

# Master Information Delivery Plan (MIDP)

MX-ALM-TMP-002 Version: 05 Date: November 24, 2025

Developed by: Asset Lifecycle Management

Document/File Name	
Project No.	
Contract No.	
Project Name	
Contract Name	
Purchase Order Number	
Contractor Company	
Estimated Substantial Completion Date	
Project Delivery Team Project Manager	
Project Delivery Team Document Controller	
	<b>Asset Class</b>
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
<b>Metrolinx Asset Owner</b>	
	<b>Reviewer Name(s)</b>

**BACKGROUND:**

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

- Asset Information Standard (MX-ALM-STD-001)
- CADD/BIM Standards Manual (MX-ALM-STD-004)

These are available on [www.Metrolinx.com](http://www.Metrolinx.com) > About Us > Policy, Standards and Initiatives > Metrolinx Technical Standards  
[Asset Lifecycle Management|Engineering & Architectural Standards](#)

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

**INSTRUCTIONS:**

**PROJECT DELIVERY TEAM (PDT):**

- provides the contractor briefing on the MIDP template and it's completion
- saves this blank template using the ISO 19650 Compliant Document File Naming Guide
- the Volume or System Codes, Level or Location Codes shall be developed by Metrolinx Project Delivery Team in consultation with Asset Lifecycle Management and implemented by the Contractor
- ensures the documents checked out for revision are entered in the MIDP and reference the old file name and old file version in the column notes
- carries out assurance of the final MIDP provided by the contractor
- coordinates with the Project Delivery Team Document Controller to upload the final approved MIDP and documents to the defined Metrolinx Electronic Document and Record Management System (EDRMS)

**PROJECT DELIVERY TEAM DOCUMENT CONTROLLER:**

- assures the MIDP and uploads final approved MIDP and documents in defined Metrolinx EDRMS
- informs the Metrolinx Asset Owner Document Controller, if applicable, after uploading the completed MIDP and documents

**CONTRACTOR:**

- maintains and populates the MIDP template
- complies with the defined Author Organization, Document Type and Discipline/Function Codes
- obtains the Volume or System Codes, Level or Location Codes and Reference Field from the PDT
- contacts PDT should you need further help/information to complete the MIDP

**METROLINX ASSET OWNER (if applicable):**

- requests the Metrolinx Asset Owner Document Controller to create project folders in the staging area in EDRMS

**METROLINX ASSET OWNER DOCUMENT CONTROLLER (if applicable):**

- carries out MIDP document count assurance to check number of documents uploaded against the MIDP in EDRMS
- processes documents to EDRMS and lists the URL in the MIDP

Summary of Document/File Naming Convention Descriptors in accordance with the Capital Projects Group ISO19650 Compliant Document/File Naming Guide (CKH-DMC-GDE-007)

	Project Indicator /P.O Number	Author Organization Code	Volume or System Code	Level or Location Code	Document Type Code	Discipline or Function Code	Sequence No.	Deliverable Document / File Name (ISO 19650 Compliant)
<b>Reference Document</b>	Defined by Projects / Assigned by MX Procurement	CKH-DMC-LST-004 Author Org List	Project Specific Data Use 0000 for Non-Asset Related Doc	Project Specific Data Use 0000 for Non-Asset Related Doc	CKH-DMC-LST-010 Document Type List	CKH-DMC-LST-009 Discipline List	Unique ID	CKH-DMC-GDE-007_ISO 19650 Compliant Document File Naming Guide
<b>Description</b>	Fixed reference for a project assigned by Procurement	Author or origin of the document	Defines the design purpose intended for the information	Indicates the geographic level of location	Type of Document			Standard File Naming as shown in Table 3-2 Document/File Naming Convention
<b>Maximum Character Count</b>	Up to Eight alphanumeric characters	Up to Six alphanumeric characters	Up to Four alphanumeric characters	Up to Four alphanumeric characters	Up to Three alphanumeric characters	Up to Four (Three alphanumeric characters + one numeric)	Up to Five Digits	34 + 6 hyphens = 40 characters total
<b>Example 1</b>	123456	MX	XXXX	RITS	DWG	CIV1	00001	123456-MX-XXXX-RITS-DWG-CIV1-00001
<b>Example 2</b>	123456	MX	0000	01	ANL	CEX0	00001	123456-MX-0000-01-ANL-CEX0-00001





# Master Information Delivery Plan (MIDP) Dropdowns

MX-ALM-TMP-002 Version: 05 Date: November 24, 2025  
 Developed by: Asset Lifecycle Management

Document/File Name	
Status Date	
Status	
Submittal Revision #	

Project Indicator / P.O Number	Author Organization Code	Author Organization Code Meaning	Volume or System Code	Volume or System Code Meaning	Volume or System Distance from (mileage/chainage)	Volume or System Distance to (mileage/chainage)	Level or Location Code	Level or Location Code Meaning	Level or Location Distance from (mileage/chainage)	Level or Location Distance to (mileage/chainage)	Document Type Code	Document Type Code Meaning	Discipline/ Subdiscipline or Edition Code	Discipline/ Subdiscipline or Function Code Meaning
Up to Eight alphanumeric characters	Up to Six alphanumeric characters		Up to Four alphanumeric characters	Segment			Up to Four alphanumeric characters				Up to Three alphanumeric characters		Up to Four (Three alphanumeric characters + one numeric)	

Superseded