

ASSURANCE RAG STATUS KEY	
GREEN	Assurance provided - no further action.
AMBER	Health board has demonstrated an appropriate action plan is in place to address observation. Further supporting evidence required to provided assurance.
RED	No assurance provided.

COLUMN COLOUR-CODING KEY

Colour	Who Completed	Instruction
Purple	NHSSA	Initial observation comments
Yellow	Health Board	Response to NHSSA's observations
Light Blue	NHSSA	Response to further evidence provided by health boards to address the initial observation
Dark Blue	NHSSA	Only to be completed when observation is closed

UNSCOURED JUBILEE Ready for healthcare tomorrow				Detailed Review Findings (DRFs) NHS Golden Jubilee NTC Phase 2 Combined DRF										NHS National Contract Clinical Contract		
Date: 30 August 2024		Version: V1.0		NHS Initial Observations			Health Board Response 1 to Observations			NHS's review of health board's responses to observation (including any additional evidence submitted)		NHS's Close-out Evidence		Assurance RAD status		
Discipline	Ref	Category (D-C)	NHS's KSIAR Observation	NHS's KSIAR Recommended Action	Date NHS's Response Received (DDMMYY)	Health Board Response	Health Board Action	Evidence To Support Close Out Of Action (Health board to provide full set of documents)	Additional Evidence Provided for Assurance (Include date NHS's confirmed a status - closed or under further assessment)	NHS's Initial Response (DDMMYY)	Date Response Received (DDMMYY)	Evidence Reviewed To Support Assurance (only complete when action closed)	NHS's Initial Response (For Close-out)	Date (DDMMYY) (If Closed)	Observance (closed through the rad status response)	
Governance			KSIAR Workbook Ref 1.2. NEC Supervisor Technical Assurance Letters A number of technical assurance letters have been provided by the NEC Supervisor confirming that they are satisfied that the various systems are installed in accordance with the contract documentation, commissioning methodology and sample site testing. There are however some items raised in pending resolution including outstanding snagging items associated with the ventilation systems and works associated with the CSPD areas (including that in operator vestibule).	NHS GJ to ensure that there is appropriate documentation and processes in place to provide assurance that all agreed post-handover activities are addressed.	06/08/2024										Under	
Governance	HAN-GOV-1.1	4	KSIAR Workbook Ref 1.2. Develops MEP commissioning review report A complete MEP commissioning review report dated 20/07/2024 has been submitted for review. Page 10 of 8 notes "We note that the water sampling and testing and the associated laboratory sampling process comments report NGS's on water sampling results. The reviewers have reviewed and commented on the current water sampling results."	NHS GJ to ensure that their designers have had the opportunity to review and comment on the full and final tender documentation including the water sampling results.	06/08/2024										Under	
Governance	HAN-GOV-1.2	4	KSIAR Workbook Ref 1.2. Validation MEP commissioning review report The complete MEP commissioning review report dated 20/07/2024 has been submitted for review. Page 10 of 8 notes "We note that the water sampling and testing and the associated laboratory sampling process comments report NGS's on water sampling results. The reviewers have reviewed and commented on the current water sampling results."	NHS GJ to ensure that their designers have had the opportunity to review and comment on the full and final tender documentation including the water sampling results.	06/08/2024										Under	
Governance	HAN-GOV-1.3	3	KSIAR Workbook Ref 1.2. Validation records for CSPDEU and 2nd GCV Testers NHS GJ note at the point of handover for the facility, the CSPDEU tests and 2nd GCV Testers were to form part of a pre-handover and for the test results at a later date. Final GCV validation information was not available at the time of the KSIAR for these areas and NHS GJ noted that they would not be at all relevant and that there was no health board test assurance for all installation activities were complete in a satisfactory manner.	NHS GJ to ensure all full and final system validation records are documented. This should include post-handover validation records for the CSPDEUU (testers) and remaining UCV Testers.	06/08/2024										Under	
Governance	HAN-GOV-1.4	3	KSIAR Workbook Ref 1.6. Completed final O&M manuals including commissioning records and Asset Registers NHS GJ note at the point of handover that the commissioning information contained within the O&M manuals for the facility, including the test results and reports to ensure the O&M contains the correct versions and references to the correct commissioning information. When an asset register has been prepared as part of the O&M Manual and documentation there is no reference to the Asset Register has been prepared by NHS GJ. Asset Change/Change Test Certificate: NHS GJ to ensure valid commissioning sign-off has been undertaken in accordance with BS EN 13055 Part 2. National Annex H0 has been included and documented in the O&M Manual for the facility. Risk: NHS GJ to provide full manufacturer's validation certificate to provide confirmation of the valid date under the risk commissioning. Filtration Unit Commissioning Certificate for CSPD filtration systems fully documented. Flow Meter/Flowmeter Calibration including temperature tag and other manufacturer's NHS GJ to ensure MSE sub-logical interlocked with sensor systems is fully documented. Leak Detection System Calibration including coverage within any dry (if applicable) NHS GJ to ensure valid commissioning certificate for the leak detection system is fully documented. Pressure Monitoring Valve (PMV) (if applicable) NHS GJ to ensure that a schedule of all PMV settings is documented. Cool water storage tank with the access grade to be well defined. Confirmation that the tank is documented with the correct ACS/SS & alarm, including the correct activation on tank manufacturer's control panel. Also to ensure that NHS GJ to ensure there is a documented record of discussion (minutes/notes). All appropriate controls incorporated into the Asset Register. NHS GJ to ensure the correct register for discussion of handover is documented. General: NHS GJ to ensure all document contributions to be included within O&M are signed by the PSPOP (Service sub-contractor and NHS GJ representative signatures, where applicable).	NHS GJ to ensure that there is appropriate full and final commissioning records signed and included within the final O&M documentation. This should be a consolidated record that includes and confirms all final completed commissioning documents. The final documentation and items that require resolution and documentation updates include: - General: NHS GJ to ensure that the commissioning record sheet, including records highlighting the observed value 14.1 °C as highlighted within email from PSPOP (Thomas O'Sullivan) dated a week prior to handover of 24.07.2024. NHS GJ to check & confirm low water temperature. Also confirm that the replacement of 2nd flow controllers & associated calibration of the flowmeter is completed by the date of handover. - Above Ground Change Test Certificate: NHS GJ to ensure valid commissioning sign-off has been undertaken in accordance with BS EN 13055 Part 2. National Annex H0 has been included and documented in the O&M Manual for the facility. - Risk: NHS GJ to provide full manufacturer's validation certificate to provide confirmation of the valid date under the risk commissioning. - Filtration Unit Commissioning Certificate for CSPD filtration systems fully documented. - Flow Meter/Flowmeter Calibration including temperature tag and other manufacturer's NHS GJ to ensure MSE sub-logical interlocked with sensor systems is fully documented. - Leak Detection System Calibration including coverage within any dry (if applicable) NHS GJ to ensure valid commissioning certificate for the leak detection system is fully documented. - Pressure Monitoring Valve (PMV) (if applicable) NHS GJ to ensure that a schedule of all PMV settings is documented. - Cool water storage tank with the access grade to be well defined. Confirmation that the tank is documented with the correct ACS/SS & alarm, including the correct activation on tank manufacturer's control panel. Also to ensure that NHS GJ to ensure there is a documented record of discussion (minutes/notes). - All appropriate controls incorporated into the Asset Register. NHS GJ to ensure the correct register for discussion of handover is documented. - General: NHS GJ to ensure all document contributions to be included within O&M are signed by the PSPOP (Service sub-contractor and NHS GJ representative signatures, where applicable).	06/08/2024											Under
Governance	HAN-GOV-1.5	4	KSIAR Workbook Ref 1.3. Signage During the handover review NHS GJ confirmed that the revision of signage schedule was approved with only signposts to be added.	NHS GJ to ensure that all signage is included in register and displayed above within handover documentation. NHS GJ to ensure at a later point there is assurance that the signage and other (as per the asset register) remain correct, valid and appropriate.	06/08/2024										Under	
Governance	HAN-GOV-1.6	4	KSIAR Workbook Ref 1.4 Outstanding works at handover & associated closure of defects NHS GJ received a "standing works at handover" letter dated 22 July 2024 from the NEC Supervisor which notes items requiring rectification upon completion of handover. Subsequent correspondence to GSDSDM has been provided by NHS GJ. Closure of facilities and Capital Projects confirms there are no outstanding works at handover. The NEC Supervisor has confirmed that all outstanding defects were prioritised and that their defects requiring rectification should be included in the handover documentation.	NHS GJ to ensure that a programme for closing out any residual defects (e.g. those not required to be resolved ahead of the first patient date) is agreed and documented.	06/08/2024										Under	
Governance	HAN-GOV-1.7	4	WISG minute 1/07/2024 The WISG minute notes that "The note confirms that AECM are satisfied that the water systems are technically compliant with the contract documentation" however "We noted that the water sampling results were not included in the EDU and this was not reflected in the letter"	NHS GJ to ensure all associated documentation (if appropriate) reflect that the CSPD and associated plant and systems subject to handover at a later date and that further assurance will be required in this respect for the associated plant and equipment.	06/08/2024										Under	
Governance	HAN-GOV-1.8	3	WISG minute 1/07/2024 The WISG minute notes "JC explained that the potential cause of the out of spec results from the CSPD may be identified as the documentation provided to the Visual plan. The equipment to be checked at the handover being noted in the Visual plan as this should have been de-commissioned". NHS GJ note this connection has been de-commissioned, and their final point for the handover.	NHS GJ to document what validated the connection. NHS GJ to ensure that an appropriate document processes and justification for connection is in place. NHS GJ to ensure that a full Risk Assessment is in place and consider any potential mitigation measures with process updating the system.	10/08/2024										Under	
Governance	HAN-GOV-1.9	4	KSIAR Workbook 1.8. Training NHS GJ have provided comprehensive training from their Head of Cities that confirms attendance at either handover or training for specific items of plant, systems and equipment. The comprehensive training that all attendees will attend prior to the handover. The training programme provided includes that the training could be provided, where necessary and that no NHS GJ staff would be expected to attend or support the training or attend commissioning. NHS GJ have also included evidence of training and evidence of attendance at the training sessions provided by the Contractor. However no details have been provided regarding the training sessions, materials or content.	NHS GJ to ensure that all training elements provided to staff (which has also been video recorded for future use) has been clearly documented and referenced for ease of future reference (such as content to be reviewed by others etc).	06/08/2024										Under	
Governance	HAN-GOV-1.10	3	KSIAR Workbook 1.9. Post occupancy & Performance Capturing NHS GJ have an established schedule of post occupancy evaluation plan or evidence of a process for fine tuning, measuring performance and capturing lessons learned from the building operation following handover.	NHS GJ to ensure appropriate documentation of the post occupancy evaluation plan is in place and is available to all relevant health board personnel.	06/08/2024										Under	
Governance	HAN-GOV-1.11	3	Post Occupancy Monitoring of Water Quality/TVC Counts and Sampling Including Written Scheme Update As a result of the WISG TVC count commissioning report the WISG documentation was updated to include a post-handover sampling strategy with risk rank being included in the post-handover sampling schedule for the first 3 months. Training samples and other relevant information should also be reflected in the final copy of written scheme document.	NHS GJ to ensure the post-handover sampling strategy including the identification of high-risk areas and the enhanced sampling period is clearly documented. NHS GJ should also ensure that the monitoring and sign-off procedure for some currently identified as being out of service sampling points is also clearly documented. NHS GJ to ensure any ongoing sampling equipment following the risk 3 month enhanced sampling process is fully documented and updated (if required) in the written scheme for the facility. Training samples and other relevant information should also be reflected in the final copy of written scheme document.	27/08/2024										Under	
IPC			KSIAR Workbook Ref 2.4 How has the health board assured that staff will be able to comply with the requirements of IPC guidance relating to the National Infection Survey? NHS Golden Jubilee advised that the Stage 4 HAN-SCRIBE for trial 1 CSPDEU was not yet complete. This was to be completed a later date and in accordance with the agreed handover plan for the area.	Documentation for Level 1 HAN-SCRIBE (stage 4) remains outstanding and should be completed prior to pulling trial 1 including the CSPDEU site operations.	06/08/2024										Under	

