



## Joint Schedule 8 (Rectification Plan Template)

Request for [Revised] Rectification Plan		
Details of the Rectification Plan Trigger Event:	<b>[Supplier Guidance:</b> Explain the details of the Rectification Plan Trigger Event, with clear schedule and clause references as appropriate]	
Deadline for receiving the [Revised] Rectification Plan:	<b>[add date</b> (minimum 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	<b>[add cause</b> (including root cause analysis)]	
Anticipated impact assessment:	<b>[add impact]</b>	
Actual effect of Rectification Plan Trigger Event:	<b>[add effect]</b>	
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:	<input checked="" type="checkbox"/> 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		
Outcome of review:	[Plan Accepted] [Plan Rejected] [Revised Plan Requested] [Escalated issues with Plan using the Dispute Resolution Procedure]	
Reason for Rejection (if applicable)	<b>[add reasons]</b>	
Signed by the Authority:		Date: