

# Asset Document Control List (ADCL)

MX-ALM-TMP-003 Version: 12 Date: January 13, 2026  
 Developed by: Asset Lifecycle Management

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

**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)
- 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):**

- saves this blank template using the nomenclature "Handover - Project # - Contract # - Project Title - ADCL" and fills in the Overview\_Instructions worksheet header
- provides the contractor briefing on the ADCL template and it's completion.
- ensures the checked out documents are entered in the ADCL using the same file name but with the new version no.
- carries out assurance of the final ADCL provided by the contractor
- 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
- assures the ADCL and uploads final approved 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

**METROLINX ASSET OWNER DOCUMENT CONTROLLER:**

- creates project folders in the staging area in EDRMS when informed
- carries out ADCL document count assurance to check number of documents uploaded against the ADCL in EDRMS

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## Document Types

Discipline / Asset Class	Document Types	Mandatory	Required for In-Service	Required by Date	Reason for Pending Documents	Pending Documents Delivery Date	Soft Copy Format	Hard Copy Type	Hard Copy Quantity	
Instructions	What documents are required? (Asset relevant documents)	Documents required for this project Yes / No	Yes / No	Date documents are required	Why are the documents are not being provided? (e.g., delay in receiving Site Inspection Test files)	Date when pending documents will be delivered	e.g., xls, pdf, CADD	e.g., binder, folder	Quantity provided	
Signals & Communication (ADCL - Rail Corridor)	Agreement Documents/Contract Documents									
	Applicable Photography/Video									
	As-Installed Software & Configuration Files									
	Asset Document Control List (ADCL) - Final									
	Asset Information Handover Acceptance Certificate - signed									
	Bill of Materials									
	Completed and Signed-off deficiency list									
	Configuration Change Report									
	Drawings - As-Installed (PDF and DWG)									
	Drawings - As-Built (PDF and DWG)									
	Drawings - Issued for Construction (IFC) (PDF and DWG)									
	Drawings - Record (PDF and DWG)									
	Engineer of Record (EOR) Letter of conformance to: Mx GIs, SCPs, Standards, Section 11 of the Railway Safety Act									
	Environmental Assessments									
	Factory Acceptance Test Results (FAT): Software Validation Tests, Wiring Certification Forms									
	Final Deficiency Report - Completed									
	Geo-file Database (for MX owned assets)									
	Geo-file Database (for property records)									
	Geo-file Database (for third party utilities)									
	Geospatial information - File Geodatabase									
	Geospatial information - GIS Data Dictionary									
	Geotechnical Reports									
	Illustrated parts catalogue (IPC)									
	Installation, Operation, and Maintenance (IOM) Manuals									
	Lessons Learned - Project Construction Phase									
	Letter from Consultant/Owners Representative									
	LIDAR Scan Data									
	Maintenance Procedures									
	Master Asset List (MAL) - Expected / Planned									
	Master Asset List (MAL) - Final / As-Installed									
	Non-Vital Signal Interlocking Software									
	Original equipment Manufacturer (OEM) documentation									
	Post-construction reports									
	Pre-construction reports									
	RAMS Plan (Reliability, Availability, Maintainability, Safety)									
	Reports (Breaking Analysis, Siding Form, etc)									
	Shop Drawings									
	Signal Material and Spares List									
	Signals Asset Handover Certificate									
	Signals In-Service Certificate									
Signals In-Service Commissioning Test Plans										
Signals In-Service Commissioning Test Results										
Site Acceptance Test (SAT) Plans										
Site Acceptance Test (SAT) Results										
Software & Configuration Files										
Supplier Contact List										

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	Surveys								
	Train/Crossing Logs (if applicable)								
	Troubleshooting manuals								
	Vital Signal Interlocking Software								
	Warranty Certificates								
	Other (Insert row below and specify other document types)								
Track (ADCL-Rail Corridor)	Agreement Documents/Contract Documents								
	Applicable Photography/Video								
	Asset Document Control List (ADCL) - Final								
	Asset Information Handover Acceptance Certificate - signed								
	Bill of Materials								
	Completed and Signed-off deficiency list								
	Configuration Change Report								
	CWR De-stressing Report								
	Drawings - As-Installed (PDF and DWG)								
	Drawings - As-Built (PDF and DWG)								
	Drawings - Issued for Construction (IFC) (PDF and DWG)								
	Drawings - Record (PDF and DWG)								
	Engineer of Record (EOR) Letter of conformance to: Mx Track Standard and Standard Plans, Section 11 of the Railway Safety Act								
	Environmental Assessments								
	Factory/Manufacturer/Quality Assurance Certifications								
	Final Deficiency Report - Completed								
	Geo-file Database (for MX owned assets)								
	Geo-file Database (for property records)								
	Geo-file Database (for third party utilities)								
	Geospatial Information - File Geodatabase								
	Geospatial Information - GIS Data Dictionary								
	Geotechnical Reports								
	Illustrated parts catalogue (IPC)								
	Installation, Operation, and Maintenance (IOM) Manuals								
	Lessons Learned - Project Construction Phases								
	Letter from Consultant/Owners Representative								
	LIDAR Scan Data								
	Maintenance Procedures								
	Master Asset List (MAL) - Expected / Planned								
	Master Asset List (MAL) - Final								
	Original equipment Manufacturer (OEM) documentation								
	Post-construction reports								
Pre-construction reports									
Proof of Critical Spare Parts Ordered									
RAMS Plan (Reliability, Availability, Maintainability, Safety)									
Reports									
Shop Drawings									
Supplier Contact List									
Surveys									
Track Geometry and Rail Flaw Report									

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Instructions	What documents are required? (Asset relevant documents)	Documents required for this project Yes / No	Yes / No	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
	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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	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								
	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								

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Instructions	What documents are required? (Asset relevant documents)	Documents required for this project Yes / No	Yes / No	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
	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								
	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								

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	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 Criteria and Studies									
	TPS Traceability Specifications									
	Training Plan - Operational and maintenance training for all PCo System Infrastructure and new Third Party Infrastructure									
	Training Records & Activities									
	Troubleshooting manuals									
	Tunnel and OCS Coordination Study									
	Warranty Information -part of EMMS & O&Ms									
	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										

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	ARC Flash Hazard Assessments								
	Asset Document Control List (ADCL) - Final								
	Backflow Preventer Inspection Records, Tags and Cross-Connection Survey								
	Bill of Materials								
	Boiler/Pressure Vessel/Elevating Device Installation Inspection Certificates from the TSSA								
	Building Permits and Inspection Records from the local municipality								
	Contract Completion Certificates, for example: Asset Information Handover Acceptance Certificate, Handover Certificate, In-Service Certificate, Substantial Completion Certificate								
	Copies of all equipment program files (*Native File Type)								
	Designated Substance Surveys/Hazardous Material Management Plans & Updated Reports								
	Drawings - As installed (PDF, DWG)								
	Drawings - As-Built (PDF, DWG)								
	Drawings - Issued for Construction (IFC) (PDF and DWG)								
	Drawings - Record (PDF and DWG)								
	Electrical Permits, Inspection Records, and Authorizations to Connect from the Electrical Safety Authority								
	Engineering Studies, Reports and *Software Models (PDF, *Native Model File Type)								
	Environmental Activity Sector Registry (EASR) Confirmations for Standby Power, Heating Systems, Snow Melt Heaters, EASR emissions, etc.								
	Environmental Compliance Approvals (ECA) for Air, Noise, Septic, Stormwater. Along with ECA include appendix (e.g ECA application, Acoustic Reports, noise mitigation plan)  The requirements for air/noise, stormwater, and wastewater permits shall be considered, if the consultant identifies that they are not required, they shall provide written justification pulling from applicable standards or Ministry communication to Metrolinx.  If ECA is initially taken out under the constructor's name, need to provide letter of ownership transfer to MECP with MX's approval. Before handover, the constructor shall inform start of regulated asset operations, where MECP notification is required per the ECA.								
	Environmental Emergency Regulation Registration and Environmental Emergency Plans (E2 Plans). This relates to propane storage when storage exceeds the threshold.								
	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)								

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	Inspection warranty information (PDF) including service provider contact information, inspection frequency and terms of inspections								
	Landscaping Plans								
	LEED Certification (Submission, Gold Accreditation, Ongoing LEED Requirements)								
	Lessons Learned - Project Phases								
	LIDAR scan data								
	Light and Illumination Plan								
	List of all Equipment Settings and *Equipment Settings Files (PDF, XLSX, *Native Settings File Type)								
	List of Recommended and Supplied Test Equipment (PDF, XLSX)								
	List of spare parts, spare materials and special tools								
	Logic Diagrams for Control Systems and all Electrical/Mechanical/Logic-based Interlocking Systems with site specific operation instructions								
	Maintenance procedures								
	Master Asset List (MAL) - Final / As-Installed								
	Municipally Mandated Cross Connection Surveys and Back Flow Preventer Tags								
	Operations and Maintenance Manuals								
	Operations and maintenance programs and inspection certificates from authorizing authorities including but not limited to TSSA, ECA, EASR, ESA etc								
	Original equipment Manufacturer (OEM) documentation								
	Pipe Clean-Out and Camera-Inspection Records								
	Precision Leak Detection Tests for Storage Tanks and Piping								
	Preventative Maintenance Program / Matrix detailing required maintenance activities at recommended intervals, including requirements necessary to maintain all operating permits (PDF, DOC)								
	RAMS Plan (Reliability, Availability, Maintainability, Safety)								
	Rental assets are onsite (e.g., propane tanks) that are not maintained by Metrolinx, need to receive outline of vendor's maintenance and inspection schedule, construction and fabrication details of asset (e.g., regulator and tank construction standards) copies of installation testing								
	Reports - Commissioning Report								
	Reports - Configuration Change Report								
	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								

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	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)								
	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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Responsible Contractor / Project Delivery Team														Metrolinx PDT Document Controller	Metrolinx Asset Owner		Metrolinx Asset Owner Document Controller	
Date	Document Folder/Subfolder Names	File Name	Subdivision	Asset Class	Document Details					Asset Details			Other info, if applicable	Document uploaded to staging area	Electronic Maintenance Management System (EMMS) Unique Asset ID / Barcode ID	Document Governance		Document Processed to ED RMS with Document Nomenclature
					Document Type	Format	Revision	Content Type	Sub-Content Type	Drawing Discipline Designator	Reference Field	Description of Asset				Notes	Approver	
Instructions	Insert rows as needed: 1) to list all documents 2) to indicate subfolders not 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 Number)	Select from Drop Down	Select from Drop Down If needed, use Notes Column for additional detail. Eg. If doc type is Certificate and sub content type does not exist, use the Notes column to indicate other certificate type. If drawing type is already selected in Document Type, leave blank.	Use to delineate Drawing Type Select from Drop Down	To associate documents to the assets in the MAL (Master Asset List) indicate the unique identifier (eg. CAD No., File Goodatabase Reference)	Describe the Asset e.g., Platform Snow Melting System, Double Swing Automatic Door, etc.	Additional Information (e.g., Asset Tag Number, another type of Certificate, Work Package Number, Submit Revision Number)	Indicate the date completed	Indicate the Asset ID Generated in EMMS or Barcode provided by Asset Owner	Approver	Date of Approval	Confirm that document is processed to final location (Y)
Example 1	Drawing > Record	YS-211 Pump Station Structural.dwg	Bala	Station_Facilities	Drawings - Record (PDF and DWG)	DWG	01	Drawing		ARC - Architectural		Fire Pump Station						
Example 2	Certificate	Warranty_Fire Pump.pdf	Bala	Station_Facilities	Warranty Terms and Certificates of which specify th	PDF	01	Certificate	Warranty	FLS - Fire and Life Safety		Fire Pump						
	Certificate																	
	Contract																	
	Drawing > As-Installed																	
	Drawing > As-Built																	
	Drawing > Issued for C																	
	Drawing > Record																	
	General																	
	Manual																	
	Permit																	
	Photograph																	
	Report																	
	Software																	
	Survey																	