

## Appendix C – Summary of Documents Reviewed

### Documents Received Prior to Audit

[Note, the numbering is the document associated with the document request line item.]

- 10. MBTA Drug and Alcohol Policy August 2019\_.pdf
- 11. SAFE1.18.00 2018 MBTA OHS Plan.pdf
- 12. MBTA Safety Employee Safety Reporting Program SAF-SOP-005.pdf
- 13. MBTA SMS Implementation Plan Draft D.docx
- 14 - Configuration Management and Control Program\_FINAL.pdf
- 15 - Safety Certification Program\_FINAL.pdf
- 16 - System Modification Program\_FINAL.pdf
- 17 - 2022-11-17-transit-asset-management-plan.pdf
- 18. Heavy and Light Rail Fleet Plan 2018 - 2022\_Final.pdf
- 2. MBTA CEMP\_FinalDraft.pdf
- 22. MBTA Medical Standards.docx
- 31. 2020 Fire Dept program.pptx
- 34. Criteria for Elevation of Safety Risks to Executive Management.pdf
- 37. FINAL REMINDER Employee Survey We want to hear from you.msg
- 37. FW\_FINAL REMINDER\_Employee Survey – We want to hear from you.pdf.docx
- 38. MBTA\_Strategic\_Planning\_Report.pdf
- 42. Approved MassDOT\_MBTA 270 Plan.pdf
- 47. Current Tracking on Calendar Year 2023 Safety Performance.pdf
- 47. Current Tracking on Calendar Year 2023 Safety Performance.pptx
- 5. MBTA 2022 Transit Safety Plan - Approved Final.pdf
- 56. MBTA\_SMS\_Training\_Report.xlsx
- 57. NEW MBTA\_PTSCPT\_Participants\_Updated 7-31-2023.xlsx
- 6. ROW Safety Rulebook 3rd Edition July 2014 1.pdf
- 67. DPU Corrective Actions - 9-1-23.xlsx
- 67. DPU Corrective Actions - 9.6.22.xlsx
- 69. MBTA Hazard Tracking Log 09.4.2023.xlsx
- 7. Safety Event Investigation Manual Rev 3.2.pdf
- 73. Chapter 1 - MBTA Procurement Logistics.pdf
- 73. Chapter 2 - Prof-services-2021-06-29-.pdf
- 74. 2020\_01\_01-2023\_07\_31 Signal Violations.xlsm
- 74. 2020\_07\_01-2023\_06\_30 Signal Violations.xlsm
- 76 a. - List of Projects from Capital Programs Quarterly Report - FY23Q4.pdf
- 76 c. - Capital Project List -Vehicle Engineering - 8-31-23.pdf
- 8. 008 MBTA Safety Annual Internal Safety Review Program Audit Procedure SAF-SOP-008.docx
- Document Request Tracker 9-1-23.docx
- Document Request Tracker 9-15-23.docx
- Document Request Tracker 9-8-23.docx
- DPU Triennial Document Request.pdf
- EM Management Plan FINAL.pdf
- MBTA Triennial Documents Provided List 09012023.docx

### Folder Number 19 - MBTA Safety Bulletins

- 20-05 Safety Flash -Hands\_Free\_Driving.pdf

- 20-27 Safety Flash - Hand Sanitizer Recall.pdf
- 21-01 Safety Flash - Hazards VS. Risks.pdf
- 21-01 Toolbox Talk - Slips, Trips and Falls.pdf
- 21-02 Safety Flash - Winter Yard Hazards and Risks.pdf
- 21-02 Toolbox Talk - Prevent Incidents Before They Start.pdf
- 21-03 Safety Flash - Form 300A - Injury and Illness Posting.pdf
- 21-03 Toolbox Talk - Feel Safe on the Job.pdf
- 21-04 Safety Flash - Winter Storm Hazards and Risks.pdf
- 21-04 Safety Toolbox Talk - Enhancing Safety Culture.pdf
- 21-05 Safety Flash - Winter Driving Hazards and Risks.pdf
- 21-06 Safety Flash - Commuter Rail Right of Way.pdf
- 21-07 Safety Flash - Fatigue Awareness.pdf
- 21-08 Safety Flash - SMS Fundamentals Training.pdf
- 21-09 Safety Flash - Hazard Communication.pdf
- 21-10 Safety Flash - Safety Data Sheets.pdf
- 21-11 Safety Flash - Working in Extreme Heat.pdf
- 21-13 Safety Flash - Rain and Flood Hazards and Risks.pdf
- 21-14 Safety Flash - Maintenance Facility Housekeeping.pdf
- 21-15 Safety Flash - Slippery Rail.pdf
- 22-01 Safety Flash - Winter Storm Hazards and Risks.pdf
- 22-01 Safety Toolbox Talk - New Years Resolution.pdf
- 22-02 Safety Flash i Winter Yard Hazards and Risks.pdf
- 22-02 Safety Toolbox Talk - National Burn Awareness Week.pdf
- 22-03 Safety Flash - Winter Driving Sazards and Risks.pdf
- 22-04 Safety Flash - General Winter Safety.pdf
- 22-04 Safety Toolbox Talk - Fire Extinguishers.pdf
- 22-05 Safety Flash - Winter Storm Yard Hazards and Risks.pdf
- 22-09 Toolbox Talk - Employee Reporting Methods.pdf
- 22-16 Safety Flash - Defensive Driving Techniques.pdf
- 23-01 - NSM 23 Emergency Preparedness.pdf
- 23-02 - NSM 23 Slips, Trips, and Falls.pdf
- 23-02, Safety Flash - Frostbite Safety.pdf
- 23-03 - NSM 23 Heat-Related Illness.pdf
- 23-03 Safety Flash - PPE Requirements.pdf
- 23-04 - NSM 23 Hazard Recognition.pdf
- 23-04 Safety Flash - Proper Procedures for ROW Access.pdf
- 23-05, Safety Flash - Safe ROW Access.pdf
- 23-06, Safety Flash - Passing Crews on the ROW.pdf
- 23-07A Safety Flash - ROW Worksite Safety.pdf
- 23-08 Safety Flash - Required Items for Bus Operators.pdf
- 23-09 Safety Flash - Near Misses.pdf
- 23-10 Safety Flash - Speed Restrictions.pdf
- MBTA Safety Hotline Poster 2023.pdf

**Folder Number 20 - MBTA Procurement Manual**

- Chapter 1 - MBTA Procurement Logistics.pdf
- Chapter 2 - Prof-services-2021-06-29-.pdf
- Chapter 3 - Procurement Logistics.pdf

## **Folder Number 27. New Rail Operator and Rail Refresher Training Materials**

- 10. Operating in Adverse Weather.docx
- 11. Emergency Codes.docx
- 12. Scent of Danger.docx
- 13. Train Evacuation.docx
- 14. Fan Management Panels.docx
- 15. Emergency Exit Locations.docx
- 16. Crossover Locations and Numbers.xlsx
- 17. Truck Pad Locations.docx
- 18. Swing On & Off Symbols.docx
- 19. Last Train Procedures.docx
- 20. Door Set Up Switches.xlsx
- 22. Overcoming Door Problems.docx
- 23. Disabled Train Procedures.docx
- 24. Lest We Forget Orange.xlsx
- 24. OL Lest We Forget - 5-8-14.pub
- 25. Phone Numbers and Portable Numbers.docx
- 7. Training Outline days 3-20.docx
- 8. Motorperson Study Guide.docx
- 9. Manual Release and Emergency Bypass.docx
- Annual Recertification Complete Sign-off.docx
- Orange Line MP and YMP Annual Recert .pptx
- REV 2014 OL Motorperson Recert Test.docx
- SOP 1.0 SIGN OFF 2.docx
- Type 14 Checklist.xlsx

## **Folder Number 28 - Drills**

Item Number 2020 Subway TTX

- 2020 MBTA Subway Drill TTX AAR Final.pdf
- MBTA 2020 Virtual TTX Participant Situation Manual r1.pdf
- MBTA 2020 Virtual TTX Presentation.pdf

Folder 2021 Subway Exercise

- Final SED Exercise Plan 2021.pdf
- MBTA 2021 Subway Evacuation Exercise AAR Final.pdf

Folder 2022 GLX Subway Exercise

- MBTA 2022 GLX Subway Evacuation Exercise AAR Final.pdf
- ZZ Final GLX Book.pdf

Folder - 2022 Subway Exercise

- 2022 Subway Final Exercise Plan.pdf
- MBTA 2022 Subway Evacuation Exercise AAR Final.pdf

## **Folder Number 35 - Evidence of development of parameters to improve local safety committee meetings**

## **Folder Number 36 - Employee Safety Committee charter**

- Local Safety Committee Charter.docx

## **Folder Number 43- Safety Data Analysis Report (SDAR)**

- 2023 July SDAR - Final.pptx
- 2023 June SDAR - Final.pptx
- 2023 May SDAR - Final.pptx

**Folder Number 44. Board Monthly Safety Report**

- August 2022 Board Report DRAFT.pdf
- October 2022 Board Report DRAFT.pdf
- September 2022 Board Report DRAFT.pdf

**Folder Number 48 - Org Charts**

- 2023 - MBTA Org Chart - Chief of Staff - 8-10-23.JPG
- 2023 - MBTA Org Chart - DGM Operations with names 8-10-23.JPG
- 2023 - MBTA Org Chart - Engineering and Capital - 8-10-23.JPG
- 2023 - MBTA Org Chart - General Manager Org- 8-11-23.pdf
- 2023 - MBTA Org Chart - OCAO Administration with names - 8-10-23.JPG
- 2023 - MBTA Org Chart - SWA System Wide Accessibility with names - 8-10-23.JPG
- Org Chart PDF.pdf
- Safety Org Chart.JPG

**Folder Number 49 - Local Safety Committee Meeting Agendas, Minutes Notes**

- Blue Line Safety Car House Agenda- 052621.doc
- GL July 2020 Agenda.docx
- Light Rail Safety Meeting Minutes 3.25.21 2.docx
- Meeting Minutes 8.28.23.pdf

**Folder Number 50 - Data Analysis Groups Accident Reduction Committee Meeting Notes Agendas**

- BARC June Agenda.pdf
- BARC June Minutes.docx
- BARC May Agenda.pdf
- BARC Minutes - July 2023.pdf
- SARC Meeting 8.29.23.pdf

**Folder Number 52 - MBTA Infrastructure, Facilities, and Equipment Safety Inspection forms**

**Folder Number 54 - Internal Safety Audits**

- 2020 Annual Internal Safety Audit Report FINAL.pdf
- 2021 MBTA Internal Safety Review Annual Report 1 28 22.pdf
- 2022 Annual Internal Safety Audit Report - Final Signed.pdf
- Internal Safety Audit Program Activities Tracker Schedule.xlsx

**Folder Number 72 - Records of Rules Compliance Activities Planned and Completed**

**Folder Number 75 - Records for FTA Safety Advisories and Bulletins**

- FTA Special Directive 22-16 MBTA Response.pdf
- Folder - FTA Safety Advisory 20-001
- Folder - HR Documents

**Folder Number 26 - Rail Infrastructure Inspection Standards**

- Maint and Safety-Standards-Green-Line 7-2008 - #095 (1).pdf
- Maint Standards HRT Jul 15 08 (Rev) - #094.pdf

**Folder Number 61 - Track and Switch Inspection and Maintenance Standards**

- Maint Standards HRT Jul 15 08 (Rev) - #094.pdf

**Folder Number 62 - Signal Inspection Procedures**

- MBTA\_SM.1\_Revision-2\_(Authorized).pdf

- MBTA\_SM.2\_Revision-1\_(Authorized).pdf

**Folder Number 64 - Sample of Rail Passenger Station Inspection Forms**

-2023 Station Inspection Form.pdf

**Folder Number 65 - Substation and OCS and 3rd Rail Inspection and Maintenance Standards**

- AC Breaker Maintenance Sheet.pdf

- Control battery Sheet.pdf

**Folder Number 48 - Org Charts**

- 2023 - MBTA Org Chart - Chief of Staff - 8-10-23.JPG

- 2023 - MBTA Org Chart - DGM Operations with names 8-10-23.JPG

- 2023 - MBTA Org Chart - Engineering and Capital - 8-10-23.JPG

- 2023 - MBTA Org Chart - General Manager Org- 8-11-23.pdf

- 2023 - MBTA Org Chart - OCAO Administration [*sic*] with names - 8-10-23.JPG

- 2023 - MBTA Org Chart - SWA System Wide Accessibility [*sic*] with names - 8-10-23.JPG

- Bus Transportation - July 2023.pptx

- Construction Logistics - July 2023.pptx

- DGM Operations.docx

- E&M - July 2023.pptx

- Information Request Form - DC-23-001.pdf

- Information Request Form DC-23-001 DL final.pdf

- Information Request Form DC-23-001.pdf

- OCC - 2023 - July.pptx

- OCC - July 2023.pptx

- OneDrive\_1\_8-15-2023.zip

- Ops Senior Managers - June 2023.pptx

- Ops Training - July 2023.pptx

- OTA - June 2023 vS.pptx

- Rail Transportation - June 2023.pptx

- Safety Org Chart.JPG

- Vehicle Maintenance - July 2023.pptx

**Documents Received During Audit**

- MBTA\_OpEmployeeRulebook\_2023.pdf

- OL\_MPandYMPRecert\_ParticipantWorkbook\_FINAL.pdf

