Process for immediate remedial action of specific assessment topics

1. Rationale
- preserve integrity of protocol application and impartiality of assessment process
- encourage continuous improvement
- provide an opportunity for remedial action (of limited scope and timeframe) without undergoing a complete reassessment of the whole project
- ensure that the initial assessment is still valid for all the other topics which are not subject to immediate remedial action

2. Situation
The assessee sees the opportunity to implement immediate remedial actions which could improve the score of one or a few topics within a limited period of time after having received the draft assessment report.

3. Process
- Client receives draft report
- Within 30 days of receipt of draft, client writes to the Protocol Management Entity (ME) and the Lead Assessor (LA) and notes intention to seek partial re-assessment. The note includes details of the score and topic in respect of which it will seek such partial re-assessment, as well as the action it intends that will lead to an increased score/improved report with timing. The note furthermore undertakes to cover costs required of such re-assessment.
- The client may request that the LA provide an opinion on whether he/she believes whether the request has any validity, provided that it undertakes to cover the cost of the LA in considering this. Any decision to proceed lies with the client, and no undertakings in this regard imply that any re-assessment will be successful.
- The client shall have 120 days from date that the note above is sent to the LA and ME to take any action required, provided that any partial re-assessment must be completed within 150 days from receipt of the note as provided for above.

4. Outcomes
- Where any scores or content of the Assessment report changes as a result of this re-assessment process, the amended report will be published alongside the original report on both the Protocol and the client website.

5. Conditions
The admission of one or a few specific topics to the above defined remedial action and assessment updating process depends on the following conditions:
- The issue or topic must be capable of being remedied within the period allowed for in this document;
- The issue or topic must have a clearly identified resolution
- The issue or topic must not have significant linkages with other topics
- The partial re-assessment must be undertaken by the assessor who originally assessed the topic in question, or the LA on the assessment, and the results of the re-assessment must be signed off by the LA on the original assessment.

6. Frequency
It’s not possible to undertake a second updating of the original assessment. In this case, it would be necessary to undertake a reassessment of the whole project due to the significant amount of time which will have elapsed between the initial assessment and the partial assessment update of one or a few topics.