

(SHTN)1 will be sent when it comes to hand
NHS
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THE SCOTTISH OFFICE

National Health Service in Scotland
Management Executive

St. Andrew's House
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Dear Colleague

**CAPITAL BUILDING PROJECTS
SCOTTISH HOSPITAL TECHNICAL NOTE 1:
POST COMMISSIONING DOCUMENTATION**

Summary

1. This letter announces the publication of Scottish Hospital Technical Note (SHTN)1: Post Commissioning Documentation, a copy of which is attached.
2. Post Commissioning Documentation (PCD) refers to the documents handed over to a Trust or DMU by the construction team on completion of a building or engineering construction project. The PCD documents should provide a full understanding of the philosophy behind the design concepts, a complete set of 'as built' records and sufficient information to allow immediate use of the building or engineering systems in a safe manner taking due account of the statutory requirements for so doing.

Action

3. Chief Executives and others with a responsibility for the procurement of capital building projects and for the subsequent maintenance and operation of the buildings are recommended to introduce the philosophy of PCD into their procurement process using SHTN1 as the essential guide.

Background

4. The need for SHTN1 was identified some 2 years ago through our then joint-working arrangements. NHS members drew attention to the fact that a great deal of expense was being incurred when new or refurbished building or engineering systems were handed over because insufficient operational and record information was being submitted by the construction team. As a result, professional consultants were having to be employed to establish how the building or engineering systems should be operated and maintained. In one extreme case the basic philosophy of the environmental systems could not be understood from the information provided and design calculations could not be obtained.

16 June 1993

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5. It is, of course, a fact that all of the required information is generated during the briefing, design and construction phases, but it was not being managed in terms of collation, or presentation and a great deal of information was being lost.

6. It was agreed that there was a need for a redefined management procedure with one of the construction design team professionals being made contractually responsible for PCD production, and timely handover, to the client. PCD of itself requires little or no new information to be generated and therefore the additional cost of PCD lies only in the management process.

7. SHTN1 fully addresses all aspects of PCD and provides a framework to relieve the estate information problems experienced in the past. It moves the basic PCD production responsibility from Contractors to the Professional design team and emphasises the need to provide information from the original design concept and briefing, through to final planned preventive maintenance in the form of documents or computer databases. Clauses for inclusion in contracts to achieve PCD are included as are working checklists and recognition of non-traditional procurement processes including "design and build".

8. Finally it should be noted that one major benefit to users of PCD may lie in its use as a means of ensuring compliance with statutory requirements as described in section 1 of the Note.

9. Further copies of SHTN1 are available from HMSO (ISBN No. 0-11-494283-8).

Yours sincerely



H R McCALLUM
Director of Estates