

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		
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: