**MITIGATION PLAN FORM**

SECTION A: SUBMISSION DETAILS

A.1 - Submission Date

Enter the date of submission of this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A.2 - Submitter

Identify the person submitting (and authorizing in section F) this Mitigation Plan.

|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

SECTION B: REGISTERED ENTITY INFORMATION

B.1 - Identify your organization

Company Name:

Company Address:

Régie Identification Number:

B.2 - Identify the individual in your organization who will be the Entity Contact regarding this Mitigation Plan (if different than the submitter in section A).

|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

SECTION C: IDENTIFICATION OF NON-COMPLIANCE(S) ASSOCIATED WITH THIS MITIGATION PLAN

C.1 - This Mitigation Plan is associated with the following Non-Compliance(s) listed below.

Standard(s):

Requirement(s):

Non-Compliance ID(s): NPCCYYYYNNN

Date Non-Compliance(s) was(were) Reported:

C.2 – Identify the cause(s) of the Non-Compliance(s) identified above:

Attachments, if applicable

C.3 – Provide any additional relevant information regarding the Non-Compliance(s) associated with this Mitigation Plan:

Attachments, if applicable

SECTION D: DETAILS OF PROPOSED MITIGATION PLAN

D.1 - Identify and describe the action plan, including specific tasks and actions that your organization is proposing to undertake, or which it undertook if this Mitigation Plan has been completed, to correct the Non-Compliance(s) identified above in Part C.1 of this form:

Attachments, if applicable

D.2 - Provide the date by which full implementation of the Mitigation Plan will be, or has been, completed with respect to the Non-Compliance(s) identified above. State whether the Mitigation Plan has been fully implemented:

Date of Completion of the Mitigation Plan:

D.3 - Enter Milestone Activities, with due dates, that your organization is proposing, or has completed, for this Mitigation Plan:

SECTION E: INTERIM AND FUTURE RELIABILITY RISK

E.1 - Abatement of Interim Reliability Risk: While your organization is implementing this Mitigation Plan the reliability of the system may remain at higher risk or be otherwise negatively impacted until the plan is successfully completed. To the extent they are, or may be, known or anticipated: (i) identify any such risks or impacts; and (ii) discuss any actions that your organization is planning to take to mitigate this increased risk to the reliability of the system. (Additional detailed information may be provided as an attachment):

Attachments, if applicable

E.2 - Prevention of Future Reliability Risk: Describe how successful completion of this Mitigation Plan will prevent or minimize the probability that your organization incurs further Non-Compliances of the same or similar reliability standards requirements in the future. (Additional detailed information may be provided as an attachment):

Attachments, if applicable

SECTION F: AUTHORIZATION

An authorized individual must sign and date this Mitigation Plan Submittal Form. By doing so, this individual, on behalf of your organization:

1. Submits this Mitigation Plan for analysis by NPCC and approval by Régie, and
2. If applicable, certifies that this Mitigation Plan was completed on or before the date provided as the 'Date of Completion of the Mitigation Plan' on this form,
3. Acknowledges
	* I am NAME, Title of Acronym.
	* I am duly qualified to sign this Mitigation Plan on behalf of Acronym.
	* I understand Acronym’s obligations to comply with Mitigation Plan requirements as well as to the QCMEP.
	* I have read and am familiar with the contents of this Mitigation Plan.
	* Acronym agrees to comply with, this Mitigation Plan, including the timetable completion date, as approved by the Régie.