



Washington Metropolitan Area Transit Authority

DEPARTMENT OF OPERATIONS

Administrative Procedure

<b>CATEGORY</b> Operational Interdepartmental Activity	<b>TOPIC</b> Site Specific Work Plan
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<b>PROCEDURE NO.</b> 200-33	<b>TITLE</b> Site Specific Work Plan
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<b>LATEST REVISION NO.</b> REV.00	<b>LATEST REVISION DATE</b> June 2, 2006	<b>LATEST REVIEW DATE</b> June 2, 2007	<b>EXPIRATION DATE</b> None
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**OAP APPLIES TO**  
All WMATA Employees and Contractors

**OFFICE/INDIVIDUAL OF PRIMARY RESPONSIBILITY**  
Office of Rail Reliability and Technical Services, Track Access for Maintenance and Construction Branch

**EFFECTIVE PAGES**

<b>DISTRIBUTION</b> ALL OAP MANUAL HOLDERS AND USERS AND ALL OPRs	<b>COORDINATION WITH OTHER PUBLICATIONS</b>
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<b>APPROVAL: Director of Rail Reliability and Technical Services</b> Chris C. Barker <b>Date:</b>	<b>DIRECTED BY: Chief Operating Officer for Rail Service</b> Steven A. Feil <b>Date:</b>
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## **SITE SPECIFIC WORK PLAN**

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### **1. PURPOSE**

The purpose of this Operations Administrative Procedure (OAP) is to delineate responsibilities and requirements for the development of a Site Specific Work Plan (SSWP) for all personnel performing work, other than approved maintenance activities, on, around, or to WMATA rail facilities.

The purposes of a Site Specific Work Plan are as follows:

- A. To describe the performance of construction and/or maintenance activities to be performed at specific locations where track access or other interface with the operating system is required. It includes all activities necessary to perform any work within the operating system.
- B. To describe how each activity affects the operating system.
- C. To define the scope of work, the schedule, the cut-in requirements, contingency plans for returning the system back to normal operations, and any modifications to the operating system between start and finish of the work.
- D. To allow potential problems to be monitored and give warning of possible overruns by its schedule provisions.
- E. To facilitate the implementation of the work crew supervisor's or contractor's contingency plans when schedule overruns cannot be averted.
- F. To provide for review and approval of work activities.

### **2. SCOPE**

This OAP is applicable to all personnel including Contractors and Consultants having a need to perform work on or adjacent to WMATA property. The Site Specific Work Plan (SSWP) shall provide pertinent information to all parties involved. All applicable parties must sign the SSWP to indicate their approval of the plan before track access is granted.

### **3. RESPONSIBILITIES**

- A. The Director of Rail Reliability and Technical Services (RRTS) is responsible for implementing and for approving revisions to this OAP.
- B. The Manager of Track Access for Maintenance and Construction (TAMC) is designated the Reviewing Authority, and as such, is responsible for periodic review of this OAP and for reporting accomplishment of the review by January 31 of each year.
- C. All personnel to include Contractors and Consultants who work on or adjacent to WMATA property are responsible for submitting a Site Specific Work Plan (SSWP) in compliance with this procedure and are responsible for performing the work as stated in their approved SSWP.



- D. The Operations Liaison Office (OLIA), Department of System Safety and Risk Protection (SARP) and Track Access for Maintenance and Construction (TAMC) are responsible for the review, comments and approval of each SSWP.
- E. The originating office must insure that all of the required signatures have been obtained.
- F. The Manager of Track Access for Maintenance and Construction (RRTS/TAMC) is required to have the original Site Specific Work Plan (SSWP) with all of the designated signatures before track access is granted.

## 4. DEFINITIONS

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**BOCC:** Bus Operations Control Center A sub-unit of OCC, responsible for the real time monitoring and control of Metrobus movement.

**Contingency Plan:** An alternate process for the completion of each milestone event.

**General Orders and Track Rights System (GOTRS):** is a mainframe computer program that is used by WMATA employees only to enter track rights requests in accordance with OAP 100-9

**Milestone:** A clearly identifiable point in a project/work activity that represents the completion of a related or important set of tasks.

**MOCC: Maintenance Operations Control Center** A sub-unit of OCC and it functions as a control and dispatch center for maintaining the Authority's fixed assets.

**OCCO: Operations Control Center Operations** is composed of MOCC, POCC, and ROCC.

**Piggybacking:** permission to work in the same section of track given by the supervisor of the work crew which possesses the track rights.

**Point of No Return:** A defined milestone in the project where it is determined that any further activities being performed will not allow the restoration of service to its functional state of revenue operations.

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**Rail Service Adjustment (RSA):** A temporary adjustment to the Metrorail passenger train operating schedule in order to accommodate maintenance or construction activities on the Metrorail main line during revenue service.

**ROCC: Rail Operations Control Center** A sub-unit of OCCO charged with the oversight, control and direction of all vehicle movements on the Metrorail main line.

**ROW: Right-Of-Way** The land occupied by a railroad, the physical facilities, track, tunnels, surface and elevated structures through which Metrorail trains operate.

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**Timeline:** a table listing scheduled activities or events within a specific period.

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**Track Rights:** the right of access and control that has been transferred from ROCC to another party for a specific time period and within specific geographic limits in the right-of-away.

**Site Specific Work Plan (SSWP):** Describes the construction and/or installation and associated schedule of work to be performed at specific locations where track usage or other interface with the operating rail road is required.



## 5. POLICIES

A Site Specific Work Plan (SSWP) shall be generated by the office planning to perform or manage a maintenance and / or construction activity in, or around any WMATA property. The requirements for a SSWP can be waived for routine preventive maintenance or inspections by the Manager of Track Access for Maintenance and Construction (TAMC) in conjunction with the Office of Operations Liaison (OLIA) and Department of System Safety and Risk Protection (SARP).

- A. An Site Specific Work Plan (SSWP) is required as per Standard Operating Procedures (SOP) #19, in addition to the requirements of this OAP.
- B. A written detailed plan must be submitted for review to the Office of Operations Liaison (OLIA), Manager of Track Access for Maintenance and Construction (TAMC) and Department of System Safety and Risk Protection (SARP) 45 days prior to the date of the requested work activity and it should include any required and approved Engineering Modification Instruction (EMI), as per OAP #200-4.
- C. A Site Specific Work Plan (SSWP) that will require a Revenue Service Adjustment (RSA) must have approval of OCCO as required in OAP 100-9. The approved RSA form must be attached to the SSWP. (See attachment A Revenue Service Adjustment (RSA) form.)
- D. Comments must be returned to the requesting party within 14 calendar days after the initial submission of the SSWP.
- E. A Site Specific Work Plan (SSWP) must have signed approval from representatives from OLIA, SARP, TAMC and the maintenance manager or project manager submitting the work plan before track rights will be granted. The approved SSWP must be given to RRTS/TAMC 21 days prior to the date of the requested work.
- F. Representatives from OLIA, SARP, TAMC and the maintenance manager or project manager submitting the work must sign off on the SSWP a minimum of 14 calendar days prior to the requested start date of work.
- G. The Manager of Track Access for Maintenance and Construction (TAMC) in conjunction with an OLIA representative shall coordinate final scheduling of all approved Site Specific Work Plans (SSWP). This coordination activity shall have input from those personnel designated below, or their representatives during the Major Projects Meeting.
  - 1) ROCC - Rail Operations Control Center (ROCC) Superintendent
  - 2) MOCC - Maintenance Operations Control Center(MOCC) Superintendent
  - 3) PLNT - Plant Maintenance, General Superintendent
  - 4) SARP - Department of System Safety and Risk Protection
  - 5) TSSM/ATC - Automatic Train Control Branch Superintendent
  - 6) TSSM/COMM - Communications Branch Superintendent
  - 7) TSSM/POWR - Power Branch Superintendent
  - 8) TSSM/STRC - Structures Superintendent
  - 9) TSSM/TRAC - Track Superintendent
  - 10) .COM - Department of Communications
  - 11) Other WMATA Offices/Branches/Sections, as required
- H. All coordination activities shall be conducted and completed a minimum of 14 days prior to the date of the proposed work.



- I. Any approved request(s) for track access may be canceled by the ROCC Superintendent in conjunction with the MOCC Superintendent to meet any emergency maintenance or other situation that could affect revenue service as stated in OAP #100-9.
- J. The approval of an SSWP does not replace the General Orders and Track Rights (GOTRS) entry requirement as per OAP 100-9.
- K. All SSWP's expire 60 days from the actual starting point of the work activity.
- L. The Office of Operations Liaison (OLIA) will distribute copies of all approved SSWP's to all applicable departments.

## 6. PROCEDURES

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**Note:** All SSWPs shall be submitted in writing a minimum of forty-five (45) days prior to the desired start date for the work activity.

*All numbers correlate with Attachment B for the Site Specific Work Plan (SSWP) form.*

- 1. Scope: List a brief description of work to be completed.
- 2. Identify Start and Finish, Time and Date: List the program/project begin and end dates, as well as the time, for the proposed work activities.
- 3. Engineering Modification Instruction (EMI) Required and Approved: A comprehensive document is established to permit safe and efficient implementation of the effected equipment, facilities/systems. (as required in OAP #200-4)
- 4. Location: Identify the line, track and chainage of the proposed work activity. Include the following: (as required in SOPs #19, #28, #33)
  - power outage
  - track rights
  - work area
  - rail service adjustment (RSA)
- 5. Escort: Identification of qualified personnel required to perform the duties of the setting up the right-of-way (ROW) work area and giving access to WMATA facilities.
- 6. Support Personnel: Identification of the required support departments needed to accomplish scope of work. (as required in OAP #100-9 and SOP #19)
- 7. Equipment: Identification of all equipment necessary for the successful completion of the work activities. All contractor equipment shall be inspected, calibrated and certified by the applicable department for performing work in and around WMATA's property.
- 8. Material and Staging: Identify all materials required for the completion of the work activity. Identify the placement of all personnel and material to allow for schedule adherence. (as required in SOP #19)
- 9. Safety Requirements: Identification of the proper personal protective equipment (PPE) and work area, to include the protected and actual work zones. Include schematics of work site breakdown. (as required in SOPs #19, #28, #33)



10. Schedule Breakdown: Detailed summary of the work activity.  
Include the following:
  - time and date of each activity
  - person/department/agency performing work
  - duration of tasks in hours
11. Critical Milestones: A clearly identifiable point in a project/work activity that summarizes the completion of a related or important set of tasks. (as required in SOP #19)
12. SSWP Review: A copy of the SSWP should be sent to OLIA, SARP, OCCO, TAMC and the affected Rail Line Director for forty-five (45) day review and comments. Allow 14 business days for return of comments.
13. Incorporation of Comments: After receiving comments, the project manager is responsible for reconciling and incorporating all comments received into the SSWP and resubmitting the SSWP to OCCO, OLIA, SARP and TAMC.
14. Signatures: The SSWP shall be approved and signed by the following departments (in this order):
  - Project Manager/Maintenance Manager
  - Director/General Superintendent
  - OLIA
  - SARP
  - RAIL/LINE DIRECTOR only when RSA is required
  - RAIL/OCCO only when RSA is required
  - RRTS/TAMC

## 7. ATTACHMENTS

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- A. Revenue Service Adjustment (RSA) form
- B. Flow Chart for Site Specific Work Plan
- C. Site Specific Work Plan (SSWP) form