

# Asset Document Control List (ADCL)

MX-ALM-TMP-003

Version: 10

Revision Date: December 18, 2024

Developed by: Asset Lifecycle Management

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

Contract No.			
Project No.			
Project Name			
Contractor			
Substantial/Estimated Completion Date			
Project Delivery Team Project Manager			
Project Delivery Team to fill in these details (Row 14 to 19)			
Metrolinx Project Delivery Team Document Controller			
Metrolinx Asset Owner	1.	4.	
	2.	5.	
	3.	6.	
Metrolinx Asset Owner Approver Name(s)			
Metrolinx Asset Owner Document Controller Name			

**BACKGROUND:**

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

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

[> Asset Information Management](#)

Business specific protocols need to be followed in conjunction with this template.

**INSTRUCTIONS:**
**PROJECT DELIVERY TEAM (PDT):**

- saves this blank template using the nomenclature "Handover - Project # - Contract # - Project Title - ADCL" and fills in the Overview\_Instructions worksheet header
- provides the contractor briefing on the ADCL template and its completion.
- ensures the checked out documents are entered in the ADCL using the same file name but with the new version no.
- coordinates with the Project Delivery Team Document Controller to upload the completed ADCL and documents to the Electronic Document and Record Management System (EDRMS) staging area

**METROLINX PROJECT DELIVERY TEAM DOCUMENT CONTROLLER:**

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

**CONTRACTOR:**

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

**METROLINX ASSET OWNER:**

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

**METROLINX ASSET OWNER DOCUMENT CONTROLLER:**

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

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## Document Types

Discipline / Asset Class	Document Types	Mandatory	Required for In-Service	Required by Date	Reason for Pending Documents	Pending Documents Delivery Date	Soft Copy Format	Hard Copy Type	Hard Copy Quantity
<b>Instructions</b>	<b>What documents are required? (Asset relevant documents)</b>	<b>Documents required for this project Y/N</b>	<b>Y/N</b>	<b>Date documents are required</b>	<b>Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)</b>	<b>Date when pending documents will be delivered</b>	<b>e.g., xls, pdf, CADD</b>	<b>e.g., binder, folder</b>	<b>Quantity provided</b>
Signals & Communication (ADCL - Rail Corridor)	Agreement Documents/Contract Documents								
	Applicable Photography/Video								
	As-Installed Software & Configuration Files								
	Asset Document Control List (ADCL) - Final								
	Asset Information Handover Acceptance Certificate - signed								
	Bill of Materials								
	Completed and Signed-off deficiency list								
	Configuration Change Report								
	Drawings - As-Installed (PDF and DWG)								
	Drawings - As-Built (PDF and DWG)								
	Drawings - Issued for Construction (IFC) (PDF and DWG)								
	Drawings - Record (PDF and DWG)								
	Engineer of Record (EOR) Letter of conformance to: Mx GIs, SCPs, Standards, Section 11 of the Railway Safety Act								
	Environmental Assessments								
	Factory Acceptance Test Results (FAT): Software Validation Tests, Wiring Certification Forms								
	Final Deficiency Report - Completed								
	Geo-file Database (for MX owned assets)								
	Geo-file Database (for property records)								
	Geo-file Database (for third party utilities)								
	Geospatial information - File Geodatabase								
	Geospatial information - GIS Data Dictionary								
	Geotechnical Reports								
	Illustrated parts catalogue (IPC)								
	Installation, Operation, and Maintenance (IOM) Manuals								
	Lessons Learned - Project Construction Phase								
	Letter from Consultant/Owners Representative								
	LIDAR Scan Data								
	Maintenance Procedures								
	Master Asset List (MAL) - Expected / Planned								
	Master Asset List (MAL) - Final / As-Installed								
	Non-Vital Signal Interlocking Software								
	Original equipment Manufacturer (OEM) documentation								
	Post-construction reports								
	Pre-construction reports								
	RAMS Plan (Reliability, Availability, Maintainability, Safety)								
	Reports (Breaking Analysis, Siding Form, etc)								
	Shop Drawings								
	Signal Material and Spares List								
	Signals Asset Handover Certificate								
	Signals In-Service Certificate								
	Signals In-Service Commissioning Test Plans								
	Signals In-Service Commissioning Test Results								
	Site Acceptance Test (SAT) Plans								

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<b>Instructions</b>	What documents are required? (Asset relevant documents)	Documents required for this project Y/N	Y/N	Date documents are required	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf, CADD	e.g., binder, folder	Quantity provided
	Pre-construction reports								
	Proof of Critical Spare Parts Ordered								
	RAMS Plan (Reliability, Availability, Maintainability, Safety)								
	Reports								
	Shop Drawings								
	Supplier Contact List								
	Surveys								
	Track Geometry and Rail Flaw Report								
	Track Handover Certificate								
	Track In-Service Certificate								
	Track In-Service Inspection Results								
	Track Inspection Report								
	Troubleshooting manuals								
	Warranty Certificates								
	Welding & Rail Report								
	Other (Insert row below and specify other document types).								
Civil Structures (ADCL - Rail Corridor)	Agreement Documents/Contract Documents								
	Applicable Photography/Video								
	Asset Document Control List (ADCL) - Final								
	Asset Information Handover Acceptance Certificate - signed								
	Bill of Materials								
	Civil Structures In-Service Certificate								
	Civil Structures Handover Certificate								
	Civil Structures In-Service Inspection Results								
	Configuration Change Report								
	Contract documentation								
	Design Calculations								
	Drawings - As-Installed (PDF and DWG)								
	Drawings - As-Built (PDF and DWG)								
	Drawings - Issued for Construction (IFC) (PDF and DWG)								
	Drawings - Record (PDF and DWG)								
	Environmental Assessments								

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<b>Instructions</b>	What documents are required? (Asset relevant documents)	Documents required for this project Y/N	Y/N	Date documents are required	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf, CADD	e.g., binder, folder	Quantity provided
	Factory/Manufacturer/Quality Assurance Certifications								
	Final Deficiency Report - Completed								
	Geo-file Database (for MX owned assets)								
	Geo-file Database (for property records)								
	Geo-file Database (for third party utilities)								
	Geospatial Information - File Geodatabase								
	Geospatial Information - GIS Data Dictionary								
	Geo-technical Reports								
	Hydrology/Hydraulic Reports								
	Illustrated parts catalogue (IPC)								
	Inspection Report / Regulatory Inspection Reports (if handover is 12 months after in service) and Bridge Rating (if applicable)								
	Lessons Learned - Project Construction Phases								
	Letter from Consultant/Owners Representative								
	Letter/Memo from Consultant/Owner's rep (Engineer of Record (EOR) Letter per the Railway Safety Act)								
	LIDAR Scan Data								
	Maintenance Procedures								
	Maintenance requirements and plans								
	Master Asset List (MAL) - Expected / Planned								
	Master Asset List (MAL) - Final / As-Installed								
	Operation and Maintenance Manual								
	Original equipment Manufacturer (OEM) documentation								
	Ownership/Maintenance Responsibility Agreement (if required)								
	Post-construction Reports								
	Pre-construction Reports								
	RAMS Plan (Reliability, Availability, Maintainability, Safety)								
	Reports								
	Shop Drawings								
	Structure maintenance requirements								
	Surveys								
	Troubleshooting manuals								
	Warranty Documentation								
	Other (Insert row below and specify other document types).								
Electrification and Plant (ADCL- Rail Corridor)	Applicable Photography/Video								
	Agreement Documents/Contract Documents								
	Asset Document Control List (ADCL) - Final								
	Asset Information Handover Acceptance Certificate - Signed								
	Backup Power Plan & Trial Test Report, Backup Power Supply, Contingency Plans & Compliance Test Report								
	Bill of Materials								
	Commissioning Documents								

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<b>Instructions</b>	<b>What documents are required? (Asset relevant documents)</b>	<b>Documents required for this project Y/N</b>	<b>Y/N</b>	<b>Date documents are required</b>	<b>Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)</b>	<b>Date when pending documents will be delivered</b>	<b>e.g., xls, pdf, CADD</b>	<b>e.g., binder, folder</b>	<b>Quantity provided</b>
	Corrosion Control Plan - including the following: - Stray Current Reference Surveys - documented existing conditions baseline corrosion control & geotechnical survey - track to earth resistances monitoring data/report & computer simulation data - post-operation stray current survey								
	Drawings - As-Installed (PDF and DWG)								
	Drawings - As-Built (PDF and DWG)								
	Drawings - Issued for Construction (IFC) (PDF and DWG)								
	Drawings - Record (PDF and DWG)								
	EMC/EMI Program Plan and program for all Systems, Subsystems, and components Including: - EMI/EMC site survey - EMI/EMC Control Plan for the entire system - EMC risk assessment of the design - Qualification test reports - Radio immunity qualification test								
	Emergency Plan, Response Plan (including post-SC)								
	First Article Inspection (FAI) Reports								
	Geospatial Information - File Geodatabase								
	Geospatial Information - GIS Data Dictionary								
	Grounding and Bonding Plan - included G&B Management Plan, G&B Control Plan, G&B Hazard Mitigation Plan, and all other plans and reports listed under this section - Grounding Grid Test Reports								
	Handover Planning and Training - Handover Strategy and Plan								
	Hazard Analysis Documentation - includes all analysis reports, record/logs								
	Illustrated parts catalogue (IPC)								
	Independent certifier certification documents								
	Load Flow Studies/Simulations (TPS) (including certification of software)								
	LRT Operating Rulebook and Standard Operating Procedures								
	Maintenance Plans Including: - Maintenance & Rehab Plan - Annual Maintenance Work Schedule - 5yr Asset Preservation Work Schedule - Asset Management Plan - Asset Management Information Handover Requirements - Concept of Maintenance & Operations								
	Maintenance Procedures								
	Master Asset List (MAL) - As-designed								
	Master Asset List (MAL) - Final / As-Installed								
	Operations & Maintenance Manuals (O&Ms)								
	Original equipment Manufacturer (OEM) documentation								
	Performance Testing Records								
	Post-Construction Condition Survey Report & Handover Report								

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<b>Instructions</b>	<b>What documents are required? (Asset relevant documents)</b>	<b>Documents required for this project Y/N</b>	<b>Y/N</b>	<b>Date documents are required</b>	<b>Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)</b>	<b>Date when pending documents will be delivered</b>	<b>e.g., xls, pdf, CADD</b>	<b>e.g., binder, folder</b>	<b>Quantity provided</b>
	Pre-Start Health and Safety Reviews (as required)								
	Protective Device Coordination Plan and relay settings for the entire Traction Power System								
	RAMS (including reports, plans, performance docs, simulation results and sensitivity testing, RAM Test Specification, RAM Validation Report, etc)								
	Readiness for Revenue Service - achieved Substantial Completion - completed Revenue Service Demonstration (i.e. complete, integrated Pco infrastructure incl all subsystems, op personnel & procedures)								
	Requirements Management Plan								
	Rolling Stock and OCS Coordination Study								
	Safety Management Plan & Safety Work Plan - includes Fire & Life, contractor safety								
	Shop Drawings								
	Short-circuit analysis with protective device evaluation, arc- flash analysis, protective device coordination study, load flow/voltage drop study, lightning protection report, etc								
	Site Acceptance Test Reports (SATs)								
	Stray Current Surveys (Pre-Energization & Post-Op)								
	System Assurance Plan (SAP)								
	System Engineering Management Plan (SEMP)								
	System Integration and Interface Management Plan (SIIMP) & assoc docs per Schedule 10 - including Interface Control Documents (ICDs) (incl matrix, processes, development schedule, conflict resolution methodology, data sheets, etc) - Systems Interface Register, Requirement Mgmt Plan, System Interface V&V Plan, System Safety Plan, RAM Plan, etc								
	System Inventory - Spares & Consumables List Spares Parts List -Recommended Repairable Parts -Non-Repairable Parts -Recommended Consumables -Spare Parts Log -Safety Critical Items List								
	System Operation & Fault Recovery Plan								
	System Performance & Failure Management Analysis								
	Systems Integration Testing & Commissioning Records (SIT)								
	Technical Specifications - Engineer of Record (EOR) Letter of conformance to Metrolinx Standards								
	Testing Plan, Procedures and Reports								
	Toronto Hydro Offer To Connect Confirmation Documents (THESL OTC)								
	TPS & OCS - Communication and Controls Design Criterias and Studies								
	TPS Traceability Specifications								
	Training Plan - Operational and maintenance training for all PCo System Infrastructure and new Third Party Infrastructure								
	Training Records & Activities								
	Troubleshooting manuals								
	Tunnel and OCS Coordination Study								

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	Warranty Information -part of EMMS & O&Ms								
	Other (Insert row below and specify other document types).								
Facilities (ADCL - Facilities)	A copy of all regulatory operating or installation permits/registrations/licenses/certifications/records/plans (PDF/Word/Excel)								
	Access Agreements (if assets are installed on properties owned by others), Maintenance and Operating agreements with external stakeholders.								
	Agreement Documents/Contract Documents								
	All Equipment Specifications, User and Installation Manuals (PDF)								
	All licenses, software, equipment, training for supplied Supervisory Control and Data Acquisition (SCADA) or Building Automation System (BAS)								
	Applicable Photography/Video								
	ARC Flash Hazard Assessments								
	Asset Document Control List (ADCL) - Final								
	Backflow Preventer Inspection Records, Tags and Cross-Connection Survey								
	Bill of Materials								
	Boiler/Pressure Vessel/Elevating Device Installation Inspection Certificates from the TSSA								
	Building Permits and Inspection Records from the local municipality								
	Contract Completion Certificates, for example: Asset Information Handover Acceptance Certificate, Handover Certificate, In-Service Certificate, Substantial Completion Certificate								
	Copies of all equipment program files (*Native File Type)								
	Designated Substance Surveys/Hazardous Material Management Plans & Updated Reports								
	Drawings - As installed (PDF, DWG)								
	Drawings - As-Built (PDF, DWG)								
	Drawings - Issued for Construction (IFC) (PDF and DWG)								
	Drawings - Record (PDF and DWG)								
	Electrical Permits, Inspection Records, and Authorizations to Connect from the Electrical Safety Authority								
	Engineering Studies, Reports and *Software Models (PDF, *Native Model File Type)								
	Environmental Activity Sector Registry (EASR) Confirmations for Standby Power, Heating Systems, Snow Melt Heaters, EASR emissions, etc.								

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<b>Instructions</b>	<b>What documents are required? (Asset relevant documents)</b>	Documents required for this project Y/N	Y/N	Date documents are required	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf, CADD	e.g., binder, folder	Quantity provided
	Environmental Compliance Approvals (ECA) for Air, Noise, Septic, Stormwater. Along with ECA include appendix (e.g ECA application, Acoustic Reports, noise mitigation plan)								
	The requirements for air/noise, stormwater, and wastewater permits shall be considered, if the consultant identifies that they are not required, they shall provide written justification pulling from applicable standards or Ministry communication to Metrolinx.								
	If ECA is initially taken out under the constructor's name, need to provide letter of ownership transfer to MECP with MX's approval. Before handover, the constructor shall inform start of regulated asset operations, where MECP notification is required per the ECA.								
	Environmental Emergency Regulation Registration and Environmental Emergency Plans (E2 Plans). This relates to propane storage when storage exceeds the threshold.								
	Environmental Technical Documentation, Maintenance and Test Programs, and Associated Drawings (PDF) for: storm water, sanitary waste, industrial water use inside buildings, potable water, sanding systems, spill prevention systems, fueling systems and drains/discharge points. Drawings shall identify any municipal connection points and municipal sampling points, if a sampling point is required by the Municipality/Region.								
	Fire Safety Plan								
	Geo-file database (MX owned assets and/or third party utilities)								
	Geospatial Information - File Geodatabase								
	Geospatial Information - GIS Data Dictionary								
	Glass Maintenance Schedule								
	Grounds Maintenance Drawing								
	Illustrated parts catalogue (IPC)								
	Inspection warranty information (PDF) including service provider contact information, inspection frequency and terms of inspections								
	Landscaping Plans								
	LEED Certification (Submission, Gold Accreditation, Ongoing LEED Requirements)								
	Lessons Learned - Project Phases								
	LIDAR scan data								
	Light and Illumination Plan								
	List of all Equipment Settings and *Equipment Settings Files (PDF, XLSX, *Native Settings File Type)								
	List of Recommended and Supplied Test Equipment (PDF, XLSX)								
	List of spare parts, spare materials and special tools								
	Logic Diagrams for Control Systems and all Electrical/Mechanical/Logic-based Interlocking Systems with site specific operation instructions								
	Maintenance procedures								
	Master Asset List (MAL) - Final / As-Installed								
	Municipally Mandated Cross Connection Surveys and Back Flow Preventer Tags								
	Operations and Maintenance Manuals								

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<b>Instructions</b>	<b>What documents are required? (Asset relevant documents)</b>	Documents required for this project Y/N	Y/N	Date documents are required	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf, CADD	e.g., binder, folder	Quantity provided
<b>Operations and Maintenance</b>	Operations and maintenance programs and inspection certificates from authorizing authorities including but not limited to TSSA, ECA, EASR, ESA etc								
	Original equipment Manufacturer (OEM) documentation								
	Pipe Clean-Out and Camera-Inspection Records								
	Precision Leak Detection Tests for Storage Tanks and Piping								
	Preventative Maintenance Program / Matrix detailing required maintenance activities at recommended intervals, including requirements necessary to maintain all operating permits (PDF, DOC)								
	RAMS Plan (Reliability, Availability, Maintainability, Safety)								
	Rental assets are onsite (e.g., propane tanks) that are not maintained by Metrolinx, need to receive outline of vendor's maintenance and inspection schedule, construction and fabrication details of asset (e.g., regulator and tank construction standards) copies of installation testing								
	Reports - Commissioning Report								
	Reports - Configuration Change Report								
	Reports - Environmental - Site Investigation Reports such as: Hydrogeological and Geotechnical, Phase I and II Environmental Site Investigations, Risk Assessments, Records of Site Condition, Stormwater Management Reports								
	Reports - Environmental - Acoustic Reports								
	Reports - Environmental / H&S for any remedial activities that were completed at the site due to soil/groundwater contamination, designated substance abatement, etc.								
	Reports - Environmental- Analytical Results for any Imported Soils								
	Reports - Environmental Assessments								
	Reports - ESA Field Evaluation Reports								
	Reports - Geo-technical reports								
	Reports - Testing and Balancing								
	Reports - Waterproofing								
	Safety Certification								
	Sanitary Sewer Flow Monitoring and Capacity Study								
	Sealed Commissioning Plan Issued for Use (PDF)								
	Sealed Commissioning Plan with Test Results (PDF)								
	Security CHUBB Accounts (elevator communication and supervisory systems).								
	Shop Drawings								
	Signage Catalogue (Wayfinding) included as part of As-Built Drawing.								
	Site Survey								
	Snow and Ice Control Plan								
	Standby Power Generator information, including, but not limited to: i. Size, make, and model ii. Fueling procedure iii. TSSA approval documentation iv. Environmental Activity Sector Registry registration (if not covered under ECA)								
	Surveys								
	Tender, Drawings, Specifications, Attachments (contract documents)								

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<b>Instructions</b>	What documents are required? (Asset relevant documents)	Documents required for this project Y/N	Y/N	Date documents are required	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf, CADD	e.g., binder, folder	Quantity provided
	Troubleshooting manuals								
	TSSA Certifications/ Registration/Licences/Exemptions and Inspection Certificates for all elevating devices, boilers, pressure vessels, emergency generators, elevating devices (elevators, escalators, lifts)								
	Warranty Terms and Certificates of which specify the warrantor, the duration of coverage, the effective start date and the services and parts included.								
	Water Well Installation Record and Tag								
	Written Functional Description(s) of How Installed Systems Operate – pictures to be included (PDF, DOC)								
	Other (Insert row below and specify other document types).								



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

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Contractor / Project Delivery Team														Metrolinx PDT Document Controller	Metrolinx Asset Owner			Metrolinx Asset Owner Document Controller	
Responsible	Document													Other info, if applicable	Document uploaded to staging area	Electronic Maintenance Management System (EMMS) Unique Asset ID / Barcode ID	Location ID	Document Governance	Document Processed to EDRMS with Document Nomenclature
Headers	Document Folder/Subfolder Names	Document Name	Subdivision	Asset Class	Document Type	Format	Version	Content Type	Sub Content Type	Engineering Type/ Drawing Discipline Designator	Reference field	Description	Notes						
Instructions	Insert rows as needed: 1) to list all documents 2) to indicate subfolders not listed Example: If documents are being provided as zip file or a combined drawing set then each individual document within must be listed.	Select from Drop Down	Select relevant discipline from Drop Down (Bus Facilities, Rail Facilities, Station Facilities, Bus Rapid Transit Infrastructure, Light Rail Transit Facilities)	Select from Drop Down This list pulls from the Document Types Worksheet. To add other document types, add them on the Document Types Worksheet, within the relevant Asset Class, insert a row under the Other	The format the file is being submitted (e.g. PDF, DWG, CAD, software, etc.)	(e.g. New, Revision No.)	Select from Drop Down	Select from Drop Down If needed, use Notes Column for additional detail. Eg. If doc type is Certificate and sub content type does not exist, use the Notes column to indicate other certificate type. If drawing type is already selected in Document type, leave blank.	Select from Drop Down Use to delineate Drawing Type Selected from Drop Down	Indicate the unique identifier as assigned by the Project Team to link documents to the asset in the Master Asset List (e.g. CADD No., File Geodatabase Reference)	Describe the Asset e.g. Platform Snow Melting System, Double Swing Automatic Door, ...	Additional Information of Certificate (e.g., Asset Tag No., another type of Certificate)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Owner	To be generated only if the document is associated to a location e.g., L-CKGO-E-STAT-F1-11	Approver: Asset Owner Name	Date of Approval	Confirm that document is processed to final location (Y)	
Example 1	Drawing > Record	YS-211 Pump Station Structural.dwg	Bala	Station_Facility	Drawings - Record (PDF and DWG)	DWG	01	Drawing		Structural	YS-211	Fire Pump Station							
Example 2	Certificate	Warranty_Fire Pump.pdf	Bala	Station_Facility	Warranty Terms and Certificates of which specify	PDF	01	Certificate	Warranty	Mechanical	FP-001	Fire Pump							
Certificate																			
Contract																			
Drawing > As-Installed																			
Drawing > As-Built																			
Drawing > Issued for Construction																			
Drawing > Record																			
General																			
Manual																			
Permit																			
Photograph																			
Report																			
Software																			
Survey																			

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Date

Contractor / Project Delivery Team													Metroinx PDT Document Controller	Metroinx Asset Owner			Metroinx Asset Owner Document Controller	
Responsible	Document												Other info, if applicable	Document uploaded to staging area	Electronic Maintenance Management System (EMMS) Unique Asset ID / Barcode ID	Location ID	Document Governance	Document Processed to EDRMS with Document Nomenclature
Headers	Document Folder/Subfolder Names	Document Name	Subdivision	Asset Class	Document Type	Format	Version	Content Type	Sub Content Type	Engineering Type/ Drawing Discipline Designator	Reference field	Description	Notes	Document uploaded to staging area	Electronic Maintenance Management System (EMMS) Unique Asset ID / Barcode ID	Location ID	Document Governance	Document Processed to EDRMS with Document Nomenclature
Instructions	Insert rows as needed: 1) to list all documents. 2) to indicate subfolders not listed  Example: If documents are being provided as zip file or a combined drawing set then each individual document within must be listed.	Select from Drop Down	Select relevant discipline from Drop Down (Bus Facilities, Rail Facilities, Station Facilities, Bus Rapid Transit Infrastructure, Light Rail Transit Facilities)	Select from Drop Down This list pulls from the Document Types Worksheet. To add other document types, add them on the Document Types Worksheet, within the relevant Asset Class, insert a row under the Other	The format the file is being submitted (e.g. PDF, DWG, CAD, software, etc.)	(e.g. New, Revision No.)	Select from Drop Down	Select from Drop Down If needed, use Notes Column for additional detail. Eg: If doc type is Certificate and sub content type does not exist, use the Notes column to indicate other certificate type. If drawing type is already selected in Document type, leave blank.	Select from Drop Down Use to delineate Drawing Type Selected from Drop Down	Indicate the unique identifier as assigned by the Project Team to link documents to the asset in the Master Asset List (e.g. CADD No., File Geodatabase Reference)	Describe the Asset e.g. Platform Snow Melting System, Double Swing Automatic Door, ... Additional Information of Certificate (e.g., Asset Tag No., another type of Certificate)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Owner	To be generated only if the document is associated to a location e.g. L-CKGO-E-STAT-F1-11	Approver: Asset Owner Name	Date of Approval	Confirm that document is processed to final location (Y)	

Superseded