



Schedule 13 – Rectification Plan Template	



Schedule 13 (Rectification Plan Template)

Request for [Revised] Rectification Plan	
Details of the Rectification Plan Trigger Event:	[Supplier Guidance: Explain the details of the Rectification Plan Trigger Event, with clear schedule and clause references as appropriate]
Deadline for receiving the [Revised] Rectification Plan:	[add date (minimum ten (10) Working Days from request or such other period as the Parties may agree)]
Signed by the Authority:	Date:
Supplier [Revised] Rectification Plan	
Cause of the Rectification Plan Trigger Event	[add cause (including root cause analysis)]
Anticipated impact assessment:	[add impact]
Actual effect of Rectification Plan Trigger Event:	[add effect]
Steps to be taken to rectification:	Timescale:
1.	[date]
2.	[date]
3.	[date]
4.	[date]
[...]	[date]
Timescale for complete rectification of Rectification Plan Trigger Event:	[X] Working Days
Steps taken to prevent recurrence of Rectification Plan Trigger Event:	Timescale:
1.	[date]
2.	[date]
3.	[date]
4.	[date]
[...]	[date]
Signed by the Supplier:	Date:
Review of Rectification Plan by the Authority	



Building
Digital UK

Outcome of review:	[Plan Accepted] [Plan Rejected] [Revised Plan Requested] [Escalated issues with Plan using the Dispute Resolution Procedure]	
Reason for Rejection (if applicable)	[add reasons]	
Signed by the Authority:		Date: