



Corrective Action Plan (CAP) Summary			
Total	Submitted (✓)		Open (●)
	Closed	Under Review ¹	
16	11	1	4

¹ Under Review status includes items that were submitted to WMSC for review and closure, and items that were returned by WMSC to address additional comments.

Risk Assessment Category*			
Description	High	Medium	Low
CAP Totals	Submitted: 1 Open: 0	Submitted: 5 Open: 3	Submitted: 5 Open: 1

* As defined by WMATA's Agency Safety Plan

CAP Number	Risk Assessment	Closure Submission Date**	CAP Status	Actionable Item Status
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**Date WMATA requests closure. Actual closure date is subject to WMSC review and acceptance of the closure.

Internal Safety Review Program	<div><div></div></div> <div>0%50%100%</div>	100%
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WMSC-23-C0235		August 2024	Closed	<div><div></div></div> <div>0%50%100%</div>	100%
<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 <i>Public Transportation Agency Safety Plan</i> (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.✓ Integrated internal safety review findings into the Safety Management System (SMS) and submitted the first of two quarter’s worth of implementation reports.✓ Submitted the second quarter’s worth of implementation reports.✓ Confirmed there is evidence of the above actionable items.					
WMSC-23-C0236		September 2024	Closed	<div><div></div></div> <div>0%50%100%</div>	100%
<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.✓ Submitted training records.✓ Confirmed there is evidence of the above actionable items.					
WMSC-23-C0237		September 2024	Closed	<div><div></div></div> <div>0%50%100%</div>	100%
<p>Metrorail must establish an adequate process for conducting internal safety reviews of the internal safety review program, assign the responsibility for this action, update its schedule to include this review, and take any other action necessary to demonstrate that the next review will occur within the current three-year cycle.</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.✓ Submitted the 30-day notification letter announcing the Internal Safety Review (ISR) of the ISR program.✓ Submitted the Internal Safety Review Report.✓ Confirmed there is evidence of the above actionable items.					

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Structures Program	<div><div></div><div>0%50%100%</div></div>	100%
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WMSC-23-C0238	<div></div>	March 2025	Closed	<div><div></div><div>0%50%100%</div></div>	100%
<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">✓ Developed and submitted a documented safety risk management process.✓ Developed and implemented awareness training on WMATA’s Safety Management System.✓ Submitted training curriculum for Safety Risk Coordinators.✓ Submitted the first three months’ worth of risk management reports.✓ Submitted completed training records from 95% of active applicable personnel.✓ Submitted the second three months’ worth of risk management reports.✓ Confirmed there is evidence of the above actionable items.					
WMSC-23-C0239	<div></div>	September 2024	Closed	<div><div></div><div>0%50%100%</div></div>	100%
<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">✓ Developed and submitted a documented training process for On-the-Job Training (OJT) mentors.✓ Submitted personnel roster and evidence of OJT training completion for OJT mentors.✓ Submitted personnel roster and evidence of OJT implementation for new hires.✓ Confirmed there is evidence of the above actionable items.					

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Roadway Maintenance Machines Program	<div><div></div></div> <div>0%50%100%</div>	81%
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WMSC-23-C0240	<div></div>	August 2025	Open	<div></div>	20%
Metrorail must complete development of and implement a comprehensive fall protection program. This must include Metrorail conducting safety promotion activities to ensure that personnel working on and around RMMs (from departments including CTEM, TRST, PLNT) understand the hazard of falls from height and the necessary mitigations to keep themselves and their colleagues safe.					
<div><div>√</div> Developed and submitted a fall protection program.</div> <div><div>●</div> Conduct and submit a gap analysis for fall protection on or around Roadway Maintenance Machines.</div> <div><div>●</div> Develop and submit a safety promotions campaign.</div> <div><div>●</div> Submit six months' worth of risk management reports.</div> <div><div>●</div> Confirm there is evidence of the above actionable items.</div>					
WMSC-23-C0241	<div></div>	December 2025	Open	<div></div>	67%
Metrorail must train 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 assessed as specified in Metrorail requirements such as the WMATA Transit Agency Safety Plan.					
<div><div>√</div> Developed and implemented awareness training on WMATA's Safety Management System.</div> <div><div>√</div> Developed and submitted a documented safety risk management process.</div> <div><div>√</div> Submitted a roster and training records for 95% of applicable personnel.</div> <div><div>√</div> Submitted first three months' worth of risk management reports.</div> <div><div>●</div> Submit second three months' worth of risk management reports.</div> <div><div>●</div> Confirm there is evidence of the above actionable items.</div>					
WMSC-23-C0242	<div></div>	November 2025	Open	<div></div>	33%
Metrorail must implement a process to follow its contractor RMM inspection procedure or must make safety-based updates to the procedure to reflect actual practice and then implement that practice.					
<div><div>√</div> Updated and submitted standard operating procedure to include updates to the contractor Roadway Maintenance Machine inspection procedure.</div> <div><div>√</div> Submitted six months' worth of contractor Roadway Maintenance Machine inspections.</div> <div><div>●</div> Confirm there is evidence of the above actionable items.</div>					
WMSC-23-C0243	<div></div>	August 2025	Open	<div></div>	88%
Metrorail must assign responsibility for maintenance and inspection of WMATA-owned hi-rail gear and establish and carry out a process to ensure that maintenance and inspections are carried out by qualified individuals on the required recurring basis.					
<div><div>√</div> Awarded multi-year contract and submitted Notice to Proceed.</div> <div><div>√</div> Submitted first quarter of inspection documentation.</div> <div><div>√</div> Submitted second quarter of inspection documentation.</div> <div><div>√</div> Submitted third quarter of inspection documentation.</div> <div><div>√</div> Submitted fourth quarter of inspection documentation.</div> <div><div>●</div> Submitted fifth quarter of inspection documentation.</div> <div><div>●</div> Submit sixth quarter of inspection documentation.</div> <div><div>√</div> Confirmed there is evidence of the above actionable items.</div>					
WMSC-23-C0244	<div></div>	June 2025	Under Review	<div></div>	100%
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.					
<div><div>√</div> Updated and submitted matrix identifying Roadway Maintenance Machine procedures.</div> <div><div>√</div> Reviewed and updated administrative policies as necessary.</div> <div><div>√</div> Reviewed and updated configuration management procedure as necessary.</div> <div><div>√</div> Reviewed and updated applicable procedures as necessary.</div> <div><div>√</div> Submitted matrix to demonstrate log is being maintained.</div> <div><div>√</div> Confirmed there is evidence of the above actionable items.</div>					
WMSC-23-C0245	<div></div>	February 2025	Closed	<div></div>	100%
Metrorail may implement improvements to the RMM reliability tracking and reporting process and utilize these improvements to more effectively collect and proactively utilize reliability data to ensure safe and effective operations.					
<div><div>√</div> Updated and submitted procedure to include tracking of engine hours.</div> <div><div>√</div> Reviewed and verified Roadway Maintenance Machines' engine hour meters, updated the system of record, as applicable, and submitted the results.</div> <div><div>√</div> Conducted and submitted three months' worth of supervisory checks.</div> <div><div>√</div> Developed and submitted six months of monthly data quality reports.</div> <div><div>√</div> Confirmed there is evidence of the above actionable items.</div>					
WMSC-23-C0246	<div></div>	August 2024	Closed	<div></div>	100%
Metrorail may develop cold storage procedures and other processes to document its process to start and check equipment on a regular basis that is not being regularly used, including defining the minimum nature and frequency of such activities.					
<div><div>√</div> Developed and submitted process for long-term storage of Rail Maintenance Machines.</div> <div><div>√</div> Confirmed there is evidence of the above actionable items.</div>					

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WMSC-23-C0247		November 2023	Closed	<div></div>	100%
Metrorail is utilizing back-to-back gauges for RMM wheelsets that it has determined are insufficient to accurately make such a measurement on other rail vehicles.					
WMSC-23-C0248		August 2024	Closed	<div></div>	100%
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. <ul style="list-style-type: none">✓ Updated and submitted procedure to ensure proper disposition of decommissioned Roadway Maintenance Machines.✓ Confirmed there is evidence of the above actionable items.					
WMSC-23-C0249		May 2025	Closed	<div></div>	100%
Metrorail may develop and implement a consistent, complete format for training and manuals in alignment with its Quality Management System that documents operational restrictions and allows personnel to identify where to look for such information, and may incorporate these improvements into a recurring troubleshooting training (Note: Part of this corrective action may incorporate elements of iCAPA CTEM-22-03). <ul style="list-style-type: none">✓ Developed and submitted documented process for Roadway Maintenance Machine training.✓ Provided evidence of Roadway Maintenance Machine operator manuals centralized repository.✓ Issued and submitted a communication to applicable RMM operators on how to access the repository.✓ Submitted three examples of training course materials from new documented process.✓ Confirmed there is evidence of the above actionable items.					
WMSC-23-C0250		May 2025	Closed	<div></div>	100%
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. <ul style="list-style-type: none">✓ Established monthly safety oversight meetings to address and mitigate potential safety concerns.✓ Submitted a safety risk management report summary.✓ Submitted a list of safety risk coordinator designees and documentation of completed relevant training.✓ Confirmed there is evidence of the above actionable items.					