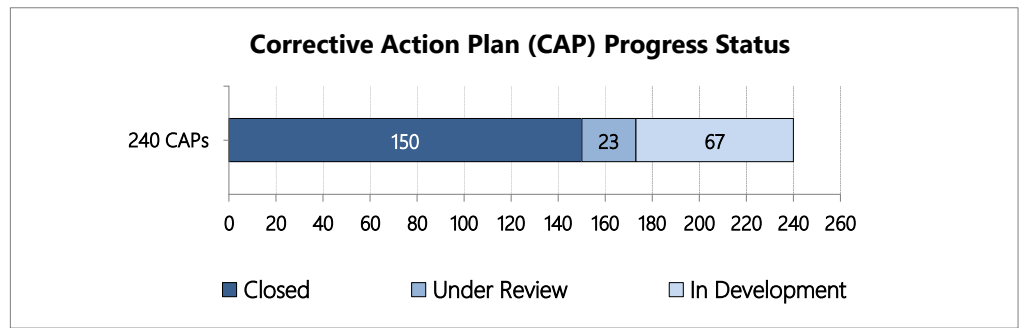










Safety Hazard Risk Index as of 11/03/21	Level of acceptance to continue activity w/o level changing mitigations	Number of CAPS
1	GM, COO, and CSO	31
2	VP Level	72
3	Risk is effectively mitigated	21
Safety Hazard Risk Index	Description	Number of CAPS
I	Unacceptable	1
II	Undesirable w/ Executive Safety Committee decision required	75
III	Acceptable w/ review	26
IV	Acceptable w/o review	5








Metro Actionable Item Status			
	Closed		Under Review
	In Development		
FTA / WMSC Status Index			
O	Open	UR	Under WMSC Review
O/ PD	Open / Past Due	AC	Addressing WMSC Comments
		C	Closed






WMATA CAP Progress Status





CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC Corrective Action Plans					1044	883	85%
Safety Related Telemetry Data					10	10	100%
WMSC-19-C0001	<p>Metrorail will design and test a strategy to improve the collection of safety-related telemetry data from its assets.</p> <ul style="list-style-type: none"> Produced a document which includes strategies to improve the collection of safety related asset data. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	January 2021	C	2	2	100%
WMSC-19-C0002	<p>Metrorail will design and test a strategy that will correlate the improved safety data to each asset.</p> <ul style="list-style-type: none"> Designed a strategy to collect and analyze data so that business improvement decisions can be made to ensure that assets remain safe. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	January 2021	C	2	2	100%
WMSC-19-C0003	<p>Metrorail will design and test a strategy to use existing software packages to analyze data for review and assessment by rail operations and maintenance personnel.</p> <ul style="list-style-type: none"> Demonstrated and tested a strategy of using rail track asset data with existing software packages to analyze data to support operational business decisions. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	January 2021	C	2	2	100%
WMSC-19-C0004	<p>Metrorail will design and test a strategy to use the analyses to implement corrective action plans, work orders, and engineering test plans/engineering modification instructions.</p> <ul style="list-style-type: none"> Utilized the findings from WMSC-19-C0003 to design and test a strategy to use track asset data to implement corrective maintenance and other asset management interventions. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	January 2021	C	2	2	100%





CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-19-C0005	<p>Metrorail will design and test strategy to improve, analyze and act upon safety data, produce a lesson learned document, including a plan for a Metro rail enterprise roll out of the system.</p> <ul style="list-style-type: none"> Produced a project charter and a lesson learned document to include a plan for Metrorail enterprise rollout of the system. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	September 2022	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
ROCC Staffing Level					2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0006	<ul style="list-style-type: none"> Determined the number of ROCC staff required, given the current operational and maintenance activities. Provide details that support the staffing number. 			C			
WMSC-19-C0007	<ul style="list-style-type: none"> Developed plan to reach the required level of staffing under C0006 through innovation in recruitment, training, retention; and, achieve that staffing level. 			C			
Hours of Service					4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0008(a)	<p>Develop and implement an effective hours of service policy as part of an overall fatigue management program.</p> <ul style="list-style-type: none"> Revised WMATA's Fatigue Management Policy addressing Hours of Service limits. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	October 2020	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0008(b)	<p>Develop and implement an effective hours of service policy as part of an overall fatigue management program.</p> <ul style="list-style-type: none"> Implement the revised Fatigue Management Policy including Hours of Service limits for fatigue management. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	II	September 2022	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
7k Cab Sun Visors					6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0009	<ul style="list-style-type: none"> Determined the number of ROCC staff required, given the current operational and maintenance activities. Provide details that support the staffing number. 			C			
WMSC-19-C0010	<ul style="list-style-type: none"> Developed plan to reach the required level of staffing under C0006 through innovation in recruitment, training, retention; and, achieve that staffing level. 			C			
WMSC-19-C0011	<ul style="list-style-type: none"> Determined the number of ROCC staff required, given the current operational and maintenance activities. Provide details that support the staffing number. 			C			
WMSC-19-C0012	<ul style="list-style-type: none"> Developed plan to reach the required level of staffing under C0006 through innovation in recruitment, training, retention; and, achieve that staffing level. 			C			
WMSC-19-C0013	<ul style="list-style-type: none"> Determined the number of ROCC staff required, given the current operational and maintenance activities. Provide details that support the staffing number. 			C			





CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-19-C0014	<ul style="list-style-type: none"> Developed plan to reach the required level of staffing under C0006 through innovation in recruitment, training, retention; and, achieve that staffing level. 			C			
Station Overrun					3	3	100% 
WMSC-19-C0015	<p>Instituting improvements to reduce station overruns, including, but not limited to, creating an official definition of what constitutes a station overrun, establishing a rule that governs train speeds on approach to stations, creating a non-punitive labor/management incident review board, and undertaking any other appropriate strategies.</p> <ul style="list-style-type: none"> Developed definition of station overrun and reviewed current process of train approach speeds per station, and update, if necessary. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	October 2020	C	3	3	100% 
Unauthorized Movement After Losing Speed Commands					8	8	100% 
WMSC-19-C0016	<p>Instituting operational improvements such as monitoring and measuring compliance of its Rail Traffic Controllers and train operators with Rule 3.79, raising awareness through training, stand-downs, and similar activities, and, conducting non-punitive incident review boards consisting of train operators and controllers involved in Rule 3.79 incidents to better understand opportunities for improvement.</p> <ul style="list-style-type: none"> Monitored and measured compliance of rail personnel as per Rule 3.79. Provided the supervisory spot checks of train operators. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	October 2020	C	3	3	100% 
WMSC-19-C0017	<p>Creating a map or similar inventory of mainline locations, identifying the reason, and proposing a work plan & timetable for correcting the regularly loss of speed command defects.</p> <ul style="list-style-type: none"> Issued and submitted an operations bulletin to instruct personnel to document all loss of speed commands. Provided documented process and data showing resolved/closed tickets that address loss of speed command incidents. Provided locations, analysis and research solutions to resolve issues due to repeated loss of speed commands. Provided schedule remediation plan. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	February 2021	C	5	5	100% 





CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Use of Personal Electronic Devices (PEDs)					5	5	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0018	<p>Amending its Personal Electronic Devices (PEDs) policy to:</p> <p>A) Require employees to turn over (or cause to be turned over) devices and records upon request;</p> <p>B) Developing a program to actively detect unauthorized presence and use of electronic devices through video review, inspection, and efficiency testing; and raising awareness of the PED policy and inspection activities through training, stand downs, and similar activities.</p> <ul style="list-style-type: none"> Revised WMATA's Electronic Device Policy to require operators involved in an incident or accident to turn over electronic devices and device records upon request. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	July 2020	C	2	2	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0019	<p>Amending its Personal Electronic Devices (PEDs) policy to:</p> <p>A) Require employees to turn over (or cause to be turned over) devices and records upon request;</p> <p>B) Developing a program to actively detect unauthorized presence and use of electronic devices through video review, inspection, and efficiency testing; and raising awareness of the PED policy and inspection activities through training, stand downs, and similar activities.</p> <ul style="list-style-type: none"> Developed a written procedure to detect unauthorized use of electronic devices. Performed random compliance checks as per Personal Electronic Devices (PED) policy. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	May 2021	C	3	3	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
Dysfunction within the ROCC					9	9	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0020	<p>WMATA must eliminate the dangerous dysfunction within the ROCC by taking actions that include, but are not limited to, requiring and allowing controllers to follow written protocols and checklists, improving communication and workflow, and avoiding oversaturating controllers and distracting them with conflicting instructions.</p> <ul style="list-style-type: none"> Appointed Transformation Director and Vice President of Rail Operations Control and Strategic Transformation & submitted recommendations and strategies. Submitted acknowledgement of new Code of Conduct Submitted recruitment/hiring documentation. Submitted evidence for completed awareness training. Submitted third-party restoration monthly reports. Performed periodic quality assurance reviews of third-party verification reports. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	October 2021	C	9	9	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Audit of Track Maintenance and Training					41	41	100% 
WMSC-19-C0021	<p>WMATA must make the necessary document updates and revisions to create a complete set of protocols for track inspections and maintenance.</p> <ul style="list-style-type: none"> Updated work instructions for track maintenance. Provided governing procedures for track inspections. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	January 2021	C	3	3	100% 
WMSC-19-C0022	<p>WMATA must finalize and issue all relevant procedure manuals, along with any supplementary instructions and/or refresher training to ensure that personnel have and follow proper procedures. WMATA must ensure that this includes complete instructions for tasks such as thermite welding, rail destressing, and continuous welded rail installation, in accordance with Section 10.4 of the APTA Standard RT-FS-S-002-02.</p> <ul style="list-style-type: none"> Updated all work instructions for maintenance activities. Provided supplementary instructions and refresher training. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	April 2021	C	3	3	100% 
WMSC-19-C0023	<p>WMATA must assign a specific person to record actual ambient temperatures every day of the late spring, summer, and early fall to ensure that the agency conducts and documents heat-ride inspections.</p> <ul style="list-style-type: none"> Developed and submitted a process to include protocols to conduct heat-ride inspections. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	November 2020	C	2	2	100% 
WMSC-19-C0024	<p>WMATA must clarify its written temperature thresholds for heat-ride inspections and monitoring.</p> <ul style="list-style-type: none"> Updated and submitted procedure to provide clear instructions on written temperature thresholds for heat-ride inspections and monitoring. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	August 2020	C	2	2	100% 



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-19-C0025	<p>WMATA must create a new recurring work order in Maximo for lubricators to be refilled on a fixed schedule and begin implementing the new schedule.</p> <ul style="list-style-type: none"> Developed and submitted a process for rail lubricators maintenance and inspection to include roles and responsibilities. Submitted one year's worth of data for completed rail lubricators preventative maintenance. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	December 2021	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0026RI	<p>WMATA must add culverts as an asset in Maximo and begin scheduling annual inspections.</p> <ul style="list-style-type: none"> Identified and submitted culvert locations and the frequency of culvert inspections. Updated and submitted the structures inspection manual to include a process to inspect culvert. Completed a field assessment of the culverts identified prior to scheduling inspections Entered the culvert locations under WMATA control assets in Maximo and submitted evidence of completion. Added and submitted a list of newly created Preventative Maintenance (PM) Inspection in Maximo. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	March 2022	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0027	<p>TRST must conduct vegetation cutting and weed spraying using an acceptable chemical product.</p> <ul style="list-style-type: none"> Issued and submitted a contract/NTP for treatment program with acceptable chemical products. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	February 2021	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0028	<p>RTRA and TRST must work together to ensure SOP #30, MSRP Chapter 5, and the TRST-1000 and any other governing documents are consistent regarding who verifies a speed restriction and by what method(s).</p> <ul style="list-style-type: none"> Updated and submitted the Metrorail Safety Rules and Procedures Handbook to be consistent with SOP #30. Updated and submitted maintenance procedures to be consistent with procedure #30. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	December 2020	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-19-C0029	<p>WMATA must update the list of forms in Section 102.11 of the TRST-1000 and add examples to the manual.</p> <ul style="list-style-type: none"> Updated and submitted the list of forms and reference the form locations in the manual. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	December 2020	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0030	<p>TRST must institute version control on these and other forms in accordance with its TRST-2000. TRST should also ensure that the field for preventive maintenance (PM) work order number and any other missing fields is used on all these forms.</p> <ul style="list-style-type: none"> Created and submitted a document control procedure to define the creation, review, approval, access, storage, and revision of controlled documents. Reviewed and submitted all Track Inspection forms and add all missing fields including preventive maintenance (PM) work order numbers. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	November 2020	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0031	<p>TRST must institute a step for regular management review of the Supervisor quality control checks to ensure they are being completed.</p> <ul style="list-style-type: none"> Created and submitted a procedure for TRST Supervisors and Managers Quality Control checks. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	April 2021	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0032	<p>TRST must either prohibit equipment operators from conducting track repairer duties or require that equipment operators complete the track repairer courses before being assigned such work. TRST must also issue training cards or "licenses" indicating their qualification to operate specific types of track equipment.</p> <ul style="list-style-type: none"> Developed and submitted an E-Assessment for all TRST Equipment Operators. Created and submitted a schedule to implement the E-Assessment. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	February 2021	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-19-C0033	<p>WMATA must adjust TGV data spreadsheets and/or Maximo to log the repair of any detected defects and open work orders for any outstanding defects that need to be repaired or monitored.</p> <ul style="list-style-type: none"> Created a new process in OPTRAM to allow for the TGV defects to be processed as part of a Maximo work order. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	July 2021	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-19-C0034	<p>WMATA must institute training for duties specific to TRST supervisors, including how to conduct and document quality control checks, ensuring assignment of work to qualified inspectors/equipment operators, and use of Maximo to prioritize and plan work.</p> <ul style="list-style-type: none"> Developed a training program for new TRST supervisors to conduct and document quality control checks. Developed and submitted training curriculum. Created and submitted a schedule to implement training for supervisors. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	July 2021	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
Emergency Ventilation Fans					4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0035	<p>Rail controllers must be provided proper, complete and recurring training on the use of emergency ventilation fans, and rail controllers must be provided immediate access to and familiarization with the vent fan playbook that was called for by the NTSB after the January 2015 L'Enfant Plaza station arcing and smoke accident.</p> <ul style="list-style-type: none"> Submitted a revised training curriculum, and administered a training on the operation of ventilation fans. Submitted training records. Conducted and submitted monthly verification reports. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	I	April 2021	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Remote Console Manipulation					4	4	 <p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0036	<p>WMATA must prohibit ROCC managers and leadership from remotely manipulating consoles in the ROCC without coordinating with the controllers, and verify by periodic audit and/or computer-generated reports that uncoordinated remote manipulation has ceased.</p> <ul style="list-style-type: none"> Submitted the draft remote manipulation procedure. Submitted the approved remote manipulation procedure. Prepared and submitted six monthly reports of remote manipulation of consoles. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	February 2021	C	4	4	 <p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>
Third Rail Power Restoration					14	14	 <p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0037	<p>WMATA must institute additional protections to ensure that third rail power is not restored prematurely, including, but not limited to, ensuring managers and leadership permit all power restoration checklist and procedures are followed to be certain power is only restored when it is safe to do so. These additional protections must include providing an independent approval from an appropriately-qualified employee outside of the Office of Rail Transportation, so that safe power restoration is always placed ahead of service metrics such as on time performance.</p> <ul style="list-style-type: none"> Created and submitted an integrated project schedule & provide briefing to the WMSC on schedule. Provided a report and hazard analysis studies. Provided a new organization chart and new job description. Provided the draft third rail restoration procedure, training materials and training schedule. Provided the revised procedures, updated training materials, and training plan. Provided the test results and evidence that modifications were deployed. Provided the plans, specifications and construction schedule for the physical infrastructure. Conducted a safety certification process. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	December 2021	C	14	14	 <p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>


CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Roadway Worker Protection (RWP) Program					38	37	 <p>97%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMS-20-C0038	<p>WMATA must institute appropriate measures such as weekly compliance checks to ensure proper procedures of RWP Rule 5.13.6 are followed regarding distance requirements for the watchman/lookout.</p> <ul style="list-style-type: none"> Conducted a safety stand-down. Developed a standard audit form for compliance checks. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	February 2021	C	4	4	 <p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMS-20-C0039	<p>Metrorail must schedule and complete the biennial independent audits as described in the RWP Training and update all relevant documents regarding the departmental responsibility for this audit. In addition to noting any change to the audit responsibility in the Standard Operating Procedure (SOP), the Department of Safety & Environmental Management (SAFE) or Quality Assurance, Internal Compliance and Oversight (QICO) should ensure that this audit requirement is fully explained in its Public Transportation Agency Safety Plan (PTASP), and/or a SAFE/QICO policy or procedure.</p> <ul style="list-style-type: none"> Revised the existing procedure & conducted the scheduled Internal Safety Review. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	November 2020	C	3	3	 <p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0040	<p>WMATA must develop a formal procedure for the training and demonstration of all RWP Safety Equipment and Warning Devices. The procedure must include a standardized checklist for instructors to follow during the practical demonstration, including a requirement that each student physically demonstrates the ability and understanding to use each device or other piece of equipment.</p> <ul style="list-style-type: none"> • Compiled list of safety equipment. • Developed a trainer checklist • Revised existing procedure. • Verified student understanding. • Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	May 2021	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0041	<p>Weekly compliance checks should be instituted by WMATA to ensure employees follow the rules and are wearing the required PPE. WMATA must also codify the policy, stated in WMSC interviews with SAFE, that prohibits the wearing of backpacks on the roadway due to the risk of entrapment.</p> <ul style="list-style-type: none"> • Developed a standard audit form for compliance checks. • Developed a procedure which includes checks on Personal Protective Equipment compliance. • Issued a Permanent Order prohibiting the wearing of backpacks on the roadway. • Conducted an awareness campaign. • Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	April 2021	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0042	<p>WMATA must develop a procedure or checklist to ensure all work equipment is checked and inspected prior to use and ensure that there is enough certified safety equipment available to meet all RWP requirements for each work crew. WMATA also must develop a procedure to track certification dates of all safety-related equipment to ensure that devices like WSADs are consistently re-calibrated and certified on schedule.</p> <ul style="list-style-type: none"> • Compiled list of safety equipment. • Developed a standard audit form for compliance checks. • Completed inventory count and system reconciliation. • Developed a procedure. • Verified process for compliance. • Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	November 2021	AC	7	6	<p>86%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0043	<p>WMATA must update MSRPB subsection 5.13.5 to specify when a train is considered "in approach" to trigger a required documentation on a written checklist along with a verbal warning over the radio that the train is approaching a red signal due to foul time. Proper radio communication must not be limited only to circumstances in which a train is actually required to "hold" at the signal, because the warning is necessary as a redundant form of protection for the work crew in the foul time area. Controller training must include the specific procedures required for foul time, including any updates to procedures due to this CAP. The checklist must be updated to reflect the revised policies.</p> <ul style="list-style-type: none"> • Updated the existing procedure with the definition. • Updated the checklist and updated the training curriculum. • Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	March 2021	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0045	<p>WMATA must define which RWP classes are facilitated by SAFE and which RWP classes are facilitated by TSMT. WMATA must conduct a study to determine if bringing all RWP classes under TSMT would improve consistency with the program and consolidate the program, if warranted.</p> <ul style="list-style-type: none"> • Revised the existing procedure. • Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	IV	December 2020	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0046	<p>WMATA must develop and use a detailed instructor's guide listing all practical exercises and steps for those practical exercises to ensure consistency and accuracy. The guide must specify what specific skills students must demonstrate in order to pass each class.</p> <ul style="list-style-type: none"> • Developed an instructor guide. • Showed evidence of instructor guide implementation. • Showed evidence of compliance checks. • Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	April 2021	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0048	<p>WMATA must ensure that SAFE and MTPD review the training curriculum and procedures as well as any changes to those policies, and formally sign off on each update or revision as required by SOP 13.2.5.</p> <ul style="list-style-type: none"> Revised the existing procedure. Provided evidence of sign off. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	III	March 2021	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
Rail Operations Control Center (ROCC)					121	116	<p>96%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0049	<p>Metrorail must professionalize operations in the Control Center as part of a plan to improve rule compliance and reach full staffing levels. The comprehensive fixes included in previously required Corrective Action Plans must include a correction of the deep-seated toxic workplace culture in the control center.</p> <ul style="list-style-type: none"> Submitted organizational assessment. Submitted a comprehensive recruitment plan per WMSC-20-C0056. Submitted 6 monthly staffing reports for all ROCC personnel. Submitted quarterly staffing reports to show staffing requirements for all ROCC. Submitted a program to professionalize the office and improve the work culture for all ROCC employees. Submitted a mandatory manager's coaching and development plan and provided records that 95 % of active personnel are trained. Submitted 6 monthly reports identifying mitigated risks related to rules compliance. Submitted the baseline and assessment results, 6 months after the initiatives are fully implemented. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	December 2023	UR	9	9	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0050	<p>Metrorail must obtain and provide complete, accurate and unaltered data, statements, and other relevant information as part of each safety investigation to include interviews with ROCC employees, drug and alcohol testing of each ROCC employee connected to the event, and direct, independent reviews and downloads of ROCC audio and data recordings such as AIM system playback as part of a process to fully consider the ROCC's possible role in each safety event. Update and submit procedure 800-01 for approval prior to internal publication.</p> <ul style="list-style-type: none"> • Update and submit procedure 800-01 for approval prior to internal publication. • Provided evidence that SAFE, HR and IT have direct access to ROCC system. • Submitted internal process and training records as evidence that all required personnel have access to ROCC system. • Reinforced the drug and alcohol policy testing and communicated to staff any policy changes. • Confirmed there was reasonable evidence to support completion of actionable items and performance measures 	II	April 2021	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0051	<p>Metrorail must fully record and adequately retain all communications that are tied to operations and emergency response.</p> <ul style="list-style-type: none"> • Submitted a report of the recording capabilities analysis. • Provided WMSC staff with a briefing and demonstration of the integrated system. • Submitted documentation with technical design specifications. • Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	July 2022	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>


CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0052	<p>Metrorail must make the fire liaison's role and responsibilities clear to all ROCC employees. Metrorail must establish redundancies and direct communication paths to ensure information from the fire liaison is properly communicated to the relevant controllers, first responders and others, particularly information regarding initial reports of emergencies and the location of personnel prior to power restoration. This must include an information tracking method that makes real-time information available to all employees in the ROCC. The log must be accessible by upper management so that employees managing the emergency can focus on their duties rather than being regularly called away to provide updates to upper management. Submit updated safety hotline procedures.</p> <ul style="list-style-type: none"> Submitted a document identifying a review of roles and channels of communication between ROCC & Fire Liaison. Incorporated the Fire Liaison roles and responsibilities in all appropriate ROCC updated procedures and training records. Submitted a technological solution which includes an information tracking method. Installed a technological solution which includes an information tracking method. Submitted a documented process describing the technology solution implementation. Submitted a monthly report showing random sampling of events for a period of six months. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	February 2023	C	7	7	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0053	<p>Metrorail must rewrite smoke, fire and related alarm policies including specific responsibilities for calling and dispatching the fire department and immediate communication with the Fire Liaison. The new policies must be developed in consultation with WMATA's Fire Marshal, SAFE, MTPD, the COG Fire Chiefs' Passenger Rail Safety Subcommittee and other relevant experts. All employees involved must be trained on these procedures, and the procedures must be included in refresher and new class training.</p> <ul style="list-style-type: none"> Updated and submitted fire and smoke procedures and checklists including Rail Operations Information Center and Maintenance Operation Control. Developed and submitted a training program for Office of Emergency Management staff that fill the Fire Liaison role. Provided updated training materials. Submitted the planned training schedule and provided training records. Submitted six months of identified and mitigated risks related to fire and smoke procedures. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	January 2023	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0054	<p>Metrorail must ensure that any and all deficiencies are promptly and properly reported, tracked and repaired as required by WMATA policies to reduce the risk that safety issues slip through the cracks.</p> <ul style="list-style-type: none"> Submitted updated safety hotline procedures. Implemented a Safety Management System to identify, assess, track and trend, and mitigate risk. Developed and submitted Safety Risk Coordinator job description. Evaluated communication equipment throughout the Rail Traffic Controllers consoles and replaced non-working devices. Developed and submitted a procedure for maintaining ROCC communications equipment. Submitted documentation of identified and mitigated risks. Confirmed there was reasonable evidence to support completion of action items and performance measure. 	II	February 2022	C	8	8	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0055	<p>Metrorail must ensure that hours of service, required rest periods, and related policies are followed and that those requirements are clearly communicated to all staff and management.</p> <ul style="list-style-type: none"> Submitted fatigue assessment report. Submitted an updated Rail Traffic Controllers schedule. Established and submitted the process required for implementing WMATA's Fatigue Risk Management Policy. Submitted training records. Submitted evidence that they are in compliance with the established fatigue guidelines and provide three quarters of compliance reports. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	December 2022	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0056 R1	<p>Metrorail must provide complete transparency during recruitment on the taxing requirements of the job of a controller, use those requirements to target recruitment efforts, and use a team evaluation approach for each candidate with standardized rating metrics during the application and interview process to assure an accepted applicant will likely be a good fit for the controller environment (stress, shifts, etc.). Metrorail must provide upfront transparency about required time commitments, required bonus agreements and any other conditions of employment. Accepted applicants must also be allowed to experience the ROCC environment directly beginning early in the training process in order to have a complete understanding of the job they are expected to do.</p> <ul style="list-style-type: none"> Submitted a comprehensive recruitment plan. Submitted confirmation of purchase and/or validation of the assessment tool. Submitted evidence confirming the new assessment tools are between January and June 2023. Submitted monthly staffing reports. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	August 2024	UR	10	10	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0057	<p>Metrorail must take action such as conducting detailed exit interview with departing trainees, controllers and assistant superintendents to identify ways to retain qualified and quality staff. These actions must be documented, and the records must be maintained for future review these interviews and other actions to identify potential improvements</p> <ul style="list-style-type: none"> Developed and submitted a sufficient procedure for the exit interview process for departing trainees, Rail Traffic Controllers and Assistant Superintendents. Submitted one year-end report including exit interview records. Submitted the assessment report. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	January 2023	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0058	<p>Metrorail must conduct an assessment of all current responsibilities for ROCC controllers, assess if each responsibility is practical, determine what responsibilities must be shifted to other or additional positions, and determine whether to resume the use of administrative staff to assist with documentation requirements such as Daily Activity Logs. This assessment must include the use of a new cognitive task analysis to inform training, minimum qualifications and distribution of responsibilities. The assessment and cognitive task analysis must be provided to the WMSC.</p> <ul style="list-style-type: none"> Submitted organizational assessment. Submitted a summary of workload by shift and workload metrics. Provided first six months of workload metrics after implementation of changes. Submitted a report summarizing the results and recommendations of the cognitive task analysis and detailing the changes made based on that. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	February 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>





CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0059	<p>Following the assessment required by Finding 10, Metrorail must update ROCC procedures and related documents to reflect current realities. This update must include improvements identified through cognitive task analysis and other parts of the required assessment of current responsibilities for ROCC controllers. The update must also include any changes based on cognitive task analyses of the responsibilities of other control center staff and management. Controllers and other ROCC staff must be fully familiarized with and trained on the policies in the updated manual in initial, refresher and updated training.</p> <ul style="list-style-type: none"> Submitted updated procedures based on the organizational assessment. Submitted semi-annual progress report. Submitted updated procedures and refresher training documents. Submitted training procedure that defines methodology that can be used for training, the frequency of training, and how training is documented. Submit training records. Submit report verifying the effectiveness of training. Confirm there was reasonable evidence to support completion of actionable items and performance measures. 	II	April 2024	O	7	4	<p>57%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0060	<p>WMATA must identify all in-effect ROCC-related SOPs and OAPs, establish an ongoing schedule of when each is due for review, and conduct those reviews as scheduled in order to maintain updated procedures and training. As required by a Safety Management System approach, these reviews must include full consultation with groups including the Office of Emergency Management (OEM), engineering departments, the Rules Committee, and front-line workers to ensure the documents are practical and improve safety.</p> <ul style="list-style-type: none"> Developed and submitted a document control procedure. Submitted all updated documents and provided consultation panel meeting minutes for the ROCC documentation review period. Submitted documentation showing controlled documents and the ROCC Master Control Log. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	January 2023	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0061	<p>Metrorail must ensure that each controller has the PPE required to take advantage of the ride alongs, including work boots, and must direct work crews to allow controllers to fully observe and, as appropriate, ask questions regarding work activity. Ride alongs (road days) must include actual experience in all parts of the system to provide territory familiarization in addition to the understanding of how work crews function on the roadway.</p> <ul style="list-style-type: none"> Submitted updated ride along procedure. Submitted ride along schedule which will provide Rail Traffic Controllers with a complete understanding of the WMATA system. Submitted one-year completion records as evidence of full compliance with the ride along procedure. Submitted signed and dated Personal Protective Equipment-issued forms. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	July 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0062	<p>New controllers must be RWP Level IV qualified as part of the training class, and each working controller must maintain the highest level of RWP training.</p> <ul style="list-style-type: none"> Developed and submitted an RWP Level-4 permanent order to the Rules Committee. Submitted a proposed RWP Level-4 proposed training schedule. Submitted class syllabus indicating Level-4 RWP training. Submitted ELM records to confirm all Rail Traffic Controllers are RWP Level-4 qualified Confirmed there was reasonable evidence to support completion of action items and performance measure. 	II	February 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0063	<p>Each training class must follow a consistent, specific daily lesson plan and schedule, and provide adequate time and opportunity for students to fully grasp all operational rules, procedures and other requirements. Such daily lesson plans and schedules must be structured to provide adequate training in the most efficient amount of time.</p> <ul style="list-style-type: none"> Developed and submitted a new training curriculum for ROCC, including detailed lesson plans. Submitted documentation demonstrating three months of spot checks. Submitted a summary and completed written feedback forms, and evidence of revisions to the new curriculum. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	January 2022	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0064	<p>Metrorail must identify, create training materials for, and adequately train on the job training instructors in the Rail Operations Control Center, and provide an on the job training guide for the instructors. On the job (OJT) instructors must be sufficiently experienced to provide the training and understand how to provide coaching on tasks and procedures. Metrorail must create procedures to document and review training and evaluations, including the specific minimum requirements trainees must meet on his or her own. Metrorail must create procedures to document and review training and evaluations, including the specific minimum requirements trainees must meet, the requirements for each mark given in performance reviews, and specific steps to be taken if a student requires additional instruction or experience.</p> <ul style="list-style-type: none"> Developed a training procedure that defines methodology that can be used for training, the frequency of training, and how the training is documented. Submitted on-the-job instructor's (OJTI) mentor training curriculum along with training records. Created and submitted an OJT procedure. Developed and submitted training for all current and future OJTIs on the OJT procedures. Submitted OJTIs training records. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	II	October 2021	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0065	<p>Metrorail must ensure that each controller and assistant superintendent is involved in emergency drills (quarterly or otherwise) on a regular basis. This training must be documented for each individual.</p> <ul style="list-style-type: none"> Created and submitted catalogue of Skill Drills that focus on Rail Traffic Controllers responsibilities regarding incidents. Submitted a list of attendees and performance records of Skills Drills for one year. Developed and submitted Skills Drill procedure. Developed and submitted Emergency Drills Participation Plan. Submitted evidence of combined ROCC personnel participating in six full Emergency Drills. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	February 2023	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0066	<p>The ROCC certification process must be standardized and codified for each position, and overseen by an independent group. The process must not involve Metrorail managers who would face challenges due to staffing and scheduling issues if the employees they are certifying were denied certification due to valid safety concerns. Each certification process must include objective and impartial evaluation of each individual's capabilities by a department such as the RTRA Quality Assurance/Quality Control (QA/QC) group.</p> <ul style="list-style-type: none"> Submitted evidence that those who are administrating the Evaluation & Certification procedure are qualified. Created and submitted a standardized certification process for ROCC Instructors, Assistant Superintendents, Superintendents and Rail Traffic Controllers. Submitted six months of implementation documentation to WMSC staff. Submitted employee transcripts showing proof that each employee working in each ROCC position is certified and indicate when their recertification is due. Confirmed there is reasonable evidence to support completion of action items and performance measure. 	II	July 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0067	<p>After Metrorail transfers control of certification to an independent group, that group must evaluate and update the entire certification process and requirements. The update must institute a randomized or constantly rotating selection of scenarios for certification testing so that the process actually evaluates the broad capabilities required of instructors, controllers, assistant superintendents and others. The process must also include clear parameters for passing or failing at each step.</p> <ul style="list-style-type: none"> Submitted Performance Standardization Program procedure and process of Manual: Rail Traffic Controllers. Submitted two quarters of Performance Standardization Program Manual Implementation testing records certification. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	April 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-20-C0068	<p>Metrorail must establish minimum training and certification standards for each position in the ROCC to ensure competence to perform the job, including associated training courses, qualification requirements and requalification requirements.</p> <ul style="list-style-type: none"> Developed and submitted Maintenance Operations Center (MOC) Training Programs Developed and submitted Rail Operations Information Center (ROIC) Training Program. Provided evidence of completed MOC personnel training. Provided evidence of completed ROIC personnel training for new employees. Submitted change control logs. Submit training records. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	II	January 2024	O	7	5	<p>71%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-20-C0069	<p>If OEM or other Metrorail personnel or contractors are going to be used in the fire liaison role, each must be fully and specifically trained for the role. Metrorail, in cooperation with regional fire chiefs and other appropriate groups, must establish training and knowledge requirements and provide that training, along with regular refresher training, to any person who may fill the fire liaison role. In order to meet this requirement, Metrorail must maintain a list of any and all individuals who could be assigned to the fire liaison position and track their compliance with these training requirements.</p> <ul style="list-style-type: none"> Provided the job requirements, as coordinated through the Fire Chiefs, for OEM staff to perform the ROCC Fire Liaison role. Created a ROCC Fire Liaison procedure describing the duties performed by WMATA staff as well as the training requirements to staff the position and the requirement to maintain a roster of eligible staff. Developed and submitted a training program for WMATA staff to fill the ROCC Fire Liaison position based on the requirements developed in Actionable Item #1. Submitted evidence of ROCC Fire Liaison training and provided training records demonstrating all personnel who may be used as ROCC Fire Liaison have been trained. Confirmed there was reasonable evidence to support completion of actionable items and performance measures. 	II	November 2021	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

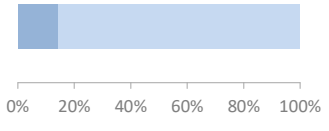
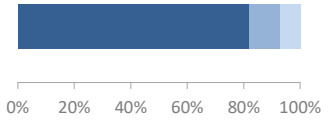
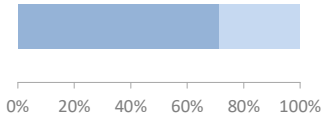
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Red Line Unintentional Uncoupling					7	5	71%  0% 20% 40% 60% 80% 100%
WMSC-20-C0070	<p>Metrorail must provide initial and ongoing refresher training to ensure each Metrorail employee and all relevant contractors understand their roles and responsibilities and those relate to safety event investigations. Metrorail may also consider any necessary policy changes required to ensure all proper steps are followed to protect the integrity of all investigations.</p> <ul style="list-style-type: none"> • Issued and submitted Staff Notice to employees about their roles and responsibilities during safety event investigations. • Developed and submitted stand down order and training attendance records. • Submitted the updated Safety Investigations Process. • Issued and submitted a Staff Notice to employees about their roles and responsibilities during safety event investigations • Developed and submitted training for Metrorail employees to understand their roles and responsibilities. • Deliver training and submit training records. • Confirm there was reasonable evidence to support completion of actionable items and performance measures. 	II	October 2023	O	7	5	71%  0% 20% 40% 60% 80% 100%
Elevated Structures, Maintenance and Repair					64	57	89%  0% 20% 40% 60% 80% 100%
WMSC-21-C0071	<p>Metrorail must develop and implement procedures that ensure all department work together to establish uniform procedure and to identify and fully rectify issues.</p> <ul style="list-style-type: none"> • Developed and submitted a documented communication plan to include collaboration and communication needs between multiple departments. • Held monthly meetings with Structures and Engineering departments to discuss the Structural Inspection coordination and submitted six months of meeting agendas as evidence of coordination. • Held safety briefing with front-line employees as needed to convey subjects addressed during the departmental meetings and submitted six months of safety briefings as evidence. • Attended coordination meetings at random and submitted the meeting and interview summaries. • Submitted roles and responsibility matrix and signature acknowledgements. • Confirmed there was evidence of the above actionable items. 	II	January 2022	C	6	6	100%  0% 20% 40% 60% 80% 100%




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0072	<p>Metrorail must conduct a load rating assessment for all bridges and elevated structures or otherwise raised platforms or tracks (prioritizing the structures with most severe deficiencies), compare those load ratings to the actual maximum loads that could be placed on those structures, and make any operational changes required for safety. Following that assessment, Metrorail must establish a process, including clear procedures and load rating guidelines, to keep the load ratings up to date. Metrorail must also establish a process to evaluate rail vehicle (both single car or single maintenance machine and entire consist) weight relative to the weight ratings of structures across the system to ensure that no structure is overloaded during scheduled activities or unplanned events.</p> <ul style="list-style-type: none"> Submitted a report to include load rating on 10% of structures on the high priority list that are being inspected every six months or less. Evaluated and updated the existing process for inspecting and approving vehicles being introduced to the system for compliant weight on system structures. Developed and submitted a documented methodology and process for updating the load ratings, as required, to ensure that load ratings are captured, maintained, and provided for the new and rehabilitated structures. Engineering led a program to conduct load rating assessments for all bridges and elevated structures or otherwise raised platforms or tracks to have this information readily available in the files. Provided and submitted bi-annual project status report showing progress on the load rating assessment. Confirmed there is evidence of the above actionable items. 	II	April 2023	AC	8	7	<p>88%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0073	<p>Metrorail must clearly designate the department and current job function with ownership of the manual and any related procedures, and the coordination process that will be used for future updates and reviews. The designation must also include a specific timeline for required reviews of the documents.</p> <ul style="list-style-type: none"> Updated and submitted the Structural Inspection Manual specifying which department and job function are responsible for updating and reviewing the. Confirmed there was evidence of the above actionable item. 	II	July 2021	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>


CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0074	<p>Metro rail must continue to develop training materials and must provide necessary initial and recurring training to cover all relevant aspects of the manual and related procedures, including proper reporting of element inspections and proper completion of all reports, work orders and other documentation. This training development must be coordinated with and approved by the departments involved in finalizing the manual including TRST, ENGA, MOWE and SAFE, and must be provided to all relevant employees.</p> <ul style="list-style-type: none"> Submitted a training matrix identifying personnel training requirements and frequency. Updated and submitted the Structural Inspection Training Program and submit evidence of 95% of active Inspectors trained. Confirmed there is evidence of the above actionable items. 	II	May 2022	C	3	3	100%  0% 20% 40% 60% 80% 100%
WMSC-21-C0075	<p>Metrorail must review and update SOP 208-07 or the Structural Inspection Manual to eliminate conflicts or outdated information and provide clear standards and requirements. Metrorail must then communicate these updates to all relevant employees and provide any necessary training related to the revisions.</p> <ul style="list-style-type: none"> Revised and submitted SOP 208-07 to align with the Structural Inspection Manual. Issued a Staff Notice to inform the inspection personnel about the changes on SOP 208-07 and submitted evidence of acknowledgment for 95% of active personnel. Incorporated updated initial and refresher trainings for personnel. Submitted the updated Structural Program, define what methodology will be used and ensure changes are documented. Confirmed there is evidence of the above actionable items. 	II	May 2022	C	4	4	100%  0% 20% 40% 60% 80% 100%
WMSC-21-C0076	<p>Metrorail must provide its inspectors with both access to and training on tools such as dye penetrant kits and D-meters that are listed in the Structural Inspection Manual as tools to be used for certain inspections.</p> <ul style="list-style-type: none"> Updated and submitted the Structural Inspection Manual. Submitted a tool-kit inventory list that includes dye penetrant kits and D-meters. Updated and submitted the Structural Training Program. Confirmed there is evidence of the above actionable items. 	II	May 2022	C	4	4	100%  0% 20% 40% 60% 80% 100%




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0077	<p>Metrorail must formalize a timeline for sufficient NHI refresher training courses and fracture-critical member training (including element inspection training). Metrorail must establish sufficient requirements for employee refresher training on the safe use of equipment such as scissor lifts or bucket trucks and proper use of inspection checklists for those vehicles or equipment.</p> <ul style="list-style-type: none"> Developed and submitted triennial aerial work platform training curriculum and records. Procured trainings for current & future Structural Inspectors and submitted training records & the latest National Highway Institute (NHI) curriculum. Confirmed there is evidence of the above actionable items. 	II	April 2023	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0078	<p>Metrorail must conduct an assessment of the workload, job responsibilities, training and territory, work assignments and travel time for structures inspection supervisor, to determine whether any changes to work assignment strategies or additional positions are required to implement and sustain this increase in field time. Metrorail must act on the conclusion of this assessment.</p> <ul style="list-style-type: none"> Conducted and submitted an assessment of the workload, job responsibilities, training and territory, work assignments and travel time for structures inspection supervisors. Submitted a document summarizing the outcome of the assessment. Submitted a document summarizing the implementation strategy and evidence of implementation as necessary. Confirmed there is evidence of the above actionable items. 	II	July 2022	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0079	<p>Metrorail must establish a documentation pathway for an engineer's observation to be added directly into inspection and maintenance records systems such as AssetWise (InspectTech), Maximo or Optram.</p> <ul style="list-style-type: none"> Provided access to InspecTech to appropriate engineering personnel who participate in the review of inspection reports and perform field inspections and upload reports. And submitted list of engineering personnel that have access to InspecTech. Developed and submitted a documented process for engineering to upload inspection reports to InspecTech. Formally adopted and distributed the inspection report ensuring that engineering reports/inspections are documented and submitted a document indicating that the appropriate engineering personnel are familiar with the inspection report process. Confirmed there was evidence of the above actionable items. 	II	October 2021	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0080	<p>Metrorail must assess technology or other needs and identify any changes that would improve workflow to ensure that all documents are legible, up to date and accessible, and that all identified issues are communicated to each relevant department and addressed in a timely manner.</p> <ul style="list-style-type: none"> Developed a documented process that will define the file naming convention to be used for as-built drawings and implemented in all future design and construction projects. Developed a live training session and submit training records. Conducted and submitted the results of the enterprise asset management feasibility assessment. Developed and submitted a process to review and assess existing documents for legibility. Developed and submitted a form that captures Element Level inspections. Addressed the needed adjustments and submit documents exhibiting the expected end-result of implementations. Confirmed there is evidence of the above actionable items. 	II	July 2022	C	7	7	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0081	<p>Metrorail must require and review proof of credentials, qualifications and training for contractors used to inspect or repair elevated structures.</p> <ul style="list-style-type: none"> Assessed contractor's credential qualification and training for existing task orders related to structural work. Required credentials, qualifications and training for contractors when inspecting or repairing elevated structures and submitted newly issued task orders. Staff conducted quarterly checks to verify credentials and submit three quarters worth of reports. Confirmed there is evidence of the above actionable items. 	II	August 2022	C	7	7	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0082	<p>Metrorail must create and implement a written procedure requiring ENGA personnel to sample structural inspection reports.</p> <ul style="list-style-type: none"> Created new job description and added a position for a Structures Inspection & Maintenance Engineering Program Manager. Coordinated with Structures and Engineering to create a Spot Checks Procedure and Checklist and submitted the Spot Checks Procedure and Checklist. Submitted the task order scope of work and relevant parts of the proposal of the successful proposer. Submitted the issued Notice to Proceed for the task. Confirmed there was evidence of the above actionable items. 	II	November 2021	C	5	5	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>

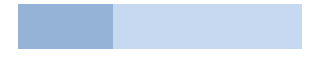


CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0083 R2	<p>Metrorail should develop and implement a plan as part of its capital program to incorporate the replacement of these steel rocker bearings with elastomeric or spherical bearings into other capital projects on these bridges. Metrorail could also implement an appropriate interim mitigation such as installing a redundant cable support system to reduce the risk of catastrophic failure.</p> <ul style="list-style-type: none"> Submitted the Notice to Proceed (NTP) and evidence of Cheverly rocker bearing replacement. Submit the bridge retrofit project implementation plan. Submit the first quarterly retrofit project implementation progress report. Submit the second quarterly retrofit project implementation progress report. Submit the third quarterly retrofit project implementation progress report. Submit the final quarterly progress report confirming retrofit project completion. Confirm there is evidence of the above actionable items. 		August 2025	O	7	1	<p>14%</p>  <p>0% 20% 40% 60% 80% 100%</p>
Rail Maintenance Machine CAPS					56	52	<p>93%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0084	<p>Metrorail must implement a unified specific safety certification procedure and develop and implement appropriate training to ensure that each Metrorail department understands and implements safety certification requirements so that safety is considered from start to finish for each relevant project. Metrorail must establish and demonstrate that it is following effective safety certification and acceptance procedures and specific processes for all RMMs from the specification or design phase through acceptance and use. For those RMMs that did not go through the safety certification process required at the time of purchase or delivery, including those identified in the 2016 TOC Audit, Metrorail must complete an Operational Hazard Analysis (OHA) on each vehicle to identify hazards, and then, following a safety review process, must implement any identified mitigations for these hazards.</p> <ul style="list-style-type: none"> Developed and submitted Rail Maintenance Machines (RMM) acceptance procedure. Submitted three quarters worth of safety certification process implementation. Updated and submitted the Safety and Security Certification Program Plan (SSCPP) process for all RMMs. Conducted Occupational Hazard Analysis for RMM that did not go through the safety certification process and implemented any identified mitigations. Develop and implement SSCPP training for contracting officers and submit training records as evidence of completion. Confirm there is evidence of the above actionable items. 	II	July 2024	O	7	5	<p>71%</p>  <p>0% 20% 40% 60% 80% 100%</p>

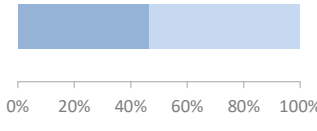
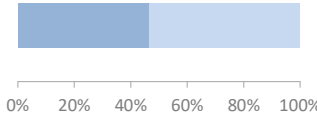
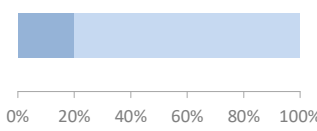
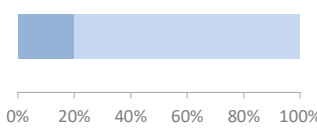
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0085	<p>Metrorail must ensure that adequate processes are in place through a unified, specific safety certification procedure across engineering, safety, procurement and any other appropriate departments to ensure that safety certification or approval requirements are properly completed for each engineering modification or other change, including SAFE's full participation in the approval process for modifications. This must include Metrorail ensuring that SAFE identifies and is adequately notified of engineering changes to RMMs and that SAFE reviews the changes prior to implementation.</p> <ul style="list-style-type: none"> Updated and submitted the Equipment Configuration Change (ECC) procedure and provide three quarters of ECCs as evidence. Confirmed there was evidence of the above actionable items. 	II	July 2022	C	2	2	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0086	<p>Metrorail must follow its documentation procedures and processes for RMM modifications, including required reviews by all appropriate departments of each modification and training and instructions to employees. Metrorail must also ensure that adequate processes and a unified, specific procedure are in place across engineering, safety, procurement and any other appropriate departments to ensure that safety certification or safety approval requirements are properly completed for each engineering modification or other change. This must include using only approved processes for modifications and ceasing the use of service bulletins to implement modifications.</p> <ul style="list-style-type: none"> Updated and submitted the Equipment Configuration Change (ECC) procedure. Held a stand down to announce the cessation of Service Bulletins (SB), submitted signed acknowledgement of the change, and provided three months of completed ECCs and SBs. Confirmed there was evidence of the above actionable items. 	II	January 2022	C	3	3	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0087	<p>Metrorail must establish a robust, coordinated reliability tracking and assessment process for RMMs to proactively identify and mitigate safety risks. As part of this process, WMATA must determine what improvements are required for data collection, data recording, analysis or other systems and implement the identified improvements.</p> <ul style="list-style-type: none"> Added Reliability Engineer position. Developed a process establishing requirements for data collection, recording and analysis. Developed and distributed reliability reports to relevant departments. Met monthly to review reports and assess failure trends. Confirmed there is evidence of the above actionable items. 	III	August 2022	C	5	5	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0088	<p>Metrorail must institute sufficient, specific, specialized certification training and standards to operate each type of RMM and must provide that training and certification to each equipment operator for the type(s) of RMM that operator uses. All aspects of this training, including the required classroom, seat-time, OJT and vehicle-type specific certification status of each equipment operator, must be documented.</p> <ul style="list-style-type: none"> Conducted and submitted a job analysis. Developed and submitted a schedule of specialty equipment training. Developed a training tracking system and submit two quarters worth of reports. Confirmed there is evidence of the above actionable items. 	III	November 2022	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0089	<p>Metrorail must require sufficient, specific, specialized, standardized refresher training and recertification on each type of equipment at appropriate intervals, which may be more frequent if operators have not regularly used a specific type of equipment, and develop a process to ensure equipment operators have frequent exposure to any equipment they may use. All aspects of this training and recertification must be documented.</p> <ul style="list-style-type: none"> Developed a training matrix. Developed a training schedule. Confirmed there was evidence of the above actionable items. 	III	February 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0090	<p>Metrorail must establish a process requiring regular supervisory checks of certifications, which may include checks during the pick process and automatic notifications of expiring certifications. Vehicle-type specific certification status of each individual who may operate, at a minimum, the most complex equipment such as the TGV, continuous welded rail train, heavy-duty (currently METRO 4x4) tamper, ballast regulator and vacuum train must be available in some way in the field to supervisors, so that they may provide appropriate oversight and control of personnel.</p> <ul style="list-style-type: none"> Developed and distributed equipment operator certification report. Confirmed there is evidence of the above actionable items. 	III	November 2022	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0091	<p>Metrorail must conduct an analysis to determine the necessary number of fully trained and certified operators on each type of RMM for safe operations and continued safety-related maintenance or construction work. The analysis must also determine, for at least the most complex equipment (Track Geometry Vehicle, Continuous Welded Rail Train, heavy-duty tamper, ballast regulator, vacuum train), the seat time each must have on an ongoing basis to remain competent on each piece of equipment. Based on that analysis, Metrorail must train, certify, and maintain at least the required number of operators for each piece of equipment and must maintain and monitor operator certification expiration for each piece of equipment to ensure that the minimum number of trained operators continues to be met.</p> <ul style="list-style-type: none"> Conducted and submitted a job analysis. Developed a training syllabus and matrix for equipment operator training. Developed a training schedule. Developed and distributed equipment operator certification report. Confirmed there is evidence of the above actionable items. 	III	February 2023	C	5	5	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0092	<p>Metrorail must establish a sufficient procedure for the inspection of non-WMATA RMMs before they are used on Metrorail property. Metrorail also must identify any other draft procedures that are being relied upon and replace those with procedures that are fully vetted and approved by all appropriate departments.</p> <ul style="list-style-type: none"> Submitted the Inspection of Contractor Rail Vehicles for Roadway Usage Operation Administrative Procedure. Confirmed there was evidence of the above actionable items. 	II	June 2021	C	2	2	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0093	<p>All employees responsible for the inspection and maintenance of systems and components of hi-rail vehicles must be trained to have a holistic understanding of the potential effect of maintenance work or lack thereof on how the vehicle operates both on rubber tires and on the rails. For example, the employees must understand the importance of rubber tire maintenance and the potential relationship of that maintenance to hi-rail derailment risk.</p> <ul style="list-style-type: none"> Developed and submitted training curriculum for heavy truck and equipment mechanic personnel and non-revenue frontline managers. Submitted training records for all active personnel. Confirmed there was evidence of the above actionable items. 	III	April 2022	C	3	3	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0094	<p>Metrorail must evaluate engineering and maintenance policies or procedures that relate to RMMs in departments including CMNT, CENV and CTEM and update them as needed to provide for improved safety and adequate reviews.</p> <ul style="list-style-type: none"> Submitted the list of reviewed documents related to Rail Maintenance Machine (RMM). Updated and submitted the completed documents related to RMM. Confirmed there was evidence of the above actionable items. 	III	February 2022	C	3	3	100%
WMSC-21-C0095	<p>Metrorail must establish and document completion of vehicle training requirements for CTEM staff and must identify and provide adequate maintenance and movement training on each vehicle that a mechanic may work on, including any appropriate initial, refresher and recurring training on each type of RMM a mechanic works with.</p> <ul style="list-style-type: none"> Developed and submitted a training matrix. Updated the maintenance and equipment movement curriculum. Developed on-the-job training procedure. Developed a training schedule. Confirmed there is evidence of the above actionable items. 	III	August 2022	C	5	5	100%
WMSC-21-C0096	<p>Metrorail must provide a way for operators, supervisors and inspectors in the field to readily identify the inspection and maintenance status of an RMM and any restrictions on the use of that RMM, whether owned by WMATA or a contractor.</p> <ul style="list-style-type: none"> Distributed daily Car Track Equipment Maintenance (CTEM) status report. Distributed CTEM scheduled maintenance report. Updated pre-shift meeting form to include status report review. Updated contractor rail vehicle inspection procedure. Confirmed there was evidence of the above actionable items. 	III	October 2021	C	5	5	100%
WMSC-21-C0097	<p>Metrorail must establish a robust, coordinated reliability tracking and assessment process for RMMs to proactively identify and mitigate safety risks. As part of this process, WMATA must determine what improvements are required for data collection, data recording, analysis or other systems and implement the identified improvements.</p> <ul style="list-style-type: none"> Rescinded service bulletin. Issued a staff notice on the rescinded service bulletin and procedural updates. Updated procedures. Confirmed there was evidence of the above actionable items. 	II	October 2021	C	4	4	100%



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WMSC-21-C0098	<p>Metrorail could consult with original equipment manufacturers to identify the acceptable tolerances for each measurement, with particular consideration given to the available or necessary tools that employees use to achieve these requirements, then update each instruction or manual.</p> <ul style="list-style-type: none"> Developed and submitted a standard language to be added to the Scope of Work for future Rail Maintenance Machine purchases. Update manuals to include tolerances and submit a sample of revised documents. Confirm there is evidence of the above actionable items. 	II	June 2025	O	3	1	<p>33%</p>  <p>0% 20% 40% 60% 80% 100%</p>
Safety deficiency of Intrusion Detection Warning (IDW) System					10	5	<p>50%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0099	<p>As outlined in the WMSC Program Standard, the WMSC requires this work to be developed and implemented as a Corrective Action Plan (CAP) addressing:</p> <ol style="list-style-type: none"> The hazard and deficiencies between Union Station and Rhode Island Ave; Identification of all areas in the Metrorail system, both mainline and in yards, where WMATA design criteria, safety policies or procedures require IDW systems, as well as any other locations where Metrorail determines IDW or equivalent protection systems are required for safe operations; and, Development and implementation of plans to ensure all locations identified as requiring an IDW or equivalent protection system have those systems installed and operational. <ul style="list-style-type: none"> Submitted an executed task order for a systemwide assessment of areas where Intrusion Detection Warning (IDW) or equivalent is required. Submitted interim assessment report. Developed and implemented an interim make-safe solution. Conducted and submitted an intrusion risk assessment. Developed a project plan. WMSC and WMATA will assess the implementation timeline. Implement the project plan and provide semi-annual updates. Submit a summary completion report. Confirm there is evidence of the above actionable items. 	II	April 2028	O	10	5	<p>50%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Radio Communications Gaps in Rail Yards					15	7	47% 
WMSC-21-C0100	<p>Metrorail must identify and resolve radio communications gaps in rail yards so that radio communication fully functions as intended within, to and from all yard and shop spaces where there is or may be rail vehicle traffic and must actively record and resolve additional reported radio communications gaps, going forward. Until upgrades are complete, Metrorail must determine and implement interim steps to mitigate risk such as creating and maintaining an up-to-date map of areas with poor or no radio communication and specifying alternate means of communication or safety protections in those areas.</p> <ul style="list-style-type: none"> Developed and submitted documented process for testing. Performed grid-by-grid coverage testing and submitted monthly status reports. Created and submitted an assessment report. Developed and submitted a project plan. WMSC and WMATA reviewed assessment. Implemented the project plan and provided semi-annual updates. Submit a summary completion report. Confirm there is evidence of the above actionable items. 	II	October 2026	O	15	7	47% 
Non-signalized Areas in Rail Yards					5	1	20% 
WMSC-21-C0101	<p>Metrorail must clearly specify safety-based rules and procedures governing vehicle and switch movement in dark (non-signalized) territory, including all aspects of coordination, cooperation, communication and movement. Metrorail must fully train employees on these rules and procedures. This includes safety procedures related to communication of switch position and switch movement requests and actions, vehicle location and movement requests and actions, absolute or other block requirements, personnel location and movement requests and actions, vehicle storage safety rules, and the responsibilities of interlocking operators to have full knowledge, awareness and control of all activities in the yard, whether on signalized or unsignalized territory.</p> <ul style="list-style-type: none"> Developed and submitted a Safety Standard that includes a definition of non-signalized and non-electrified areas in rail yards. Developed and submitted a procedure that complies with the Safety Standard. Issued and submitted a staff communication on the Safety Standard and procedure. Develop and submit a computer-based training for applicable staff. Confirm there is evidence of the above actionable items. 	II	November 2022	O	5	1	20% 




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Automatic Train Control					88	88	
WMSC-21-C0102	<p>Metrorail must implement safety promotion practices to build trust and a strong safety culture through positive and responsive safety communications and a collaborative process with employees to help identify safety issues and effective means to address those issues to ensure that work as performed comports with work as required. This could begin with safety stand downs and other training that emphasize not only rules and familiarization with any appropriate parts of the SSPP/PTASP, but also the safety reasons and risks behind those rules. Daily toolbox or other regular meetings or additional training must help ensure that employees understand safety risks and how safety measures such as personal protective equipment and RWP protocols help mitigate those risks.</p> <ul style="list-style-type: none"> • Developed and submitted safety promotions material. • Developed and submitted safety training. • Conducted safety training sessions. • Submitted training records. • Developed and submitted Safety Management System promotions strategy. • Confirmed there is evidence of the above actionable items. 	II	July 2022	C	6	6	
WMSC-21-C0103	<p>Metrorail must comply with its safety certification procedures, which includes the development and use of a comprehensive CIL and CEL based on complete and updated hazard analyses, detailed review by safety working group(s) including all relevant departments, a final Safety and Security Verification Report (SSCVR) and other aspects for projects that, like ATO, fall into Category 1 safety certification.</p> <ul style="list-style-type: none"> • Developed and submitted a roles and responsibilities matrix. • Submitted six months' worth of safety certification working group meeting records. • Revised and submitted the Safety Security Certification Plan. • Confirmed there is evidence of the above actionable items. 	II	February 2022	C	4	4	
WMSC-21-C0104	<p>Metrorail must conduct its required inspections, preventive maintenance and testing, and must demonstrate that this work will continue to be conducted long-term. Metrorail must review and update manuals to ensure the manuals are up-to-date and accurate, must ensure that manual reviews are scheduled, must ensure that the manuals are reviewed and updated as scheduled, and must ensure that information about each update is clearly communicated to ATC personnel.</p> <ul style="list-style-type: none"> • Updated maintenance manuals. • Developed and issue an Engineering Information Bulletin. • Submitted maintenance manual. • Submitted a year's worth of quarterly AC Vane Relay Preventive Maintenance Instruction reports. • Submitted a year's worth of quarterly Preventive Maintenance Instruction reports. • Confirmed there is evidence of the above actionable items. 	II	November 2022	C	12	12	

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WMS-21-C0105	<p>Metrorail must develop, communicate, implement, and monitor compliance with safety-based rules and procedures governing the use of non-WMATA tools on the roadway, including allowable and prohibited tool lists that are updated regularly and a sufficient approval or rejection process. For each tool, Metrorail must include specifications, process and timelines for tool inspection, calibration (if necessary) and certification. Metrorail must also ensure employees and contractors understand the dangers of using unapproved tools and must institute regular compliance checks to ensure that only approved tools are in use and that tools are properly inspected daily.</p> <ul style="list-style-type: none"> • Updated and submitted the Maintenance Control Policy (MCP). • Conducted compliance training and submitted training records. • Submitted six months' worth of quality control checks. • Confirmed there is evidence of the above actionable items. 	III	August 2022	C	4	4	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMS-21-C0106	<p>Metrorail must develop a safety-based procedure that specifies which, if any, PMIs may or may not be bypassed, the circumstances that must occur in order to safely bypass a PMI, how the justification for the bypass must be documented, the frequency with which a specific PMI may be bypassed, who is responsible for analyzing and reviewing those bypass logs, and what corrective action is required if a PMI is bypassed.</p> <ul style="list-style-type: none"> • Developed and submitted a Preventive Maintenance Instruction (PMI) deferral procedure. • Submitted first quarterly report. • Submitted second quarterly report. • Submitted third quarterly report. • Confirmed there is evidence of the above actionable items. 	II	August 2022	C	5	5	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMS-21-C0107	<p>Metrorail must develop, implement, and document a formal process for engineering modifications or manual change requests initiated by departments other than ATCE. The process may be documented in a location such as the ATC-4000 manual.</p> <ul style="list-style-type: none"> • Developed and submitted a process for requesting manual updates. • Revised and submitted the updated manuals. • Submitted four quarters' worth of change request logs. • Confirmed there is evidence of the above actionable items. 	IV	November 2022	C	7	7	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>

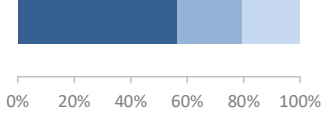
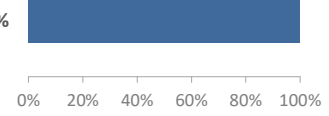
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0108	<p>Metrorail must provide specific expectations and requirements for the responsibilities of, and actual working relationships between, each department, and must document meetings with appropriate meeting agendas and with follow-up action items that are assigned to individuals or departments. Metrorail must also develop a method to share available training or technical reference materials among appropriate departments such as ATCE and ATCM and could also include opportunities for ATCE to attend or observe ATCM training.</p> <ul style="list-style-type: none"> Developed and submitted a Memorandum of Understanding (MOU). Established a technical reference library. Submitted a year's worth of quarterly cross-departmental meeting action logs. Confirmed there is evidence of the above actionable items. 	IV	July 2022	C	7	7	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0109	<p>Metrorail must develop and implement a formal, standardized process, including specific supporting documentation requirements, to request and justify the need for ATC capital renewal projects and that then evaluates and, as appropriate, leads to implementation of these projects. Metrorail must also create documented requirements for coordination among departments such as SSRP, ATCM and ATCE, and must document meetings involving SSRP, ATCM, ATCE and Strategy, Planning and Program Management (SPPM) with identified follow-up action items that are assigned to individuals or departments.</p> <ul style="list-style-type: none"> Developed and submitted an organizational chart and roles and responsibilities matrix. Developed and submit a standardized process. Submitted documentation demonstrating use of the process. Confirmed there is evidence of the above actionable items. 	III	July 2022	C	4	4	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0110	<p>WMATA must ensure that SAFE, departments responsible for procurement, and departments responsible for installation, maintenance, operations, engineering and training properly coordinate from the earliest stages of project development to provide for and include adequate review, approval, training and any parts or other features required to maintain the project and related systems in a state of good repair.</p> <ul style="list-style-type: none"> Developed and submitted a documented process. Submitted two bi-annual compliance reports. Confirmed there is evidence of the above actionable items. 	III	March 2023	C	4	4	<p>100% </p> <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0111	<p>Metrorail must develop inventories of parts and materials and their availability and lead times or unavailability and identify those parts that require immediate or near-term action to procure in order to maintain a state of good repair. Metrorail departments must cooperatively develop and implement midterm and long-term plans to replace equipment nearing or exceeding its useful life to maintain a state of good repair.</p> <ul style="list-style-type: none"> Conducted an asset and spare parts analysis. Developed and submitted a capital program inventory control assessment task order. Conducted capital program inventory assessment. Developed and submitted a transitional inventory management procedure. Confirmed there is evidence of the above actionable items. 	II	August 2023	UR	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0112	<p>Metrorail must specify, implement and document training requirements that must be met prior to work on specific equipment in the field, and must provide basic and ongoing higher-level training to ensure that employees have the required level of expertise for their positions. Metrorail must utilize its available or future technology, such as ELM and Maximo, to ensure that these requirements are followed. Metrorail must establish a process to set and document training requirements and obtain or create appropriate training for each new type of equipment.</p> <ul style="list-style-type: none"> Submitted On-the-Job-Training Instruction Procedure Guidelines. Developed a training matrix. Developed a training schedule. Submitted three months' worth of meeting notes. Submitted training records. Confirmed there is evidence of the above actionable items. 	II	December 2022	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMS-21-C0113	<p>Metrorail must identify technical skills and experience required, and must develop, finalize, implement and continuously improve an effective recruitment and hiring process. These actions must identify, attract and retain staff with the necessary background, technical knowledge, skills and experience (to do the job or to understand and succeed based on additional technical training that Metrorail may develop or obtain and provide). Metrorail must also identify and provide any training necessary for current employees to gain the higher level of knowledge and understanding necessary to fill the gaps left by those who have left the departments.</p> <ul style="list-style-type: none"> Submitted revised mechanic job description. Developed and implemented the apprenticeship program. Submitted the recruitment strategy. Provided three months of candidate review reports. Developed a training matrix. Developed a training schedule. Submitted training records. Submitted apprenticeship program graduation report. Confirmed there is evidence of the above actionable items. 	III	September 2023	C	9	9	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMS-21-C0114	<p>Metrorail must establish and communicate minimum standards for Maximo entries to ensure that crews do not need to restart troubleshooting from scratch, provide refresher training to employees on their required duties, and ensure that all tasks, reviews and supervisory oversight are properly completed and that forms are filled out legibly and completely to accurately reflect work that was conducted.</p> <ul style="list-style-type: none"> Submitted Maximo work order training records. Developed and submitted a documented process for minimum work order data entry standards. Submitted three months' worth of work order review meeting notes. Submitted three months' worth of supervisory checks. Confirmed there was evidence of the above actionable items. 	IV	May 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0115	<p>Metrorail must ensure that all written procedures, such as those governing cranking and clamping, match the direction given to ATC personnel and that the procedures go through the proper safety review and approval process.</p> <ul style="list-style-type: none"> • Uploaded and submitted a list of procedural documents. • Reviewed and submitted a list of procedural documents requiring revision. • Reviewed and revised Standard Operating Procedure 35, Hand Cranking, Blocking and Clamping of Switches. • Submitted updated procedural documents. • Confirmed there is evidence of the above actionable items. 	IV	August 2023	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0116	<p>ATCE, ATCM, SAFE and other relevant departments must identify the safest way to conduct this work, and what (if any) work can be done while connected to the energized third rail. Based on this review, Metrorail must update rules, procedures or SOPs to eliminate conflicts and provide training on the updated procedures.</p> <ul style="list-style-type: none"> • Modified and submitted the third rail power outages procedure. • Confirmed there was evidence of the above actionable items. 	II	September 2021	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0117	<p>Metrorail must develop and implement software standards that include all appropriate and required safety considerations, safety certifications and approvals for each change, and the required processes to ensure that the reliability of the system is reviewed and that Metrorail identifies and considers each future update developed by system manufacturers.</p> <ul style="list-style-type: none"> • Developed and submitted an engineering bulletin outlining the current software standards. • Revised and submit the updated manuals • Confirmed there is evidence of the above actionable items. 	III	May 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Safety Certification					16	14	
WMSC-21-C0118 (continued on next page)	<p>Metrorail must clearly communicate requirements of, and take active, recurring steps to ensure compliance with, its safety certification procedures and processes from the initiation of a project through project completion, activation, final verification and acceptance. This includes the involvement and awareness of the Safety Department when each project is being proposed, developed, funded and implemented, which requires involvement when any related contracts are being developed, when actual work is underway, and when work is completed. Metrorail employees, such as department leaders, project managers, submittal reviewers, and procurement staff, who are involved in the development and implementation of contracts and projects that may require safety certification must be trained on safety certification processes and requirements. As specified in the SSCPP, for many projects, this requires beginning the safety certification process at the beginning of a project, leading to the development and use of a comprehensive certifiable items list (CIL) and certifiable elements list (CEL) based on complete and regularly update hazard analyses, detailed review by safety working group(s) including all relevant departments and subject matter experts, and all required final sign offs prior to activation. Metrorail must develop and implement a process to ensure that all relevant subject matter experts review and approve submittals or test reports and documentation such as Temporary Use Notices (TUNs) prior to the activation of the asset or system, and to ensure that required subject matter expert approvals are not bypassed. As part of a self-assessment to identify and resolve specific gaps in the safety certification process, Metrorail must also assess and document whether this process has been complied with for each project put into service (with or without a TUN or certificate of compliance) in 2020 and 2021. Metrorail must specify mitigations and corrective actions for each project that did not comply with this process to address the hazards and risks introduced due to a lack of compliance with the process and to address any other hazards identified during the assessment of each project.</p> <ul style="list-style-type: none"> • Completed and submitted a current state gap analysis of projects placed into service in 2020 and 2021. • Reviewed and submitted Safety and Security Certification Program Plan (SSCPP) project evaluation criteria. • Acquired WMSC concurrence on evaluation criteria. • Issued a Safety Bulletin (SB) outlining the update to the SSCPP evaluation criteria. • Determined and submitted a list of mitigations and corrective actions for projects placed into service in 2020 and 2021. • Submitted specific mitigations and corrective actions for each project. • Developed and submitted a process for incorporating safety certification as part of project planning. • Updated and submitted the SSCPP. • Updated and submitted the Project Implementation Manual. • Updated and submitted the Project Development Manual. • Developed and submitted a documented review process. 	2	July 2023	O	16	14	

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0118 (continued from previous page)	<ul style="list-style-type: none"> Develop and submit a training curriculum and training rosters for relevant personnel Completed and submitted a comprehensive analysis to include additional projects placed into service and any corresponding mitigations and corrective actions. Completed and submitted a compliance assessment sampling 30 projects. Completed and submitted a follow up assessment to complete any open mitigations and corrective actions. Confirm there is evidence of the above actionable items. 						
Fitness For Duty Programs (FFD)					69	55	 <p>80%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0119	<p>Metrorail must communicate, track and conduct physicals as required by its policies. After physicals are conducted, Metrorail must document and track electronically when the next physical is due and must ensure that only personnel who meet these requirements are working in positions covered by the physical requirements</p> <ul style="list-style-type: none"> Compiled and submitted the list of covered employees requiring a physical. Developed an electronic tracking system and submitted quarterly reports of physical recertification Submitted the first monthly covered employees physical report. Updated and submitted the Clinical Services documented process. Confirmed there is evidence of the above actionable items. 	1	August 2022	C	5	5	 <p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>

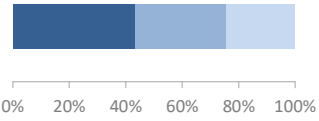
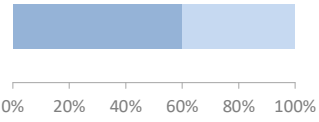
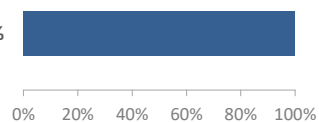
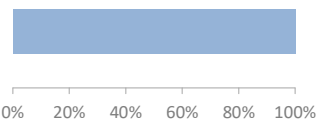
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0120	<p>Metrorail must comply with its fatigue management policies. OHAW, SAFE and other departments must share information related to fatigue policy implementation and trends in order to improve safety.</p> <ul style="list-style-type: none"> Assessed prior implementation of the Fatigue Risk Management Policy/ Instruction 10.6, to identify alternatives of implementation. Updated and submitted the Fatigue Risk Management Policy/ Instruction 10.6 document. Submitted documentation assessing alternatives for implementation of the policy. Submit documentation demonstrating the review and negotiation of labor contracts. Submit a report of the compliance status of the data driven solution. Confirm there is evidence of the above actionable items. 	1	July 2025	O	6	3	<p>50%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0121	<p>Metrorail must comply with its fatigue management policies. OHAW, SAFE and other departments must share information related to fatigue policy implementation and trends in order to improve safety.</p> <ul style="list-style-type: none"> Labor reviewed and assessed the prior implementation of P/I 10.6/xx , Fatigue Risk Management, and submitted documentation demonstrating review. SAFE updated P/I 10.6/xx Fatigue Risk Management to include the requirements pertaining the seventh day of work and hours of service constraints for "covered employees". ITSS assessed the feasibility of a data driven compliance monitoring solution. ITSS developed a sample report from the Compliance Monitoring System. Submitted the first three months of compliance monitoring reports. Submit the second three months of compliance monitoring reports. As part of the bargaining agreement negotiations, Labor will include a proposal to enable the full implementation of P/I 10.6/xx., and submit documentation demonstrating the review and negotiation of labor contracts. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	1	October 2024	O	8	5	<p>63%</p>  <p>0% 20% 40% 60% 80% 100%</p>

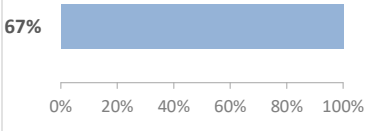
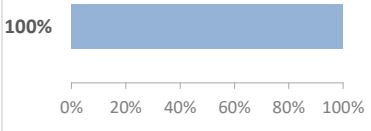
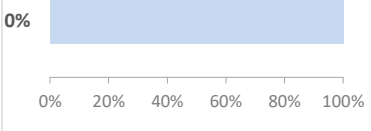
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0122	<p>Metrorail must implement a process that ensures that new employees are not permitted to act in a safety sensitive position until all required medical evaluations are completed and their safety sensitive medical card has been issued.</p> <ul style="list-style-type: none"> Updated and submitted the Clinical Services documented process. Tracked and submitted quarterly reports of physicals and safety sensitive medical cards. Confirmed there is evidence of the above actionable items. 	2	September 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0123	<p>Metrorail must update its job descriptions to be full and complete, including all current medical and physical requirements to carry out the job. Metrorail must develop and implement a process for this and all future updates that ensures medical experts in departments such as (Occupational Health and Wellness) OHAW are consulted each time job descriptions for positions covered by WMATA's fitness for duty and related requirements are reviewed and updated.</p> <ul style="list-style-type: none"> Revised and submitted a procedure to include the periodic review of job descriptions within the department and related physical and medical requirements. Updated and submitted job descriptions for covered employees. Confirmed there is evidence of the above actionable items. 	1	December 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0124	<p>Metrorail must document and implement a step by step process to fully document the reason(s) why any test is not completed and must document when a delayed test has been conducted. Metrorail must assess any trends in tests that are not completed and address the root causes of those issues in order to improve compliance.</p> <ul style="list-style-type: none"> Developed and submitted a documented process to ensure all scheduled tests are accounted for. Reviewed and assessed any trends in tests that are not completed and submit two quarter's worth of data analysis. Confirmed there is evidence of the above actionable items. 	1	October 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0125	<p>Metrorail must document and disseminate the criteria for post-incident testing, which may include incorporating these new criteria into decision checklists provided to managers or supervisors to determine whether post-incident or post-incident testing is required. Metrorail must ensure that all departments, employees and contractors understand that required testing must be completed, and that any requirement are included in Metrorail contracts. Metrorail must share safety event information with appropriate departments and must provide real-time accident information to OHAW staff or designate someone within SAFE to ensure the appropriate type of post-incident/incident test is completed.</p> <ul style="list-style-type: none"> Submitted Incidental Testing Matrix on safety-related events. Developed and submitted a documented process that provides real-time accident information. Submitted three months of post-incident testing compliance reports. Issued and submitted post-incident criteria/guidance safety bulletin. Confirmed there is evidence of the above actionable items. 	1	June 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0126	<p>Metrorail must ensure that all personnel acting in a supervisory role receive reasonable suspicion training as soon as possible. Metrorail must designate a responsible individual for ensuring this is completed on an ongoing basis.</p> <ul style="list-style-type: none"> Submitted a Reasonable Suspicion training schedule. Submitted six months' worth of compliance reports for Reasonable Suspicion mandatory training. Confirmed there is evidence of the above actionable items. 	2	November 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0127	<p>Metrorail must provide clear information to employees to ensure that all relevant over-the-counter medication is reported.</p> <ul style="list-style-type: none"> Submitted policy document. Issued and submitted staff communication. Submitted awareness brochure. Developed and submitted monthly medication reports. Confirmed there is evidence of the above actionable items. 	1	August 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>



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WMSC-21-C0128	<p>Metrorail must set a maximum timeframe to verify and document positive tests, and to document removal from service, that provides for the safety of employees, contractors, customers and first responders.</p> <ul style="list-style-type: none"> Developed and submitted a documented process to manage the notification of positive drug and alcohol testing. Issued and submitted a staff notice to communicate the process for removing employees from service. Submitted two quarters' worth of compliance documentation. Confirmed there is evidence of the above actionable items. 	2	December 2022	C	4	4	100%
WMSC-21-C0129	<p>Metrorail must establish, implement and document a program that ensures covered employees are assessed for fitness for duty prior to and/or during their shift on a regular basis.</p> <ul style="list-style-type: none"> The Fitness for Duty (FFD) Governance Board was made accountable for the FFD program and continued regular meetings to establish the requirements. The FFD Governance Board established the requirements based on APTA and DOT guidance. LABR will work with labor unions representatives to discuss FFD requirements and submit an implementation plan. Roll-out implementation which includes staffing assessment to meet FFD requirements and submit documentation of training conducted. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	1	June 2024	O	6	2	33%
WMSC-21-C0130	<p>Metrorail should implement and utilize a comprehensive electronic recordkeeping system (which may be a commercially available electronic medical records system) that includes the tracking and trending of individuals and aggregated fitness for duty data. This trend data should be shared with all appropriate departments and be acted upon to improve safety. WMATA should develop, fully implement, document and sustain an effective Metrorail-wide sleep disorder and medical disorder awareness, identification, treatment and compliance monitoring program.</p> <ul style="list-style-type: none"> Developed and submitted a scope of work for a comprehensive electronic health system. Submitted the notice to proceed for the comprehensive electronic health system. Submit evidence of the implemented system. Submitted six months' worth of documentation related to awareness activities for health education and compliance on sleep disorder program. Confirm there is evidence of the above actionable items. 	1	August 2024	O	5	3	60%

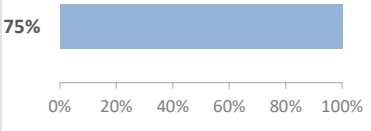
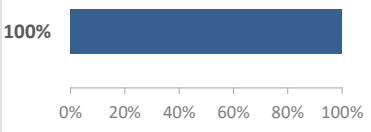
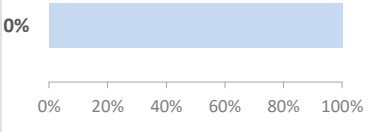
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0131	<p>Metrorail should require contractors performing in safety sensitive functions to meet its medical fitness for duty standards. Metrorail must ensure contractor's compliance with this requirement.</p> <ul style="list-style-type: none"> The Office of Procurement (PRMT) reviewed and revised the existing Certification Requirement for all Safety Sensitive contracts, if necessary, to meet WMATA's Fitness for Duty (FFD) standards. PRMT submitted a documented process incorporating the new requirement for Fitness for Duty standards. PRMT submitted three months' worth of contractor self-certification evidence. WMATA will verify that the contractor submits self-certification evidence for its "covered employees" every two years and submit compliance evidence. Confirm there is evidence of the above actionable items. 	2	December 2025	O	5	3	<p>60%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0132	<p>Metrorail should assess the feasibility of conducting testing for personnel who are hospitalized and implement any steps that are identified as feasible.</p> <ul style="list-style-type: none"> Conducted an assessment to determine the feasibility of testing Metrorail personnel who are hospitalized but conscious and able to provide consent. Provided documentation on any steps that are identified as feasible. Confirmed there is evidence of the above actionable items. 	2	December 2023	C	3	3	<p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0133	<p>WMATA should develop, implement and document a new hire process or procedure to check the prior DOT-covered employer forms provided to OHAW against other resume and background information, to ensure that all DOT-covered employees are accounted for.</p> <ul style="list-style-type: none"> Developed, submitted and documented new hire process related to DOT-covered employees. Submitted three months' worth of documentation demonstrating implementation of the new hire process. Confirmed there is evidence of the above actionable items. 	2	February 2023	C	3	3	<p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>





CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Revenue (Railcar) Vehicles					74	53	72% 
WMSC-21-C0134	<p>Metrorail must complete the safety certification process for all 6000 Series railcars. To accomplish this, Metrorail must review all the 6000 Series SMP procedures to confirm proper documentation, training, and parts or tools availability, and make all required corrections to each car for any areas where the procedures were deficient. Metrorail must also ensure that safety certification processes are followed for all current and future railcar projects, initiatives or similar efforts, including by ensuring procedures and training are in place for all relevant personnel.</p> <ul style="list-style-type: none"> Established and submitted the updated Certified Items List. Provided the Certified Items List to the Safety Certification Review Committee for review and approval and submitted the approved document. Updated and submitted training curriculum and training rosters. Submitted the Certificate of Compliance for each new certification package. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	2	December 2022	O	5	3	60% 
WMSC-21-C0135	<p>SAFE must establish a process to ensure that the SSCPP is being followed, including ensuring that any CIL matches the version approved by the SCRC prior to approval, and that each CIL is complete prior to approval. WMATA must demonstrate that this process is being followed.</p> <ul style="list-style-type: none"> Submitted the approved Certified Items List after Safety Certification Review Committee review. Developed and submit a process for document version control and review. Submitted six months' worth of tracking logs. Confirmed there is evidence of the above actionable items. 	2	August 2022	C	4	4	100% 
WMSC-21-C0136	<p>Metrorail must demonstrate that SAFE has approved the complete documentation specified in the SMP, including SAFE certification of coupler work, prior to each railcar returning to revenue service.</p> <ul style="list-style-type: none"> Submitted Service Bulletin. Submitted the Certificate of Compliance for each new certification package. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	2	October 2022	AC	3	2	67% 

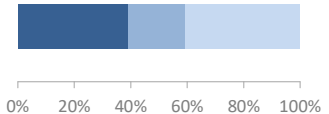
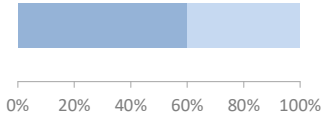
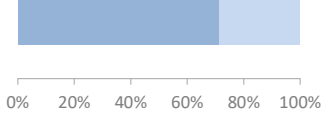
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0137	<p>Metrorail must ensure that safety-critical equipment and related procedures undergo all required safety reviews and approvals. Metrorail must document this for the process as a whole and for each railcar to show which couplers have been correctly handled under the latest procedures.</p> <ul style="list-style-type: none"> Submitted the Certificate of Compliance for each new certification package. Updated and submitted procedure and items list. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	2	December 2022	AC	3	2	67% 
WMSC-21-C0138	<p>Metrorail must establish procedures to ensure that WMATA contracts or otherwise works with the original equipment manufacturer as part of the development of purchase, rebuild, rehabilitation or overhaul programs to identify and supply any necessary special tools and parts.</p> <ul style="list-style-type: none"> Reviewed and submitted approved technical specification for all future railcar procurements. Updated and submitted the special tools requirement list. Completed inventory review of special tools. Developed and submitted a documented process to identify procedures and special tools needed to perform all maintenance activities. Submitted plan of action to procure the tools identified as missing and/or needed. Completed inventory review of special tools. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	2	December 2022	UR	7	7	100% 
WMSC-21-C0139	<p>CMOR must coordinate with stakeholders including SAFE and follow the safety certification and approval process for the 7000 Series rehabilitation program.</p> <ul style="list-style-type: none"> Department of Safety (SAFE) will develop and submit a Certified Items List approved by the Safety Certification Review Committee. SAFE will partner with Chief Mechanical Officer, RAIL (CMOR) to submit the Certificate of Compliance for each new certification package. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	2	May 2024	O	3	0	0% 



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WMSC-21-C0140	<p>Metrorail must define, document, and clearly delineate the roles, responsibilities and procedures related to the Incident Investigation Team and any other CMOR individuals or teams such as unusual occurrence response personnel. These policies and procedures must include the coordination processes and requirements between the IIT, any other CENV groups, and SAFE.</p> <ul style="list-style-type: none"> Developed and submitted a documented process that will delineate responsibilities, coordination processes, and requirements between departments. Confirmed there was evidence of the above actionable item. 	2	February 2022	C	2	2	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0141	<p>Metrorail must establish and implement document control, communication and distribution processes for job plans and engineering case studies including procedures and processes to ensure that there are no conflicting or duplicated documents, that there are defined processes for development and approval of job plans created by employees at any level, and that there are standardized file names and file formats. Metrorail must review existing job plans in Maximo to ensure they are current, have required approvals, and meet the defined naming and format standards.</p> <ul style="list-style-type: none"> Developed and submitted a documented process to standardize methods to vet, enter and review job plans, including the naming conventions. Reviewed all active job plans and submit an assessment report identifying job plans not associated with autogenerated work orders. Updated and submitted a log with current job plans located in the electronic document management system. Published and submitted approved job plan list and engineering case studies on the department webpage. Confirmed there is evidence of the above actionable items. 	2	August 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




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WMSC-21-C0142	<p>Metrorail must establish the minimum training requirements to conduct each specific type of work on each specific railcar series. Metrorail must then develop and implement a process requiring regular supervisory checks of those certifications, which may include checks during the pick process and automatic notifications of expiring certifications. Metrorail must review the training required for mechanics, determine if refreshers or recurring training are necessary for each type, and define what requires a refresher.</p> <ul style="list-style-type: none"> • Performed and submitted a training assessment. • Developed and submitted training matrix for engineers. • Developed and submitted training matrix for technicians. • Established a process to conduct supervisory checks on engineer training completion. • Established a process to conduct supervisory checks on technician training completion. • Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	2	January 2023	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0143	<p>Metrorail must implement a consistent procedure for reporting and addressing wheels out-of-round, including processes to identify and mitigate root causes and to prevent cars with wheels out-of-round from operating, and must train personnel appropriately, including any relevant guidance for wheel lathe operators and their supervisors on the depth of cuts.</p> <ul style="list-style-type: none"> • Developed special instruction for wheel defects reports and actions to remove defective cars from service. • Reviewed the existing Maintenance Service Instructions (MSI) procedure to address the wheels-out-of-round defects. • Provided evidence of 95% active required personnel trained on the approved MSI. • Modified and updated procedures as needed. Provided three months' worth of work orders showing reported wheel defects. • Partner with Reliability Centered Maintenance Planning (RCMP) to investigate and identify root-cause of wheels-out-of-round and submit mitigation plan. • Update the MSI based on the wheels-out-of-round investigation. • Implement the mitigations identified and provide bi-annual progress reports. • Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	2	July 2024	O	10	4	<p>40%</p>  <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0144	<p>Metrorail must clearly define the proper use of engineering modification instructions, service bulletins and other engineering change documents. Metrorail must implement a document review and approval process to ensure that these changes are properly documented, including being instituted only through approved forms and procedures.</p> <ul style="list-style-type: none"> Updated and submitted documented processes to ensure the instructions and activities are clearly delineated and documented. Submitted form acknowledgement of workflow SOP. Performed and submitted six months' worth of compliance checks. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	2	March 2023	AC	4	3	75% 
WMSC-21-C0145	<p>Metrorail must review and update each railcar PI checklist to ensure consistency across all versions of the forms that are in use. The WMSC recommends these revisions include easily accessible pass/fail criteria for each item that has such a requirement, including railcar height.</p> <ul style="list-style-type: none"> Reviewed, identified, and submitted list of Periodic Inspection (PI) checklists requiring revision. Distributed email notification for PI checklist updates. Submitted a work safety briefing. Submitted one week's worth of forms for each car maintenance shop. Submitted updated identified PI checklists on a quarterly basis. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	2	March 2023	C	6	6	100% 
WMSC-21-C0146	<p>Metrorail could install cameras and audio recording devices on its legacy fleets that will remain in service to meet the APTA recommended practice, and could consider improving the recording devices on the 7000 Series including the use of audio recording features to improve practices such as supervisory oversight, efficiency testing and safety event investigations.</p> <ul style="list-style-type: none"> Develop and submit the scopes of work showing requirements for camera and audio recording capability. Secure contracts with vendors and submit Notices to Proceed. Submit Engineering Modification Instructions along with campaign records. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	2	February 2027	O	7	0	0% 



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0147	<p>Metrorail may develop or update and implement procedures to ensure that part numbers are consistently documented in each Maximo work order and must demonstrate that this process is being carried out.</p> <ul style="list-style-type: none"> Conducted a comprehensive analysis of the 7K parts to determine whether additional component codes are required. Based on previous results, RCMP updated the Maximo application, and submitted the component code list. Revised and submitted the work order audit form to include validation of recorded component codes. Provided completed audit forms and submitted two quarters worth of audit results. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	2	February 2023	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0148	<p>Metrorail could develop and implement a procedure to ensure that job descriptions and responsibilities are reviewed on a specified regular basis to reflect current operating realities.</p> <ul style="list-style-type: none"> Revised and submitted a documented procedure to include job descriptions periodic review. Updated and submitted job descriptions. Confirmed there is evidence of the above actionable items. 	2	January 2023	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
2K3K Stop & Proceed					3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0149	<p>WMATA must complete and perform a hazard analysis regarding the positive stop option, and any other options, currently under review to prevent trains from operating with zero speed commands without authorization from the ROCC system wide.</p> <ul style="list-style-type: none"> Submitted the hazard analysis for the stop and proceed mode software update. Submitted documentation showing the software update has been implemented on all 2K3K railcars. Confirmed there is evidence of the above actionable items. 	2	July 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

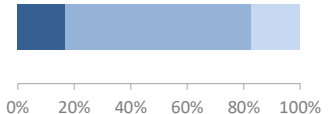
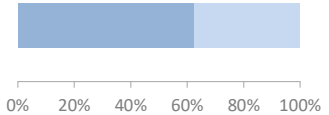
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
High Voltage and Traction Power					69	41	 <p>59%</p>
WMSC-21-C0150	<p>Metrorail must follow its own safety certification processes outlined in Metrorail’s SSCPP, including as it relates to Temporary Use Notices. Metrorail must fully train personnel on the requirements of the SSCPP and must establish processes to ensure all aspects of the SSCPP are complied with, including as it relates to not placing systems into service without completed Temporary Use Notices (TUNs) or completion of the safety certification process. Metrorail must ensure that information about all projects is shared with the safety certification team, and that subject matter experts participate throughout the process. (Note: CAP in this area may incorporate elements of C-0118 developed in response to the WMSC finding issued on August 13, 2021 related to systemic safety certification deficiencies.)</p> <ul style="list-style-type: none"> Identified which projects have obvious gaps in safety certification and submitted the gap analysis, including a list of all projects that were reviewed. Based on previous gap analysis, specified mitigations and corrective actions. Submitted a summary of the process, which will include how subject matter experts are identified for a particular project. Update and submit training curriculum and rosters documenting that, at a minimum, 95% of active personnel completed the updated training. Confirm there is evidence of the above actionable items. 	2	November 2022	O	5	3	 <p>60%</p>
WMSC-21-C0151	<p>Metrorail must identify all preventive maintenance work that is required and ensure that all required preventive maintenance work is properly scheduled, documented, tracked and conducted. Metrorail must identify any additional preventive maintenance work or inspections that are required to make up for work that was not completed and must assess whether the lack of maintenance requires any preventive maintenance to be conducted on a more frequent basis.</p> <ul style="list-style-type: none"> Developed and submitted a process for updating the master list of preventative maintenance inspections (PMIs) and included newly created PMIs. Submitted planned maintenance gap analysis. Updated process and submit preventive maintenance compliance reports. Submitted the first six months of completed PMI reports. Submitted the second six months of completed PMI reports. Submit the third six months of completed PMI reports. Confirm there is evidence of the above actionable items. 	3	July 2024	O	7	5	 <p>71%</p>



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WMSC-21-C0152	<p>Metrorail must develop and fully implement plans and processes to ensure the traction power system is in and will remain in a state of good repair. For example, Metrorail must continue to fund the relay modernization program through completion system wide, must define, implement and sustain other traction power modernization efforts to prevent systemic issues, and must identify and implement any interim mitigations required until these modernization efforts are complete.</p> <ul style="list-style-type: none"> Submitted the 10-year Capital Plan that shows TRPM's "needs and projects" funded in the 6-year plan and identified in the 10-year plan. Developed and submitted a documented process to perform condition-based assessment. Submitted six months' worth of meeting action logs that were held between offices of Traction Power, Maintenance of Way Engineering and Reliability Centered Maintenance Planning. Submitted evidence of all temporary mitigations implemented. Confirmed there is evidence of the above actionable items. 	3	November 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0153	<p>Metrorail must specify requirements for, develop and implement adequate initial and refresher training for all traction power personnel (frontline employees and supervisors/managers) to ensure that they have a complete understanding of and fully and accurately document the tasks, processes, procedures and other responsibilities that they are required to carry out. These requirements may vary based on position and role. Metrorail must establish and implement a process to ensure that engineering and operations departments collaborate to provide oversight of procedures, test results and other activities, such as regular spot checks.</p> <ul style="list-style-type: none"> Provided required training to new traction power maintenance personnel employees and submit training records for all new 2021 hires. Provided the required refresher training schedule for traction power maintenance personnel and submit the refresher training schedule. Conducted collaboration meetings and submit three months' worth of meeting agendas and action items. Held internal monthly meetings and submit three months' worth of agendas and action items. Confirmed there is evidence of the above actionable items. 	3	August 2022	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

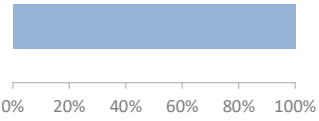
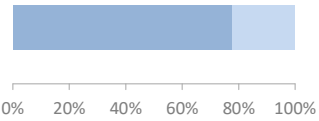
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-21-C0154 R1	<p>Metrorail must specify, implement and document training requirements that must be met prior to work on specific equipment in the field. Metrorail must establish a process to set and document training requirements for each new type of equipment. Metrorail must develop and implement a process to ensure that technicians are only assigned to work on equipment that they have been fully and properly trained to work on.</p> <ul style="list-style-type: none"> Develop and submit a documented process for managing training requirements Update and submit the Power training curriculum. Update and submit the Power training procedure. Update and submit the Power training matrix. Develop and submit a Power training schedule. Submit the first six months of training records. Submit the second six months of training records. Confirm there is evidence of the above actionable items. 	3	May 2023	O	8	0	<p>0%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0155 R1	<p>Metrorail must take definitive steps including training personnel to implement safety management systems principles such as hazard identification, tracking, mitigation and monitoring, and must develop, implement and monitor procedures to ensure that hazards are properly identified and addressed.</p> <ul style="list-style-type: none"> Develop and submit a documented safety risk management process. Develop and implement awareness training on WMATA's Safety Management System. Submit the first three months' worth of risk management reports. Submit completed training records from 95% of active applicable personnel. Submit the second three months' worth of risk management reports. Confirm there is evidence of the above actionable items. 	3	September 2022	O	6	0	<p>0%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0156	<p>Metrorail must assess whether additional resources are needed to complete floating slab testing on schedule, and to ensure that the program continues as required. If such resources are required, Metrorail must implement the appropriate changes.</p> <ul style="list-style-type: none"> Submit the Assessment and Testing Contract Notice to Proceed for year 2024 contract. Submit evidence of assessments and testing. Confirm there is evidence of the above actionable items. 	2	April 2026	O	3	0	<p>0%</p>  <p>0% 20% 40% 60% 80% 100%</p>



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WMSC-21-C0157 R1	<p>Metrorail must document that all traction power facilities have current as-built schematics and must develop and institute an effective process to ensure that these schematics remain present and up to date.</p> <ul style="list-style-type: none"> Conducted and submitted a gap analysis to identify missing as-built schematics in all traction power substations and tie breaker stations. Engineering provided an index list of missing drawings to the office of Traction Power. Provided an example of a projects contract documents that contain language for the as-built schematics update. Submitted supervisory checks. Developed and submitted printing plan for required drawings. Developed and submitted procurement plan for mounting hardware. Conduct and submit a gap analysis to identify missing one-line drawings. Submit an index list of missing one-line drawings to Power Maintenance. Submit the first quarterly procurement and installation progress report. Submit the second quarterly procurement and installation progress report. Submit the third quarterly procurement and installation progress report. Submit the fourth and final quarterly procurement and installation progress report to include complete resolution of drawings issues. Confirm there is evidence of the above actionable items. 	3	November 2022	O	13	6	<p>46%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0158	<p>Metrorail may develop and implement a process to effectively prioritize and address corrective maintenance work orders.</p> <ul style="list-style-type: none"> Developed and submitted a process to prioritize corrective maintenance work orders. Submitted training records. Submitted a random sampling of 100 work orders over of six months to ensure compliance. Confirmed there is evidence of the above actionable items. 	3	November 2022	C	4	4	<p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0159 R1	<p>Metrorail could complete an inventory of all parts and materials on hand and establish a process to ensure that this inventory is updated in a complete and timely fashion as salvaged materials are brought to storage.</p> <ul style="list-style-type: none"> Performed visual assessment of all current parts equipment and materials locations and submit a list of locations with the square footage and load requirements. Developed a resource assessment inclusive of identifying additional personnel, equipment and real estate needs and submit the results of the assessment. Developed and submitted a documented process to assess and identify all traction power maintenance parts and materials. Submitted inventory spreadsheets of all parts and materials. Submitted three months' worth of records showing reconciliation of electronic and physical inventories. Confirmed there is evidence of the above actionable items. 	3	May 2023	C	6	6	<p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>



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WMSC-21-C0160	<p>Metrorail may revise, establish, and provide adequate training on procedures to regularly review lists of tools, ensure tools are up to date on calibration, ensure tools out of calibration are promptly removed from service until re-calibration, document when any tools are permanently removed from service, and appropriately mark those tools to ensure they are no longer used in the WMATA rail system.</p> <ul style="list-style-type: none"> Developed and submitted a documented process to ensure that calibrated equipment is properly identified, tracked, and removed from service when beyond useful life or in need of calibration. Provided training on calibrated equipment and submitted signature acknowledgement of 95% of active personnel that completed the training. Submitted six months' worth of calibration tracker records. Confirmed there is evidence of the above actionable items. 	3	January 2023	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-21-C0161	<p>Metrorail may develop and implement a procedure to ensure that job descriptions and responsibilities are reviewed on a specified regular basis to reflect current operating realities, current code requirements, and current regulatory requirements.</p> <ul style="list-style-type: none"> Revised and submitted a documented procedure to update job descriptions periodically and ensure they reflect current practices and requirements. Updated and submitted applicable job descriptions for the office of Traction Power. Confirmed there is evidence of the above actionable items. 	2	December 2022	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Emergency Management - Fire and Life Safety					132	106	 <p>80%</p>
WMSC-22-C0162	<p>WMATA must develop and implement unified, Metrorail-wide procedures that comply with NIMS and ICS to provide for the safe and efficient resolution of incidents and emergencies, and ensure that these procedures apply and are used for all emergencies, regardless of whether external agencies are involved in an emergency response. Metrorail must provide adequate and ongoing training for all personnel who may act as incident commander or in another role in the unified command on the necessary skills to carry out those roles. Metrorail must review, update and provide training to all personnel on NIMS and ICS principles and requirements, and ensure adequate safety promotion efforts are in place to make the changes necessary to become NIMS compliant as an organization that responds to and manages emergencies in a coordinated and unified fashion.</p> <ul style="list-style-type: none"> • Developed and submitted the incident management framework project plan. • Developed an incident management framework to define the incident management principles, expectations, and procedures in alignment with national standards. • Developed and submitted operational playbooks for key incident command roles in alignment with national standards. • Developed and distributed communications announcing the formal launch of the incident management framework and submitted evidence of distribution. • Developed and submitted initial and ongoing training plan and curricula for all personnel who may act as incident commander. • Submit training records of active applicable Metrorail personnel. • Submit documentation from six randomly selected incidents/emergencies demonstrating implementation of the new incident management framework. • Confirm there is evidence of the above actionable items. 	1	January 2025	O	8	5	 <p>63%</p>

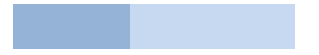

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0163	<p>Metrorail must define the roles, responsibilities, authorities, and tasks of each position in the emergency management and fire and life safety process, including (if it or a successor position continues to exist) the IMO/MAC. This must include clear definitions of what each role does and how those duties that are incorporated into each relevant procedure are accomplished, associated training requirements and curricula. Each person performing in those roles must be fully trained and qualified to serve in that capacity, and each person who may interact with those individuals must be trained on their own</p> <p>role, responsibility, and authority. Metrorail must clearly communicate these responsibilities and authorities to all individuals who may fall under the incident command system .</p> <ul style="list-style-type: none"> Developed and submitted a documented process and supporting reference documentation which define the roles, responsibilities, authorities, and tasks for the new Mission Assurance Coordinator position. Developed and submitted a training curriculum. Submitted training records. Developed, distributed, and submitted a communication notice to ensure operational understanding and collaboration. Confirmed there is evidence of the above actionable items. 	1		C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0164	<p>Metrorail must determine the appropriate level of RWP training and qualification for all MTPD personnel who may enter the roadway and ensure that those personnel receive and maintain that training and qualification required to ensure the safety of passengers, workers and first responders. Metrorail must also ensure that these personnel are appropriately trained on any other aspects of the emergency environment and procedures that they may need to carry out as part of their critical life-safety activities.</p> <ul style="list-style-type: none"> Conducted and submitted a gap analysis to include the determination of appropriate level of Roadway Worker Protection (RWP) training and necessary qualifications for all Metropolitan Transit Personnel Department (MTPD) personnel. Identified and submitted a list of MTPD personnel to specify the appropriate RWP training and qualifications. Updated and submitted a training plan, including a training schedule and recertification requirements in alignment with WMATA RWP Program. Updated and submitted the updated Roadway Operations Safety Course. Maintain MTPD RWP certification tracking to reflect completion of initial and refresher training and submit six months' worth of records as evidence of training. Updated and submitted related RWP documentation. Confirm there is evidence of the above actionable items. 	1	January 2024	O	7	5	<p>71%</p>  <p>0% 20% 40% 60% 80% 100%</p>



CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0165	<p>Metrorail must review and update MTPD general orders to reflect current best practices for safety and to reflect current operational realities, rules and procedures, and provide training on each revision to ensure personnel have a clear and complete understanding of how to properly implement these processes. Metrorail must ensure that MTPD orders and procedures are regularly reviewed against the rules and procedures of other operational departments. Metrorail must also establish a process to compile and implement lessons learned from after action reports and incident debriefs and ensure that the information is clearly communicated to and understood by all MTPD and other Metrorail personnel and to ensure that they are incorporated into training and procedures. Metrorail must establish a documented process to evaluate the implemented improvements for effectiveness.</p> <ul style="list-style-type: none"> Reviewed, updated, and submitted documentation associated with incident management process. Updated the records management procedure to ensure these documents are regularly reviewed. Developed a documented process to compile and implement emergency response lessons learned and communicated to all applicable personnel. Distributed lessons learned to applicable personnel. Provided training on process implementation and submit training records. Confirmed there is evidence of the above actionable items. 	2	December 2023	AC	6	5	<p>83%</p> 
WMSC-22-C0166	<p>Metrorail must, in consultation with 911 call centers and first responders in the region, develop a script for Metrorail 911 calls to guide personnel to clear and concise reporting in an effective manner understandable to 911 call takers, and a process to ensure that other relevant personnel are notified when the call is completed. Metrorail must establish initial and recurring training on this script and associated procedures, and must specify the personnel who are required to receive this training.</p> <ul style="list-style-type: none"> Consulted and coordinated with safety oversight organizations and elicited their comments on emergency call scripts procedures. Assessed the sufficiency of public safety incident communications between Metrorail and local jurisdictions and modified processes, if necessary. Updated and submitted incident management and emergency call script documented processes. Based on the results of previous assessment, if needed, Metrorail revised documented process on incident reporting. Provided training on new processes to applicable active rail operations personnel and submitted training records. Provided training on new processes to applicable active transit police communications personnel and submitted training records. Developed and implemented incident scripts skill drill to test and reinforce knowledge of applicable active rail operations personnel. Submitted six months' worth of skill drills records. Develop and implement incident scripts annual training to test and reinforce knowledge of applicable transit police communications personnel. Submit documentation of annual training for incident scripts. Confirm there is evidence of the above actionable items. 	2	February 2024	O	9	7	<p>78%</p> 

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WMSC-22-C0167	<p>Metrorail must clearly define and communicate the authority and duties of the Fire Marshal and the role of the Fire Marshal's Office to ensure that fire and life safety issues are properly identified and addressed in a timely fashion. This must include formally documenting, implementing, tracking and verifying the resolution of relevant areas for improvement identified in inspections, debriefs or other activities and the associated corrective actions to address each area for improvement. Metrorail must designate, communicate and ensure the availability of any appropriate backup personnel for the Fire Marshal when the Fire Marshal is not available.</p> <ul style="list-style-type: none"> Conducted and submitted an assessment of Metrorail's Fire Life Safety functions. Developed an integrated asset inspection, maintenance, and repair process. Updated and submitted the Fire Marshal job description. Developed and submitted guidelines for Fire Life Safety responsibilities. Communicated to all WMATA personnel the authority and duties of the Fire Marshal and the role of the Fire Marshal's Office. Developed and implemented a Fire Life Safety inspection program tool and submit six month's worth of inspection reports. Submitted summaries of inter-departmental asset review meetings. Submitted training records. Conducted a tabletop exercise and submitted records. Confirmed there is evidence of the above actionable items. 	1	November 2023	UR	15	15	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0168	<p>Metrorail must implement processes to ensure that fire and life safety and emergency management experts with appropriate skills and experience are included in, and have a documented role in project identification, and in the development, planning, review and approvals of each project from project development and implementation through project completion.</p> <ul style="list-style-type: none"> Updated and submitted the procedure documenting the participation of safety subject matter experts in the development, approval, and implementation process through Metrorail project completion. Developed and submitted a documented process to ensure that the appropriate Fire Life Safety experts are engaged in project identification, development, planning, review, and approvals of each project. Issue and submit a Safety Bulletin notifying WMATA personnel of the participation of Fire Life Safety experts on the documented process. Conduct a random sampling of three projects over a period of nine months and submit an assessment summary. Confirm there is evidence of the above actionable items. 	1	January 2025	O	5	2	<p>40%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0169	<p>Metrorail must develop and implement a formal, integrated process for the inspection, maintenance and repair of fire and life safety and emergency management assets, including the process to receive, document and address safety issues identified by external entities such as jurisdictional fire departments and AHJs. Metrorail must provide adequate training on and access for frontline employees to gather information needed to carry out the integrated inspection, maintenance and repair process. Metrorail must specify responsibilities, roles and required coordination for each position and department with responsibilities related to fire and life safety and emergency management and preparedness.</p> <ul style="list-style-type: none"> Developed and submitted Fire Life Safety asset definitions. Identified and submitted an inventory for Fire Life Safety assets. Ensured all Fire Life Safety assets have an associated maintenance/inspection plan and submitted the list of plans. Submit six months of compliance reports. Confirm there is evidence of the above actionable items. 	1	April 2024	O	6	4	<p>67%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0170	<p>Metrorail must establish, communicate and provide training on a process to ensure that all hazards and safety deficiencies identified by external and internal entities are tracked, addressed and reported. Metrorail must conduct regular hazard assessments to prioritize fire and life safety and emergency management issues and must act on that assessment. The assessments must be conducted on a recurring basis, including current risk assessments, hazard identification, mitigation reviews, trend analysis and other documentation. Metrorail must act on these updated assessments to proactively prevent safety events and mitigate safety risks, including by tracking and resolving open items.</p> <ul style="list-style-type: none"> Submitted evidence of communication establishing a safety point of contact. Developed and submitted Fire Life Safety asset definitions. Developed and submitted an integrated Fire Life Safety asset inspection process. Developed and implemented a Fire Life Safety asset inspection tool and submit six month's worth of inspection reports. Identified and submitted an inventory for Fire Life Safety assets. Submitted training records. Confirmed there is evidence of the above actionable items. 	1	August 2023	UR	12	12	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

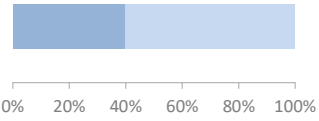
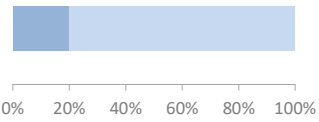
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0171	<p>Metrorail must develop and implement a procedure to ensure regular, recurring inspections and maintenance of emergency medical cabinets (including gaskets or seals), and of equipment in emergency medical cabinets, and to ensure proactive replacement of expiring materials. Metrorail must assess whether the existing cabinets are fit for their current purpose and must act upon that assessment in accordance with Metrorail's safety certification and interdepartmental review processes.</p> <ul style="list-style-type: none"> Assessed existing procedures, usage, and utility of emergency medical cabinets and incorporate industry best practices. Based on assessment results, developed either a maintenance or removal plan for the emergency medical cabinets. Based on assessment results, submitted either a training curriculum or removal communication. Submit compliance documentation. Confirm there is evidence of the above actionable items. 	2	October 2023	O/PD	5	3	<p>60%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0172	<p>Metrorail must develop and implement effective, systematic underground inspection processes by personnel with fire and life safety expertise to ensure safe egress, emergency preparedness and effective fire and life safety response. this must include review and approval of inspection criteria and requirements by subject-matter experts in fire and life safety, and a demonstration that all criteria comply with current NFPA standards.</p> <ul style="list-style-type: none"> Updated design criteria as appropriate, and submitted a list of Preventative Maintenance Inspection (PMI) documents requiring update. Updated and submitted applicable tunnel fan documentation. Updated and submitted applicable lighting documentation. Updated and submitted applicable roadway documentation. Updated and submitted applicable emergency egress documentation. Confirmed there is evidence of the above actionable items. 	2	April 2023	C	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0173	<p>Metrorail must ensure that bollards or other appropriate physical protection are installed to prevent the blocking of this emergency exit. Metrorail must assess any similar locations elsewhere in the Metrorail system, and act on the findings of that assessment if any additional protections are required.</p> <ul style="list-style-type: none"> Establish a stakeholder work group to provide assessment and recommended course of action. Submitted approved budget. Submitted inspection of all egress hatches throughout the Metrorail system. Submitted design documents for the pilot project. Submit the project implementation plan outlining the scope, schedule, budget, and delivery method. Submitted the implementation plan for the pilot project. Conduct an engineering assessment and create design documents. Submit status implementation update reports. Confirm there is evidence of the above actionable items. 	1	August 2026	O	12	5	<p>42%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0174	<p>Metrorail must establish a comprehensive process to track, inspect, document maintenance and testing, and ensure replacement of expired fire extinguishers in the Metrorail system.</p> <ul style="list-style-type: none"> Conducted and submitted a risk assessment to determine fire extinguisher needs and locations across the Metrorail system. Developed and submitted a documented process to track, inspect, test, and replace expired fire extinguishers. Updated and submitted the fire extinguisher asset inventory. Issued and submitted a notification regarding the revised procedures. Conducted and submitted three months' worth of compliance verification reports. Confirmed there is evidence of the above actionable items. 	2	October 2023	AC	6	5	<p>83%</p>  <p>0% 20% 40% 60% 80% 100%</p>

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WMSC-22-C0175	<p>Metrorail must conduct all testing required by its procedures, and ensure that this testing is scheduled and completed on an ongoing basis by scheduling this work, by providing appropriate opportunities and documentation to conduct the work, and by effectively training assigned employees to conduct the work. Until testing is up to date, Metrorail must inventory overdue testing and prioritize work with appropriate urgency to ensure that the risks introduced by the failure to conduct required testing are mitigated as expeditiously as possible.</p> <ul style="list-style-type: none"> Assessed and prioritized overdue testing and submit assessment results. Updated and submitted maintenance instructions to coordinate with supporting offices on planned maintenance activities. Developed and submitted training curriculum and training schedule. Coordinated monthly maintenance activities with supporting offices and submitted six months of documented coordination support. Submitted 12 months' worth of maintenance records to include prioritized overdue testing along with regularly scheduled testing. Confirmed there is evidence of the above actionable items. 	1	September 2023	AC	6	5	<p>83%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0176	<p>Metrorail may conduct an evaluation of the efficacy of JST to meet training objectives, including defining specific skill sets and competencies that students must learn. Metrorail may conduct an assessment of the WMATA personnel and frequency of training required to accomplish the goals of JST, other first responder training initiatives and emergency exercises to ensure that Metrorail is appropriately staffed, trained and scaled to provide the required training. Metrorail may act on those evaluations and assessments to update JST and other training initiatives and exercises, and create a recurring process for review of and involvement in MTPD training by operational departments. Metrorail may also assess the need for additional training on fire and life safety asset maintenance, inspection and repair, and implement the improvements the assessment identifies.</p> <ul style="list-style-type: none"> Conducted and submitted an assessment of the new incident management framework training. Developed and submitted an enhanced incident management framework training course. Submitted a communication to internal and external partners informing of the addition of the new incident management training course. Provided six months' worth of evidence identifying training course attendance and completion of anyone who would serve or operate within incident command. Confirmed there is evidence of the above actionable items. 	2	March 2024	UR	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>




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WMSC-22-C0177	<p>Metrorail may develop, distribute and provide training on a useable checklist or similar tool for MTPD officers to use during emergency response, including in relation to the establishment and transfer of incident command.</p> <ul style="list-style-type: none"> Developed and submitted an emergency response checklist for Metrorail police officers. Developed and submitted a documented process to distribute checklist. Updated the incident command training and submitted training records. Confirmed there is evidence of the above actionable items. 	2	March 2024	UR	4	4	100%
WMSC-22-C0178	<p>Metrorail may develop and institute a signage plan and associated inspections, maintenance and repair to ensure consistency and adequacy of emergency and fire and life safety signage throughout the system.</p> <ul style="list-style-type: none"> Updated and submitted the signage design manual. Conducted signage inspections and submitted three monthly inspection reports. Review systems addresses and access points at all Metrorail stations. Confirm there is evidence of the above actionable items. 	2	March 2024	O	4	2	50%
WMSC-22-C0179	<p>Metrorail may conduct a workload assessment to determine the appropriate staffing for fire and life safety and emergency management and related disciplines, and act on that assessment to provide an appropriate structure and staffing levels.</p> <ul style="list-style-type: none"> Conducted a workload assessment to determine Fire and Life Safety responsibilities and appropriate staffing for WMATA's Department of Safety. Conducted a workload assessment to determine Fire and Life Safety responsibilities and appropriate staffing for WMATA's Office of Systems Maintenance . Conducted a workload assessment to determine Fire and Life Safety responsibilities and appropriate staffing for WMATA's Office of Engineering and Architecture. Conducted a workload assessment to determine Fire and Life Safety responsibilities and appropriate staffing for WMATA's Office of Plant Maintenance. Developed and submitted an organizational structure that outlines the criteria, roles and responsibilities for Metrorail's Emergency Fire and Life Safety functions. Confirmed there is evidence of the above actionable items. 	2	May 2023	C	6	6	100%

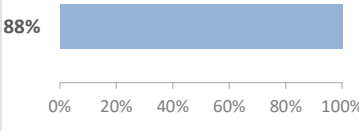
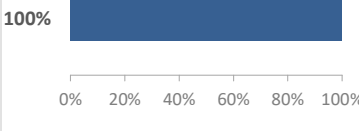
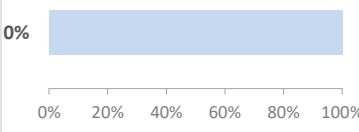
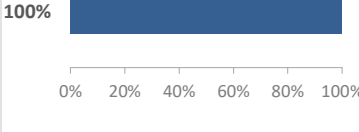
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0180	<p>Metrorail may identify and communicate radio dead spots to frontline MTPD personnel and management, with documented plans and schedules for resolution prioritized based on hazard analyses, and regular updates as issues are identified and resolved.</p> <ul style="list-style-type: none"> Developed a documented process for prioritizing and resolving radio system-related outages. Developed a documented process for notifying frontline personnel and management of radio dead spots and outages. Submitted documented mitigations. Submitted verification of process implementation. Confirmed there is evidence of the above actionable items. 	1	April 2023	C	5	5	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
Rail Operations					96	73	<p>76%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0181	<p>Metrorail must provide consistent supervisory oversight and effective training and safety promotion to ensure that personnel follow all rules and procedures, document compliance with rules and procedures, and ensure that the "just culture" and other principles embodied in the safety management system Metrorail has committed to in its Public Transportation Agency Safety Plan (PTASP) are implemented.</p> <ul style="list-style-type: none"> Developed and submitted safety training content. Developed and submitted a presentation/video based on safety training content. Developed and submitted Safety Management System (SMS) procedures. Submitted training implementation reports. Developed Safety Risk Submission tool and submitted a presentation explaining the features. Developed a SMS dashboard and submitted a presentation explaining the features. Submitted training records of personnel completed the training. Submit quarterly reports demonstrating SMS implementation and mitigated risks. Confirm there is evidence of the above actionable items. 	2	October 2024	O	11	8	<p>73%</p>  <p>0% 20% 40% 60% 80% 100%</p>

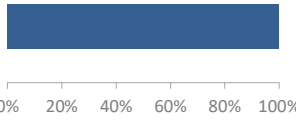
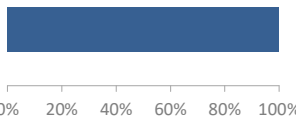
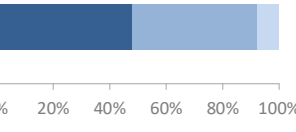
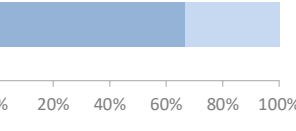
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0182	<p>WMATA must develop, document and effectively communicate processes to ensure that hazards are identified, tracked, communicated and addressed on a consistent, ongoing basis. This must include the documentation, review and consideration of these hazards, risk ratings and mitigation plans by personnel from frontline workers and line managers through middle management and departmental leaders to ensure that all reported hazards, even those reported verbally to frontline or middle managers, are documented, tracked and appropriately managed. Metrorail must assess all locations (towers, terminals, etc.) with digital control boards to determine whether adequate protections are in place and available to ensure safety of personnel, and must address any improvements required and ensure that such improvements are incorporated into all future similar projects.</p> <ul style="list-style-type: none"> • Issued and submitted an Action Bulletin to survey towers and terminal locations with digital control boards. • Created and submitted a Scope of Work to update the digital control boards at the required locations. • Submitted the updated design specifications for digital control boards. • Develop and submit a Notice to Proceed to update control panels. • Developed and submitted Safety Management System (SMS) procedures. • Submit quarterly implementation reports and a summary completion report for digital control board updates. • Confirm there is evidence of the above actionable items. 	2	October 2024	O	10	4	<p>40%</p> 
WMSC-22-C0183	<p>Metrorail must develop, require, and implement effective territory familiarization and physical characteristics training and take steps such as territory-specific certification to ensure adequate knowledge of physical characteristics prior to assigning operations personnel (such as train operators, rail supervisors, terminal supervisors, and interlocking operators) work on a line, in a terminal or in a yard.</p> <ul style="list-style-type: none"> • Reviewed the current line familiarization training, identified necessary updates, and submitted the resulting assessment. • Update and submit training to align practical familiarization with initial and recurring training. • Submit six months' worth of training records. • Develop and submit documented process. • Confirm there is evidence of the above actionable items. 	2	May 2023	O	5	1	<p>20%</p> 




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WMSC-22-C0184	<p>Metrorail must develop and implement effective processes to manage change and risk as specified in its PTASP. This must include developing and implementing a process to ensure consistent, effective communication across all levels of each department and sub-department. Metrorail must clearly define responsibilities for management of change, including the process and authority to add or adjust training requirements, to allow all affected departments to provide input on planned changes and to manage the communication of changes to affected employees.</p> <ul style="list-style-type: none"> Developed and submitted Safety Management System (SMS) procedures. Developed and submitted documented processes for communicating and managing safety concerns through Safety Committees. Developed Safety Risk Submission tool and submitted a presentation explaining the features. Developed a SMS dashboard and submitted a presentation explaining the features. Submit quarterly reports demonstrating SMS implementation and mitigated risks. Confirm there is evidence of the above actionable items. 	2	October 2024	O	7	4	<p>57%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0185	<p>Metrorail must institute sufficient, specific, specialized certification training and standards to operate each type of revenue vehicle, and must provide that training, refresher training, and certification to each individual who may operate a vehicle in revenue service. Metrorail must ensure that only those individuals trained and certified on that type of vehicle operate the vehicle. Metrorail must develop and implement a program that provides for the appropriate availability of trains for required training and certification.</p> <ul style="list-style-type: none"> Reviewed, updated, and submitted Performance Standards for train operation certification. Submitted documentation reflecting the updated training curriculum. Submitted tracker reports as evidence of completion. Confirmed there is evidence of the above actionable items. 	2	October 2023	UR	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0186	<p>Metrorail must develop and implement a plan to meet all of its training and certification requirements. Metrorail must also develop and implement a procedure to ensure only certified and trained personnel are working, and to ensure that any personnel not meeting training and certification requirements are not acting in roles they are not fully trained and certified on. Metrorail must ensure that all documents, such as SOP 406-01, are reviewed and updated in a timely fashion as required by Metrorail procedures.</p> <ul style="list-style-type: none"> Issued and submitted a Temporary Order. Reviewed, updated, and submitted the Recertifications Standard Operating Procedure (SOP) and any associated SOPs. Submitted monthly training refresher and certification reports. Confirmed there is evidence of the above actionable items. 	2	December 2022	C	8	8	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

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WMSC-22-C0187	<p>Metrorail must define the job responsibilities of and procedures for personnel acting as terminal supervisors. Metrorail must develop and implement an effective formal training program for personnel acting as terminal supervisors that accounts for their safety responsibilities. This program must include initial training, certification, and refresher requirements.</p> <ul style="list-style-type: none"> Developed and submitted a Terminal Supervisor Manual. Updated the training program and submitted the updated training module. Confirmed there is evidence of the above actionable items. 	2	August 2023	C	4	4	100%
WMSC-22-C0188	<p>Metrorail must establish and implement documented criteria for ROQT personnel to determine student proficiency in safety-critical operational tasks.</p> <ul style="list-style-type: none"> Submitted evidence confirming 95% of active ROQT Instructors completed training Submitted completed matrix for Initial Train Operator training class Confirmed there is evidence of the above actionable items 	2	May 2023	C	4	4	100%
WMSC-22-C0189	<p>Metrorail must ensure all personnel serving as on-the job training instructors for operations personnel, including those personnel described as line platform instructors (LPIs), interlocking operators, and terminal supervisors, have specific training and direction on what to teach and how to assess their assigned students, and to carry out a structured program to convey necessary information. Metrorail must also ensure that these personnel are effective by conducting supervisory oversight of OJTIs and providing appropriate commendation, correction or removal from the program.</p> <ul style="list-style-type: none"> Updated and submitted documented processes for Line Platform Instructor (LPI) Updated and submitted LPI oversight documented processes Submitted updated curriculum Submit evidence confirming 95% of active LPI's completed the training Submit two bi-annual reports confirming evaluations are being Submit a report showing completion dates for the first year Confirm there is evidence of the above actionable items 	2	July 2025	O	7	3	43%

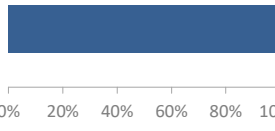
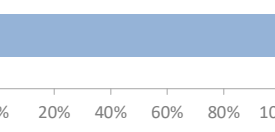
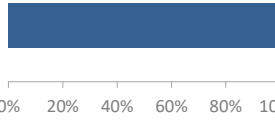
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0190	<p>Metrorail must provide safety oversight of and adequately train operations personnel on requirements for all safety equipment that is or may be past its calibration date to ensure that only properly calibrated safety equipment is in use.</p> <ul style="list-style-type: none"> Developed a documented process specific to the issuance, testing, and removal of high voltage protection gloves. Developed a documented process specific to the issuance, testing, and removal of handheld radios. Submitted evidence of implementation and compliance. Confirmed there is evidence of the above actionable items. 	1	April 2023	C	4	4	100%  0% 20% 40% 60% 80% 100%
WMSC-22-C0191	<p>Metrorail QA/QC management must develop and implement procedures to conduct and document regular spot checks of actual QA/QC to work to ensure that the work is accurate and sufficient. Metrorail must develop or update work instructions for each type of QC audit to ensure the instructions reflect all safety requirements, reporting requirements, and current operating rules and practices. Metrorail must develop and implement specific guidelines for QC personnel to report or remove personnel from service during audit observations or certifications.</p> <ul style="list-style-type: none"> Developed and submitted a documented process for the Quality Control Manager position. Reviewed, updated, and submitted a Quality Control Corrective Action Request Procedure. Updated and submitted work instructions. Submitted spot check reports as evidence of implementation. Confirmed there is evidence of the above actionable items. 	2	August 2023	C	5	5	100%  0% 20% 40% 60% 80% 100%
WMSC-22-C0192	<p>Metrorail must develop and implement a process to ensure that when a potential systemic improvement is identified it is integrated into its safety risk management and corrective action process to ensure effective, Metrorail-wide implementation. Metrorail must provide training on root cause analysis and systemic corrective actions to each individual in the organization who is responsible for that process. Metrorail must ensure that corrective actions are only closed when the systemic safety improvement is completed and fully documented.</p> <ul style="list-style-type: none"> Developed and submitted a documented process to identify, assess, and mitigate systemic safety risks. Assessed and submitted the updated Quality Control Corrective Action Request Procedure. Developed and submitted a training module for Division Managers. Submitted training records for Division. Confirmed there is evidence of the above actionable items. 	2	June 2023	C	5	5	100%  0% 20% 40% 60% 80% 100%




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WMSC-22-C0193	<p>Metrorail must ensure that only current copies of the rulebook are available and in use. Metrorail must provide operational employees with immediate access to the current rules relevant to their work during their work assignments, including any modifications due to temporary or permanent orders.</p> <ul style="list-style-type: none"> Updated and submitted the Metrorail Safety Rules and Procedures Handbook (MSRPH) to include all updated information. Updated and submitted the Rail Safety Standard Committee (RSSC) documented process. Issued and submitted an Operating Practices Advisory (OPA). Provided confirmation that updated MSRPH has been printed. Submitted evidence of the distribution of the printed MSRPH. Submitted quarterly MSRPH spot check reports. Confirmed there is evidence of the above actionable items. 	3	September 2023	AC	8	7	88% 
WMSC-22-C0194	<p>Metrorail must require and implement consistent, effective supervisory oversight of training instructors, including of their work in the field.</p> <ul style="list-style-type: none"> Updated standard operating procedures to require supervisor evaluation of instructors in the field. Submitted evidence of evaluations performed. Confirmed there is evidence of the above actionable items. 	3	December 2022	C	3	3	100% 
WMSC-22-C0195	<p>Metrorail may develop and implement plans to remove barriers to employee reporting of safety hazards and issues, that safety input is sought and considered from employees at all levels of the organization, and that reports and input are promptly addressed through the safety risk management process, and evaluate managers on their performance in these areas.</p> <ul style="list-style-type: none"> Submit the closure package for WMSC-22-C0181. Confirm there is evidence of the above actionable items. 	3	November 2024	O	2	0	0% 
WMSC-22-C0196	<p>Metrorail may assign training instructors to each rail division and assign them to provide regular hands-on training and information to other personnel.</p> <ul style="list-style-type: none"> Submitted documentation of the assessment. Developed and submitted an action plan based on the results of the assessment. Confirmed there is evidence of the above actionable items. 	3	November 2024	C	3	3	100% 

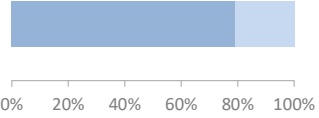
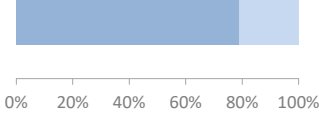
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WMSC-22-C0197	<p>Metrorail may assess whether additional training or safety promotion activities are needed for personnel conducting interlocking operator certifications, and whether supervisory oversight or improved documentation is needed to ensure that all elements of the certification procedure are followed for each certification. Metrorail may then act on such an assessment or assessments.</p> <ul style="list-style-type: none"> Assessed the current interlocking certification documentation performance standards and submitted the final assessment. Developed and submitted an action plan based on the results of the assessment. Confirmed there is evidence of the above actionable items. 	2	February 2023	C	3	3	100% 
WMSC-22-C0198	<p>Metrorail may assign another department, such as ROQT, to certify QA/QC personnel.</p> <ul style="list-style-type: none"> Developed a certification program for rail operations quality officers. Certified existing officers and submitted completed certifications for active personnel. Confirmed there is evidence of the above actionable items. 	3	September 2023	C	3	3	100% 
Station Maintenance, Elevators, and Escalators					52	45	87% 
WMSC-22-C0199	<p>WMATA must develop and implement a comprehensive water intrusion and remediation program for stations, elevators and escalators that identifies and mitigates hazards and evaluates those mitigations as required under its PTASP.</p> <ul style="list-style-type: none"> Conducted and submitted a water intrusion priority assessment. Developed and submitted a process for evaluating water intrusion in stations, elevators, and escalators. Developed and submitted a priority list for maintenance mitigations for elevators and escalators. Conducted internal coordination to ensure the identified needs are part of WMATA's Capital Improvement Program. Perform priority maintenance repairs for elevator and escalators. Confirm there is evidence of the above actionable items. 	1	November 2024	O	6	4	67% 

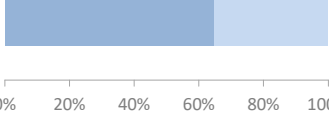
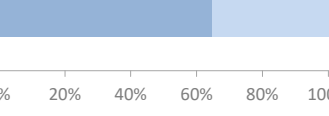
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WMSC-22-C0200	<p>Metrorail must ensure that its change management procedures are followed to prevent future changes to stations, elevators and escalators from introducing hazards to the Metrorail system. As part of this effort, Metrorail must ensure that all frontline, supervisory and management employees with responsibilities related to these areas are provided with initial and recurring training appropriate to their roles and responsibilities on change management principles, procedures and requirements to ensure proper review and coordination on the identification and treatment of hazards. This must include examples of issues that must be elevated to management and that must be reviewed by other departments. This training must be consistent with WMATA's established change management processes in the PTASP and related procedures.</p> <ul style="list-style-type: none"> • Distributed the <i>Configuration Control Management</i> Policy and submit signature acknowledgements. • Incorporated change management procedures and submitted the Journeymen training curriculum. • Confirmed there is evidence of the above actionable items. 	2	February 2023	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0201	<p>Metrorail must ensure that all personnel who may work on an elevator or escalator have all necessary training. This must include providing the training on current models and each new model installed, tracking that training, and establishing processes to ensure that personnel have the necessary training to safely carry out each assigned task.</p> <ul style="list-style-type: none"> • Updated and submitted the Journeymen training matrix. • Developed and submitted the updated Journeymen training curriculum. • Developed and submitted equipment familiarization for supervisors and inspectors. • Developed and submitted a schedule. • Submitted six months' worth of training records. • Confirmed there is evidence of the above actionable items. 	1	January 2024	UR	6	6	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0202	<p>Metrorail must review and update all ELES procedures as required by WMATA policies. Metrorail must implement a log and/or other system to ensure that each procedure is reviewed as required in the future.</p> <ul style="list-style-type: none"> • Reviewed documented procedures and submitted the list of reviewed documents. • Updated and submitted the identified documents. • Submitted the master document list outlining date of last revision and next review. • Confirmed there is evidence of the above actionable items. 	2	August 2023	C	4	4	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>


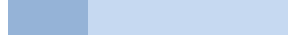
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0203	<p>Metrorail must clearly define what ELES helpers are authorized or unauthorized to do alone, and what level of employee is required to complete each task. This must include a safety-based review and update of the work alone policy.</p> <ul style="list-style-type: none"> Conducted and submitted a job hazard analysis. Reviewed and submitted the relevant staff work alone policy. Confirmed there is evidence of the above actionable items. 	2	September 2023	C	3	3	100%
WMSC-22-C0204	<p>Metrorail must provide regular refresher training to all ELES personnel on the importance of and process for signing in and out of log books (or any alternative hard copy or electronic format as specified in A17.1 that Metrorail may adopt in the future). Metrorail must conduct and document regular supervisory oversight of proper log book entries that includes development and completion of corrective actions to address areas where deficiencies are identified. Metrorail must assess whether additional safety protections are required when work is being conducted on elevators and escalators.</p> <ul style="list-style-type: none"> Developed and submitted a presentation on properly entering elevator and escalator maintenance log book material. Conducted reviews of log book requirements and submitted evidence of completion. Updated and submitted maintenance and station audit standard procedure. Submitted three months' worth of quality assurance checks. Conducted and submitted an assessment to determine additional safety protections. Confirmed there is evidence of the above actionable items. 	2	September 2023	AC	6	4	67%
WMSC-22-C0205	<p>Metrorail must establish and implement a documented training process for ELES personnel serving as on-the-job training instructors or mentors for ELES apprentices.</p> <ul style="list-style-type: none"> Submitted maintenance teams mentor training curriculum. Provided mentor training to all relevant personnel, and submitted records. Confirmed there is evidence of the above actionable items. 	2	April 2023	C	3	3	100%

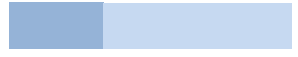

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0206	<p>Metrarail must define procedures and standards for all ELES inspection and maintenance work, and provide all necessary training on those procedures to all relevant personnel.</p> <ul style="list-style-type: none"> Updated and submitted Elevator and Escalator Inspections procedure to align with ASME A17.1. Conducted training for all safety inspectors and submitted the training matrix and evidence of training completion. Confirmed there is evidence of the above actionable items. 	2	April 2023	C	3	3	100% 
WMSC-22-C0207	<p>Metrarail must include training requirements on QA checks for all ELES supervisors and must ensure that these QA checks are being properly completed.</p> <ul style="list-style-type: none"> Updated and submitted Quality Control Preventative Maintenance and Station Audit procedure. Conducted quality assurance safety training for all supervisors and submit the training curriculum and evidence of completion. Provided quality assurance checks as evidence of process conformance. Confirmed there is evidence of the above actionable items. 	1	September 2023	AC	4	3	75% 
WMSC-22-C0208	<p>Metrarail may conduct and act upon a staffing assessment to identify the required number and type of trained personnel and work assignments required for each shift and area of responsibility for Plant Maintenance to carry out its responsibilities, and the recruitment and retention actions necessary to ensure needed positions are filled with qualified personnel.</p> <ul style="list-style-type: none"> Conducted and submitted a staffing assessment to identify the personnel and work assignments required to carry out maintenance responsibilities. Conducted bi-weekly vacancy review meetings and submit records. Confirmed there is evidence of the above actionable items. 	2	November 2022	C	3	3	100% 

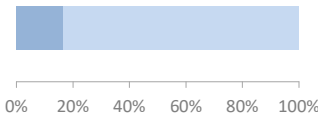
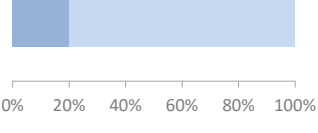
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0209	<p>Metrorail may adjust the job descriptions to reflect the actual requirements of the role, including experience and expertise in the subject area.</p> <ul style="list-style-type: none"> Reviewed and adjusted job descriptions against each roles' requirements. Finalized job descriptions and submitted as evidence. Confirmed there is evidence of the above actionable items. 	2	February 2023	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0210	<p>Metrorail may develop and provide sufficient Maximo training for each role ranging from frontline workers and supervisors through management, and implement quality assurance processes for this data. Metrorail may use the improved data collection to improve and expand reliability analysis.</p> <ul style="list-style-type: none"> Submitted a training matrix for relevant plant maintenance frontline workers, supervisors, and management. Submitted a training matrix for relevant elevator and escalator maintenance frontline workers, supervisors, and management. Developed and conduct training for relevant personnel. Submit six months' worth of training evidence. Confirm there is evidence of the above actionable items. 	2	February 2024	O	5	3	<p>60%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0211	<p>Metrorail may establish procedures to exercise escalators in the opposite direction of normal travel when safe to do so to provide for safe operations in the event of an emergency or large crowd.</p> <ul style="list-style-type: none"> Conducted and submitted an assessment to determine if running escalators in the opposite direction of normal travel is safe in the event of an emergency or large crowds. Based on the assessment, reviewed, updated, and submitted the station escalator operations handbook. Confirmed there is evidence of the above actionable items. 	2	March 2023	C	3	3	<p>100%</p>  <p>0% 20% 40% 60% 80% 100%</p>

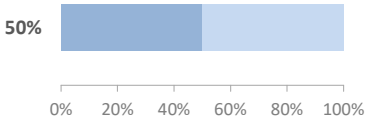
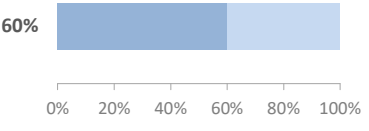
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Power Restoration Process					19	15	 <p>79% 0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0212	<p>Instituting additional protections to ensure that third rail power is not restored prematurely including, but not limited to, ensuring that managers and leadership permit all power restoration checklists and procedures are followed to be certain power is only restored when it is safe to do so. These additional protections must include providing an independent, second approval from an appropriately qualified employee, so that safe power restoration is always placed ahead of service metrics such as on-time performance. [Full corrective action from the WMSC included in the CAP.]</p> <ul style="list-style-type: none"> Conducted safety stand downs to reemphasize the importance of following all safety rules. Tested and verified recording systems in each active facility. Provided additional training and evaluated to ensure safe and effective handling of outages. Provided appropriate staffing and succession planning to comply with fatigue policies, standards, and requirements. Communicated dedicated phone numbers for each power desk. Revised medical physicals completion SOP. Developed safety risk coordinator job description. Conducted fatigue assessment. Submitted software alteration plans and schedule. Developed and implemented coaching and development plan. Developed and implemented a formal power operations compliance process. Developed a revised staffing plan. Prioritized implementation of safety risk management system. Conducted safety culture impact assessment. Develop, test, deploy, and certify safety control upgrades. Updated third rail power energization and de-energization procedures. Update and implement existing training. Conduct safety certification on the power restoration process. Confirm there is evidence of the above actionable items. 	1	June 2024	O	19	15	 <p>79% 0% 20% 40% 60% 80% 100%</p>

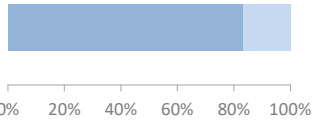
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Automatic Train Control (ATC) Room Maintenance					17	11	 <p>65%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0213	<p>Metrorail has an ineffective and insufficient inspection, maintenance and cleaning program for the Automatic Train Control equipment, particularly including a lack of required tools, procedural compliance, and supervisory oversight for care of vital equipment housed in train control rooms, and is not maintaining the structural integrity of these ancillary rooms.</p> <ul style="list-style-type: none"> Reviewed the safety inspection actions list. Developed and submitted evidence of tracking work orders. Revised task order to include a review of tool tracking and calibration management. Submitted a report identifying potential hazards and associated mitigations. Conducted an assessment and issued and submitted interim guidance on best practices regarding supervisory checks. Developed and submitted a bulletin to include interim cleaning guidance. Developed awareness campaign for Train Control Room maintenance staff. Conducted interim cleaning training to designated cleaning crews. Developed, implemented, and submitted safety risk management procedures. Trained relevant personnel on the safety risk management procedures and submitted evidence of training completion. Developed a monthly work order report and submitted six reports. Create a comprehensive task order to provide systemic and sustainable improvements in procedures, documentation, training, and data tracking. Conduct monthly interdepartmental meetings to discuss and address any issues that may impact Train Control Rooms and equipment. Develop and submit a strategy to procure sufficient quantities of maintenance equipment and materials. Submit quarterly updates of approved assessments based on a comprehensive task order. Submit quarterly updates on implementation activities. Confirm there is evidence of the above actionable items 	2	October 2026	O	17	11	 <p>65%</p> <p>0% 20% 40% 60% 80% 100%</p>

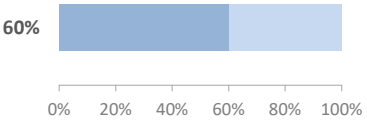
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
Communication Systems					62	29	 <p>47%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0214	<p>Metrorail must ensure safety promotion activities are performed to make certain all personnel are informed about the importance of and how to complete forms and to inform personnel of any changes to forms or processes. Metrorail must review and provide up-to-date PMI forms for all communications systems in adherence with SMNT Maintenance Control Policy, Section 21.1, SMNT Modification Request, which includes control management of documents, including change management and document updates. Metrorail must ensure that policies, PMI forms, and other documents such as manuals are not only uploaded electronically in Documentum, but available in locations more easily accessible by all personnel required to use them, including the (T:) Drive and physical locations. WMATA must properly communicate, document and ensure understanding of revisions to forms, policies and procedures before implementation through safety promotion to ensure ease of accessibility and use of correct documents. Metrorail must also follow SMNT Maintenance Control Policy, Section 15.1, Preventative Maintenance, which indicates that SMNT shift supervisors are responsible for reviewing and certifying both the acceptable performance of inspections and the accuracy of the documentation in Maximo resulting therefrom. This includes ensuring that all relevant fields are completed accurately for all forms.</p> <ul style="list-style-type: none"> • Completed reinstruction and provided acknowledgements of preventative maintenance documentation requirements. • Updated, submitted and provided acknowledgments of Preventative Maintenance Inspection forms for all communications systems. • Reinforce document control existing procedure. • Develop, submit and provide acknowledgements of Maintenance Bulletin. • Develop and submit a quality control (QC) supervisory checks process. • Submit three months' worth of completed QC inspection forms. • Confirm there is evidence of the above actionable items. 	1	March 2025	O	7	2	 <p>29%</p> <p>0% 20% 40% 60% 80% 100%</p>

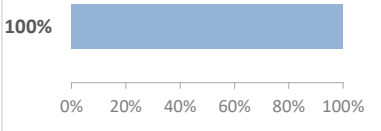
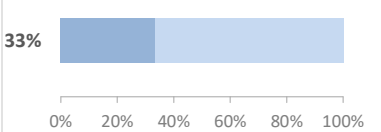
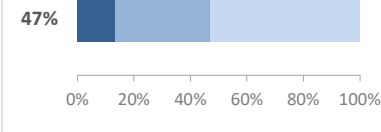
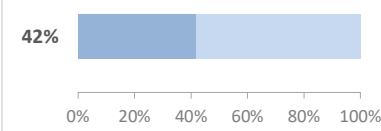
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0215	<p>WMATA must develop standard PMI forms, procedures, and instructions for every communications system. These PMIs must be signed and ENGA-approved as required by WMATA Policy/Instruction 4.10/3, Configuration Control Management, which requires ENGA to ensure that all communications systems and subsystems are accurately recorded; that changes are known, approved and documented; and that records are updated such that any system or subsystem can be upgraded, redesigned, rehabilitated, reconfigured for operational changes or restored in the event of its failure or damage. Metrorail must provide training on all forms, procedures, and instructions that are created and provide such training to all relevant personnel on an ongoing basis as the forms, procedures, and instructions evolve over time. Metrorail must assess staffing and provide evidence that ENGA has the necessary resources to conduct required procedural review, EMI creation, assistance on training development, and other support functions.</p> <ul style="list-style-type: none"> Submitted updated organizational chart and workload load assessment specifying responsibilities. Developed and submitted a list of missing Preventative Maintenance Inspections. Develop and submit the missing PMIs per Policy/Instruction 4.10/3. Submit the process for PMI review and approval. Deliver training; update Maintenance Control Policy and document the change in a maintenance bulletin until the MCP is revised. Confirm there is evidence of the above actionable items. 	1	May 2025	O	6	2	<p>33%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0216	<p>WMATA must develop and implement additional training, supervisory oversight and safety promotion to ensure adherence to their SMNT Maintenance Control Policy, Section 25, which requires that if a problem is encountered during a PMI that requires corrective action, the technician will create a corrective maintenance work order for the discovered problem and link the corrective maintenance work order to the preventative maintenance work order.</p> <ul style="list-style-type: none"> Conducted and submitted acknowledgements of On-the-Job Training reinstruction. Updated and submitted Section 25 of Maintenance Control Policy. Update and submit work instructions. Submit six monthly quality control inspection reports. Confirm there is evidence of the above actionable items. 	2	November 2024	O	5	2	<p>40%</p>  <p>0% 20% 40% 60% 80% 100%</p>

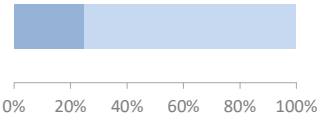
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0217	<p>Metrorail must require personnel to document detailed information regarding identification and troubleshooting procedures that were attempted when responding to corrective maintenance work orders. Metrorail must provide training to personnel on these documentation improvements and provide evidence that all personnel who respond to corrective maintenance work orders have received that training. WMATA must develop a policy requiring life-safety critical systems be responded to within time limitations that will ensure issues with these systems are addressed immediately. Metrorail must update its Corrective Maintenance Business Process for COMM to include MOC's role in the process. WMATA must update, implement, and monitor standards for personnel entering information in Maximo and coordinating response so that work orders are correctly prioritized and assigned in a timely manner according to policy, and contain sufficiently descriptive and complete information, including correct trouble and responsibility codes to ensure the proper personnel respond with the resources necessary to address the work order.</p> <ul style="list-style-type: none"> Developed and submitted a documented process prioritizing response times for life safety critical systems and corrective maintenance work orders. Develop and submit a documented process for Maximo entries. Update and submit the Corrective Maintenance Business Process for Communications outlined in the department's Maintenance Control Policy. Conduct on-the-job training for frontline supervisors and maintenance personnel. Submit 3 months' worth of supervisory checks. Confirm there is evidence of the above actionable items. 	1	May 2025	O	6	1	<p>17%</p>  <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0218	<p>WMATA must develop and implement a procedure for communications personnel to identify, document, and mitigate hazards. Relevant personnel must be trained in hazard identification and tracking. Hazards identified must be addressed in accordance with the process provided for in WMATA's PTASP.</p> <ul style="list-style-type: none"> Developed and implemented safety risk management procedures by which Communications personnel identify, document, and mitigate hazards. Develop and submit training materials for safety risk management procedures. Submit evidence that 95% of all active Communications personnel completed the training. Develop a hazard tracker capturing hazards and mitigations. Confirm there is evidence of the above actionable items. 	3	November 2024	O	5	1	<p>20%</p>  <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0219	<p>WMATA must review and update training curricula for communications personnel to include refresher training and training more specific to specialized job functions, including PMIs. WMATA must create a formal, structured on-the-job training program that includes standards, curricula, and documentation as well as selection criteria and training for OJT Instructors. Metrorail must ensure that all personnel who may work on communications equipment have the necessary training on each piece of equipment that they may be assigned to service. This must include providing training on current models and each new model installed, tracking that training, and establishing processes to ensure that personnel have the necessary training to carry out each assigned task.</p> <ul style="list-style-type: none"> • Updated and submitted training matrix. • Updated and submitted training curricula. • Developed and submitted training schedule. • Submit training records. • Develop and submit process ensuring supervisors check personnel qualifications. • Confirm there is evidence of the above actionable items. 	1	June 2025	O	6	3	 <p>50%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0220	<p>Metrorail must institute a process to ensure and document that all communications rooms have current manuals, schematics and pertinent materials, and that these documents are stored in a well-organized and accessible manner.</p> <ul style="list-style-type: none"> • Submitted updated organizational chart and workload load assessment specifying responsibilities. • Conducted and submitted gap analysis identifying required documentation missing from each communications room. • Updated Maintenance Control Policy to include process ensuring all communications rooms have physical copies. • Ensure all identified documentation is distributed to each communications room. • Confirm there is evidence of the above actionable items. 	1	June 2024	O	5	3	 <p>60%</p> <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0221	<p>Metrorail must ensure any remaining analog radios still in use systemwide are disabled and decommissioned. WMATA must submit Handheld Radio Certification Reports to demonstrate adherence to SMNT Maintenance Control policies related to SMNT Control Policy 22.4, SMNT – Calibration and Certification Report. WMATA must ensure on a recurring basis that personnel are aware of the proper procedures and that personnel understand their role in ensuring handheld radios remain calibrated.</p> <ul style="list-style-type: none"> Developed and submitted agencywide strategy to promote handheld radio policy, procedure awareness and enforcement. Developed and submitted computer-based training course on the awareness, functionality, safety benefits, configuration and calibration of WMATA-issued radios. Submitted acknowledgements for 95% of active personnel. Collected WMATA-issued non-APX 8000 handheld radios for decommissioning and removal from service. Updated and submitted Electronic Device Policy Instruction to include reference to MCP restrictions on non WMATA-issued handheld radios. Confirm there is evidence of the above actionable item 	1	February 2024	O	6	5	<p>83%</p>  <p>0% 20% 40% 60% 80% 100%</p>

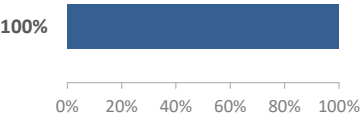
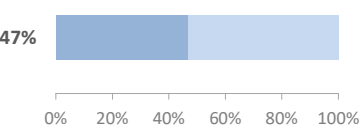
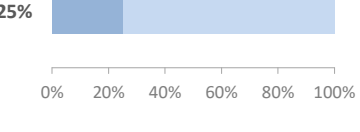
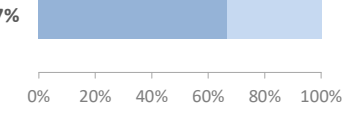
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0222	<p>WMATA must conduct a special inspection of all communications rooms to check for water intrusion or signs of water intrusion. Metrorail must prioritize and address all identified hazards and safety deficiencies in a timely fashion. Metrorail must provide the records of these inspections and this prioritization and schedule for addressing each issue on at least a quarterly basis along with documentation of all implemented mitigations. Metrorail must then institute a process that ensures water intrusion is identified and addressed on an ongoing basis going forward. WMATA must develop processes to ensure all equipment and documents in communications rooms are kept clean, organized and protected, including routine verification inspections conducted and documented by supervisors.</p> <ul style="list-style-type: none"> Identified, compiled and submitted list of all Communication (COMM) rooms and developed inspection schedule. Conducted special inspections of all COMM rooms. Developed and submitted a process for how to evaluate water intrusion. Submitted appendix to the Ten-Year Capital Program identifying the inclusion of the needs. Developed and submitted a priority list addressing all identified hazards and safety deficiencies. Submitted the first of 4 quarterly reports as evidence of implemented mitigations and maintenance activities. Submit the second quarterly report. Submit the third quarterly report. Submit the final quarterly report. Confirm there is evidence of the above actionable items. 	1	September 2024	O	10	6	 <p>60%</p> <p>0% 20% 40% 60% 80% 100%</p>

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WMSC-22-C0223	<p>Update the procedure for identifying completion criteria for engineering modification instructions.</p> <ul style="list-style-type: none"> Reviewed and submitted a summary of existing recruiting and retention practices. Submitted documentation for steps identified as feasible. Confirmed there is reasonable evidence to support completion of actionable items and performance measures. 	3	January 2024	UR	3	3	100% 
WMSC-22-C0224	<p>Review and update job descriptions to reflect current requirements.</p> <ul style="list-style-type: none"> Reviewed and updated job descriptions. Submit job descriptions to SMNT. Confirm there is reasonable evidence to support completion of actionable items and performance measures. 	2	March 2024	O	3	1	33% 
Track Maintenance and Training					53	25	47% 
WMSC-22-C0225	<p>Metrorail must revise and implement organizational alignment, planning and coordination processes to ensure that prioritized track-related hazards and risk are effectively prioritized and progressed through to completion in a timely fashion, including effective, direct collaboration among leadership and managers in all relevant departments. Metrorail must ensure that there is appropriate supervisory oversight and managerial support for track inspection and maintenance activities as part of its implementation of the safety management system for track-related groups such as TRST, MOWE, and WWPL. Metrorail must develop and implement a formal, integrated process for Ultrasonic Testing of welds that specifies who is responsible for carrying out this task, the process for ensuring this testing occurs, and the documentation and tracking of this process in a Metrorail system of record such as Maximo.</p> <ul style="list-style-type: none"> Issued a memorandum to enforce compliance with track inspection procedures and submitted evidence of acknowledgment from applicable personnel. Submitted an updated organizational chart and roles and responsibilities. Developed and submitted a process for ultrasonic testing of welds. Submitted 3 months' worth of completed inspection reports. Submitted 3 months' worth of completed ultrasonic testing reports. Conduct monthly meetings to discuss the mitigation of track-related hazards and risk and submit 9 months of meeting notes. Develop and submit prioritized list of documented processes for revision. Submit first quarter of revised documents. Submit second quarter of revised documents. Submit third quarter of revised documents. Submit fourth quarter of revised documents. Confirm there is evidence of the above actionable items. 	2	February 2025	O	12	5	42% 

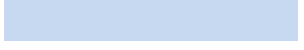
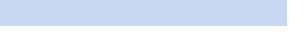
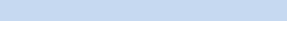
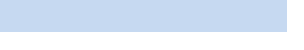
CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0226	<p>WMATA must develop and implement an electronic solution to record yard defects. WMATA must demonstrate through safety promotion, training and documentation adherence to policies requiring yellow conditions to be addressed within 30 days of previous inspection. TRST must create a process to ensure coordination with WWPL and other departments to prioritize yard maintenance and ensure the necessary track rights are granted to support this work.</p> <ul style="list-style-type: none"> Submitted documented process defining interdepartmental coordination for wayside work. Updated and submitted documented process for yard inspections. Conduct training on updated process and submit evidence of training completion. Develop and submit evidence of new electronic form to generate inspections reports. Conduct training on updated form and submit evidence of training completion. Submit 3 months' worth of yard inspection implementation. Submit 3 months' worth of electronic form implementation. Confirm there is evidence of the above actionable items. 	2	September 2024	O	8	2	<p>25%</p>  <p>0% 20% 40% 60% 80% 100%</p>

CAP #	Metro Actionable Items	WMATA Hazard Risk Category	Original Estimate to Request Closure	CAP Status	Total Action Items	Action Items Submitted	Actionable Items Status Bar
WMSC-22-C0227	<p>WMATA must develop and implement a plan to meet its training, certification and recertification requirements. Training must be documented, and a process must be developed to ensure ELM is kept up-to-date and accurately reflects training required and completed by TRST personnel. Additionally, WMATA must develop quality control processes with supervisory oversight to ensure assessments and corresponding documents are filled out properly.</p> <ul style="list-style-type: none"> Submitted training calendar. Update and submit training program. Provide training reports Confirm there is evidence of the above actionable items. 	2	May 2024	O	4	1	<p>25%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0228	<p>Metrorail must ensure that all personnel are wearing proper personal protective equipment. This must include safety promotion activities to ensure personnel understand the importance and safety benefits of PPE and must include routine compliance checks.</p> <ul style="list-style-type: none"> Issued memorandum and submitted personnel acknowledgment and roster. Performed compliance checks and submitted records of completion. Developed, distributed, and submitted first quarterly safety communications Developed, distributed, and submitted second quarterly safety communications Confirmed there is evidence of the above actionable items. 	2	December 2023	UR	5	5	<p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0229	<p>WMATA must develop a training program that includes on-the job training (OJT) to train personnel to maintain the system's lubricators. WMATA must also conduct an analysis to determine the necessary number of fully trained personnel to properly maintain rail lubricators in accordance with procedure. Based on that analysis and through succession planning, WMATA must train, certify and maintain the number of personnel required to carry out lubrication duties.</p> <ul style="list-style-type: none"> Conducted a staffing analysis and submitted determination compliance with TRST Rail Lubricator Preventative Maintenance and Inspection Procedure. Developed and submitted a training and recertification curriculum for applicable personnel to maintain the system's lubricators. Submitted training records. Confirmed there is evidence of the above actionable items. 	3	December 2023	C	4	4	<p>100%</p> <p>0% 20% 40% 60% 80% 100%</p>

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WMSC-22-C0230	<p>WMATA must develop and implement a plan to conduct rail grinding at the required level. WMATA must also develop a long-term schedule for rail grinding activities with set intervals and demonstrate the ability to adhere to that schedule.</p> <ul style="list-style-type: none"> Coordinated and provided summary of program funding. Submit Notice to Proceed. Develop and submit documented process. Develop and submit schedule. Provide first evidence of adherence to schedule. Provide final evidence of adherence to schedule. Confirm there is evidence of the above actionable items. 	2	June 2025	O	7	1	<p>14%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0231	<p>WMATA must assess hazardous material storage and disposal processes, act on the assessment for any necessary changes and take steps to ensure compliance. WMATA must have the drums of resin currently stored at the Suitland Maintenance Control Yard removed and ensure they are disposed of in accordance with policy and provide evidence of their proper disposal.</p> <ul style="list-style-type: none"> Submitted evidence of material removal in accordance with disposal policies. Conducted and submitted an assessment of material and waste storage practices. Implement assessment action items. Confirm there is evidence of the above actionable items. 	2	August 2024	O	4	2	<p>50%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-22-C0232	<p>Metrorail must develop and implement processes to ensure that scheduled vegetation cutting and weed spraying with an acceptable product occurs in accordance with industry standards. WMATA must evaluate current interim mitigations for effectiveness, develop new interim mitigations, if warranted, and continue those mitigations until such time that an effective weed cutting, and spraying program is implemented.</p> <ul style="list-style-type: none"> Submitted Notice to Proceed for vegetation cutting contract. Submitted Notice to Proceed for weed spraying contract. Develop and submit vegetation overgrowth mitigation schedule. Submit first documented evidence of schedule adherence. Submit second documented evidence of schedule adherence. Confirm there is evidence of the above actionable items. 	2	September 2024	O	6	2	<p>33%</p> <p>0% 20% 40% 60% 80% 100%</p>

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WMSC-22-C0234	<p>WMATA should ensure procurement of materiel aligns with demand to lessen the accumulation of excess materials and to prevent materials from being stored or used beyond their useful life by developing a process that includes personnel who are responsible for maintenance yards and storage facilities in the procurement process. WMATA should also review and revise its Asset Management Lifecycle Plan to include assets stored in maintenance yards.</p> <ul style="list-style-type: none"> Revised and submitted documented process. Submitted proof of acknowledgment of revised processes. Confirmed there is evidence of the above actionable items. 	3	October 2023	C	3	3	<p>100%</p> 
Internal Safety Review Program					15	7	<p>47%</p> 
WMSC-23-C0235	<p>Metrorail must implement a process to ensure that internal safety review findings are systematically incorporated into Metrorail's safety management system. This must include implementing technological and quality management and safety management process improvements to further this integration and ensure that identified safety issues are considered, prioritized and addressed in accordance with the requirements of the safety management system specified in Metrorail's PTASP to ensure an integrated, consistent and long-term approach to effectively address identified hazards.</p> <ul style="list-style-type: none"> Updated and submitted procedure to include entry of Internal Safety Review findings into the electronic Safety Risk Management module Integrate internal safety review findings into the Safety Management System (SMS) and submit the first of two quarter's worth of implementation reports. Submit the second quarter's worth of implementation reports. Confirm there is evidence of the above actionable items. 	2	August 2024	O	4	1	<p>25%</p> 
WMSC-23-C0236	<p>Metrorail must document and implement required training on safety risk management, hazard management and safety management systems for personnel conducting internal reviews. These changes must be reflected in updated training matrices and any associated documentation regarding training requirements for each applicable position.</p> <ul style="list-style-type: none"> Determined training requirements and submitted list of applicable personnel or positions required to complete training. Revised and submitted the Agency Safety Plan. Updated and submitted Quality training matrix. Updated and submitted Audit & Compliance training matrix. Submit training records. Confirm there is evidence of the above actionable items. 	2	October 2024	O	6	4	<p>67%</p> 

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WMSC-22-C0237	<p>Metrorail must document and implement required training on safety risk management, hazard management and safety management systems for personnel conducting internal reviews. These changes must be reflected in updated training matrices and any associated documentation regarding training requirements for each applicable position.</p> <ul style="list-style-type: none"> Updated and submitted a three-year schedule to include the Internal Safety Review (ISR) of the ISR Program. Updated and submitted procedure that includes an independent audit of the Internal Safety Review program. Submit the 30-day notification letter announcing the Internal Safety Review (ISR) of the ISR program. Submit the Internal Safety Review Report. Confirm there is evidence of the above actionable items. 	2	October 2024	O	5	2	<p>40%</p> <p>0% 20% 40% 60% 80% 100%</p>
Structures Program					11	0	<p>0%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-23-C0238	<p>Metrorail must implement its safety management system for structures personnel as specified in its Public Transportation Agency Safety Plan. WMATA must ensure that personnel understand their essential role in an effective safety management system. This must include ensuring, on a recurring basis, that personnel are appropriately trained on the identification of hazards, including departmental hazards, the reporting of hazards (including reporting methods), the documentation of hazards (including logging and tracking), and the assessment and mitigation of hazards.</p> <ul style="list-style-type: none"> Develop and submit a documented safety risk management process. Develop and implement awareness training on WMATA's Safety Management System. Submit training curriculum for Safety Risk Coordinators. Submit the first three months' worth of risk management reports. Submit completed training records from 95% of active applicable personnel. Submit the second three months' worth of risk management reports. Confirm there is evidence of the above actionable items. 	1	April 2025	O	7	0	<p>0%</p> <p>0% 20% 40% 60% 80% 100%</p>
WMSC-23-C0239	<p>WMATA must create a formal, structured on-the-job training program that includes standards, curricula, and documentation as well as selection criteria and training for those serving as On-the-job Training Mentors to meet the requirements of its Structural Inspection Manual. Metrorail must create procedures to document and review on-the-job training and evaluations, including specific requirements that trainees must meet, the scoring requirements, and specific steps to be taken if a student requires additional instruction or experience.</p> <ul style="list-style-type: none"> Develop and submit a documented training process for On-the-Job Training (OJT) mentors. Submit personnel roster and evidence of OJT training completion for OJT mentors. Submit personnel roster and evidence of OJT implementation for new hires. Confirm there is evidence of the above actionable items. 	2	February 2025	O	4	0	<p>0%</p> <p>0% 20% 40% 60% 80% 100%</p>

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Roadway Maintenance Machines Program					12	0	 <p>0% 20% 40% 60% 80% 100%</p>
WMSC-23-C0244	<p>Metrorail must review, and as necessary update, the identified procedures. Metrorail must determine whether any other procedures are past due for review or nearing their required review dates, and must review and, as necessary, update those procedures. Metrorail must ensure that it implements an effective process to review and update RMM related documents in a timely fashion in accordance with its requirements on an ongoing basis.</p> <ul style="list-style-type: none"> Update and submit matrix identifying Roadway Maintenance Machine procedures. Review and update administrative policies as necessary. Review and update configuration management procedure as necessary. Review and update applicable procedures as necessary. Submit matrix to demonstrate log is being maintained. Confirm there is evidence of the above actionable items. 	3	February 2025	O	6	0	 <p>0% 20% 40% 60% 80% 100%</p>
WMSC-23-C0248	<p>Metrorail may develop a documented process for decommissioning RMMs, including an interdepartmental process to ensure that vehicles to be decommissioned are no longer needed to carry out work activities and that those vehicles are properly and safely disposed of.</p> <ul style="list-style-type: none"> Update and submit procedure to ensure proper disposition of decommissioned Roadway Maintenance Machines. Confirm there is evidence of the above actionable items. 	2	April 2024	O	2	0	 <p>0% 20% 40% 60% 80% 100%</p>
WMSC-23-C0250	<p>Departments such as CTEM, CENV, CMOR, TRST, and SAFE may establish a process to coordinate with SVMT (or successors) and Procurement on any current and future vehicle safety data and technology advancements and contracts under consideration and their potential application to RMM to ensure that Metrorail does not restrict safety improvements to one element of the organization.</p> <ul style="list-style-type: none"> Establish monthly safety oversight meetings to address and mitigate potential safety concerns. Submit a safety risk management report summary. Submit a list of safety risk coordinator designees and documentation of completed relevant training. Confirm there is evidence of the above actionable items. 	3	February 2025	O	4	0	 <p>0% 20% 40% 60% 80% 100%</p>