



King County
Metro Transit Department
Rail Division



Standard Operating Procedure	SOP 6.15	Page 16 of 16
	Date of Issue: April 30, 2021	Revision: 6
TRACK ACCESS PROCEDURES		

Appendix 3: TRACK ACCESS ROLES AND RESPONSIBILITIES

TRACK ACCESS STAFF:

- Responsible for the process by which Track Access Permit Requests are received, managed, reviewed, coordinated, and approved.
- Review all information associated with each permit request submittals, including work plans and other documentation.
- Coordinate communications and information flow to all stakeholders during the review and approval process of permit requests. Stakeholders include subject matter (SME) expert chiefs from Metro Rail Division departments, permit requestors, and Sound Transit project managers.
- Conduct weekly meetings with stakeholders to discuss all permits planned for the upcoming week.
- Conduct all actions related to the final approval of permits, permit transmittal and posting of all finalized permit documents and related reports.

KCM CHIEFS (RAIL SMEs):

- Provide SME review for permit requests. Assess permit work impacts on SME's operating environment, including identifying potential conflicts.
- Determine staff required to support permits, determine the required support availability, and schedule support personnel.
- Provide signature approval, if information meets review requirements.

REQUESTORS:

- Submit permit requests in compliance with SOP 6.15.
- Provide accurate and timely information for each permit request, including complete work plans, and other relevant information (photos, drawings, etc.) to aid in communicating details about the work involved.
- Once final approved permit is received, communicate directly with SME chief for the identified support group or with Link Control Center if no support is required. Communication requirements are detailed in SOP 6.15.

SOUND TRANSIT PROJECT MANAGERS:

- Review, understand, and comply with all aspects of SOP 6.15.
- Ensure contractors understand and comply with Track Access process requirements outlined in SOP 6.15.
- Responsible for contractors' performance during permitted work.