



## Schedule 13 – Rectification Plan Template

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |



## Schedule 13 (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:                  | [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)          | [ <b>add</b> reasons]                                                                                                        |       |
| Signed by the Authority:                      |                                                                                                                              | Date: |