



The Washington Metrorail Safety Commission



Safety Audit

of the Washington Metropolitan Area Transit Authority

Audit of Metrorail's Track, Structures, and Roadway Worker Protection Program – Part B – Roadway Worker Protection Program



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Prepared under the authority of the Washington Metrorail Safety Commission

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Executive Summary

The Washington Metrorail Safety Commission (WMSC) performed this audit of Washington Metropolitan Area Transit Authority (WMATA) Metrorail’s Roadway Worker Protection Program (RWP) through in-depth interviews, site visits, and document and data reviews conducted in June and July 2025, with additional follow-up and document reviews through August 2025. This audit also includes the WMSC’s Audit of Track and Structures, which is documented as a separate Part A report.

The audit scope included the annual audit of Roadway Worker Protection guided by Title 49 CFR section 671.25(c) as the annual audit of the Metrorail’s compliance with its RWP program, including all required RWP program elements. This includes analysis of the effectiveness of the RWP program, including, at a minimum, a review of:

(A) All RWP-related events over the period covered by the audit;

The audit scope included the annual audit of Roadway Worker Protection guided by Title 49 CFR section 671.25(c) as the annual audit of the Metrorail’s compliance with its RWP program, including all required RWP program elements.

(B) All RWP-related reports made to the Transit Worker Safety Reporting Program over the period covered by the audit;

(C) All documentation of instances where a transit worker(s) challenged and refused in good faith any assignment based on on-track safety concerns and documentation of the resolution for any such instance during the period covered by the audit;

(D) An assessment of the adequacy of the track access guide, including whether the guide reflects current track geometry and conditions;

(E) A review of training and qualification records for transit workers who must enter a track zone to perform work;

This audit identified six findings; four related to track and structures (separate Part A report) and two related to roadway worker protection (this report).

(F) A representative sample of written job safety briefing confirmations as described in § 671.33; and

(G) The compliance monitoring program described in § 671.43.

To meet the audit objectives, the WMSC reviewed operational practices, procedures, equipment, modifications, and associated training in relation to rules, procedures, regulations, and best practices. This included the assessment of both track and structure inspection, maintenance, engineering practices and procedures, and associated training for purposes of compliance with applicable plans, policies, regulations, and industry best practices.

This audit also focused on Metrorail corrective action plans including corrective action plans as a result of WMSC findings, WMATA-recommended corrective actions that are overseen by the WMSC, and other corrective actions previously closed by entities such as the National Transportation Safety Board and the Federal Transit Administration related to Roadway Worker Protection.

This audit identified six findings; four related to track and structures (separate Part A report) and two related to roadway worker protection (this report). There are no recommendations from this audit.

Roadway Worker Protection Findings

- ▶ **Finding #1: Metrorail is not following its own written process to ensure and document that its roadway workers in charge have demonstrated the knowledge and skills required to do their job safely.**
- ▶ **Finding #2: Metrorail personnel operating its Track Geometry Vehicle do not use any of the Metrorail allowable forms of roadway worker protection.**





Background and **Scope**

Background and Scope

The WMSC is also required to audit WMATA's Roadway Worker Protection (RWP) Program annually. (49 CFR section 671.25(c).) The WMSC combined these requirements for the present audit to efficiently satisfy both requirements.

The WMSC conducted this audit in accordance with the requirements of the WMSC Compact and 49 CFR Part 674, which require that the WMSC conduct a complete audit of WMATA's Public Transportation Agency Safety Plan (PTASP) within a three-year period. (WMSC Compact section 30(e), 49 CFR section 674.31.) To achieve this, the WMSC conducts audits on an ongoing basis over the three-year timeframe. The WMSC is also required to audit WMATA's Roadway Worker Protection (RWP) Program annually. (49 CFR section 671.25(c).) The WMSC combined these requirements for the present audit to efficiently satisfy both requirements.

The WMSC conducted the primary portion of this audit in June and July 2025 and received follow-up documentation through September 2025. As part of this audit, the WMSC conducted 36 interviews with personnel who work in WMATA's Track and Structures Department and Technical Training and Development. The interviews covered topics related to Track, Structures and Metrorail's Roadway Worker Protection Program.

The WMSC also conducted the following observation activities:

July 8, 2025

- Blue Line Shutdown Observation/Track Walk (Van Dorn Street Station to Alexandria Yard)

July 9, 2025

- RWP Level 2 Training Observation (Carmen Turner Facility)

July 10, 2025

- Contractor RWP Training & RWP Records Review (Carmen Turner Facility)

July 11, 2025

- RWP Training Records Review (Carmen Turner Facility)

July 16, 2025

- Blue Line Shutdown Observation (Franconia-Springfield Station)

July 18, 2025

- Yard Interlocking Inspection Observation (West Falls Church Yard)

July 22, 2025

- Bridge Inspection Observation (Silver Spring, Colesville Road)

July 24, 2025

- RWP Level 4 Training Observation (Carmen Turner Facility)

The audit was based on the **WMATA's Public Transportation Agency Safety Plan (PTASP) effective December 31, 2024 (Rev. 5.0)**, Metrorail's procedures and documentation, and other associated requirements. The specific elements of the Public Transportation Agency Safety Plan covered in this audit are listed in Appendix D.

The next sections present a general description of Metrorail's Roadway Worker Protection Program, including a review of investigations and other oversight activities, review of previous corrective action plans required, and descriptions of the WMSC's findings and recommendations from this audit.



This audit report is divided into two sections, the first covering Track and Structures (Part A) and the second covering Roadway Worker Protection (Part B).

Audit Work

The WMSC received initial documents related to this audit from Metrorail on May 30, 2025, made subsequent document requests, and reviewed the documents provided by Metrorail throughout the course of this audit. The WMSC conducted an entrance conference on June 23, 2025, and conducted site visits and 36 interviews with Metrorail personnel in June and July 2025. The WMSC held an exit conference with Metrorail on August 19, 2025.

Lists of documents reviewed, site visit locations, and personnel interviewed for this audit are identically reproduced in the appendices of both Part A and Part B of this report.

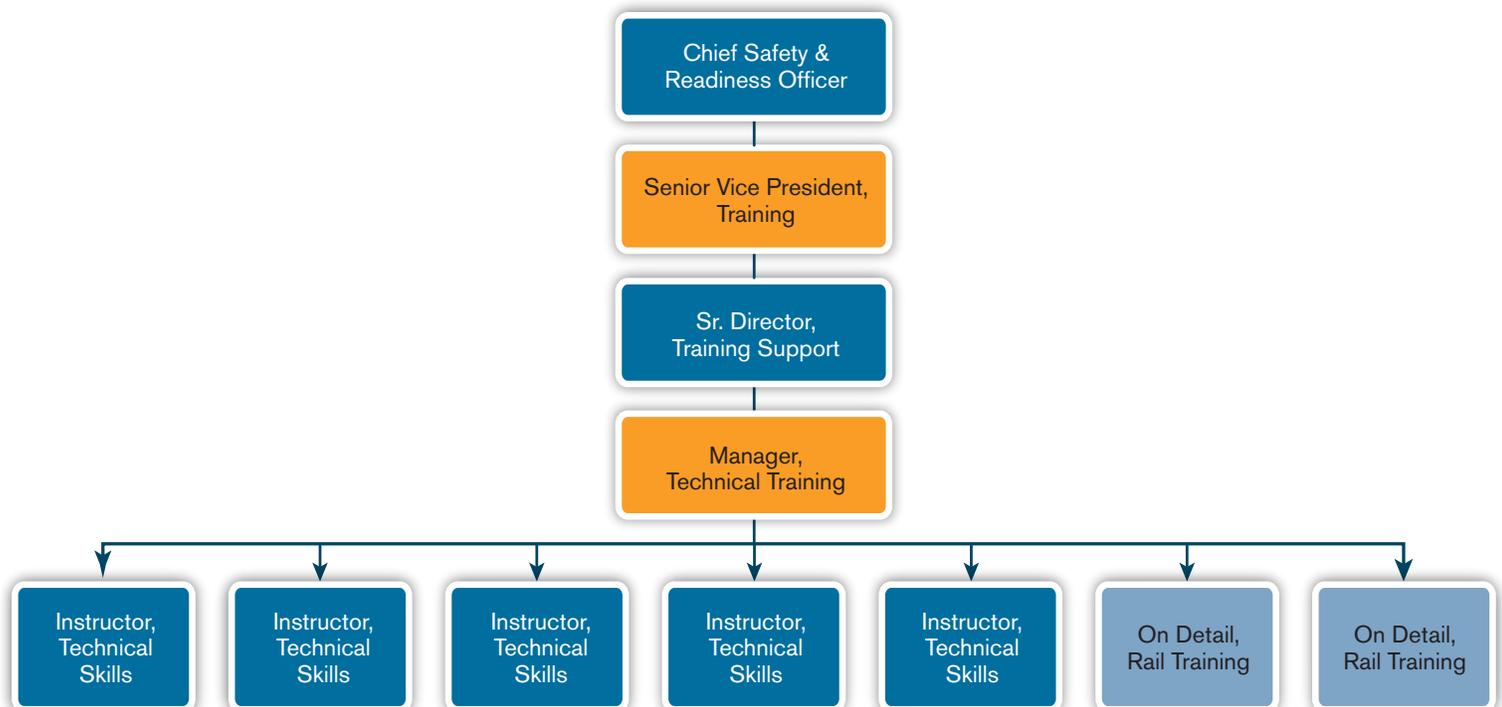
The WMSC provided a draft of this report to Metrorail in December 2025, for technical review and incorporated any comments or technical corrections as appropriate.

At the time of this current audit, Metrorail had 13 open corrective action plans from the WMSC's 2024 Audit of Roadway Worker Protection. These were reviewed but have not yet reached full implementation of the planned safety benefits due to the recency of the prior audit.

The WMSC appreciates the cooperation of Metrorail personnel throughout the interviews and observations conducted for this audit.

At the time of this current audit, Metrorail had 13 open corrective action plans from the WMSC's 2024 Audit of Roadway Worker Protection.

Metrorail's Roadway Worker Protection Management – Current Organizational Structure



As of the time of this report, Metrorail's Audit and Compliance Department was completing the 2025 Internal Safety Review of Roadway Worker Protection Training and Certification program.

Metrorail Internal Safety Review and Associated Corrective and Preventive Actions – Roadway Worker Protection

As of the time of this report, Metrorail's Audit and Compliance Department was completing the 2025 Internal Safety Review of Roadway Worker Protection Training and Certification program. Prior to the current audit cycle, Roadway Worker Protection was not reviewed as its own audit but as an individual element reviewed during all of the relevant Internal Safety Reviews that Metrorail's Quality Assurance and Internal Compliance Department conducts.

Metrorail has the following internal corrective and preventative action plans listed in its corrective action plan log as of August 15, 2025, relating to roadway worker protection:

- **Internal Metrorail iCAPA QICO-I-ETS-23-02:** *Ensure all Roadway Job Safety Briefing (RJSB) forms accurately and completely document Roadway work.*

Metrorail closed this iCAPA on December 22, 2023.

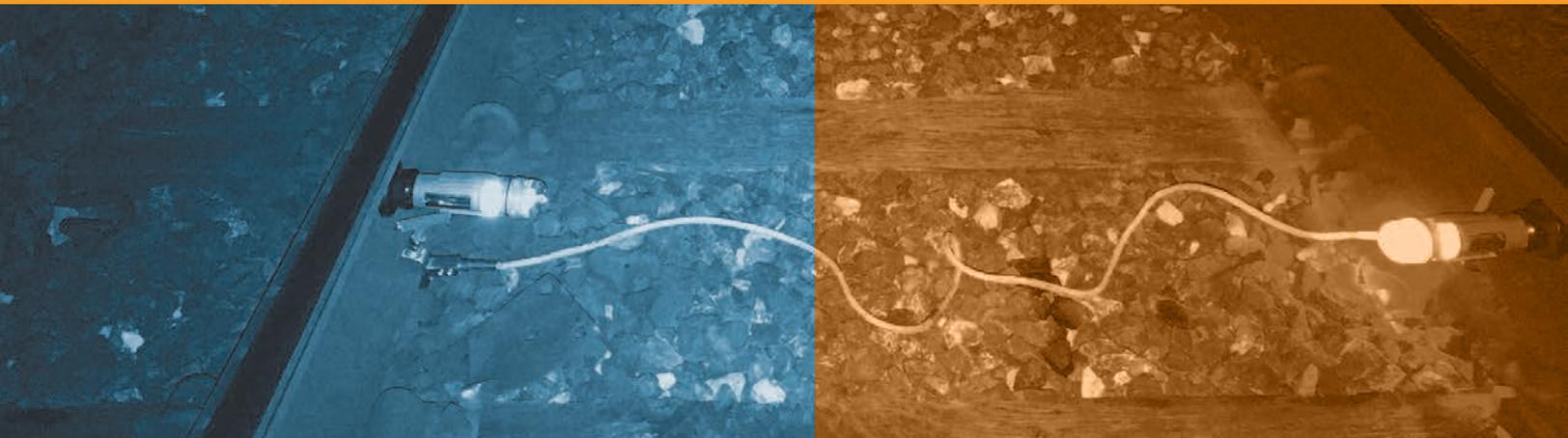
Finding #1 of the Roadway Worker Protection section of this report also cites issues with incomplete Roadway Job Safety Briefings utilized as a part of on-the-job training.

- **Internal Metrorail iCAPA QICO-I-WPMI-24-01:** *Enforce utilization of the Roadway Job Safety Briefing form when the Mobile Command Center operates as the Roadway Worker In Charge.*

This iCAPA was closed on October 25, 2024. There are no additional findings in this audit related to Mobile Command. CAP C-0286 was created based on a finding related to Mobile Command cited in the [2024 WMSC Audit of Roadway Worker Protection](#).

- **Internal Metrorail iCAPA QICO-RCTR-25-01:** *Reinforce strict adherence to Roadway Worker Protection (RWP) standards and safety guidelines and implement continuous monitoring and Quality Checks to ensure compliance.*

This iCAPA is scheduled to complete in January 2026 and aligns some of the actions required by WMSC CAP C-0280 (also currently in progress), which requires Metrorail to develop and implement an RWP compliance monitoring program.





Assessment of Previous Corrective Action Plans – Roadway Worker Protection

The WMSC is currently conducting its third triennial cycle of Metrorail. The WMSC has previously conducted audits of Metrorail’s Roadway Worker Protection program in each of the previous two cycles. The sections below will summarize those reports, the previously issued findings and related corrective action plans for each of them, along with a review of the current state of the actions taken to correct the findings.

▶ WMSC’s First Triennial Cycle (2019–2022)

- ▶ On June 18, 2020, the WMSC issued its **first audit report on Roadway Worker Protection and Training**. This report included 11 findings and no recommendations.

▶ WMSC’s Second Triennial Cycle (2022–2025)

- ▶ On July 31, 2024 the WMSC issued its **second audit report on Metrorail’s Roadway Worker Protection Program**. That audit included 13 findings and no recommendations.

Below is a summary of each finding or recommendation from prior audits, orders, or directives that relate to Metrorail’s Roadway Worker Protection program, along with the review and status of the associated corrective action plans developed by Metrorail to address them.

▶ C-0038 (Closed)

WMATA employees are not consistently following Roadway Worker Protection Rule 5.13.6 for watchman/lookout placement, placing work crews at risk. (**2020 Audit of Metrorail’s Roadway Worker Protection Program**, finding 1.)

Metrorail conducted a safety stand-down in March 2020, including addressing the proper placement of the Watchman/Lookout in accordance with section 5.13.6 of the MSRPH. A new standard audit form was added to compliance checks specifically looking at Watchman/Lookout placement. The WMSC approved C-0038 for closure on March 10, 2021. Since this finding/CAP, the MSRPH has been replaced by the Metrorail Operating Rulebook. The present audit did not identify any finding related to watchman/lookout placement.

▶ C-0039 (Closed)

SAFE has not conducted the biennial independent audit of RWP described in Section 3.3 of the RWP Training SOP, and this audit responsibility is described only in TSMT documentation. (**2020 Audit of Metrorail’s Roadway Worker Protection Program**, finding 2.)

Metrorail modified the RWP procedure to reflect necessary changes related to the triennial internal safety audit. Metrorail ensured this audit was included on the schedule moving forward. The WMSC approved C-0039 for closure on February 12, 2021. The present audit did not identify any finding related to Metrorail’s internal RWP audit.



Metrorail is developing a systematic process that ensures compliance with roadway worker protection rules, to include regular RWP rules compliance checks.

▶ **C-0040 (Closed)**

RWP classes for Level II and Level IV and the requalification for both do not provide sufficient practical experience or testing to ensure that these workers who are critical to safe operations under RWP rules truly understand the importance and function of key safety equipment. (**2020 Audit of Metrorail's Roadway Worker Protection Program**, finding 3.)

Metrorail compiled a list of all safety equipment used on the roadway and then incorporated all of the equipment into a checklist to verify each is covered during RWP training. RWP training personnel were trained on the use of the checklist. The WMSC approved C-0040 for closure on June 8, 2021. Metrorail has made improvements in this area and continues to better refine, and institute full practical exercises based on the newer CAP, C-0288 (see below). See Finding 1 for a new issue related to Level IV training and requalification.

▶ **C-0041 (Closed)**

WMATA employees are not consistently following Personal Protective Equipment (PPE) requirements for personnel entering or traversing WMATA's roadway. (**2020 Audit of Metrorail's Roadway Worker Protection Program**, finding 4.)

Metrorail developed a new standard audit form that all groups with roadway access must use when conducting individual roadway worker protection compliance checks. These checks were instituted to ensure compliance with rules, including PPE requirements.

The WMSC approved C-0041 for closure on March 10, 2021. As a result of the **2024 Audit of Metrorail's Roadway Worker Protection Program** (finding 1), Metrorail is developing a systematic process that ensures compliance with roadway worker protection rules, to include regular RWP rules compliance checks and monitoring on an ongoing basis to check compliance and gather data on compliance. (See CAP C-0280 below.)

▶ **C-0042 (Open)**

WMATA employees are not consistently following RWP Rule 5.12 for equipment calibration. (**2020 Audit of Metrorail's Roadway Worker Protection Program**, finding 5.)

Metrorail updated the Roadway Job Safety Briefing Form to include entry fields for equipment type and calibration date. Assets requiring calibration also had a work order process instituted to initiate at the calibration date for each asset. For most assets, C-0042 has proven effective at addressing equipment calibration; however, for electrical safety gloves, there are ongoing concerns which are identified in the **2025 Audit of Communication Systems**. C-0042 is scheduled to complete by May 22, 2026.

▶ **C-0043 (Closed)**

WMATA does not have a clear definition of a train "in approach" to a foul time area, which leads to inconsistent use of checklists and inconsistent radio communication that could cause a train operator to be unaware of work crews on the tracks ahead. (**2020 Audit of Metrorail's Roadway Worker Protection Program**, finding 6.)



Metrorail updated its definition for “train in approach.” Training was provided to applicable personnel and placed into the RWP training curriculum. The WMSC approved C-0043 for closure on March 10, 2021. The present audit did not identify any finding related to train in approach to a foul time area.

▶ **C-0044 (Closed)**

WMATA's TSMT department has not reviewed its RWP SOP annually as required. **(2020 Audit of Metrorail's Roadway Worker Protection Program, finding 7.)**

Metrorail completed the required review of the RWP procedure. The WMSC approved C-0044 for closure on January 28, 2021. The present audit did not identify any finding related to RWP program review.

▶ **C-0045 (Closed)**

The responsibility for RWP contractor training does not follow the RWP SOP Section 2.2. **(2020 Audit of Metrorail's Roadway Worker Protection Program, finding 8.)**

Metrorail reorganized RWP training responsibilities. The WMSC approved C-0045 for closure on February 12, 2021. The present audit did not identify any finding related to contractor training.

▶ **C-0046 (Closed)**

Practical exercises and testing in RWP classes are not standardized, which could lead to workers getting Level II or Level IV certification without proper instruction. **(2020 Audit of Metrorail's Roadway Worker Protection Program, finding 9.)**

Metrorail developed a standard instructor guide with examples of practical exercises. The WMSC approved C-0046 for closure on March 4, 2022. This issue was identified again during the **2024 Audit of Metrorail's Roadway Worker Protection** (finding 9) and is presently being addressed as CAP C-0288.

▶ **C-0047 (Closed)**

RWP instructors are not consistently participating in required three-hour experiential visits in the ROCC as specified in Section 7.5 of the RWP SOP. **(2020 Audit of Metrorail's Roadway Worker Protection Program, finding 10.)**

Metrorail instituted quality compliance checks for these visits. The WMSC approved C-0047 for closure on January 28, 2021. The present audit did not identify any finding related to control center experiential visits.

▶ **C-0048 (Closed)**

WMATA has not submitted the RWP SOP and other relevant material to SAFE and MTPD for review as required. **(2020 Audit of Metrorail's Roadway Worker Protection Program, finding 11.)**





Metrorail revised its training procedure to include SAFE and MTPD in the review of curriculum and procedure changes. The WMSC approved C-0048 for closure on March 10, 2021. The present audit did not identify any finding related to this issue.

▶ **C-0280 (Open)**

Metrorail is not effectively ensuring that its personnel on and around the roadway are consistently following the Roadway Worker Protection rules designed for their safety. (**2024 Audit of Metrorail's Roadway Worker Protection Program**, finding 1.)

Metrorail has reviewed its current internal rules compliance practices in comparison with American Public Transportation Association (APTA) RT-OP-S-011-10, Rev. 3 Rule-Compliance Program Requirements to develop a systemic process for monitoring Roadway Worker Protection (RWP) Rules Compliance. Metrorail has developed processes and procedures for its Infrastructure and Operations departments to complete compliance checks and evaluate compliance rates and determine areas for evaluation or improvement. Metrorail is in the process of implementing their rules compliance program and this will continue to be monitored to ensure that the program is having the desired effect. C-0280 is scheduled to be completed by August 27, 2026.

▶ **C-0281 (Open)**

Metrorail is not providing its personnel with up-to-date and accessible information about the locations where additional Roadway Worker Protection is required to prevent serious injury or death. (**2024 Audit of Metrorail's Roadway Worker Protection Program**, finding 2.)

Metrorail has revised the Roadway Job Safety Briefing (RJSB) Form to include a field for hotspots identified in the work area. The use of the new form and the current track access guide will be tracked via the compliance monitoring program instituted by CAP C-0280. C-0281 is scheduled to complete by May 19, 2026.

▶ **C-0282 (Open)**

Metrorail is not systematically identifying, tracking, and mitigating hazards related to Roadway Worker Protection as required by its Agency Safety Plan. (**2024 Audit of Metrorail's Roadway Worker Protection Program**, finding 3.)

Metrorail is continuing to work on its process for identification and analysis of hazards associated with roadway worker protection, and escalation of hazards through its network of Safety Committees, to include the Rules Safety Standards Committee. C-0282 is scheduled to complete by January 16, 2026. As part of the present audit, the WMSC reviewed the current dashboard used for identifying and tracking hazards and did not identify any findings in that area.

▶ **C-0283 (Open)**

Metrorail is training and qualifying personnel on outdated Roadway Worker Protection-related procedures and rules. (**2024 Audit of Metrorail's Roadway Worker Protection Program**, finding 4.)

Metrorail has developed processes and procedures for its Infrastructure and Operations departments to complete compliance checks and evaluate compliance rates and determine areas for evaluation or improvement.



Metrorail is in the process of updating its roadway worker protection program training and qualification materials, including instructor guides and associated materials. Associated instructor guides are also being updated, along with providing additional training to instructors on its processes and procedures.

▶ **C-0284 (Open)**

Metrorail has no process to ensure that areas requiring additional Roadway Worker Protection are accurately identified on an ongoing basis. (**2024 Audit of Metrorail’s Roadway Worker Protection Program**, finding 5.)

Metrorail has reviewed and updated the definition of “Hot Spots” in the Metrorail Operating Rulebook (MOR), including setting criteria for identifying, classifying, declassifying, and documenting permanent hot spot locations in the Track Access Guide. In accordance with that definition, Metrorail is now in the process of reassessing the Metrorail system to evaluate existing hot spots and identify hot spot locations not previously documented. From there, Metrorail will update the Quick Access Guide/Track Access Guide to memorialize any permanent hot spot locations identified since release of the previous version. C-0284 is scheduled to complete by March 3, 2027.

▶ **C-0285 (Open)**

Metrorail directs its personnel to use forms of protection without training on the proper use of the protection. Specifically, Metrorail has no training or qualification related to local control. This contributes to an inconsistent application of Roadway Worker Protection rules. (**2024 Audit of Metrorail’s Roadway Worker Protection Program**, finding 6.)

Metrorail will develop and submit a schedule for implementing interim mitigations including an Engineering Information Bulletin (EIB) that includes Local Signal Control Panel Instructions and standdown reinstruction training. From there, Metrorail will establish a Local Control training and qualification to then deliver to students as part of its overall Roadway Worker Protection Program if applicable to them. C-0285 is scheduled to complete by August 12, 2027.

▶ **C-0286 (Closed)**

Metrorail is not following its existing safety rules and does not have adequate training and supervisory oversight to ensure safe operation under mobile command. (**2024 Audit of Metrorail’s Roadway Worker Protection Program**, finding 7.)

Metrorail has updated its Mobile Command Center (MCC) Procedures, intended to be in alignment with Metrorail Operating Rulebook (MOR) requirements and to include roles, responsibilities, and training and qualification requirements (including required refresher training and requalification), and protocols for supervisory oversight of the mobile command function, including responsibilities and expectations of the Field Supervisor and Radio Controller. Metrorail is completing feasibility studies on implementation of technological solutions regarding ambient audio recording which will be presented to the WMSC. The WMSC approved C-0286 for closure on December 17, 2025.

Metrorail will establish a Local Control training and qualification to then deliver to students as part of its overall Roadway Worker Protection Program if applicable to them.

Metrorail is updating its roadway worker protection training procedure and clarifying the requirement to complete practical exercises (regardless of rank or title) prior to roadway worker protection program qualification.



► **C-0287 (Open)**

Metrorail has no controls to ensure that rules being applied in areas it designates as an “Authorized Construction Site” provide the same or greater level of protection for roadway workers as those workers have in other parts of the WMATA Rail System. (**2024 Audit of Metrorail’s Roadway Worker Protection Program**, finding 8.)

Metrorail is conducting a hazard analysis to identify risks related to vehicle movements in an Authorized Construction Site (ACS). Metrorail intends to implement changes, including developing criteria and documented procedures for authorizing other work groups to work within ACS limits. Metrorail will then conduct inspections throughout an ACS to monitor compliance and submit inspection reports as evidence of completion. C-0287 is scheduled to be completed by October 16, 2026.

► **C-0288 (Open)**

Metrorail is providing RWP qualifications without following the listed requirements for those qualifications. (**2024 Audit of Metrorail’s Roadway Worker Protection Program**, finding 9.)

Metrorail is updating its roadway worker protection training procedure and clarifying the requirement to complete practical exercises (regardless of rank or title) prior to roadway worker protection program qualification. The related checklists are being revised to ensure that all items including whether practical exercises are completed. Compliance checks will be conducted to verify compliance. C-0288 is scheduled to be completed by March 10, 2028.

► **C-0289 (Open)**

Metrorail is not following its procedures regarding Roadway Worker Protection Training. (**2024 Audit of Metrorail’s Roadway Worker Protection Program**, finding 10.)

Metrorail is working to update its Instructor Feedback Form template to support oversight of course records and instructor qualifications as established in its roadway worker protection training procedure. Compliance checks are being instituted to verify that procedures and curriculum are being followed. C-0289 is scheduled to be completed by November 13, 2026.

► **C-0290 (Open)**

Metrorail is not providing critical roadway worker-related safety information and training. Instructors do not follow the standardized curriculum and omit materials. (**2024 Audit of Metrorail’s Roadway Worker Protection Program**, finding 11.)

Metrorail has updated its RWP Instructor Guide and associated training materials to reflect RWP rules in the March 1, 2025 revision of the Metrorail Operating Rulebook (MOR). The related instructor feedback form is being revised as well and new quarterly audits are being completed to ensure that all standardized curriculum is followed and all materials are presented. A recent WMSC inspection on September 24, 2025 (**WMSC Inspection Report 20250925**) cited issues with following the standardized curriculum; however, C-0290 is still in progress and scheduled to be completed by April 17, 2026.



► **C-0291 (Open)**

Metrorail is providing incorrect information about cardinal rules and incomplete testing for non-English speaking contractors in Roadway Worker Protection Training. (**2024 Audit of Metrorail's Roadway Worker Protection Program**, finding 12.)

Metrorail is in the process of creating a documented process for validating the accuracy of non-English language training, including materials, on an ongoing basis. If non-English language RWP program is deemed practical, Metrorail will assess whether to establish a new committee or expand the scope of an existing committee to conduct the comprehensive review of existing non-English RWP training materials. That committee will then take responsibility for continuous review and update of the non-English language RWP materials. C-0291 is scheduled to be completed by January 15, 2027.

► **C-0292 (Open)**

Metrorail requires on-the-job Roadway Worker Protection training without outlining the requirements or process for this training. (**2024 Audit of Metrorail's Roadway Worker Protection Program**, finding 13.)

Metrorail has developed an on-the-job training (OJT) procedure for Roadway Worker in Charge (RWIC). The OJT curriculum includes specific training and direction on what to teach, how to assess assigned students, and how to carry out a structured program to convey necessary information. Metrorail is in the process of rolling out this curriculum to ensure that the requirements for the on-the-job training are understood. C-0292 is scheduled to be completed by August 25, 2028.

Metrorail has developed an on-the-job training (OJT) procedure for Roadway Worker in Charge (RWIC).





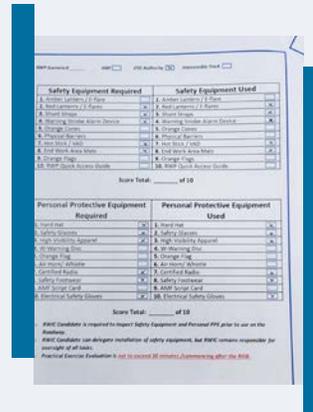
Findings and **Minimum** Corrective Actions

Findings and Minimum Corrective Actions

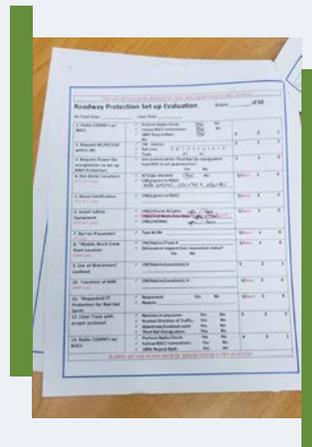
This audit covered two distinct subject areas, Metrorail's Track and Structures as well as its overall Roadway Worker Protection Program, practices, and training for the entire agency. The findings detailed below pertain to Roadway Worker Protection.

► **Finding #1: Metrorail is not following its own written process to ensure and document that its roadway workers in charge have demonstrated the knowledge and skills required to do their job safely.¹**

Each time an unqualified individual enters the roadway it constitutes a safety risk. For this reason, Metrorail Operating Rulebook section 17.2 requires that all personnel who enter the roadway must have a valid RWP qualification. This is especially safety critical because in their role as roadway workers in charge, level IV roadway workers select, implement, and monitor RWP protections that keep lesser-trained workers safe. Although these level I and II roadway workers must remain vigilant and comply with instructions, they do not have the training and qualifications to make and evaluate RWP protection decisions themselves.



Each contractor and Metrorail employee whose responsibilities require them to be on the right of way must be trained and qualified in RWP before entering Metrorail's right of way, referred to as the roadway. The appropriate level of training is determined by the individual's duties. Roadway workers in charge are qualified to the highest level (level IV) of the program which involves a 5-day training course culminating in a practical exercise where personnel are required to demonstrate the skills learned in the class and a computer-based test. If personnel pass the exam and practical exercise, they are required to complete three on-the-job training exercises under the mentorship of a currently-qualified roadway worker in charge. The RWP training and qualification records are the sole mechanism for Metrorail to verify that each person has demonstrated the knowledge and practical skills needed to be on the roadway and to exercise supervisory responsibilities on the roadway.

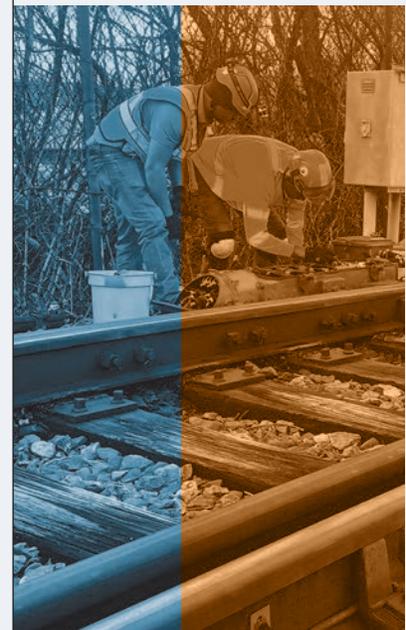


Once a worker attains the level IV roadway worker protection qualification, it "allows [that level IV roadway worker] to work in any capacity on the roadway and provide RWP safety protections to all personnel on the roadway." (Metrorail Operating Rulebook 17.8.2.1.)

¹ Finding 1 was issued on **September 4, 2025** before the issuance of this report, as a standalone finding, because it was an urgent hazard. As a result, a corrective action plan has already been developed (C-0310). No new action is required of Metrorail for this finding.



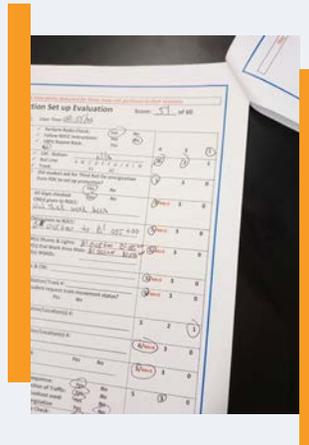
The RWP training and qualification records are the sole mechanism for Metrorail to verify that each person has demonstrated the knowledge and practical skills needed to be on the roadway and to exercise supervisory responsibilities on the roadway.



Upon arrival on July 11, 2025, members of Metrorail's Quality team were already onsite conducting an assessment of the RWP training and qualification files based on feedback given by the WMSC the prior day.

Requirement:

Metrorail Operating Rulebook (MOR), dated July 1, 2025, states in section 17.2 (1.) that "All personnel, regardless of rank or title, shall be Roadway Worker Protection (RWP) trained and qualified before entering the WMATA's roadway." Section 17.7.1 states that "All employees and all contractors who access the roadway must be trained and qualified in RWP before entering WMATA's roadway." This fact is signified by a sticker affixed to each person's OneBadge, which means successful completion of requirements. (SARE-05-0007, Roadway Worker Protection Training SOP (dated April 18, 2025).) The sticker is shorthand reference that the person has completed the written and practical exam and—for level IV personnel—on the job training, which is ultimately established by the training records.



Metrorail SOP SARE-05-0007, Roadway Worker Protection Training SOP (dated April 15, 2025) states in section 5 that "The Department of Technical Training and Development is responsible for: designing, producing, implementing, executing, and documenting all employee training in support of Metro's Roadway Worker Protection (RWP) Training Program" and "training all Metro employees and Metro Board members for RWP 1, 2, and 4 levels, except for the Metro Transit Police Department." This SOP also states in section 5.7 that "The trainers and employees of the Roadway Worker Protection Training team are responsible for adhering to this SOP"

Metrorail SOP SARE-05-0219, 'RWP Level IV Initial Training, Roadway Worker-in-Charge, Practical Exercise Evaluation Form', Rev 0, dated 4/7/2025, states that "Violation of a "Show Stopper" will result in "failure of the Practical Exercise portion."

Metrorail SOP SARE-05-0007 requires that "A training record will be maintained of each Roadway Worker Protection Training course conducted. As a minimum the record will contain: 6.7.1.1 RWP Folder Checklist."

Nonconformance:

On July 10, 2025, as part of audit observations, the WMSC audit team visited Carmen Turner Training Facility (CTF) where the physical records of RWP training and qualification are held (there are no electronic or redundant versions of these records). Metrorail relies on these records to know which workers are qualified to enter the roadway and what RWP duties they are qualified to perform. The audit team began reviewing RWP level IV-qualified training records for RWP level IV courses completed in January and February 2025.

The WMSC audit team found nonconformances (detailed below) and these were communicated directly to the Technical Training and Development Manager before WMSC personnel left for the day on July 10. The observed nonconformances were also communicated via email to Metrorail's Quality Team on Friday, July 11, 2025, along with notification that the audit team would return that day to continue the records review. Upon arrival on July 11, 2025, members of Metrorail's Quality team were already onsite conducting an assessment of the RWP training and qualification files based on feedback given by the WMSC the prior day.





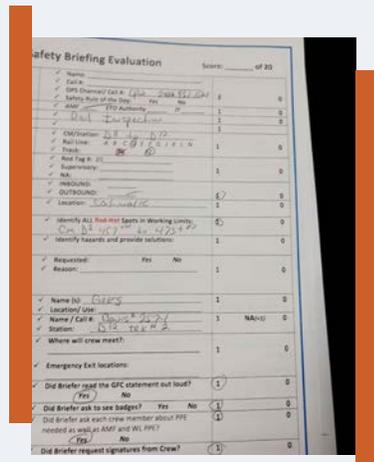
An evaluation form dated January 13, 2025, notes that the student “failed” for several items related to radio communications, which are considered “Show Stoppers;” however, it appears that the student passed the course.

In total, the WMSC reviewed records from three different level IV classes that started on January 27, 2025, February 3, 2025, and February 10, 2025, respectively.

The RWP training records nonconformances that the WMSC observed on July 10 and 11 can be grouped into five categories (numbered for ease of reading, not by priority):

Category 1: Manager Override of Course Scores

Upon review of the February 24, 2025, Level IV Initial Class, two students were listed as failing the practical examination during the course. However, there is a note on the bottom of the grading sheet that states “Manager Override” along with an email from the RWP Training Supervisor dated April 16, 2025, on the reasons for this Manager intervention. Both individuals were granted their level IV qualification as indicated by the photos in the checklist. The WMSC did not find a provision in Metrorail’s Procedure Number: SARE-05-0007 Roadway Worker Protection Training SOP Technical Training and Development, dated April 18, 2025, that allows overriding the RWP Instructor or course grades to pass individuals.



Category 2: Incorrect or Missing Test Score Calculations

The WMSC Observations included examples of blanks on scoring sheets, different scoring methods, and scores not adding up to the correct total in the records for the January 27, 2025 and February 10, 2025, level IV courses.

Category 3: Failing Metrorail-Determined “Show Stoppers” But Passing the Course

Metrorail’s SARE-05-0219, RWP Level IV Initial Training, Roadway Worker-in-Charge, Practical Exercise Evaluation Form (Rev 0, dated 4/7/2025) states that “Violation of a “Show Stopper” will result in failure of the Practical Exercise portion.” One of these “Show Stoppers” is listed as “Poor Radio communications and inability to gain access to the Roadway.” An evaluation form dated January 13, 2025, notes that the student “failed” for several items related to radio communications, which are considered “Show Stoppers;” however, it appears that the student passed the course.

Category 4: On-the-Job Training (OJT) Not Being Performed as Required

An individual did not complete on-the-job training within Metrorail’s 30 calendar day requirement. In that example, the class ended on January 31, 2025, and the individual’s last on-the-job training was completed on March 21, 2025. The form used included the 30 days circled for emphasis.

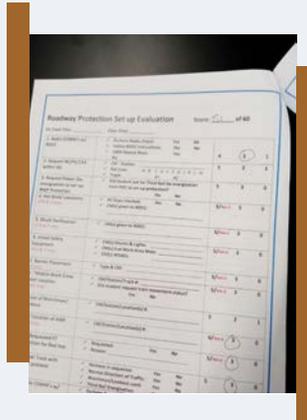
For that same individual, each briefing form used to create the record of training was missing information on the safety contact, rules, hazards, personal protective equipment, and response plans. All of these forms were reviewed and signed off by the on-the-job training mentor, a superintendent, and the RWP training manager.



The training record files were inconsistently arranged and required manual organization before it was possible to begin to determine whether qualification requirements were met.

Category 5: Incomplete RWP Re-Test Forms

Section 9.3 of Metrorail's Procedure Number: SARE-05-0007 Roadway Worker Protection Training SOP Technical Training and Development, dated April 18, 2025, mentions RWP re-test forms. However, there is no further instruction on the completion of these forms other than requiring supervisor signatures. The forms the WMSC reviewed did not indicate a supervisor's review or signature.



Category 6: Other Issues (Incomplete checklists, Overall file organization)

The RWP Folder Checklists for each class reviewed were either missing or incomplete. SARE-05-0007 requires that "A training record will be maintained of each Roadway Worker Protection Training course conducted. As a minimum the record will contain: 6.7.1.1 RWP Folder Checklist."

The RWP Folder Checklist for the January 27, 2025, Level IV Initial Class had several items not checked which included the Pre-Test and Equipment Checklist.

For the January 7, 2025 class, the final grades of the class are on the Day 2 roster, rather than the Day 5 roster (the last day of the class), which listed no grades. Multiple daily rosters were missing.

The training record files were inconsistently arranged and required manual organization before it was possible to begin to determine whether qualification requirements were met. The WMSC experienced this firsthand on July 10 and 11. As a result of this state, it took several Metrorail personnel 44 days to manually review 1,164 level IV re-qualification training records—from the initial urgent hazard notification on July 14, 2025 to reporting the final results to the WMSC on August 27, 2025.

♦ Minimum Corrective Action:

Metrorail must fully document its review of roadway worker protection training records for all those who are currently identified as level IV-qualified and the subset of personnel that do not meet the requirements for that qualification. Metrorail must re-test and re-qualify all personnel who have been identified as not meeting the qualification requirements or whose qualification cannot be verified. Metrorail must ensure that the personnel involved in training are properly trained and conduct the training and qualification in accordance with Metrorail's requirements. Metrorail must evaluate its current record keeping system and revise its processes and procedures to ensure the records are consistently organized and regularly checked for sufficiency and completeness. In the interim, while affected level IV-qualified roadway workers in charge are being re-tested and re-qualified, Metrorail must institute interim mitigations such as removing all affected workers from level IV duties or if affected workers are not removed from level IV duties: instituting significant direct oversight and monitoring activities while affected workers are performing their tasks.





To safely enter the roadway, TGV personnel must adhere to roadway worker protection requirements as with any other personnel on the roadway.

► **Finding #2: Metrorail personnel operating its Track Geometry Vehicle do not use any of the Metrorail allowable forms of roadway worker protection.**

Metrorail's Track Geometry Vehicle (TGV) is used to inspect track and detect track anomalies. The TGV assists in the detection of track conditions using ultrasonic testing. This can identify anomalies before such result in potentially catastrophic events like a derailment. TGV personnel typically remain on the vehicle for testing; however, if the TGV identifies an anomaly that requires human verification or even repair, personnel must exit the vehicle and enter the roadway. To safely enter the roadway, TGV personnel must adhere to roadway worker protection requirements as with any other personnel on the roadway.



Requirement:

Metrorail's Operating Rulebook (dated July 1, 2025) states: "17.15.2 Personnel must utilize the correct level of protection to support the nature of the work being performed and address hazards."

Section 17.15.3 lists the permissible forms of Roadway Worker Protection:

- Individual Train Detection (ITD)
- Foul Time (FT)
- Advance Mobile Flagging (AMF)
- Exclusive Track Occupancy (ETO)
- Inaccessible Track (IT)

Metrorail SOP 114-01, Track Geometry Vehicle Operations (Version 3, dated March 22, 2024) states:

Section 6.7.4.2 "Upon interpretation of an internal defect, the UT [ultrasonic testing] technician immediately notifies the vehicle operator to stop the vehicle. Once the vehicle has come to a successful halt, the UT technician (or another Level I or II certified UT tester) and one other employee from the TGV crew exits the vehicle in order to confirm or deny the presence of a defect by using the handheld UT device."

Nonconformance:

In interviews for this audit, 3 individuals that are assigned to work on Metrorail's Track Geometry Vehicle stated they leave the TGV to conduct inspections by hand or review issues outside of the vehicle. When asked what form of Roadway Worker Protection they used, each person stated that they have an absolute block so nothing further is required.

The Metrorail Operating Rulebook defines absolute block as: "A section of track that shall not be occupied by more than one (1) train or piece of track equipment." The absolute block applies to the vehicle, not the personnel exiting the vehicle and on the roadway. Personnel must follow Metrorail's roadway worker protection requirements when accessing the roadway.

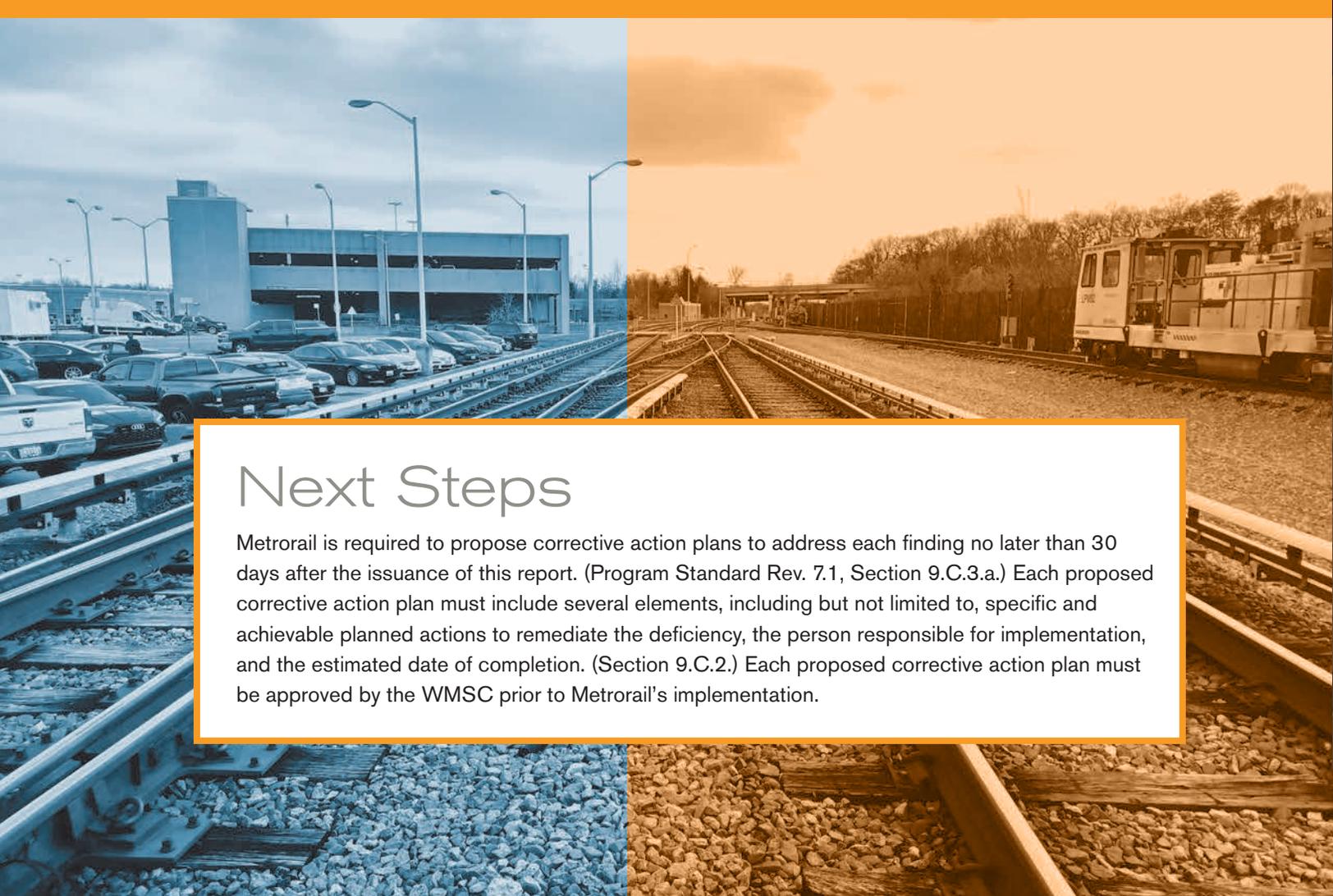


Metrorail must review Track Geometry Vehicle procedures and Metrorail's roadway worker protection requirements to ensure the safety of TGV personnel when they must enter the roadway.

In response to a draft of this audit report, Metrorail provided a potential solution to address this finding, Metrorail is in the process of implementing a new Roadway Worker Protection Program, approved by the WMSC on December 1, 2025, which has an effective date of April 1, 2026. This new program will incorporate an additional form of Roadway Worker Protection: Train Coordination Protection. This form of protection may be established within segments of track or tracks upon which one train or roadway maintenance machine holds exclusive authority to move, and there are no other conflicting movements.

◆ **Minimum Corrective Action:**

Metrorail must review Track Geometry Vehicle procedures and Metrorail's roadway worker protection requirements to ensure the safety of TGV personnel when they must enter the roadway. Metrorail must also ensure that any changes to TGV operations or roadway worker protection enable the necessary identification of track defects by TGV personnel.



Next Steps

Metrorail is required to propose corrective action plans to address each finding no later than 30 days after the issuance of this report. (Program Standard Rev. 7.1, Section 9.C.3.a.) Each proposed corrective action plan must include several elements, including but not limited to, specific and achievable planned actions to remediate the deficiency, the person responsible for implementation, and the estimated date of completion. (Section 9.C.2.) Each proposed corrective action plan must be approved by the WMSC prior to Metrorail's implementation.



Appendices

Appendices A and B

Appendix A: Personnel Interviewed

TRACK AND STRUCTURES

- Assistant Superintendent
- Director of Structural Engineering
- Maintenance Manager
- Manager, CAPs & Compliance
- Manager, Investigations
- Manager, Track Geometry Vehicle
- Senior Capital Program Manager
- Senior Director, TRST Maintenance
- Senior Vice President, TRST
- Structural Evaluation Technician A (2)
- Superintendent, Emergency Response Team

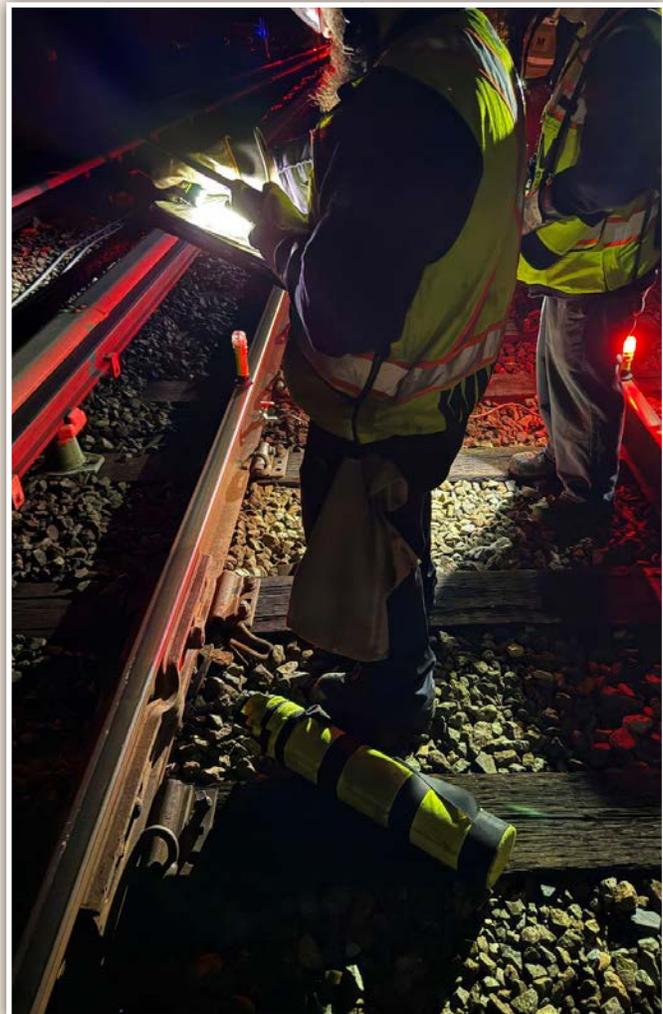
- Superintendent, Yard
- Supervisor (5)
- Supervisor, Emergency Response Team
- Track & Structures Mechanic AA (2)
- Track Geometry Vehicle Specialist (3)
- Track Repairer AA (2)
- Welder AA (3)

TECHNICAL TRAINING & DEVELOPMENT

- Manager, Technical Skills Training
- Roadway Worker Protection Instructor (3)
- Senior Director, Technical Training & Development
- Technical Skills Training Instructor (2)

Appendix B: Site Visits

- ◆ **July 8, 2025**
 - Blue Line Shutdown Observation/ Track Walk (Van Dorn Station to Alexandria Yard)
- ◆ **July 9, 2025**
 - RWP Level 2 Training Observation (Carmen Turner Facility)
- ◆ **July 10, 2025**
 - Contractor RWP Training & RWP Records Review (Carmen Turner Facility)
- ◆ **July 11, 2025**
 - RWP Training Records Review (Carmen Turner Facility)
- ◆ **July 16, 2025**
 - Blue Line Shutdown Observation (Franconia-Springfield Station)
- ◆ **July 18, 2025**
 - Yard Interlocking Inspection Observation (West Falls Church Yard)
- ◆ **July 22, 2025**
 - Bridge Inspection Observation (Silver Spring – Colesville Road)
- ◆ **July 24, 2025**
 - RWP Level 4 Training Observation



Appendix C

Appendix C: Documents Reviewed

ORGANIZATIONAL CHARTS AND DEPARTMENT RESPONSIBILITIES:

- Roadway Worker Protection Instructor Organization Chart (05/12/2025)
- Safety Department Operating Practices Organization Chart (05/19/2025)
- Structures Training Responsibility List (no date)
- Technical Training Department Employee List (no date)
- Technical Training Department Organizational Chart (05/19/2025)
- Technical Training Department Roles and Responsibilities (no date)
- Track and Structures Department Employee List (05/01/2025)
- Track and Structures Department Organizational Chart (05/19/2025)
- Track and Structures Department Roles and Responsibilities (no date)
- Track Training Responsibility List (no date)

PROCEDURES/POLICIES/MANUALS/FORMS:

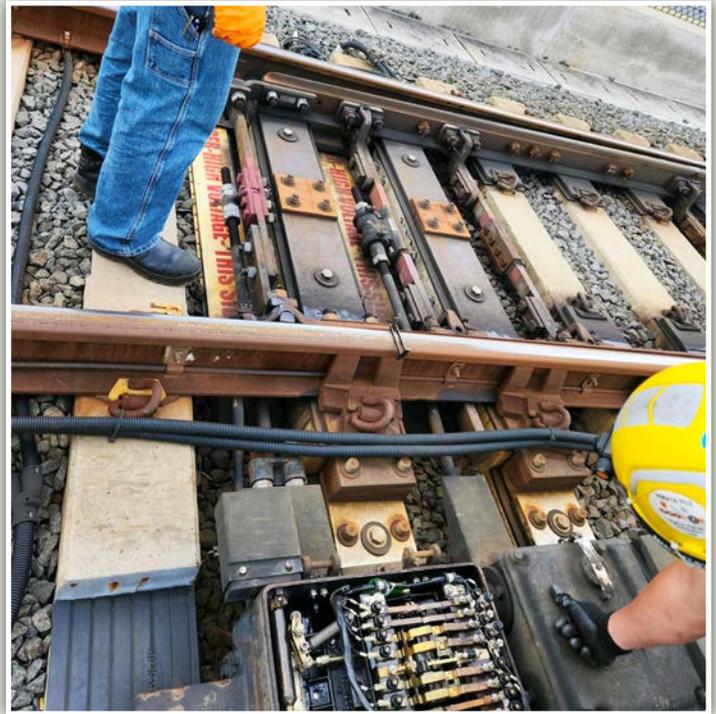
- Advanced Tie Plate Inserter 944593 Operator's Manual (11/2022)
- Aspen Aerials Bridge Access Unit Operating Instructions (05/23/2018)
- APTA Rail Transit Fixed Structures Inspection and Maintenance Standard (10/06/2016)
- Delcer/Flat Car DI-40 Operator Guide (10/2022)
- Dual Clip Applicator 944585 Operator's Manual (08/2022)
- FM-M-01, Hot Work Program Manual (04/2021)
- Geismar Hydraulic Rail Bender Operation and Maintenance Instructions (no date)
- Geismar Loader KGT-4RS Use and Maintenance Handbook (02/2010)
- Harsco Track Technologies Utility Track Vehicle-Aerial Lift Operation and Maintenance Manual (09/2003)
- Hydraulic Tamper Operator's Manual (07/2006)

- INFR-TRST-TE-WITK-708, TGV Defect Review (08/01/2024)
- KTC2000 Tie Crane Operations/Parts Manual (10/18/2016)
- Memorandum on Policy, Guide, and Procedures to Roadway/Wayside Worker Protection from PFAC (06/06/2025)
- Metro 4x4 Operation Manual (07/24/2014)
- Metro Integrated Command and Communications (MICC) Annual Observation Form (12/16/2024)
- Metrorail Operating Rulebook (10/1/2024)
- MMU-1000 Operation and Technical Manual (no date)
- Model 181+1 Swingloader Operation Manual (9/22/2021)
- Model 44-2 Rotary Scarifier Operation and Maintenance Manual (08/30/2012)
- P/I 10.3/8, Electronic Device Policy (12/20/2023)
- PO-25-01, Third Rail Electrical Safety Rules (07/01/2025)
- PO-25-07, Automatic Train Control (04/13/2025)
- PO-25-08, Single Track Operations (04/13/2025)
- PO-25-10, Advanced Mobile Flagging (04/13/2025)
- R210W-9 Operator and Maintenance Training (04/01/2010)
- RWP Classroom Compliance Check (04/15/2025)



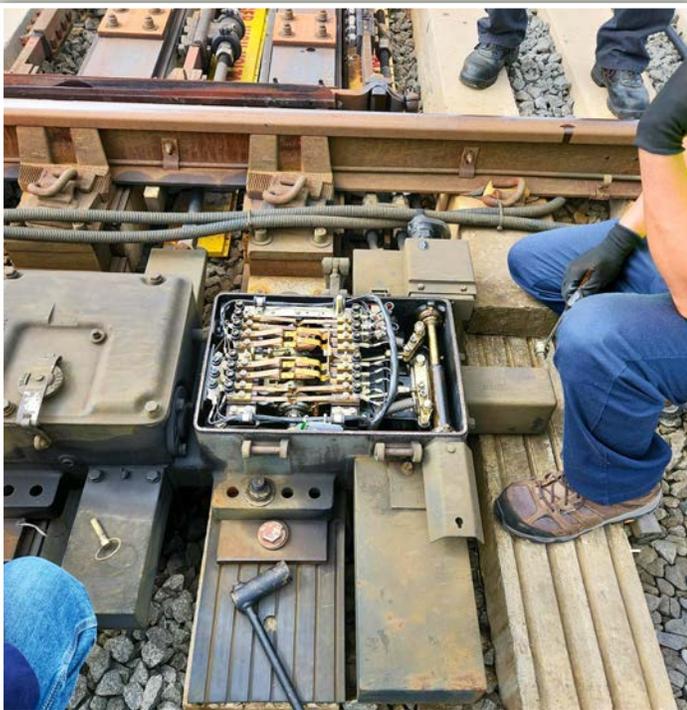
PROCEDURES/POLICIES/MANUALS/FORMS: (CONTINUED)

- RWP Folder Checklist (04/07/2025)
- RWP Instructor Track Audit Information Form (12/16/2024)
- RWP Student Track Safety Equipment Familiarization Sheet (04/07/2025)
- SARE-05-0007, Roadway Worker Protection Training SOP (04/18/2025)
- SARE-05-0016, Continuity of Operations Plan (COOP) (12/05/2024)
- SE-WI-41, Reinforced Concrete Repair (07/25/2024)
- SE-WI-42, Track Bed Cleaning (07/23/2024)
- SE-WI-43, Replacement of Grout Pads – Bottom-Up Construction (02/20/2025)
- SE-WI-44, Typical Leak Repair (06/25/2024)
- SOP 108-02, Document Control Procedure (06/07/2023)
- SOP 114-01, Track Geometry Vehicle Operations (03/22/2024)
- SOP 114-02, Structures Inspection Procedures (07/01/2024)
- SOP 121-00, Vehicle and Track Working Group Information Sharing (01/16/2024)
- SOP 121-01, Track Asset Condition Data Management (01/25/2024)
- SOP 121-05, Track Geometry Vehicle Data Management (05/15/2024)
- SOP-121-10, Document Control (03/22/2024)
- SOP 121-11, Rail Grinding Procedure (03/20/2024)
- SOP 121-13, Tamping and Surfacing Needs, Analysis, and Planning (03/19/2024)
- SOP 121-14, VERSE and Destressing Program (01/18/2024)
- SOP 208-03, Ultrasonic Testing of Rail Field Welds (07/20/2023)
- SOP 208-04, Track Inspection Procedures (03/07/2025)
- SOP 208-05, Equipment Calibration Procedure (01/10/2025)
- SOP 208-06, Heat Ride Inspection Procedures (11/16/2023)
- SOP 208-09, Rail Lubricator Preventive Maintenance (PMI) and Inspection Procedure (11/14/2023)
- SOP 208-15, Office of Track and Structures Maintenance Quality Control Procedures (08/23/2024)
- SOP 208-18, Track Bed Cleaning Preventive Maintenance (PM) Procedure (08/09/2024)
- SOP 208-19, Quality Control of Track Inspections (03/07/2025)
- SOP 208-20, Controls of Contracting Procedure (02/14/2025)
- SOP 208-21, Station Track Bed Cleaning Procedure (02/03/2025)
- SOP 208-23, Safety Risk Management Procedure (03/20/2024)
- SOP 2710-3-01/02, Contractor Roadway Worker Protection Training (02/12/2024)
- SOP 4800-03-01/00, Rail Safety Standards Committee Operations (07/01/2022)
- Speed Swing 441-D/445 Operator's Manual (no date)



PROCEDURES/POLICIES/MANUALS/FORMS: (CONTINUED)

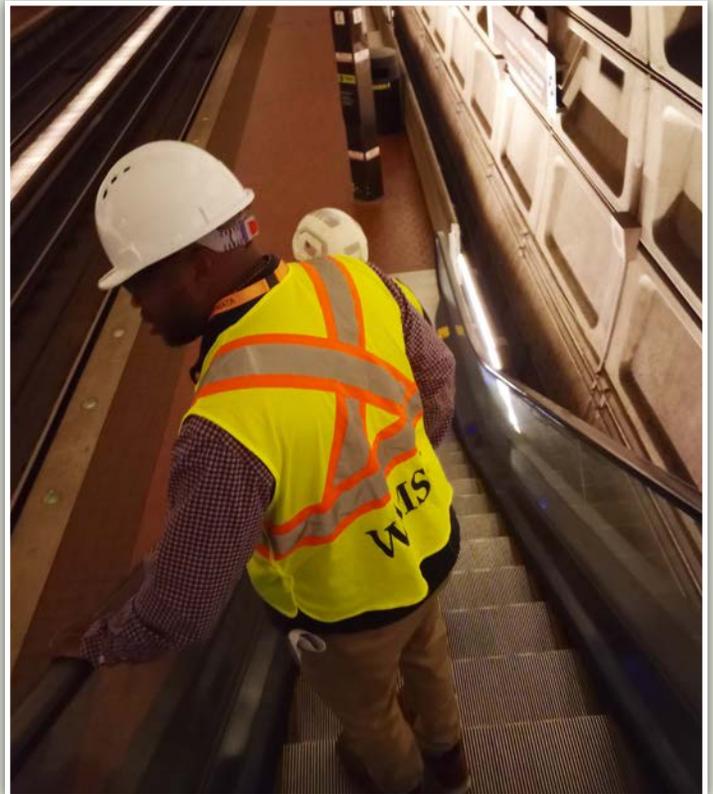
- STM Switch Tamping Machine Operation and Service Manual (05/2014)
- String-Line Kit Instruction Manual (no date)
- Track and Structures Maintenance Bulletins (09/2016 to 04/2025)
- Track Geometry Vehicle EM-100U Operator's Manual (3/26/2013)
- Track Stabilizer Dual Cab with Tunnel Scanner Operations and Maintenance Manual (03/2006)
- TRPM-SOP06-00, TRPM Equipment Calibration Process (05/20/2022)
- TRST-1000 Volume 1, Track Inspection and Safety Standards (05/2024)
- TRST 1000, Volume 2, Track Maintenance Standards (01/2025)
- TRST-2000, Maintenance Control Plan (06/28/2023)
- TRST-SMI-SIM, Structural Inspection Manual (09/27/2021)
- TRST-TMI-AMLPL, Asset Management Lifecycle Plan (01/31/2023)



- Utility Track Vehicle 354C Operation and Service Manual (12/2013)
- Utility Track Vehicle Drain Cleaner Operation and Service Manual (03/2023)
- Vacall Operator and Safety Manual (11/20/2009)
- VM170-W Operation Manual (no date)
- WITK-700.3.1, CWR Rail Installation on Direct Fixation and Ballasted Track (02/06/2025)
- WITK-700.4.3, Destressing of Existing CWR (07/29/2024)
- WITK-700.4.5, Destressing Pull-Aparts or In-Track rail Break Gaps-Thermite Welds (07/29/2024)
- WITK-700.4.8, Vertical Restraining Rail Replacement (12/16/2024)
- WITK-700.5.1, Thermite Welding of Running Rail (10/17/2024)
- WITK-701.1, Torque Studs and Clip Bolts on Direct Fixation Track (07/29/2024)
- WITK-701.2, Stud Replacement Core Drilling and Setting of New Anchor Studs on Direct Fixation Track (12/12/2024)
- WITK-701.3.2, New Anchor Stud Locations Rock Drilling on Direct Fixation Track (12/12/2024)
- WITK-702.2, Spot Wood Crosstie Renewal (03/10/2025)
- WITK-702.3, Handling of Concrete Ties (10/11/2024)
- WITK-702.4, Repairing of Concrete Ties (09/23/2024)
- WITK-701.4.1, Fastener Replacement on Direct Fixation Track-Anchor Studs or Concrete Inserts (10/01/2024)
- WITK-703.1, Replacement/Installation of Third Rail Coverboards and Brackets (02/14/2025)
- WITK-703.2, Mounting and Dismounting of Hi-Rail Vehicles (11/20/2024)
- WITK-703.4, Replacement of Contact Rail Insulators DF (Fiberglass) (09/09/2024)
- WITK-703.6, Cadweld 150 lb. Contact Rail Splices on Direct Fixation Track or Wood Ties (07/29/2024)
- WITK-703.7, Spot Contact Rail Replacement (07/29/2024)
- WITK-703.8, Temporary and Final Repairs of 150 lb. Contact Rail Breaks (07/29/2024)

**PROCEDURES/POLICIES/MANUALS/FORMS:
(CONTINUED)**

- WITK-703.9, Replacement/Installation of Contact Rail End Approach (07/31/2024)
- WITK-704.2.1, Stock Rail Installation on Ballasted Track (09/23/2024)
- WITK-704.3, Complete Turnout Replacement/Installation on Ballast (10/03/2024)
- WITK-704.4, Complete Turnout Replacement/Installation on Direct Fixation (10/11/2024)
- WITK-704.5, Guidelines and Procedures for Repairing Worn RBM Frogs (01/09/2024)
- WITK-704.6, Frog Replacement/Installation Ballast (Standard Joints) (09/23/2024)
- WITK-704.7, Replacement/Installation Switch Point Rail Ballasted Track (09/23/2024)
- WITK-704.8, Switch Point and Stock Rail Installation on Ballast Track (10/17/2024)
- WITK-705.1, Spot Line and Surface Ballast (12/12/2024)
- WITK-705.3, Line Surface and Ballast Regulating (07/31/2024)
- WITK-705.4, Correction of Ballast Mud Spot Conditions Ballasted Track (12/18/2024)
- WITK-707.1, Emergency Guarded Rail Replacement Ballasted Track (09/24/2024)
- WITK-707.2, Emergency Guard Rail Replacement Direct Fixation Track (12/18/2024)
- WITK-707.3, Sliding Derail Replacement Ballast Track (09/27/2024)
- WITK-707.4, Sliding/Hinged Derail Replacement Direct Fixation Track (07/30/2024)
- WITK-708.1, Thermal Data Review (01/02/2025)
- WITK-709, Track Parts Review Process (01/02/2025)
- WMATA 181TC Operators Manual (no date)
- WMATA Personal Protective Equipment Guide (01/09/2023)
- WMATA UTV Bridge Crane Manual (02/2023)



- WMATA UTV Drain Cleaner Instructor Manual (no date)
- Zim-Mixer Operation and Service Manual (no date)

TRAINING:

- Advanced Mobile Flagger Exercises 1 – 6 (no date)
- Advanced Track Repair Training Exam (no date)
- Basic Rigging Course Quiz (12/2022)
- Basic Rigging Training Instructor Guide (no date)
- Bridge Inspector's Reference Manual (12/2012)
- Contractor Roadway Worker Protection Schedule (2020 to 2025)
- Corrosion Training Presentation (no date)
- Employee RWP Training Status (01/2022 to 03/2023)
- Employee Training Master Tracker (no date)
- Equipment Operator Recertification Rosters (04/2025)
- Initial Track Inspections Training Lesson Plan (no date)
- Initial Track Inspector Training Module 6 Agenda (no date)
- Initial Track Repair Course Instructor Guide (no date)

TRAINING: (CONTINUED)

- Initial Track Repair Course Lesson Plan (no date)
- Initial Track Repair Course Student Guide (08/2023)
- Initial Track Repair Course Syllabus (04/2022)
- Initial Track Repair Course Training Presentation (01/2024)
- Instructor Trainee/T-3 Candidate Evaluation Checklists (11/2024 to 03/2025)
- Introduction to Non-Destructive Testing Lesson Plan (no date)
- Introduction to Non-Destructive Testing Training Presentation (11/2020)
- Introduction to Poured Joint Seal Replacement Training Student Guide (07/15/2021)
- Introduction to Structural Evaluation Technician Course Syllabus (01/2024)
- Introduction to Structural Evaluation Technician Training Lesson Plan (01/2024)
- Introduction to Structural Evaluation Technician Training Student Guide (08/2020)
- Introduction to Structural Evaluation Technician Training Presentation (01/2024)
- Introduction to Track Charts Class Lesson Plan (no date)
- Introduction to Track Charts Presentation (10/2024)
- Introduction to Track Charts Training Syllabus (no date)
- Module 1-1: General Information Training Materials (no date)
- Module 1-2: Track Inspector Responsibilities Training Materials (no date)
- Module 1-3: Track Terminology Training Materials (no date)
- Module 1-4: Inspection Training Materials (no date)
- Module 1-4a: Inspections General Guidance Training Materials (no date)
- Module 1-4b: Track Inspectors Tools Training Materials (no date)
- Module 1-5: Speed Restrictions Training Materials (no date)



- Module 1-6: Where Inspections are Conducted Training Materials (no date)
- Module 1-7: Types of Inspections Training Materials (no date)
- Module 1-8: Track Inspection Checklist Training Materials (no date)
- Module 1-9: Basic Track Training Materials (no date)
- Module 1-10: Vehicle Track Interaction Training Materials (no date)
- Module 1-11: Special Trackwork Training Materials (no date)
- Module 1-12: Module 1 Review Training Materials (no date)
- Module 2-1: Track Geometry General Training Materials (no date)
- Module 2-2: Inspection Techniques Training Materials (no date)
- Module 2-3a: Track Geometry Parameters Training Materials (no date)
- Module 2-3b: Track Geometry Parameters Surface Training Materials (no date)

TRAINING: (CONTINUED)

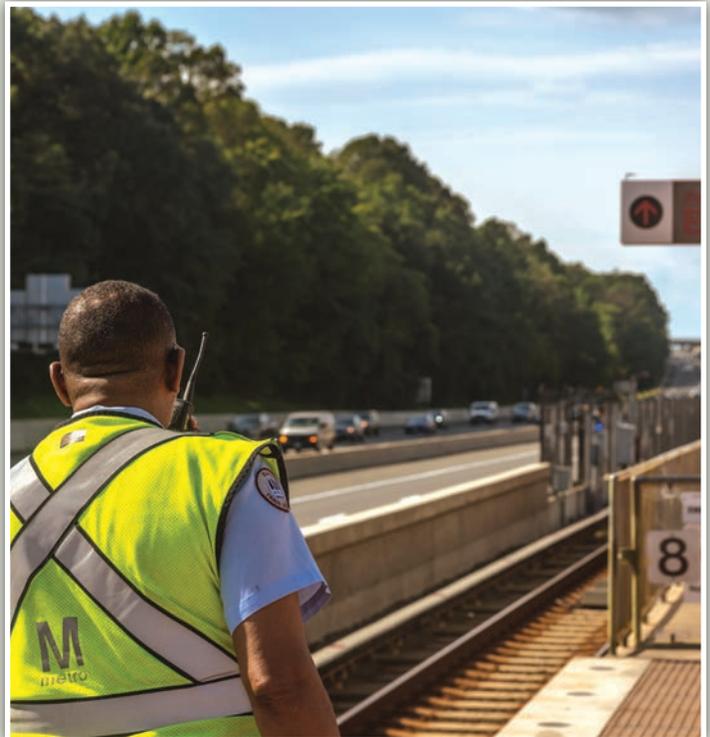
- Module 2-3c: Geometry Parameters Alignment Training Materials (no date)
- Module 2-4: Module 2 Review Training Materials (no date)
- Module 3-1: Turnouts General Training Materials (no date)
- Module 3-2: Switch Inspection Standards Training Materials (no date)
- Module 3-3: Frog Inspections Training Materials (no date)
- Module 3-4: Module 3 Review Training Materials (no date)
- Module 4-1: Rail Inspection Training Materials (no date)
- Module 4-2: Rail Manufacturing Training Materials (no date)
- Module 4-3: Rail Identification Training Materials (no date)
- Module 4-4: Rail Defect Development Training Materials (no date)
- Module 4-5: Rail Defects Training Materials (no date)
- Module 4-6: Rail Wear Training Materials (no date)
- Module 4-7: Restraining Rail and Emergency Guard Rails Training Materials (no date)
- Module 4-8: Rail Joints Training Materials (no date)
- Module 4-9: Heat Countermeasures Program Training Materials (no date)

- Module 4-10: Module 4 Review Training Materials (no date)
- Module 5-1: Crossties, Fasteners, Anchors, Roadbed, Ballast, and Drainage Training Materials (no date)
- Module 5-2: Grout Pads Training Materials (no date)
- Module 5-3: Rail Fastening System Training Materials (no date)
- Module 5-4: Ballast Training Materials (no date)
- Module 5-5: Drainage Training Materials (no date)
- Module 5-6: Track Appliances Training Materials (no date)
- Module 5-7: Contact Rail Training Materials (no date)
- Module 5-8: Right of Way Training Materials (no date)
- Module 5-9: Module 5 Review Training Materials (no date)
- OPMS Training Course Syllabus (03/2021)
- Rail Defects, Rail Joints, Third Rail Workshop (no date)
- Replacement/Installation of Contact Rail End Approach Training Presentation (01/2024)
- Required Training for TRST Training Instructors List (no date)
- Rigger's Capacity Card (no date)
- Rigging Lesson Plan (no date)
- Rigging Practical Check Sheet (no date)
- Rigging Student Manual (no date)
- Rigging Training Presentation (03/2017)
- Roadway Worker in Charge Facilitator Guide (04/13/2025)
- Roadway Worker in Charge Student Guide (04/13/2025)
- Roadway Worker Protection Level 1 & 2 Training Facilitator Workbook (04/13/2025)
- Roadway Worker Protection Level 1 & 2 Training Student Workbook (04/13/2025)
- Roadway Worker Protection Level 1 Training Syllabus and Lesson Plan (04/13/2025)
- Roadway Worker Protection Training Level 1 & 2 Restricted Access and Limited Access Day 1 Presentation (04/13/2025)



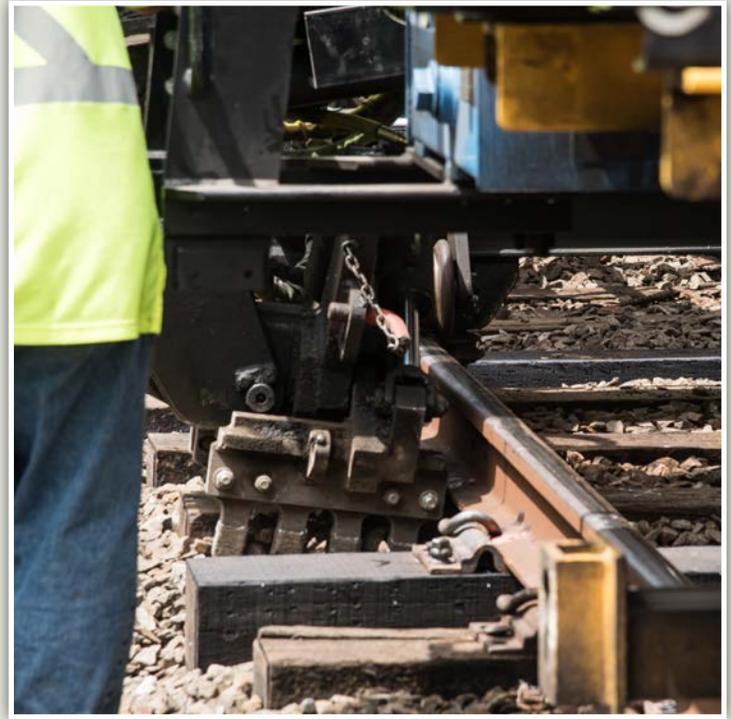
TRAINING: (CONTINUED)

- Roadway Worker Protection Training Level 2 Requalification Limited Access Presentation (04/13/2025)
- Roadway Worker Protection Training Level 2 Limited Access Day 2 Presentation (no date)
- Roadway Worker Protection Training Level 2 Syllabus and Lesson Plan (04/13/2025)
- Roadway Worker Protection Training Level 4 Requalification Syllabus and Lesson Plan (04/13/2025)
- Roadway Worker Protection Training Level 4 Roadway Worker in Charge (RWIC) Initial Training Presentation (04/13/2025)
- Roadway Worker Protection Level 4 Assessment 1 (5/21/2025)
- Roadway Worker Protection Level 4 Assessment 2 (5/21/2025)
- Roadway Worker Protection Level 4 CBT Script (no date)
- Roadway Worker Protection Level 4 Course Overview (04/13/2025)
- Roadway Worker Protection Level 4 On the Job (OJT) Checklist (03/01/2024)
- Roadway Worker Protection Training Course Evaluation (04/07/2025)
- Roadway Worker Protection Training Level 1 Test (04/13/2025)
- Roadway Worker Protection Training Level 4 Roadway Worker in Charge (RWIC) Requalification Training Presentation (04/13/2025)
- RWP Cardinal Rules CBT (05/21/2025)
- RWP Cardinal Rules CBT Assessment (no date)
- RWP Certification Tracker (05/01/2025)
- RWP Classroom Compliance Check (04/15/2025)
- RWP Folder Checklist (04/07/2025)
- RWP Initial Level 4 OJT Training Records (11/2024 to 04/2025)
- RWP Instructor Feedback Forms (11/2024 to 04/2025)
- RWP Instructor Track Audit Information Form (12/16/2024)
- RWP June/July 2025 Class Schedule (06/18/2025)
- RWP Level 1 and 2 Cardinal Rules Test Version A (04/13/2025)
- RWP Level 1 CBT Script (no date)
- RWP Level 2 CBT Script (no date)
- RWP Level 2 General Knowledge Assessment (no date)
- RWP Level 2 and 4 Training Records (11/2024 to 4/2025)
- RWP Level 4 Initial Training Practical Student Scenario AMF #1 through #4 (no date)
- RWP Level 4 Initial Training Practical Student Scenario ETO #1 through #5 (no date)
- RWP Level 4 Initial Training Practical Student Scenario IT #1 through #4 (no date)
- RWP Level 4 Initial Training Roadway Worker in Charge Practical Exercise Evaluation Form (04/07/2025)
- RWP Level 4 OJT Checklists (11/2024 to 04/2025)
- RWP Re-Test Form (no date)
- RWP Student Track Safety Equipment Familiarization Sheet (04/07/2025)
- RWP Track Audit Information Forms (03/2024)
- Safety Inspection of In-Service Bridges Course Outline (no date)



TRAINING: (CONTINUED)

- STRC Fence Repair Training Presentation (10/2021)
- String-Line and Combination Gauge Course Lesson Plan (no date)
- String-Line (Speedliner) and Combination Gauge Class Student Guide (05/2020)
- String-Line (Speedliner) and Combination Gauge Class Training Presentation (05/2020)
- Structural Evaluation Technician Familiarization Lesson Plan (no date)
- Structural Evaluation Technician Final Exam (no date)
- Structural Inspection Manual (12/05/2019)
- Switch Rods Adjustment and Installation Training Presentation (01/06/2020)
- Thermit Welding Golden Rules Worksheet (no date)
- Third Rail Gauging Course Syllabus (no date)
- Third Rail Gauging Lesson Plan (04/2024)
- Tie Removal, Rail Drill, and Rail Saw Practical Evaluation Sheet (04/2022)
- Track and Structure Workshop Worksheet (no date)
- Track Inspection String-Line Evaluation Form (no date)
- Track Inspections Recertification Syllabus and Lesson Plan (no date)
- Track Inspections Recertification Training Presentation (01/20/2024)
- Track Laborer Course Syllabus (no date)
- Track Laborer Course Training Presentation (08/2023)
- Track Laborer Refresher Lesson Plan (no date)
- Track Repair Exam (04/2022)
- Track Stringline and Combination Gage Course Syllabus (no date)
- Track Supervisor and Track Inspector String-Line Practical (no date)
- Training Dismissal Form (no date)
- TRST 1000 Volume 3, Supplemental Track Concepts Manual (05/18/2022)
- TRST Training Matrix (no date)



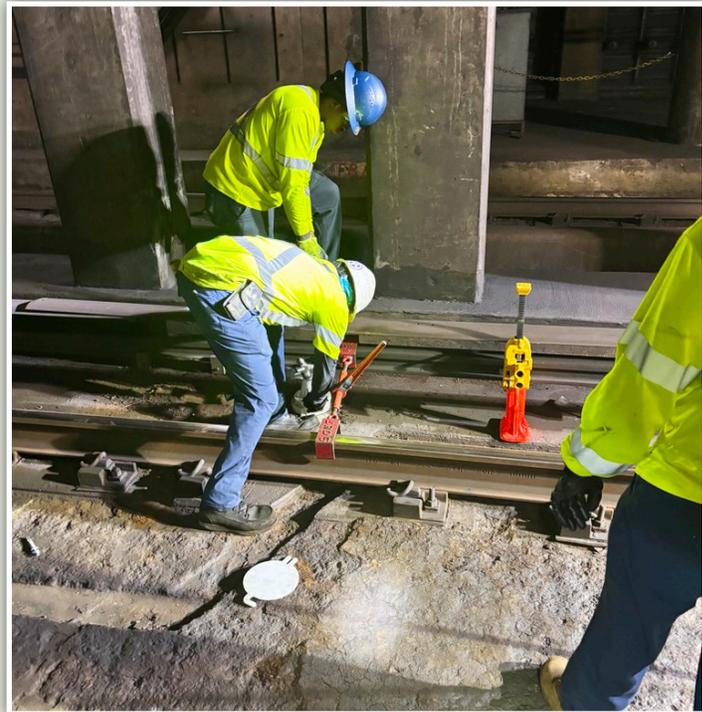
- VERSE Condition Product Information Sheet (no date)
- VERSE Method of Stress Free Temperature (SFT) Measurement Guide (no date)
- Vortok VERSE Kit Operation Training Presentation (2017)
- Vortok VERSE Training Syllabus (no date)
- Vortok VERSE User Guide (2017)
- Welder Training Certificates (10/2024 to 11/2024)
- Welding Procedures Guide (no date)
- Welding Training Presentation (no date)
- WMATA Contractor Roadway Worker Protection Fundamental Rules Test Version 1 (Spanish) (10/07/2024)
- WMATA Contractor Roadway Worker Protection Fundamental Rules Test Version 2 (Spanish) (10/07/2024)
- WMATA Contractor Roadway Worker Protection General Information Test Version 1 (Spanish) (10/07/2024)
- WMATA Contractor Roadway Worker Protection General Information Test Version 2 (Spanish) (10/08/2024)
- WMATA Contractor Roadway Worker Protection Training General Knowledge Test Version 1 (10/07/2024)
- WMATA Contractor Roadway Worker Protection Training General Knowledge Test Version 2 (10/08/2024)

TRAINING: (CONTINUED)

- WMATA Contractor Roadway Worker Protection Participant Guide (no date)
- WMATA Contractor Roadway Worker Protection Participant Guide (Spanish) (no date)
- WMATA Contractor Roadway Worker Protection Training Cardinal Rules Test – Version 1 (10/07/2024)
- WMATA Contractor Roadway Worker Protection Training Cardinal Rules Test – Version 2 (10/07/2024)
- WMATA Contractor Roadway Worker Protection Training Facilitator Guide (no date)
- WMATA Contractor Roadway Worker Protection Training Presentation (no date)
- WMATA Contractor Roadway Worker Protection Training Presentation (Spanish) (no date)
- WMATA Schematic Layout of Yard Lead Tracks and Adjoining Sections (no date)

INSPECTION AND MAINTENANCE:

- Alexandria Track Maintenance Division Track Rights Schedule (06/2025 to 07/2025)
- Electrical Gloves Inventory Tracker (04/2025)
- GOTRS Track Rights Requests (06/2025)
- Inspector's Daily Reports (02/2025 to 03/2025)
- Memorandum on Equipment Calibration Report Forms from PFAC (06/06/2025)
- Metro Integrated Command and Communications (MICC) Annual Observation Forms (11/2024 to 04/2025)
- Open Defect Tracker (04/30/2025)
- Power Glove Inventory Tracker (04/2025)
- Power Matcon Equipment Calibration Tracker (06/2025)
- Quality Assurance Field Review Checklist (04/2023 to 03/2025)
- Quality Assurance Report Review Checklists (11/2023 to 04/2025)
- Quality Control Checks Tracker (04/2024 to 04/2025)
- RBIR/STRC WSAD Monthly Tracker (02/2025 to 03/2025)



- Recurring Geometry Defect List (04/30/2025)
- Structural Inspections Schedule and Status Tracker (04/2023 to 04/2025)
- Third Rail WSAD Calibration Tracker (no date)
- Torque Machine Calibration Tracker (no date)
- Track and Structures Reliability Trend Performance Analysis (01/2023 to 04/2025)
- Track Maintenance and Infrastructure Quality Control Check Forms (09/2024 to 11/2024)
- TRST Preventive Maintenance List (05/07/2025)
- TRST Scheduled Training (06/2025 to 07/2025)
- TRST Work Order Tracker (05/07/2025)
- WMATA Tunnel Conditions (no date)
- WSAD Calibration Forecasts (01/2025 to 03/2025)
- WSAD Calibration Report (05/30/2025)

INTERNAL REVIEWS:

- Internal Safety Review, Structures Maintenance and Inspection (08/04/2022)
- Internal Safety Review, Track Maintenance and Inspections: Office for Track and Structure (02/28/2022)

INTERNAL REVIEWS: (CONTINUED)

- Internal Safety Review, Work Planning and Maintenance Improvements (02/07/2024)
- Overview of Internal Corrective and Preventive Actions (05/16/2025)
- QICO-I-ETS-23-02, Internal Corrective and Preventive Action (no date)
- QICO-I-ETS-23-03, Internal Corrective and Preventive Action (no date)
- QICO-I-WPMI-24-01, Internal Corrective and Preventive Action (no date)
- QICO-I-WPMI-24-02, Internal Corrective and Preventive Action (no date)
- QICO-I-WPMI-24-03, Internal Corrective and Preventive Action (no date)
- QICO-I-WPMI-24-04, Internal Corrective and Preventive Action (no date)
- QICO-OPMS-21-01, Internal Corrective and Preventive Action (no date)
- QICO-RCTR-25-01, Internal Corrective and Preventive Action (no date)
- QICO-TRMN-22-01, Internal Corrective and Preventive Action (no date)



- QICO-TRMN-22-02, Internal Corrective and Preventive Action (no date)
- QICO-TRMN-22-03, Internal Corrective and Preventive Action (no date)
- QICO-TRMN-22-04, Internal Corrective and Preventive Action (no date)
- QICO-STRC-22-01, Internal Corrective and Preventive Action (no date)
- QICO-STRC-22-02, Internal Corrective and Preventive Action (no date)
- QICO-STRC-22-03, Internal Corrective and Preventive Action (no date)
- QICO-STRC-22-04, Internal Corrective and Preventive Action (no date)
- QICO-STRC-22-05, Internal Corrective and Preventive Action (no date)

MEETINGS:

- Track and Structure Department Safety Committee (DSC) Meeting Agenda and Minutes (03/2024 to 04/2025)
- Structural Evaluation Technician Schedule Planning Meeting Notes (10/03/2019)

CAPITAL PLANNING:

- Capital Project Status Tracker (04/17/2025)

OTHER DOCUMENTS:

- Memorandum on Good Faith Challenge Forms (05/14/2025)
- Memorandum on Roadway/Wayside Protection Hazard Log from PFAC (06/06/2025)
- Potomac Construction Lift Plan (10/2024)
- Reported Exceptions List (01/2023 to 04/2025)
- Structures Maintenance Department Contracts (07/08/2025)
- Track Pollution Control Project Scope (no date)
- TRST Audit Interview Schedule (06/18/2025)
- TRST Metro Hazard Report (05/28/2025)
- WMATA Roadway Job Safety Briefing Forms (02/2025 to 03/2025)

Appendix D

Appendix D: PTSAP Elements

1. General Requirements

- a. Transit Agency Information
- d. Safety Performance Targets (including Safety Performance Target Setting Methodology and Timeline, Safety Performance Targets, and System Reliability Targets)
- f. Development and Implementation of a Safety Management System (SMS)

2. Safety Management Policy

- a. Safety Management Policy Statement
- b. Employee Safety Reporting Program
- c. Communication of the Safety Management Policy
- d. Necessary Authorities, Accountabilities, and Responsibilities (including Accountable Executive, SMS Executive, Agency Leadership and Executive Management, Key Staff, and Safety Committees)

3. Safety Risk Management

- a. Safety Risk Management (SRM) Process (including Safety Hazard Identification, Safety Risk Assessment, and Safety Risk Mitigation)
- b. Ongoing Management of Safety Risk (including Occupational Safety and Health Risk Management, Operational Safety Risk Management, Safety Certification, and Environmental Risk Management)

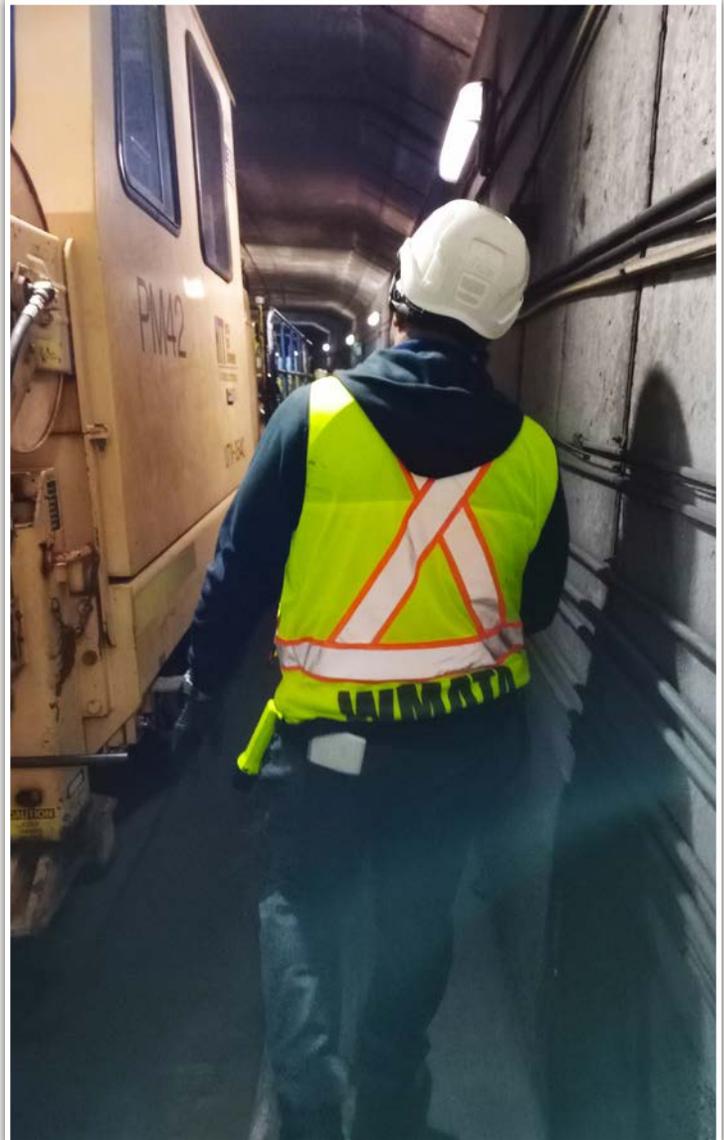
4. Safety Assurance

- a. Safety Performance Monitoring and Measurement (including Monitoring Operations and Maintenance Procedures, Monitoring of Operational Risk Mitigations, Safety Investigations, Information Monitoring, and Emergency Risk Management)
- b. Management of Change
- c. Continuous Improvement
- d. Corrective Action Plans

5. Safety Promotion

- a. Competencies and Training (including Employee Safety Training, Safety Rules and Procedures Training, Contractor Safety, Training Recordkeeping, Compliance with Training Requirements, and SMS-specific Training Requirements)
- b. Safety Communication (including Direct Staff Communication, Hazard and Safety Risk Information, and Employee Safety Reporting Program Engagement)

6. Documentation





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