Exception Request Review Checklist Template

Document Number:

Date Submitted:

Department:

Requestor Name:

Exception Request Title:

Checklist

Criteria	Yes	No	Comments
Is the exception request form fully completed?	☐	☐	
Is the justification for the exception clearly stated?	☐	☐	
Are all required supporting documents attached?	☐	☐	
Has related policy or standard been reviewed?	☐	☐	
Are risks and mitigation plans documented?	☐	☐	
Reviewed by relevant stakeholders?	☐	☐	

Reviewer Section

Reviewed By:

Date Reviewed:

Decision:

Additional Comments:

Important Notes:

- This checklist must accompany every exception request for proper documentation.
- Incomplete information or missing documents may result in request delays or rejections.
- All stakeholders are required to provide input before final approval.
- Maintain a copy of this checklist for audit and compliance purposes.