that the Contractor can book their access request in NAPT.

8.3.8 Please note that the approval of the Work Plan at this stage can be conditional, provided that some fields of the Work Plan and outstanding documentation will be updated as required and agreed upon from T-8 to T-4. Any outstanding document that has not met the appropriate T minus timeline and is deemed mandatory document for the Work Plan submission shall be signed off by the Metrolinx Delivery team Director to allow the Contractor to proceed at risk with the NAPT submission.

8.3.9 Beyond this stage, the Work Plan is locked, and the Contractor is only allowed to provide the outstanding documents or sections agreed at the conditional approval and update the document accordingly. Any changes to the previously approved information shall follow the MoC process.

8.3.10 It is the responsibility of the Work Plan Owner to keep track of required documentation that will be provided at later stages in the planning process and ensure it is submitted, reviewed, and approved by relevant Metrolinx Business Unit groups.

8.4 Work Plan Validity

8.4.1 Approved Work Plan shall go through a validity check at 6 months from the final acceptance date.

8.4.2 The Work Plan Owner, and the Contractor shall recheck and verify that the original work methodologies and the risk assessments are still valid or whether a change is required.

8.4.3 Any change to an existing previously approved Work Plan will go through the MoC Process Map

8.4.4 If no changes to the Work Plan acceptance is required at the six-month validity check. The Work Plan Owner will notify the Contractor that the approved Work Plan validity is confirmed to extend the Work Plan validity.

8.4.5 The Contractor is responsible for ensuring that each approved Work Plan remains valid for the duration of its use. This includes initiating the six-month validity check process.

9. Stage 5: Interface with Rail Corridor Access (T-8 to T-0)

9.1 Overview

9.1.1 This section is intended to present the alignment and interface between WPS and NAPS for all Works requiring access to the Rail Corridor.

9.1.2 It is intended solely for informational purposes to illustrate the alignment between WPS and NAPS processes. All detailed requirements and procedures for Rail Corridor Access are contained in NAPS, and Contractor and Third Party shall refer directly to NAPS for authoritative instructions

9.1.3 Nothing in this section creates or imposes new requirements beyond those already established in NAPS.

9.2 Stage 5-A: Request for Rail Corridor Access & Deconfliction (T-8 to T-4)

9.2.1 Where the Work planned requires Rail Corridor Access, at T-8, the Contractor or Third Party is required to complete the submission of a formal Request for Rail Corridor Access via the Network Access Planning Tool (NAPT) per the requirements set out in NAPS.

9.2.2 RCAC is to provide a summary of the requests and conflicts for Projects and Contractor or Third Party to review before the T-5 deconfliction meeting.

9.2.3 At T-5, after RCAC review of the submitted Requests for Rail Corridor Access and associated documentation, RCAC will:

a) Coordinate all requested Work Events;

b) Identify conflicting requests; and

c) Facilitate a weekly planning meeting.

9.2.4 The procedures for the RCAC conflict resolution meetings are detailed in the NAPS. The Contractor or Third Party is advised to refer to the NAPS for details.

9.2.5 At the end of T-4, after the deconfliction meetings are completed, RCAC will update the Network Access Planning Tool and/or draft weekly access notices with the agreements made at the RCAC conflict resolution meetings.

9.2.6 If any concerned party, including the Contractor, Third Party or RCAC, identifies a change that requires updates or modifications to the approved Work Plan, the Contractor or Third Party shall follow the MoC process within WPS.

9.3 Stage 5-B: Rail Corridor Access Confirmation (T-4 to T-1)

9.3.1 Work Plan Approval

9.3.1.1 All Contractor or Third Party documentation, including any revisions to the Work Plan and Work Events, shall obtain formal approval from the Work Plan Owner no later than T-4. Approval is defined as receiving the comment “APPROVED” on the Work Plan in accordance with Section 3.6.10. This approval must be secured prior to the RCAC weekly flagging confirmation meeting at T-3.

9.3.2 RCAC Flagging Coordination and Confirmation at T-3

9.3.2.1 Work Plans and Work Events that have been approved at T-4 will proceed to the RCAC flagging coordination and confirmation meeting.

9.3.2.2 Access requesters shall attend the T-3 flagging coordination meeting to review the Track Protection requirements and confirm alignment.

9.3.3 Weekly Access Notice

9.3.3.1 The Contractor or Third Party will have had a chance to review the draft weekly access notice issued after the T-6 and T-4 deconfliction meeting and identify any misalignments to fix before RCAC issues the final weekly access notice.

9.3.3.2 At this point, after the flagging coordination, all Work Events are considered locked in, which is formalized by RCAC's publication of the final weekly Access Pack at T-10 Days.

10. Sub-Process: Management of Change (T-8 to T-0)

10.1 Definition

10.1.1 The purpose of introducing this MoC procedure, as shown in Figure 6: MoC Process Map, is to systematically identify, evaluate, and manage changes that may be requested after a Work Plan has been conditionally approved ("APPROVED WITH CONDITIONS") or approved ("APPROVED") at T-8, or has received final approval ("APPROVED") at T-4. These changes may arise from deconfliction reviews, enabling Works findings requiring minor plan adjustments, known unknowns, unknown unknowns, or RCAC/Operations considerations that evolve after these approval stages.

10.1.2 Understanding that specific Work planning requirements might not be available and mature at earlier stages in the Work planning process, MoC allows the Contractor or Third Party to make necessary changes or adjustments to the plan and ensure that those updates are correctly received and reviewed by relevant Metrolinx stakeholders.

10.1.3 The intent is to ensure that proper reviews and controls are set in place to address changes that could impact safety, health, environmental integrity, and operational performance, avoiding Work Event cancellation where possible.

10.1.4 This procedure aims to reduce Risks associated with changes and ensure compliance with Metrolinx procedures and standards without affecting prior approvals. Further, the procedure allows for lean planning practices without the need for an overbooking contingency due to Risks associated with changes to planned Works.

10.2 Scope

10.2.1 This procedure applies to all changes that may be required to the "APPROVED With CONDITIONS" Work Plan at T-8 or the "APPROVED" Work Plan at T-4.

10.2.2 This is not to be used for submitting mutually agreed-upon outstanding information or documentation at the time of conditional approval of the Work Plan.

10.2.3 The procedure covers required modifications to the Work Plan before work commencement, as well as on-site changes, including but not limited to:

a) Scope modifications (addition/omission);

b) Equipment upgrades or replacements;

c) Changes in logistics and working arrangements;

d) Changes in personnel roles or responsibilities;

e) Alterations to operational procedures; and

f) Additional requirements identified at previous stages require submission and addition to the Work Plan.

10.2.4 Any contributor involved in the work planning, development or review phase can identify the need for a change to the Work Plan.

10.3 Procedure

10.3.1 **Identification of Change**

10.3.1.1 When a change is identified during the work or while reviewing the Work Plan, the Contractor or Third Party shall document the proposed change to the level of detail required in the MoC request form in Appendix C, which includes:

a) Description of the change;

b) Rationale for the change (e.g., safety improvement, efficiency increase);

c) Anticipated benefits and impacts; and

d) Any previous related change.

10.3.2 **Submission of Management of Change Request**

a) Complete the MoC request form, including all necessary documentation and supporting materials; and

b) Submit the form to the Work Plan Owner for initial evaluation. The Contractor or Third Party is encouraged to discuss the change request with the Delivery Team prior to submission to ensure proper collaboration and ease of review.

10.3.3 **Review**

10.3.3.1 The Work Plan Owner conducts an initial review to classify the change as minor, moderate, or major based on predefined criteria, taking into consideration the operational impacts, the complexity of the change, and the Rail Corridor Access limitations:

a) Minor Changes: those are administrative or procedural updates, with no impact on scope, schedule, safety, or operations, which are of low risk in nature and do not require detailed assessment and stakeholders' engagement; (e.g. typo corrections, staff name change without role change, update reference numbers or contact list);

b) Moderate Changes: changes that affect execution details but not the overall approved scope, which may introduce additional risks and therefore potential for moderate impact; requires a Risk Assessment; and mitigation measures updated (e.g. logistics changes, changes in equipment, tools or subcontractor crew personnel, adjusted site access or material staging);

c) Major Changes: changes that impact scope, methodology, rail access, safety and therefore introduce high risk and critical activities that require comprehensive review and stakeholder engagements. (e.g. changes in scope of Work (addition/omission), changes to the construction methodology, new Rail Corridor Access requirements as time, limits and space.)

10.3.4 **Risk Assessment**

10.3.4.1 For moderate and major changes, where applicable, the Contractor or Third Party will be asked to perform a detailed Risk Assessment that includes updating the previously submitted Risk Assessment, including hazard identifications, analysis, and Risk Mitigations as part of completing the MoC submission

10.3.4.2 The Contractor or Third Party might be asked to revisit previously approved submissions and provide additional documentation as deemed required by the relevant stakeholder group reviewing the change for acceptance.

10.3.5 **Acceptance and Implementation**

10.3.5.1 Following the review of the MoC, the Work Plan Owner will compile the MoC submission and present it to relevant stakeholders for acceptance as required. This may involve:

a) Meetings with stakeholders;

b) Document approvals and any conditions set forth; and

c) Completing a Business Justification form for RCAC in case the change impacts access and seeking RCAC approval.

10.3.5.2 Upon review completion, the Work Plan Owner will respond to the Contractor or Third Party, indicating whether the change is approved and whether it can be accommodated given the timeframes when the change was requested.

10.3.6 **Documentation**

10.3.6.1 It is the responsibility of both the Contractor or Third Party and the Work Plan Owner to maintain comprehensive records and logs of all MoC activities, including:

a) MoC request forms and associated documentation;

b) Risk Assessments;

c) Approval records; and

d) Updating the documentation and Work Plan to match the approved change.

10.4 MoC Process Map

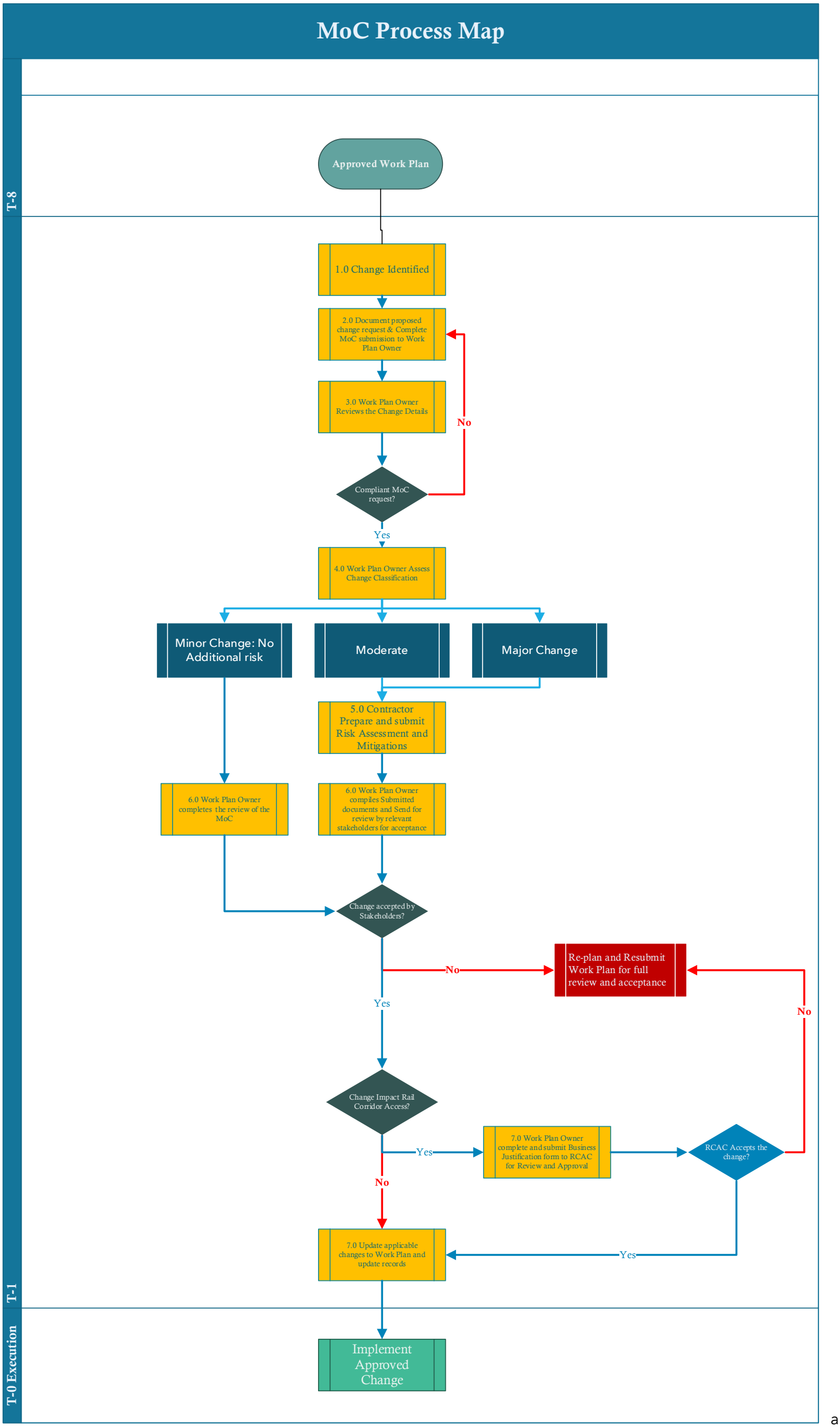

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Figure 6: MoC Process Map

11. Sub-Process: Site Visits Requests Submission (T-4 to T-0)

11.1 Definition:

11.1.1 Non-intrusive Works and site visits include Works that can be performed in tandem with any work happening on the Rail Corridor without disturbing existing Works, provided the proper coordination procedures are followed as defined in this section of the WPS.

11.1.2 The non-intrusive Works can include work inspections initiated by the Contractor or Third Party, or any Metrolinx Business Unit personnel as deemed necessary.

11.1.3 Emergency Access Requests and Priority Access Requests are not part of this section. Please refer to Sub-Process: Emergency and/or Priority Access Requests for Unplanned Works process within WPS to be followed in alignment with NAPS.

11.2 Scope

11.2.1 The Contractor, Third Party, or Metrolinx Business Unit personnel may need to conduct a nonintrusive site visit or inspection to confirm certain site conditions for proper work planning prior to the Work Event.

11.2.2 The requester shall complete the Metrolinx Site Visitor Permit form, providing the required information about what work is being performed and whether it is related to any specific Work Plan.

11.2.3 The RCAC will determine the earliest available Rail Corridor Access opportunity that allows for the site visit to happen without disrupting existing protection and resource demand.

11.2.4 The site visit scope shall be limited to non-intrusive visual inspection of the work specific to the approved Work Plan.

11.2.5 All personnel working on the Project Site, if on the Rail Corridor, will have completed the Metrolinx Personal Track Safety (PTS) Certification and received the Contractor or Third Party site induction focusing on the site-specific risks. Further, all personnel working on the Project Site will receive a full briefing on the identified health, safety and environmental issues and the site-specific risks.

11.2.6 Visitors who do not have valid PTS certification are required to obtain a site visitor permit as applicable by the Contractor or Third Party having jurisdiction over the Work Zone. Visitors will receive a job briefing identifying the activities and hazards while on site. A member of the site staff shall always accompany the visitor; the site staff shall be qualified and responsible for ensuring the visitor is not exposed to unnecessary risks.

12. Sub-Process: Emergency and/or Priority Access Requests for Unplanned Works

12.1 Definitions:

12.1.1 This section covers emergency unplanned Works that require immediate access to the Rail Corridor or Priority Access as defined within the Metrolinx Track Standards (MTS).

12.1.2 Deviations and unplanned requests will only be approved if deemed to be critical to the Work Event process or operation

12.1.3 Access requests for unplanned work shall fall into two categories as defined below:

a) An Emergency Access Request; and

b) A Priority Access Request.

12.1.4 This section is provided for information purposes only. All requirements for emergency or priority access requests are governed by the Contract and applicable Metrolinx Track Standards.

12.2 Emergency Access Requests

12.2.1 In the event of an emergency rail situation, if the individual identified as the emergency is CROR qualified, they are to follow CROR Rule 125: Emergency Communication Procedures. All other individuals are to call the RTC Manager Emergency Line at 416-681-9700. They are to:

a) Start the call with: "This is an emergency call;"

b) Provide your name, role, company, and location; and

c) Provide details of what the emergency is and what assistance is required.

12.2.2 Refer to Figure 5: Emergency & Priority Access Requests Process Map. This is for the process of Emergency Access Requests and Priority Access Requests.

12.3 Priority Access Requests

12.3.1 If an asset has failed or has the potential to fail, it is essential that the failure is resolved proportionally to the risk that the failure poses. The MTS and Appendix E outlines the process that defines four Categories of Priority Access Requests, and the time required for Rail Corridor Access to be granted.

12.3.2 Priority Access can also be triggered if a site condition or Construction state in monitoring requires intervention to repair or prevent conditions from getting worse. This applies to Maintenance Contractors and/or Capital Projects Contractors.

12.3.3 For Categories 1 and 2, all calls should be sent directly to the NOC. Then, Metrolinx Business Unit representatives and whoever is required shall be notified as soon as reasonably practicable following the Emergency Protocols set out in the Project-specific Management Plan.

12.3.4 For Category 3 Priority Access Requests, the requester is to contact the RCACManagers@metrolinx.com as soon as reasonably practicable to fill out a Priority Access Request form.

12.3.5 The Priority Access Request minimum information provided:

a) Emergent Rail Corridor Access Information:

i. Preferred Date;

ii. Time;

iii. Protection required;

iv. Contact; and

v. Project.

b) Emergency Work Plan

12.3.6 An emergency Work Plan will be submitted to the Work Plan Owner and will only require brief essential information to be presented:

a) Scope of Work details and emergency resolution criteria;

b) Machinery & Equipment;

c) Number of Workgroups;

d) Operational Impacts; and

e) Asset Owner Impacts.

12.3.7 The emergency Work Plan can reference previously approved Work Plan or standard operating procedures, highlighting specific tasks.

12.3.8 The submission of the Priority Access Request will trigger an expedited review of the emergency Work Plan with relevant stakeholders, which shall be approved no later than 24 hours after the submission.

12.3.9 If required, the Work Plan Owner shall hold an ad hoc meeting to address emergency concerns by Contractors and relevant stakeholders.

12.3.10 Based on the emergency Rail Corridor Access information, RCAC planning will determine the earliest available Rail Corridor Access opportunity that reduces the likelihood of impact on customers, operations, and other surrounding Works.

12.3.11 The Work Plan Owner shall provide the RCAC planner with the approval confirmation on the emergency Work Plan associated with the Priority Access Request.

12.3.12 The Contractor is required to provide a Site Report following the emergency protocols set up in the Management Plans and participate in performance review sessions any time an emergency event is triggered.

12.4 Emergency & Priority Access Process Map

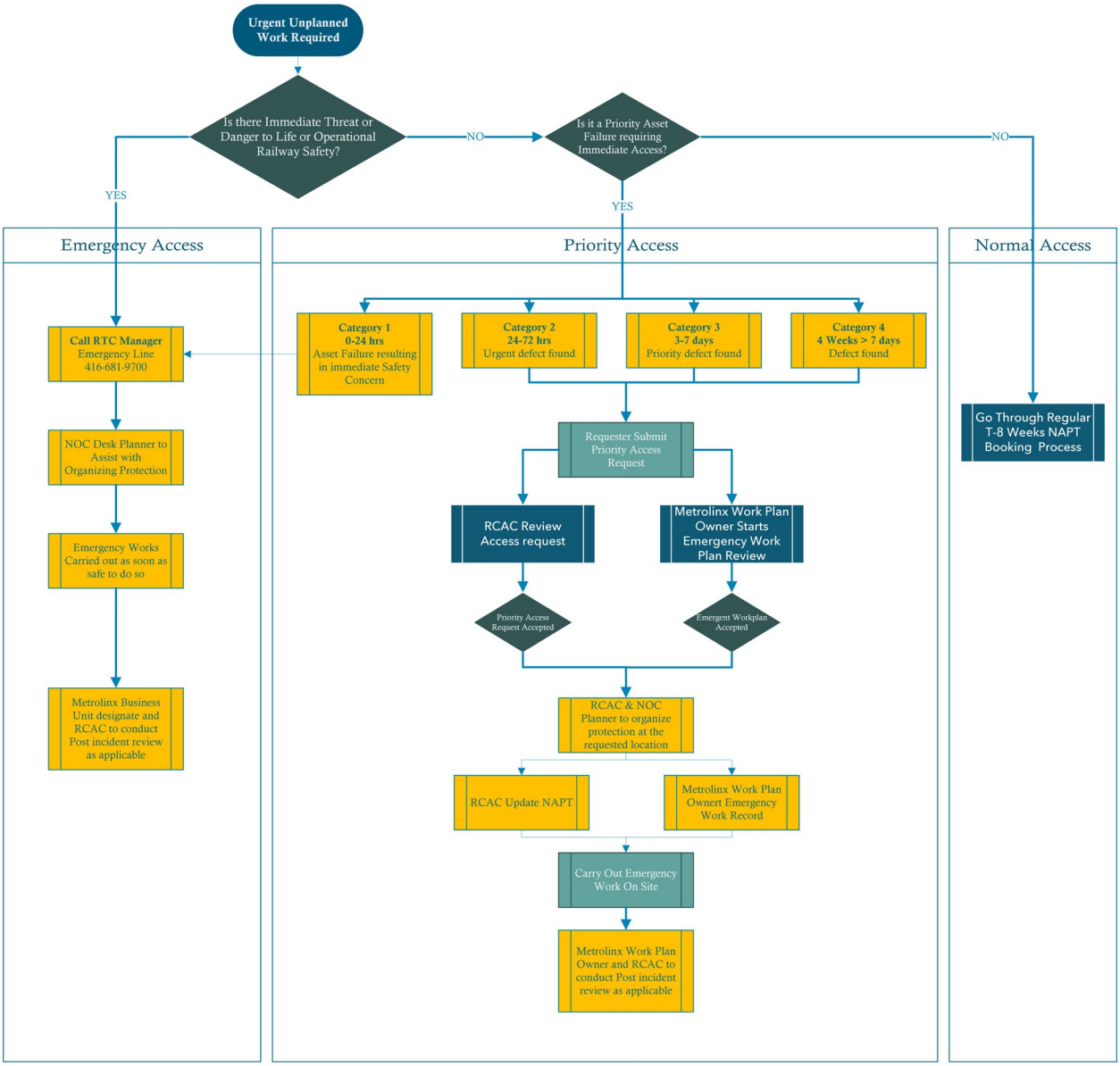

Figure 7: Emergency & Priority Access Requests Process Map

13. Stage 6- Operational Plan (T-1 to T-0)

13.1 Overview

13.1.1 The Contractor is required to submit the Operational Plan at T-1. The Operational Plan is intended to be controlled and owned by the Contractor following their internal field execution processes and to reflect the approved Work Plan.

13.1.2 The Operational Plan format is an effective tool for Contractor Supervisors to ensure the daily work is clear and concise for on-site execution.

13.2 Prerequisite

13.2.1 Provided the Contractor has submitted all required documentation and completed all prerequisite actions by the deadlines set out in this Standard and the Contract, the Work Plan is Approved at T-4.

13.2.2 Access Requesters have attended a T-3 Week flagging review meeting with RCAC.

13.3 Content

13.3.1 If applicable, an extract from the Work Plan task schedule should be included in the Operational Plan and available on-site.

13.3.2 The Operational Plan should provide swift access to any supporting approved documents and permits referenced for that Work if required.

13.3.3 The Operational Plan should ensure that the Contractor outlines the work and the associated Risks on the day of the Work Event.

13.3.4 The Operational Plan shall provide, at minimum, those who are carrying out the Work with the following information:

a) Scope of Work;
b) Daily Task Schedule;
c) Work Location, Access, and Egress;
d) Protection and Flagging Information;
e) Site Supervisors and Key Contractor and Subcontractor personnel contacts;
f) Equipment Summary;
g) Site-Specific Emergency Protocols;
h) All related Permits and Safety Checklists associated with the Work;
i) Critical Tasks Hazards from Activities;
j) Contractor Job Briefing; and
k) Sign off the Record for all crews entering the Work Zone.

13.4 Process Considerations

13.4.1 After the flagging coordination meeting at T-3, RCAC issues a Weekly Access Notice. The Contractor is required to prepare an Operational Plan based on the approved Work Plan and the confirmed rail access information, detailing scope activities and the rail protection details.

13.4.2 The Metrolinx Delivery Team will only receive the Operational Plan submitted for information and presented at the T-1 White Board meeting, where deemed applicable.

13.4.3 The White Board meeting is a weekly meeting that will be scheduled the T-1 week before execution. It is chaired by the Metrolinx Delivery Teams, and the involved stakeholders in the Project.

13.4.4 All Contractors conducting work the following week shall present their Operational Plan. This will be the final checkpoint for the Metrolinx Delivery Team to verify that all planned Work is appropriately planned to proceed and present logistics information for any stakeholder planning to attend and monitor the Work on site.

13.4.5 The Contractor and other persons making a Request for Rail Corridor Access shall comply with the NAPS requirement that a representative attend the GO/NO-GO meeting chaired by RCAC to confirm possession. Where applicable, this representative may be from the Metrolinx Business Units team.

13.5 Roles and Responsibilities

13.5.1 The Contractor Supervisor or designated representative is responsible for ensuring the completion of the Operational Plan and assuring that the means and methods that will be followed on-site are compliant with the approved Work Plan and the Rail Corridor Access information.

13.5.2 The Contractor shall include in the declaration of competent supervisor the name of the specified individual responsible for executing the Work as defined within the Work Plan.

13.5.3 Any inconsistency between the information presented in the Operational Plan and what has previously been approved in the Work Plan shall not be approved unless it has been approved through the MoC process.

14. Stage 7- Work Execution and On-Site Reporting (T-0)

14.1 Overview

14.1.1 Unless otherwise specified in the Contract, Metrolinx will carry out only its Owner and Employer obligations under the Occupational Health and Safety Act (OHSA). Works conducted by internal Metrolinx groups (i.e. inspections, audits, etc.) within the Metrolinx-owned corridors and adjacent properties will follow all necessary obligations under the OHSA. The Contractor is responsible for controlling, coordinating, and managing the Project and ensuring the satisfaction of the applicable legislation.

14.1.2 Unless otherwise specified in the Contract, the Contractor manages the health and safety of the Project Site throughout the Project term and has authority over other Project stakeholders regarding safety-related matters within their controlled site.

14.1.3 All obligations relating to roles, responsibilities, and safety requirements are governed by the Contract and applicable legislation. Nothing in this section supersedes or alters the Contract.

14.2 Site Reports

14.2.1 If required as per the Contract, the Contractor shall submit to Metrolinx a daily site report on progression of the Work and in relation to the planned progress for which a Work Plan and an Access Pack have been granted. (each, a "Daily Site Report"). Each Daily Site Report shall:

a) be in accordance with the reporting template provided by Metrolinx to the Contractor, as amended from time to time; and

b) be submitted to Metrolinx no later than twenty-four (24) hours after the end of the Rail Corridor Access period established for that day in the applicable Access Pack by uploading the submittal to the Contract Management System, or in a manner otherwise prescribed by Metrolinx.

14.2.2 Contractor will be provided access to Metrolinx daily site reporting portal and follow the steps in submitting a daily site report.

14.2.2.1 Each daily site report shall include the following minimum requirements:

a) Date and Time of the Work;

b) Access Pack Information;

c) Weather Conditions;

d) Scope Summary from the overarching Work Plan Information;

e) Labour headcount; must include any protection staff members and Contractor/ Subcontractor information;

f) Equipment summary. detailed construction activities and task descriptions with actual progress versus planned Work;

g) Site Issues or Concerns, including Operational Risks, Quality, or Safety;

h) Site Photos; and

i) Rail Corridor Access Utilization
(including the extent of the utilization of the Rail Corridor Access allowed and an explanation for any underutilization of Rail Corridor Access on that day).

15. Stage 8: Performance Reviews (T+1)

15.1 Overview

15.1.1 This section outlines the structure of performance reviews and lessons learned within the Metrolinx continual improvement processes. It also provides a mechanism to address any shortcomings in work completion within the Rail Corridor when required.

15.1.2 Upon on-site work completion, post-work completion deliverables for Work Plans with in-service requirements shall be submitted in compliance with the Rail Corridor Asset Handover Protocol.

15.1.3 Upon completion of the Asset in-service prior to completion of the handover, the interim responsibility for Maintenance of the Asset shall be documented and defined.

15.2 Performance Reviews and Lessons Learned

15.2.1 All contributors involved in the Work planning stages shall, when Metrolinx deems necessary according to their Contracts, participate in lessons learned workshops following the completion of the Works to collectively discuss and record any positive or negative lessons learned from the Work planning process for continuous improvement.

15.2.2 Delivery Teams need to follow the procedure to capture, qualify, validate, and register the lessons learned as defined in the lessons learned procedure document (CKH-QMT-PRC-001) in coordination with the Continuous Improvement process (CKH-QMT-PRC-008) and QMS Management review procedure (CKH-QMT-PRC-002) for all CPG Projects.

15.2.3 The lessons learned record should clearly describe the positive or negative event and recommend how it will be promoted or prevented in the future.

15.2.4 The lessons learned session should include any relevant stakeholders with input or output to capture from that session.

15.2.5 The purpose is to encourage a culture of continuous improvement of how Metrolinx and Contractors Work.

15.2.6 The Project Quality Assurance leads will regularly review and maintain a lesson learned register throughout the Project and validate it for publication following the steps described in the lessons learned procedure document (CKH-QMT-PRC-001) in coordination with the Continuous improvement process (CKH-QMT-PRC-008).

16. Appendices

16.1 Appendix A – Work Plan Template

Work Plan Template

16.2 Appendix B - Scope Plan Template

Scope Plan Template

16.3 Appendix C – Management of Change (MoC) Request Form

Management of Change (MoC) Request Form

16.4 Appendix D – Work Plan Comment Review Sheet

Work Plan Comment Review Sheet

16.5 Appendix E – Category 1- 4 Priority Access Request Categories & Planning Timescales

Category 1 0-24 hrs	Category 2 24-72 hrs	Category 3 3-7 days	Category 4 1-8 weeks
Infrastructure failures or asset impairment resulting in immediate revenue impact, for example:	**Near urgent defects found during regulatory patrols**	**Unforeseen infrastructure impairments warranting the application of class-reducing slow orders**	**Priority defects found during regulatory patrols**
In-service rail failures: **Rail Break** **Defective weld** **Pull apart.**	**Follow-up repairs to urgent conditions**	**Drastic change in temperatures that warrant escalated repairs as defined by Track standards**	**Changes in deterioration rate of asset performance requiring replacement/rehabilitation**
Track buckles/sun kinks	**Multiple class reducing defect repairs**	**Near urgent defects found during regulatory patrols**	**Priority detailed inspections identified during regulatory inspections**
Damaged or vandalized assets	**Support of defect repairs found during regulatory track geometry testing**	**Urgent structure repairs, including scaling of loose concrete, railing or walkway repairs, steel repairs, bridge deck maintenance**	**Priority structure repairs, including railing/walkway repairs, scaling of loose concrete/concrete repairs, steel repairs, bridge deck maintenance, culvert coupler installation, scour/erosion protection, bridge jacking**
Severe weather responses, patrols, remediations, etc.	**Support of defect repairs found during regulatory ultrasonic rail testing**	**Urgent detailed inspection identified during regulatory inspections**	
Rough track reports	**Safety-critical infrastructure or adjoining asset repairs**		
Bridge strike, bridge fire	**Urgent structure repairs, including scaling of loose concrete, railing or walkway repairs, steel repairs, bridge deck maintenance**		
Urgent defects found during regulatory patrols	**Urgent detailed inspection identified during regulatory inspections**		
Third-party influences affect asset stability, Rail Corridor Access, and performance. **Internal Teams, CN, local municipalities, Hydro, Emergency services, etc.**	**Critical vegetation management has the potential to impact Train Movements.**		
Improperly displayed, missing, damaged and/or incorrect protection flag(s)	**Emergent equipment moves to support urgent repairs or to return equipment where originally intended following urgent repairs.**		

16.6 Appendix F – Work Planning Process Map (End-to-End)

Work Planning Process Map (End-to-End)

16.7 Appendix G – Work Planning WPS Toolkit

Work Planning WPS Toolkit

16.8 Appendix H – Metrolinx Site Visitor Permit

METROLINX SITE VISITOR PERMIT