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| SME Checklist for Notice of Deviation |  | DEViation number | DEV - | XXX |

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| Deviation Name:       |

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, it will be escalated to VP-level.

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| Item No. | Included | Description |
| 1. | [ ]  | [ ]  N/A | Completed Request for Deviation form (CKH-ENG-FRM-008) with all required signatures |
| 2. | [ ]  | [ ]  N/A | Notice of Deviation with all supporting evidence (including Request for Deviation) compiled as a single sign-off package to ensure an archival record and audit trail |
| 3. | [ ]  | [ ]  N/A | Understand the timeline constraints/Project Agreement (PA) Schedule that grants Metrolinx the right to implement the conditions and controls |
| 4. | [ ]  | [ ]  N/A | Record of interdisciplinary checks and quality reviews |
| 5. | [ ]  | [ ]  N/A | Risk assessment as defined in the Metrolinx Risk Management Procedure (CKH-RISK-PRC-001) including identification, assignment, and monitoring of safety risks, operational risks, reputational risks, etc.  |
| 6. | [ ]  | [ ]  N/A | Modelling/Simulation reports (if applicable) |
| 7. | [ ]  | [ ]  N/A | Team/Person accountabilities are defined (who does what) to enforce the Controls and Conditions |
| 8. | [ ]  | [ ]  N/A | Controls and Conditions are specific, measurable, time bound, and enforceable |
| 9. | [ ]  | [ ]  N/A | Cost for implementation (estimate if possible) |
| 10. | [ ]  | [ ]  N/A | Formatted for clarity and cohesiveness (bullet points) |
| 11. | [ ]  | [ ]  N/A | Understanding different possible outcomes with respect to project constraints (i.e., cost, schedule, risk, and quality)  |
| 12. | [ ]  | [ ]  N/A | Assumptions (if any) |
| 13. | [ ]  | [ ]  N/A | Safety by Design (if applicable) |
| 14. | [ ]  | [ ]  N/A | Understanding possible KPI outcomes (in terms of On-Time Performance, Customer Satisfaction, etc.)  |
| 15. | [ ]  | [ ]  N/A | Were other options considered? If “yes” please indicate options. |
| 16. | [ ]  | [ ]  N/A | Is feasibility study required and completed? |