



## SAFETY AND SECURITY OVERSIGHT PROGRAM FGTS SSPP REVIEW CHECKLIST

SSO-02  
09-13-05

<b>FGTS:</b>  <hr/> <b>Plan Title:</b>	<b>Date:</b>  <hr/> <b>Reviewers:</b>
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No.	SSPP Checklist Item	Does Plan Contain or Adequately Provide for:	Included		Page Ref.	Comments
			Y	N		
1	Policy Statement and Authority for SSPP	A policy statement signed by chief executive of the FGTS that endorses the safety program and describes the authority that establishes the SSPP				
2	Goals and Objectives	A clear definition of the goals and objectives for the FGTS safety program and stated management responsibilities to ensure that they are achieved				
3	Overview of Management Structure	An overview of the management structure of the FGTS, including: (i) an organization chart; (ii) a description of how the safety function is integrated into the rest of the FGTS organization; and (iii) clear identification of the lines of authority used by the FGTS to manage safety issues				
4	SSPP Control and Update Procedure	The process used to control changes to the SSPP, including: (i) specifying an annual assessment of whether the SSPP should be updated; and (ii) required coordination with the Department, including timeframes for submission, revision and approval				



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5	SSPP Implementation Activities and Responsibilities	A description of specific activities required to implement the system safety program, including: (i) tasks to be performed by FGTS safety function, by position and management accountability, specified in matrices and/or narrative format; and (ii) safety-related tasks to be performed by other FGTS departments, by position and management accountability, specified in matrices and/or narrative format					
6	Procedure for Hazard Management	A description of the process used by the FGTS to implement its hazard management program, including activities for: (i) hazard identification; (ii) hazard investigation, evaluation and analysis; (iii) hazard control and elimination; (iv) hazard tracking; (v) system extensions, modifications, operational changes, or other changes within the FGTS environment; and (vi) requirements for on-going reporting to the Department regarding hazard management activities and status.					
7	Procedure for System Modification Review and Approval	A description of the process used by the FGTS to ensure that safety concerns are addressed in modifications to existing systems, vehicles, and equipment, which do not require formal certification but which may have safety impacts					



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8	Procedure for Safety Certification	A description of the safety certification process required by the FGTS to ensure that safety concerns and hazards are adequately addressed prior to the initiation of passenger operations for New Starts and subsequent major projects to extend, rehabilitate, or modify an existing system, or to replace vehicles and equipment				
9	Procedure for Safety Data Collection and Analysis	A description of the process used to collect, maintain, analyze, and distribute safety data, to ensure that the safety function within the FGTS receives the information necessary to support implementation of the system safety program				
10	Procedures for Investigations	A description of the process used by the FGTS to perform incident notification, investigation and reporting, including: (i) notification thresholds for internal and external organizations; (ii) investigation process and references to procedures; (iii) the process used to develop, implement and track corrective actions that address investigation findings; (iv) reporting to internal and external organizations; and (v) coordination with the Department				



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11	Emergency Management Procedure	A description of the process used to develop an approved, coordinated schedule for emergency management program activities, which include: (i) meetings with external agencies; (ii) emergency planning responsibilities and requirements; (iii) process used to evaluate emergency preparedness, such as annual emergency field exercises; (iv) after action reports and implementation of findings; (v) revision and distribution of emergency response procedures; (vi) familiarization training for public safety organizations; and (vii) employee training				
12	Procedure for Internal Safety Reviews	A description of the process used to ensure that planned and scheduled internal safety reviews are performed to evaluate compliance with the SSPP, including: (i) identification of departments and functions subject to review; (ii) responsibility for scheduling reviews; (iii) process for conducting reviews, including the development of checklists and procedures and issuing of findings; (iv) review of reporting requirements; (v) tracking the status of implemented recommendations, and (vi) coordination with the Department				



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13	Procedures for Rules Compliance	A description of the process used by the FGTS to develop, maintain, and ensure compliance with rules and procedures having a safety impact, including: (i) identification of operating and maintenance rules and procedures subject to review; (ii) techniques used to assess the implementation of operating and maintenance rules and procedures by employees, such as performance testing; (iii) techniques used to assess the effectiveness of supervision relating to the implementation of operating and maintenance rules; and (iv) process for documenting results and incorporating them into the hazard management program				
14	Procedures for Facilities and Equipment Inspections	A description of the process used for facilities and equipment safety inspections, including: (i) identification of facilities and equipment subject to regular safety-related inspection and testing; (ii) techniques used to conduct inspections and testing; (iii) inspection schedules and procedures; and (iv) description of how results are entered into the hazard management process				



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15	Procedures for Maintenance Audits and Inspections	A description of the maintenance audits and inspections program including identification of the affected facilities and equipment, maintenance cycles, documentation required, and the process for integrating identified problems into the hazard management process				
16	Training and Certification Program for Employees and Contractors	A description of the training and certification program for employees and contractors, including: (i) categories of safety-related work requiring training and certification; (ii) a description of the training and certification program for employees and contractors in safety-related positions; (iii) process used to maintain and access employee and contractor training records; and (iv) process used to assess compliance with training and certification requirements				
17	Configuration Management Control Procedure	A description of the configuration management control process, including: (i) the authority to make configuration changes, (ii) process for making changes, and (iii) assurances necessary for all involved departments to be formally notified				



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18	Employee and Contractors Right-of-Way Safety Programs	A description of the safety program for employees and contractors that incorporates the applicable local, state, and federal requirements, including: (i) safety requirements that employees and contractors must follow when working on, or in close proximity to, FGTS controlled property; and (ii) process for ensuring the employees and contractors know and follow the requirements				
19	Hazardous Materials Program	A description of the hazardous materials program including the process used to ensure knowledge of and compliance with the program requirements				
20	Drug and Alcohol Program	A description of the drug and alcohol program and the process used to ensure knowledge of and compliance with program requirements				
21	Procurement Process	A description of the measures, controls, and assurances in place to ensure that safety principles, requirements and representatives are included in the FGTS procurement process				