



Department for
Digital, Culture,
Media & Sport

Schedule 13 – Rectification Plan Template



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Digital, Culture,
Media & Sport

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:

COMMERCIALLY SENSITIVE



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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)	[add reasons]	
Signed by the Authority:		Date: