

Notice of Deviation

 DEVIATION
NUMBER

DEV - XXX

Deviation Name

Outcome:

<input type="checkbox"/> Granted	
<input type="checkbox"/> Not Granted	
Effective Date:	
Notice Issued to:	
Deviation Request No.	

Deviation Details:

Contract / Project Name:	
Relevant Metrolinx Standard(s):	Section or clause:
Requirement(s) against which deviation is sought:	
Asset type / Metrolinx group(s) to which deviation applies:	
Additional Asset Information:	
Discipline: (e.g signal, structures, track, electrification, etc.)	
Deviation Summary:	

Type of Deviation granted:

<input type="checkbox"/> Permanent (A permanent deviation is valid only for the project listed here)	Project Name and Details:	
	Start date:	
<input type="checkbox"/> Temporary	End date:	
	Start date:	
<input type="checkbox"/> Interim/Urgent (Valid for only 10 working days from the date of issue)	Start date:	

Controls and Conditions

Controls
Conditions
Details of Rejection
Notes

Notice of Deviation with all supporting evidence (including Request for Deviation) to be compiled as part of a single sign-off package to ensure an archival record and audit trail.

Following Asset Class SME acceptance of Request, the Notice of Deviation shall be completed within 10 Days, after which it will be escalated to Director-level. After an additional 5 days will be escalated to VP-level.

Technical Authorization			
	Reviewer	Technical approval	Interdisciplinary Coordination Checked
Name			
Title			
Signature			
Date			

Endorsement by Sponsor Office (Program Sponsor to complete):

Name:	
Title:	
Signature	
Date	

Endorsement indicates that the Sponsor Office has been informed of actions taken to address the proposed deviation. Should significant cost or schedule impact result from the conditions & controls applied to mitigate deviation risks, the sign-off will indicate that the Sponsor Office understands and approves the cost addition and/or schedule delay applicable to that specific project due to that specific deviation.

Authorization for Issue (Vice President of Metrolinx SME Team):

Name:	
Title:	
Signature	
Date	