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# Schedule 13 – Rectification Plan Template

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## 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: |

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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: |