



Procedure SSO-001

Update Procedure for the NJDOT Fixed Guideway State Safety Oversight (SSO) Program Standard

Current Version: 04/05/2022

Scope: This procedure explains the types of and timing for updates of the NJDOT Fixed Guideway SSO Program Standard.

Design Philosophy for Program Standard: The NJDOT Fixed Guideway SSO Program Standard describes the NJDOT SSO program processes and procedures, interactions, and requirements for RTA/RFGPTS, under the jurisdiction of New Jersey, and the program's responsibilities to the FTA SSO program. Changes to this SSOPS are made within the NJDOT SSO program and result from internal or external audits, policy changes, requirement changes from FTA or the state, and/or organizational changes. **The Program Standard is to be reviewed in May for update each year.** In addition, the Program Standard is to be kept up-to-date on an as-needed basis between annual reviews for update. All participants involved in the NJDOT SSO program are welcome to offer changes or additions to the Program Standard. Each comment or recommendation received will be reviewed by the NJDOT SSO program in a timely manner.

At the same time as the Program Standard review for update, each RFGPTS safety program related control documents will be reviewed for any changes in the past year that were not already notified to and tracked by the SSO program.

Program Standard Body Update – Significant Change: A significant change to the Program Standard body would include any changes to policy or requirements of the NJDOT SSO program or the RTA/RFGPTS. Updates of actual policy in the body of the Program Standard will require review and signature of the signees. This type of change will cause a full Version number change in the first digit, e.g., Version 3.1 would change to Version 4.0. A row will be added on the Version Tracking page to explain the update.

Proposed changes to this Program Standard will be circulated for review in draft form to applicable NJDOT SSO program management and staff and the signees (Accountable Executive, Chief Safety Officer, Chief of Police/Security, and any other appropriate staff). Signees are required to coordinate the review with appropriate staff, RFGPTS management, or contractors. The CSO is required to compile any comments and submit to the NJDOT SSO program. The program standard review period is thirty (30) days, additional time requires communication and agreement with the NJDOT SSO program. Following review and comment, draft changes must be approved by the Director, Division of Multimodal Services and incorporated into the final revision of the Program Standard.

Once the final/updated Program Standard has been approved within NJDOT, all signees will receive a copy for review and will be required to acknowledge the updated Program Standard by filling in the signature page and sending the signed pages back to the NJDOT SSO program. Any



corrections or issues at this point in the process will be reviewed and appropriate changes will be made as needed and approved by the NJDOT Director, Division of Multimodal Services.

The finalized Program Standard will then be distributed to the NJDOT SSO program staff and signees and available electronically in Acrobat/pdf format and placed on NJDOT's website at www.state.nj.us/transportation/freight/guideway/program.shtm. It is the responsibility of the signees to pass these requirements on to staff, RFGPTS management, or contractors.

Program Standard Body Update – Administrative Change: An administrative change to the Program Standard body is minor in nature without any substantial policy change or expectations of the NJDOT SSO program or the signees. Administrative changes will follow a separate update process that will include review and approval by the NJDOT SSO Program Manager and will not require the formal signatures by the signees. This Administrative Change will be notified to the NJDOT SSO program staff and the signees and then available electronically in Acrobat/pdf format and placed on NJDOT's website at www.state.nj.us/transportation/freight/guideway/program.shtm. Once the updated Program Standard has been finalized, it is the responsibility of signees to pass these requirements on to staff, RFGPTS management, or contractors. This type of change will cause the version number to change in the second digit, e.g., Version 3.0 to Version 3.1. A row will be added on the Version Tracking page to explain the update.

Program Standard Appendices Update: The NJDOT Fixed Guideway SSO Program Standard has been designed with the appendices and procedures separate from the body of the program standard. Updates to the appendices and procedures will follow a separate update process that will include review by signees and approval by the NJDOT SSO Program Manager and will not require the formal signatures or acknowledgement of the changes. When an appendix or procedure is updated, the version date will reflect the update and be changed on the version tracking list for the appendices and procedures.

Updates to the appendices or procedures will be distributed to the NJDOT SSO program staff and signees and available electronically in Acrobat/pdf format and placed on NJDOT's website at www.state.nj.us/transportation/freight/guideway/program.shtm. The updated appendices or procedures will contain an effective date. It is the responsibility of signees to pass these requirements on to staff, RFGPTS management, or contractors.

A list of the appendices, procedures, and current version date is available at the front of the appendices and online so that all NJDOT SSO program participants can assure that they have the current version of each appendix or procedure.

Program Standard Updates Submission to FTA: Any changes to the NJDOT Fixed Guideway SSO Program Standard since the last annual submission to FTA must be provided to FTA via the next annual submission by March 15th, or as otherwise required by the FTA. If the Program Standard has not been changed in the previous year, documentation of the annual check will be provided to FTA as part of the annual submission.

Updates:



**New Jersey Department of Transportation
State Safety Oversight (SSO) Program Standard
Appendix D – SSO-001**

- January 5, 2018 – initial release
- December 22, 2019 – added an annual review of safety program related control documents from each RFGPTS.
- June 30, 2021 – minor edits for word choice, clarified the Program Standard update process and Program Standard annual submission date to FTA updated.
- October 1, 2021 – minor edits for word choice, no significant changes to procedure
- April 5, 2022 – updated to link directly to NJDOT SSOA's Program Standards webpage