


Memorandum

CS Memorandum No. 1271

To: Distribution

From: Susan MacKenzie, Document Control Manager 

Date: October 26, 2012

Reference: Project No. M544.1, Contract No. CS-149
Task No. 1-8.02, Change Control

Subject: Safety and Security Certification Review Committee Meetings
from January through August 2012

Attached please find minutes for the Safety and Security Certification Review Committee (SSCRC) meetings held from January through August 2012, listed on the Attachments below.

Attachments:

SSCRD Meeting No. 23 Rev. 0 Minutes (meeting held on 01/19/12)
SSCRD Meeting No. 24 Rev. 0 Minutes (meeting held on 02/16/12)
SSCRD Meeting No. 25 Rev. 0 Minutes (meeting held on 03/15/12)
SSCRD Meeting No. 26 Rev. 0 Minutes (meeting held on 04/19/12)
SSCRD Meeting No. 27 Rev. 0 Minutes (meeting held on 05/17/12)
SSCRD Meeting No. 28 Rev. 0 Minutes (meeting held on 06/21/12)
SSCRD Meeting No. 29 Rev. 0 Minutes (meeting held on 07/19/12)
SSCRD Meeting No. 30 Rev. 0 Minutes (meeting held on 08/16/12)

Cc: Wayne Gilles, CSP (with attachments) – via email
Carlos Campillo, CSP (with attachments) – via email
CS File No. M544.1.5.0890

Distribution:

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Kartik Shah, SFMTA (via email)
Jaswant Bhatti, SFMTA (via email)
Bryant Woo, SFMTA (via email)
Roger Nguyen, SFMTA (via email)
Jim Kelly, SFMTA (via email)

Ross Edwards, CSP (via email)
Quon Chin, CSP (via email)
Jane Wang, CSP (via email)
Chuck Morganson, HNTB/B&C (via email)
Tom Tolentino, HNTB/B&C (via email)
David Coury, HNTB/B&C (via email)
Aileen Read, CSDG (via email)

Meeting Minutes

DATE: February 16, 2012

MEETING DATE: **January 19, 2012**

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: David Kuehn (PMOC-FTA), Brad Lebovitz (PMOC), Kartik Shah (SFMTA) Albert Hoe (SFMTA), Vincent Kwong (BART), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Carlos Campillo (CSP), Chuck Morganson (HNTB/B&C)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Reginald Mason (SFMTA), Henry Melvyn (SFMTA), Bryant Woo (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 23 – Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for December 15, 2011 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	The Committee members in attendance had no comments on the Specification based Tunnel Safety and Security Certification Checklist. Revised checklist to be distributed by e-mail to Reggie Mason and all SSCR members for final review. Formal approval scheduled before next Committee meeting February 16, 2012.	All by 2/16/12
3.	The C1254 CTS Safety and Security Design Criteria Conformance Checklist will be audited by line item to assure completeness and accuracy. Identify Open checklist items and provide plan to close them.	C. Campillo by 2/16/12
4.	UMS, MOS and Systems Safety and Security Design Criteria Conformance Checklists to be reviewed for progress towards verifying items on the checklists.	C. Campillo by 2/16/12
5.	The CSP Tunnel Air Replenishment System was discussed including potential alternative methods for equivalent compliance to SFFD Bulletin 5.07. Based on discussions with SFFD, SFFD has agreed in principle to a low pressure system during non-emergency use and the location of interior fill panels at crosspassages pending further design details. The variance request will be revised to these new SFFD mandates.	C. Campillo by 2/16/12

Meeting Minutes

DATE: March 15, 2012

MEETING DATE: **February 16, 2012**

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Jeffery Davis (PMOC) Brad Lebovitz (PMOC), Gerald Williams (SFMTA) Vincent Kwong (BART), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Carlos Campillo (CSP), Chuck Morganson (HNTB/B&C)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Reginald Mason (SFMTA), Henry Melvyn (SFMTA), Bryant Woo (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE: Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 24 – Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for January 19, 2012 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Safety and Security Certification Checklist Revision 0 approved.	None
3.	The C1254 CTS Safety and Security Design Criteria Conformance Checklist Matrix shows all items complete including approval signatures. CTS checklist will be audited to assure completeness and accuracy. Open checklist items will be identified and resolved before issuance of Certificates.	Wayne Gilles March 15
4.	Safety and Security Certification Checklists status for UMS is 8 open items or 96%. MOS status is 12 open items or 94%	C. Campillo Ongoing
5.	The CSP Tunnel Air Replenishment System was extensively discussed including potential alternative methods for equivalent compliance to SFFD Bulletin 5.07. A low pressure alternative system during non-emergency use is being considered. The location of interior fill panels will be relocated from the trackway to crosspassages. Additionally, several methods of impact and fire protection for feeder lines were also discussed.	C. Campillo Ongoing

ITEM #	DISCUSSION	ACTION BY DUE DATE
6.	The topic of tunnel portal security was raised including methods to deter, detect and respond to developing situations including chemical, biological and nuclear threats. This includes CCTV surveillance, photo electric trips, contact pads, pop up barriers and roving security patrols.	None
7.	Sharing safety and security plans, procedures, training, drills and management between agencies was noted. This includes integrated response and follow up during and after emergencies. Possible workshops and seminars are being considered.	None

ACTION ITEMS

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS

Meeting adjourned at 10:55 AM

These meeting minutes have been prepared by Carlos Campillo and reviewed by Wayne Gilles, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed:  Date: 3/15/12

Meeting Minutes

DATE: April 19, 2012

MEETING DATE: March 15, 2012

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Brad Lebovitz (PMOC), Gerald Williams (SFMTA) Jimmy Xia (CPUC), Vincent Kwong (BART), Jaswant Bhatti (CSP), Carlos Campillo (CSP),

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Henry Melvyn (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 25 – Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for February 19, 2012 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Safety and Security Certification Checklist Revision 0 shared with representative of BART Safety. Checklist returned at end of meeting.	None
3.	The C1254 CTS Safety and Security Design Criteria Conformance Checklist was audited on March 7, 2012. There were 20 audit findings which have been satisfactorily resolved. Recommend CTS Checklist be approved at next Committee meeting with subsequent issuance of Certificates of Conformance.	Wayne Gilles April 19, 2012
4.	Safety and Security Certification Checklists status for UMS is 0 open items or 100% MOS status is 0 open items or 100%. Systems checklist status is 305 open items or 28% complete.	C. Campillo Ongoing
5.	Audit for UMS Safety and Security Checklist is to be performed before next Committee meeting. Audit findings will be reviewed and recommendation for approval or revision of Checklist solicited.	Wayne Gilles April 19, 2012

ITEM #	DISCUSSION	ACTION BY DUE DATE
6.	The CSP Tunnel Air Replenishment System design received conditional approval from the SFFD including a low pressure alternative system during non-emergency use. A design proposal has been submitted and will be exercised as an option to the DP-3 Systems Contract for final design. System fire protection and high pressure testing schedule being developed.	None
7.	SFMTA participation in CBRNE (Chemical, Biological, Radiological, Nuclear, high yield Explosives) was discussed. This includes information and technology sharing with other transit and police agencies.	None

ACTION ITEMS

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS

Meeting adjourned at 10:55 AM

These meeting minutes have been prepared by Carlos Campillo and reviewed by Wayne Gilles, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed:  Date: 4/19/12

Meeting Minutes

DATE: May 17, 2012

MEETING DATE: April 19, 2012

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: John Funghi (SFMTA), Kartik Shah (SFMTA), Brad Lebovitz (PMOC), David Kuehn (PMOC), Ronald Dobbs (PMOC), Jimmy Xia (CPUC), Vincent Kwong (BART), Wayne Gilles (CSP) Jaswant Bhatti (CSP), Carlos Campillo (CSP)

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REFERENCE Project No. M544.1, Contract No. CS-149 Final Design

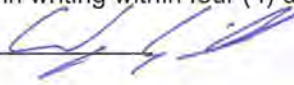
SUBJECT: Safety and Security Certification Review Committee Meeting No. 26– Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for March 15, 2012 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Safety and Security Certification Checklist Revision 0 verification in field to commence in approximately 6 months by Contractor. Checklist under SFMTA review for possible Revision 1 update.	None
3.	The C1254 CTS Safety and Security Design Criteria Conformance Checklist was approved by Committee vote. All Checklist audit findings have been satisfactorily resolved. The CTS Certificates of Conformance will be routed for approval and become part of the Station deliverable and Safety and Security Certification Program file.	None
4.	Safety and Security Design Criteria Conformance Checklist status for UMS is 0 open items or 100%. MOS status is 0 open items or 100%. Systems checklist status is 305 open items or 28% complete.	C. Campillo Ongoing
5.	Audit of UMS Safety and Security Design Criteria Conformance Checklist has been performed and findings provided to Station designers for resolution. Audit findings and proposed resolutions will be discussed at the next Committee meeting.	Wayne Gilles May 17, 2012

Meeting adjourned at 10:55 AM

These meeting minutes have been prepared by Carlos Campillo and reviewed by Wayne Gilles, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed: 

Date: 05/17/12

Meeting Minutes

DATE: June 21, 2012

MEETING DATE: May 17, 2012

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: John Funghi (SFMTA), Kartik Shah (SFMTA), Brad Lebovitz (PMOC), Jimmy Xia (CPUC), Vincent Kwong (BART), Wayne Gilles (CSP) Jaswant Bhatti (CSP), Carlos Campillo (CSP), Bob Jones (CSP)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Melvyn Henry (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 27– Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for April 19, 2012 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Construction Specification Conformance Safety and Security Certification Checklist Revision 0 is signed off by all responsible parties and now formally approved for use.	None
3.	The C1254 CTS Safety and Security Design Criteria Conformance Checklist was approved by Committee vote at last month's meeting. All Checklist audit findings have been satisfactorily resolved. The CTS Certificates of Conformance have been signed by all responsible parties and now become part of the Station deliverable and Safety and Security Certification Program file.	None
4.	Safety and Security Design Criteria Conformance Checklist status for UMS is 0 open items or 100%. MOS status is 0 open items or 100%. Systems checklist status is 133 open items or 60% complete.	C. Campillo Ongoing
5.	Audit of UMS Safety and Security Design Criteria Conformance Checklist has been performed and a total of 10 findings provided to Station designers for resolution. If Audit findings and proposed resolutions can be resolved by next meeting, it will be scheduled for approval at the next Committee meeting.	Wayne Gilles June 21, 2012

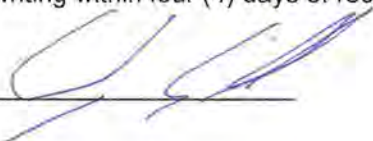
ITEM #	DISCUSSION	ACTION BY DUE DATE
6.	Audit for Moscone Station Design Safety and Security Certification Checklist has been performed with a total of 13. Audit findings. Findings will be coordinated with Station designers for resolution and revision of conformance documentation as required. If resolved, it will be scheduled for review and approval at the next meeting.	Wayne Gilles June 21, 2012
7.	Proposed schedule for draft Safety and Security Construction Specification Conformance Checklists for Station contracts is CTS-July, UMS-August, MOS-September 2012.	Wayne Gilles Ongoing
8.	The Committee discussed the requirement for UPS backup for surface manual vehicle operations data logging. It is the Committee's recommendation that present SFMTA policy be followed which provides UPS exclusively for fully automated vehicle services.	None
9.	Revision 1 is being prepared for the Tunnel based ARS design. Proposed modifications include identifying the fire proofing materials and equipment for exposed feeder tubing. Additionally, the SFFD recommends cross connecting the station based external fill panels and associated feeder tubing allowing the entire tunnel to be pressurized from one location. All design revisions will be vetted by the SSCR and FLS Committees as well as reviewed and approved by the SFFD.	Carlos Campillo June 29, 2012
10.	Possible concerns were noted with ADA compliance at street intersections immediately South of the tunnel portal including appropriate grades, cross slopes and curb cut outs. Resolutions if required will be discussed at the next Committee meeting.	Carlos Campillo June 21, 2012

ACTION ITEMS

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS

Meeting adjourned at 10:45 AM

These meeting minutes have been prepared by Carlos Campillo and reviewed by Wayne Gilles, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed:  Date: 06/21/12

Meeting Minutes

DATE: July 19, 2012

MEETING DATE: June 21, 2012

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Kartik Shah (SFMTA), Brad Lebovitz (PMOC), Jimmy Xia (CPUC), Vincent Kwong (BART), Wayne Gilles (CSP) Jaswant Bhatti (CSP), Carlos Campillo (CSP)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Melvyn Henry (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE: Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 28– Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for May 17, 2012 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Construction Specification Conformance Safety and Security Certification Checklist Revision 0 is signed off by all responsible parties and now formally approved for use.	None
3.	Safety and Security Design Criteria Conformance Checklist status as reported by the Designers for UMS is 0 open items or 100%. MOS status is 0 open items or 100%. Systems checklist status is 48 open items or 85% complete.	None
4.	All 10 UMS Safety and Security Design Criteria Conformance Checklist audit findings have been resolved with the Designer. Checklist is now ready for Committee approval.	C. Campillo Ongoing
5.	Motion to approve UMS Safety and Security Design Criteria Conformance Checklist brought before Committee. Motion approved with no objections. The UMS Certification Package will be routed for final signatures.	Wayne Gilles Complete
6.	Audit for Moscone Station Design Safety and Security Certification Checklist has been performed with a total of 13 audit findings. Findings will be coordinated with Station designers for resolution and revision of conformance documentation as required. If resolved, it will be scheduled for review and approval at the next meeting.	Wayne Gilles Complete

ITEM #	DISCUSSION	ACTION BY DUE DATE
7.	Proposed schedule for draft Safety and Security Construction Specification Conformance Checklists for Station contracts is CTS-July, UMS-August, MOS-September 2012.	Wayne Gilles On Going
8.	Revision 1 is being prepared for the Tunnel based ARS design. This includes preparing an Engineering Change Proposal describing justification, schedule and cost. Proposed modifications include identifying the fire proofing materials and equipment for exposed feeder tubing. Additionally, the SFFD recommends cross connecting the station based external fill panels and associated feeder tubing allowing the entire tunnel to be pressurized from one location. All design revisions will be vetted by the SSCR and FLS Committees as well as reviewed and approved by the SFFD.	C. Campillo July 19, 2012

ACTION ITEMS

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS

Meeting adjourned at 10:55 AM

These meeting minutes have been prepared by Carlos Campillo and reviewed by Wayne Gilles, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed: 

Date: 07/19/12

Meeting Minutes

DATE: August 16, 2012

MEETING DATE: July 19, 2012

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Jimmy Xia (CPUC), Vincent Kwong (BART), Wayne Gilles (CSP) Ross Edwards (CSP), Carlos Campillo (CSP)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Melvyn Henry (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE: Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 29– Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for June 21, 2012 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Construction Specification Conformance Safety and Security Certification Checklist Revision 0 is signed off by all responsible parties and now formally approved for use. SSCRC will monitor Checklist resolution as items become available.	None
3.	Safety and Security Design Criteria Conformance Checklist status as reported by the Designers for UMS is 0 open items or 100%. MOS status is 0 open items or 100%. Systems checklist status is 48 open items or 85% complete.	C. Campillo Ongoing
4.	All MOS Safety and Security Design Criteria Conformance Checklist audit findings have been resolved with the Designer. Final Checklist is now ready for Committee approval.	C. Campillo Ongoing
5.	Motion to approve MOS Safety and Security Design Criteria Conformance Checklist brought before Committee. Motion approved with no objections. The MOS Certification Package will be routed for final signatures.	Wayne Gilles Complete
6.	Proposed schedule for draft Safety and Security Construction Specification Conformance Checklists for Station contracts is CTS-Internal review draft issued August, UMS-September, MOS-October 2012.	Wayne Gilles On Going

ITEM #	DISCUSSION	ACTION BY DUE DATE
7.	Tunnel Air Replenishment System (ARS) Engineering Change Proposal (ECP) approved July 11, 2012 by the CSP Configuration Management Board. The ECP describes ARS justification, schedule and cost. Present design includes identifying the fire proofing materials and equipment for the exposed feeder tubing. Additionally, drawings now show the SFFD recommendation of cross connecting the station based external fill panels and associated feeder tubing allowing the entire tunnel to be pressurized from one location. All subsequent design revisions will be vetted by the SSCRC and FLS Committees as well as reviewed and approved by the SFFD.	C. Campillo On Going
8.	CPUC concerns including red cross-buck wayside signals and structural integrity of off- set sewer manholes was discussed. Information and mitigation measures will be tracked by the SSCRC until resolution.	C. Campillo On Going

ACTION ITEMS

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS

Meeting adjourned at 10:40 AM

central subway

These meeting minutes have been prepared by Carlos Campillo and reviewed by Wayne Gilles, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed: _____  _____ Date: 08/16/12

Meeting Minutes

DATE: September 5, 2012

MEETING DATE: August 16, 2012

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Jimmy Xia (CPUC), Vincent Kwong (BART), Wayne Gilles (CSP), Albert Hoe (CSP), John Funghi (CSP), Ronald Dobbs – via phone (PMOC)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Melvyn Henry (SFMTA), Kartik Shah (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Mark Latch (CSP), Mark Benson (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Michie Wong (SFPD)

REFERENCE: Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 30– Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for July 19, 2012 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Construction Specification Conformance Safety and Security Certification Checklist Revision 0 is signed off by all responsible parties and now formally approved for use. SSCRC will monitor Checklist verification of Checklist items as project progresses. No checklist activity is anticipated for 6 – 9 months.	None
3.	The CN 1255 MOS Design Criteria Conformance Checklist Certification Package was routed and obtained final signatures. The fully approved CN 1255 Package and review comments were transmitted to Document Control for scanning and placement into document control.	Wayne Gilles Complete
4.	The fully approved CN 1253 UMS Design Criteria Conformance Checklist Certification Package and review comments were transmitted to Document Control for scanning and placement into document control.	Wayne Gilles Complete
5.	The fully approved CN 1254 CTS Design Criteria Conformance Checklist Certification Package and review comments were transmitted to Document Control for scanning and placement into document control.	Wayne Gilles Complete

ITEM #	DISCUSSION	ACTION BY DUE DATE
6.	The draft CN 1256 Trackwork, Systems, and Surface Station Design Criteria Conformance Checklist Certification Package was transmitted by the CN 1256 design team to Wayne Gilles for audit/review on August 6, 2012. Verification of checklist items for Element #8, Emergency Ventilation were not included in the draft Package.	B. Jones On Going
7.	The audit/review of the CN 1256 Trackwork, Systems, and Surface Station Design Criteria Conformance Checklist Certification Package was started on August 7, 2012, and is scheduled for completion by September 20, 2012, pending the timely inclusion of verification of checklist items for Element #8, Emergency Ventilation and resolution of auditors comments by the CN 1256 design team.	Wayne Gilles Complete
8.	The draft CN 1254 CTS Construction Specification Conformance Checklist was distributed to SSCRC members on August 15, 2012 for review and comment. Wayne Gilles described the approached utilized in the development of the items on the Checklist. The approach used was:	Wayne Gilles Complete
8a.	Per the FTA Handbook of Transit Safety and Security Certification, items must be verifiable by required contract documentation. Therefore, the majority of the items revolve around utilizing the verification of the successful completion of various testing programs and approval of required submittals from the contractor. Other items can be verified utilizing certifications, inspector reports, job photos, or other evidence.	
8b.	Majority of Checklist items are specification requirements relating to: <ul style="list-style-type: none"> • Fire, Life, Safety • Seismic mitigation design • Elevators • Escalators • Ventilation (emergency and normal) • Traction Power • Communications • Intrusion Detection • Applicable items on Design Criteria Conformance Checklist 	
8c.	Contractual required O&M Manuals are included as items on the checklist. The CSP SSCP calls out for a separate Certificate of Conformance for contractor O&M manuals. The completed checklist can be used for the verification of this Certifiable Element.	
8d.	Contractual required O&M Training items are included on the checklist. The CSP SSCP calls out for a separate Certificate of Conformance for contractor O&M training. The completed checklist can be used for the verification of this Certifiable Element.	
8e.	There are no additional requirements to those already in the technical specification. The items are text taken directly from the technical specification. Therefore, in theory, there is no substantial additional work for the contractor and construction manager.	

