

Date: 27/02/2024

Version: V1.0

Category	Ref	Category 1 - 5	NHS Assure KSAR Observation	NHS Assure KSAR Recommendation	Board Response	Board Action	Owner	Target Closeout Date	Actual Closeout Date	Evidence of Closeout	Status (RAG rating)
Project Governance and General Arrangements	PG1	2	<p>KSAR Workbook Question 1.1 - Previous FBC / Construction stage KSAR Action Plan</p> <p>The process for providing assurance on the observations noted in the previous FBC and Construction stage is still ongoing, further assurance required.</p>	<p>NHS Ayrshire & Arran to ensure that further evidence is provided in response to the FBC and Construction stage KSAR action plans.</p>							
Project Governance and General Arrangements	PG2	2	<p>Completion of Post-Contract Works</p> <p>Whilst it is understood that there are ongoing discussions with the PSCP on potential post-contract works, there currently remains uncertainty around the extent of works that may take place post contract and the timescales in relation to the facility becoming operational.</p>	<p>NHS Ayrshire & Arran to ensure that a full list of any works to be undertaken post completion is developed.</p> <p>NHS Ayrshire & Arran to ensure that details of the timescales associated with the works are considered in relation to when the facility will become operational. Ensure that any risk assessments required to understand the impact of each element of the works on the safety and security of the facility are undertaken with input from relevant stakeholders and documented.</p>							
Project Governance and General Arrangements	PG3	3	<p>KSAR Workbook Question 1.1 - Change control processes</p> <p>Whilst trackers have been provided to indicate the list of compensation events '240712 NSAS - CON CE Tracker' and '240712 NSAS - PM CE Tracker', there is no assurance that there is a defined process in place for reviewing and assessing the impact of any changes on the design and operation of the facility.</p>	<p>NHS Ayrshire & Arran to ensure that the change control process is fully documented, including any input from relevant stakeholders.</p>							
Project Governance and General Arrangements	PG4	2	<p>KSAR Workbook Question 1.1 - Health Board End-user Sign off of Finalised Security Package</p> <p>No assurance has been provided relating to the health board end-user sign off of the finalised security package.</p> <p>Whilst a file note has been provided 'File Note - Design Changes' to state that 'as per discussions with NHS Scotland Assure at the Construction Stage KSAR, the revised Security Briefs were instructed into the contract via Compensation Event on 23rd March 2023. Minor changes have occurred since this stage and have been captured under the change control process and can be viewed on Viewpoint.'</p> <p>No further detail has been provided (nor signposting to relevant information on Viewpoint).</p> <p>The evidence provided by the health board does not demonstrate that the final as-installed solutions have been accepted by the relevant health board end-user stakeholders.</p>	<p>NHS Ayrshire & Arran to provide assurance that the relevant health board end user stakeholders have reviewed and accepted the finalised security design package.</p> <p>NHS Ayrshire & Arran to ensure that end users have had the opportunity to review the ongoing installation of the security package on site and that any comments are reviewed and documented.</p> <p>NHS Ayrshire & Arran to provide assurance that the timing and sequence of end-user training has been considered, to ensure that this provides adequate time for end-users to feedback on any observations and capture any site specific requirements within operational procedural policies, prior to the facility going live.</p>							
Project Governance and General Arrangements	PG5	3	<p>KSAR Workbook Question 1.2 - CDPs</p> <p>Project demonstrates a full schedule of CDP packages and evidence of derogations, including discussion and sign-off at NSAS project board level. Whilst the evidence provides an example of the MEP designer's input to a CDP proposal, there is no evidence of any stakeholder input on behalf of the health board.</p> <p>It is also noted at the time of the KSAR the PSCP Design Submission Tracker notes that the Security Package is still to be approved.</p>	<p>NHS A&A to ensure that any stakeholder involvement in the review and sign off of CDPs on behalf of the health board is documented and provided.</p>							
Project Governance and General Arrangements	PG6	3	<p>KSAR Workbook Question 1.4 - Planned approach for implementation of Commissioning process</p> <p>It is not clear to what extent NHS Ayrshire & Arran stakeholders have provided input into the commissioning process. For example, there is no evidence that key stakeholders have reviewed and provided comments on Risk Assessment and Method Statements (RAMS) for commissioning activities.</p>	<p>NHS Ayrshire & Arran to ensure that key stakeholder input into the commissioning process is documented.</p>							
Project Governance and General Arrangements	PG7	4	<p>KSAR Workbook Question 1.5 - Competence</p> <p>It is not clear if NHS Ayrshire & Arran stakeholders have provided input into the commissioning company selection process.</p> <p>Whilst the CVs of the commissioning manager and commissioning engineers have been provided, there is no evidence of a competence verification process by the health board. Furthermore, no evidence has been provided to demonstrate that the competency of specialist contractors (such as BMS Systems etc.) has been reviewed and assessed. Additionally, there are no specific NHS onsite training records evidenced.</p>	<p>NHS Ayrshire & Arran to provide assurance that stakeholder involvement into the commissioning company selection process has taken place, documenting input and participation from relevant stakeholders.</p> <p>NHS Ayrshire & Arran to ensure any input from the health board to assess the competency of individuals working on MEP and specialist sub contractor systems is documented. Ensure that detailed NHS onsite training records are maintained for transparency and compliance.</p>							

A	B	C	D	E	F	G	H	I	J	K	L
12	Project Governance and General Arrangements	PG8	2	<p>KSAR Workbook Question 1.6 - Agreed Standards</p> <p>No evidence of an updated and current list of the relevant NHS and non-NHS guidance being used and adopted for commissioning purpose has been provided. There is no evidence of a signed off commissioning briefs, list of agreed standards, latest drawings and schematics.</p>	<p>NHS Ayrshire & Arran to ensure that the list of relevant NHS and non-NHS guidance used and adopted in the project for commissioning purposes is documented, ensuring any changes to any previously agreed lists is recorded.</p> <p>Documentation should also include details of relevant drawings, schedules, specifications, and schematics to which the system was commissioned.</p>						
13	Project Governance and General Arrangements	PG9	2	<p>KSAR Workbook Question 1.7 - Detailed Commissioning Programme</p> <p>There is no up to date commissioning programme provided. Revision 6 of the Commissioning programme is from 13 November 2023 and notes all activities completing prior to 18 December 2023.</p>	<p>PSCP to ensure the development and provision of a updated commissioning programme that takes account of the activities that are taking place up until practical completion in 2024. This updated programme should be recorded as being accepted by NHS Ayrshire & Arran.</p>						
14	Project Governance and General Arrangements	PG10	2	<p>Governance 1.9 - Safety of commissioned systems between Commissioning and Handover</p> <p>Whilst details of the PPM proposals have been provided by NHS A&A Estates team to consider the period following practical completion, no assurance has been provided that the safety and security of the commissioned systems will not be compromised in the period between commissioning and handover.</p> <p>No details of risk assessments, PPM strategy or engagement with the local safety groups (VSG, WSG, ESG).</p>	<p>PSCP to ensure that any potential risks during the period between commissioning and handover are identified and mitigated.</p> <p>PSCP to develop and implement a PPM strategy to ensure that safety and security of the commissioned systems will not be compromised in the period between commissioning and handover. Ensure that this is reviewed by NHS Ayrshire & Arran, with input from relevant stakeholders, and the process documented.</p> <p>NHS Ayrshire & Arran to consider undertaking a gap analysis exercise to identify any gaps in documentation and training, to ensure that they are in a position to maintain control over the systems following practical completion.</p>						
15	Project Governance and General Arrangements	PG11	3	<p>KSAR Workbook Question 1.10 - Commissioning Information</p> <p>There is no programme provided detailing the compilation and completion of the Operating and Maintenance information.</p>	<p>PSCP to provide a programme detailing the completion of the Operating and Maintenance information, with evidence that this programme has been agreed and approved by NHS Ayrshire & Arran.</p>						
16	Project Governance and General Arrangements	PG12	3	<p>KSAR Workbook Question 1.10 - Commissioning Information</p> <p>There is no evidence provided of an audit sign off of the draft Operating and Maintenance information by the design consultant.</p>	<p>NHS Ayrshire & Arran to provide evidence of such an information review by the design consultant, including sign off and acceptance of the final information.</p>						
17	Project Governance and General Arrangements	PG13	3	<p>Management of Defects</p> <p>No evidence was provided on the process for managing and closing out defects or quality observations identified on the project. Whilst it is understood that the 'tagmaster' system is used to track quality observations, no assurance was provided on the methods for management and close out of defects.</p>	<p>PSCP to ensure that the process for managing quality observations and defects is fully documented. Ensure that this includes any quality issues raised during the testing and witnessing process, or through the Supervisors / Clerk of Works reports.</p> <p>NHS Ayrshire & Arran to ensure that NEC supervisors reports and designers reports through to the end of the commissioning stage are documented.</p>						
18	Project Governance and General Arrangements	PG14	4	<p>Building Air Pressure Testing</p> <p>No confirmation is provided that a building air pressure test has been undertaken as required by the building regulations, specifically as required by technical standard section 6.2.6.7.</p>	<p>NHS Ayrshire & Arran should confirm that an air pressure test has been undertaken as required by the building regulations.</p>						
19	Additional rows to under the relevant Category heading as required.										
20											
21											
22	1. Action Plan Inception										
23											
24	Signed off by (name & position) from Health Board:										
25											
26	Date:										
27											
28	Signature										
29											
30											
31	2. Action Plan Review										
32											
33	Signed off by (name & position) from Health Board:										