

SCHEDULE P – ELECTRONIC DOCUMENT HANDLING GUIDELINES

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1. ELECTRONIC DOCUMENT HANDLING GUIDELINES

1.1 General

(a) The following are the electronic document handling guidelines:

- (i) Confidential Information of the Owner may be stored in stored in electronic form only on systems, devices and media that are controlled by the Contractor or its Representatives.
- (ii) Confidential Information of the Owner shall not be stored on any personal device or medium owned by employees of the Contractor or its Representatives.
- (iii) Electronic files that contain Confidential Information of the Owner:
 - (A) shall be provided to the Contractor and its Representatives password protected and encrypted and each of them shall maintain such password protection and encryption for such files;
 - (B) shall, where stored by the Contractor or its Representatives on any portable electronic device or medium, such as external hard drives, memory sticks, optical media or other external storage media, also be password protected and encrypted at the device level;
 - (C) shall, where stored by the Contractor and its Representatives on a network, also be protected by network level access permission protocols and passwords; and
 - (D) may be transmitted electronically through internal networks or via email but may not be otherwise transmitted via the Internet unless encrypted and password protected.
- (iv) The Contractor shall, and shall require its Representatives to, maintain commercially reasonable safeguards designed to protect the systems, devices and media on which Confidential Information of the Owner is stored from unauthorized access.
- (v) The Owner may, from time to time, adopt additional protocols for electronic document handling and the Contractor and its Representatives shall comply with same.

1.2 Document Control

Contractor and Owner agree on the following document control methodologies:

- (a) Documents will be submitted on Owner templates where available.
- (b) Documents will be issued with CKPC document numbers per the Project WBS to be jointly defined by Contractor and Owner. Document numbers are to be issued per CKPC's document number request procedure.

- (c) Work with Owner's project controls to define the WBS for the rail scope to allow for integration with the overall project, including the rail facilities work, and future work.
- (d) Documents will be submitted to Owner's Document Control via transmittals. Documents should be high quality, searchable PDFs and will be submitted along with the corresponding native files.
- (e) Work with Owner to establish and/or refine CAD file standards so they are suitable for use with rail and civil scopes of work.
- (f) Document transmittals will indicate document intent (Review, Information, Approval).
- (g) Documents submitted by Contractor for Owner review will be subject to a 10-working day review period by Owner. Within 5 days of receipt of the document, Owner will notify Contractor if additional review time is required.
- (h) CKPC Document management procedures will apply to this scope. The Following procedures are included and will be used for this work. All attachments included in Schedule B3 – Attachment List.

<u>CKPC0-GEN-0000-PM-FRM-00008</u>	Document Number Request Form
CKPC0-GEN-0000-PM-FRM-00009	Document cancelation form
CKPC0-GEN-0000-PM-FRM-0011	Contractor Master Document Register Template
<u>CKPC0-GEN-0000-PM-FRM-00012</u>	User access request form
<u>CKPC1-GEN-0000-PM-PRO-00001</u>	Document numbering procedure
<u>CKPC0-GEN-0000-M-IST-00025</u>	Transmitting documents to CKPC document control- Contractor requirements
<u>CKPC0-GEN-0000-PM-IST-00026</u>	Document number request (DNR) instruction