|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Notice of Deviation |  | DEViation number | DEV - | XXX |

|  |
| --- |
| Deviation Name: |

| **Outcome:** | |
| --- | --- |
| Granted  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:** | | |
| --- | --- | --- |
| Permanent  (A permanent deviation is valid only for the project listed here) | Project Name and Details: |  |
| Temporary | Start date: |  |
|  | End date: |  |
| 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 and supports actions taken to address the proposed deviation.

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

| Name: |  |
| --- | --- |
| Title: |  |
| Signature |  |
| Date |  |

**Authorization for Issue** (Vice President of Engineering Management Systems):

| Name: |  |
| --- | --- |
| Title: |  |
| Signature |  |
| Date |  |