



NQA Audit Non Conformance and Corrective Action Submission Form

CLIENT NAME: University of the Arts London
 REPORT NUMBER: 572883
 DATE: 10/11/2021

Steps to completion:

- 1) Review the raised non-conformities in your Audit Report
- 2) Complete this document and collate evidence as required
- 3) Reference the NQA helpful hints on NCR responses found at www.nqa.com/NCRs
- 4) Submit the CAR document and supporting evidence by the Required Response Date detailed in your audit report.
- 5) Submissions should be made to caps@nqa.com. Note: please do not submit directly to your assessor


Responses are required to be submitted for findings at Stage 2, Surveillance, Recertification and Special Visits

You should complete one table for each non-conformity. If you need additional tables please use a new form.

Please note: failure to provide responses to non-conformities by the required response date may put your certification at risk


Completed by the Organization
Please provide summary information below. Provide attachments if necessary

Please complete one table below for each non-conformity. If you need additional tables please add tables or use a new form.

Ref No.	Standard & Clause No.	Statement of Non-conformity & objective evidence to support finding	Minor / Major
NC 01	8.2	<p>Site – CAMBERWELL college of Arts</p> <p>The location of the fluorescent tube coffins is unsuitable and may cause an incident when being moved due to the location being a distance from the waste collection point down a set of stairs behind the facilities office.</p> 	Minor
Containment Action			
Items to be removed from area. Communicated to Associate Director of Estates Management & Development, the Head of Campus Services and the Facilities Manager for Camberwell			
Root Cause Analysis			
The 'coffin boxes' had been filled and were too heavy to remove without specialist help.			
Corrective Action			
An order will be raised with Suez, UAL's waste and recycling partne			
Planned completion date for above actions		10 th Dec, 2021	



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Ref No.	Standard & Clause No.	Statement of Non-conformity & objective evidence to support finding	Minor / Major
NC 02	8.2	<p>Site – CAMBERWELL college of Arts</p> <p>The location of the general and mixed recycling bins is unsuitable due to being located within an entrance point and by fire exit doors to the university. This can cause issues in the event of emergency evacuations.</p> 	Minor
Containment Action			
The bins will be located away from the building as soon as possible			
Root Cause Analysis			
None identified			
Corrective Action			
The Estates Department have allocated funds remodel the entire area to install a lift and allocate areas for material storage, including bins. Please see Appendix One for design drawings			
Planned completion date for above actions		1 st September, 2021	



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Ref No.	Standard & Clause No.	Statement of Non-conformity & objective evidence to support finding	Minor / Major
NC 03	8.2	<p>Site – CAMBERWELL college of Arts</p> <p>As discussed during the site tour, the sink traps located within the BA Sculpture rooms appeared to be full. Discussed in detail that there is an issue with emptying them as these can build up quickly causing an environmental and Health & safety issue if not emptied regularly.</p> <p>It would benefit the organisation to identify whose responsibility it is to empty the sink traps (Technicians or estates) and set a schedule to reduce them from building up in the future.</p>	Minor
Containment Action			
Items removed from area. Communicated to the relevant Director of Administration and Technical Co-coordinators			
Root Cause Analysis			
Re-tender for the Facilities Management contract(s) and including the activity as a variation to existing contracts			
Corrective Action			
<p>We have instructed our new FM providers to quote for the systematic clearing and planned maintenance of sink traps across the estate. This will feature as part of the contract going forward – albeit a variation to the cost because it has not featured as part of the PPM to date.</p> <p>This is not a simple matter of switching on a tap and the work being done because the first task is to asset tag all traps (not an easy task but one that is being done), then working out the frequency of maintenance (again not easy because not all are equal in need) and then working through how technicians report blockages on and ad hoc and as required basis.</p>			
Planned completion date for above actions		30 th March, 2021	



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Submitted by:	Signature: 	Date: 30 th Nov, 2021
Completion by NQA Accepted by:	Signature:	Date:



Appendix One

3606B | Victorian Buildings UAL Camberwell Campus

Cost amendments | November 2021

Levitt Bernstein **People.Design**



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Pre stage 4 cost amendments

1.0 Pre-stage 4 cost review, F&G

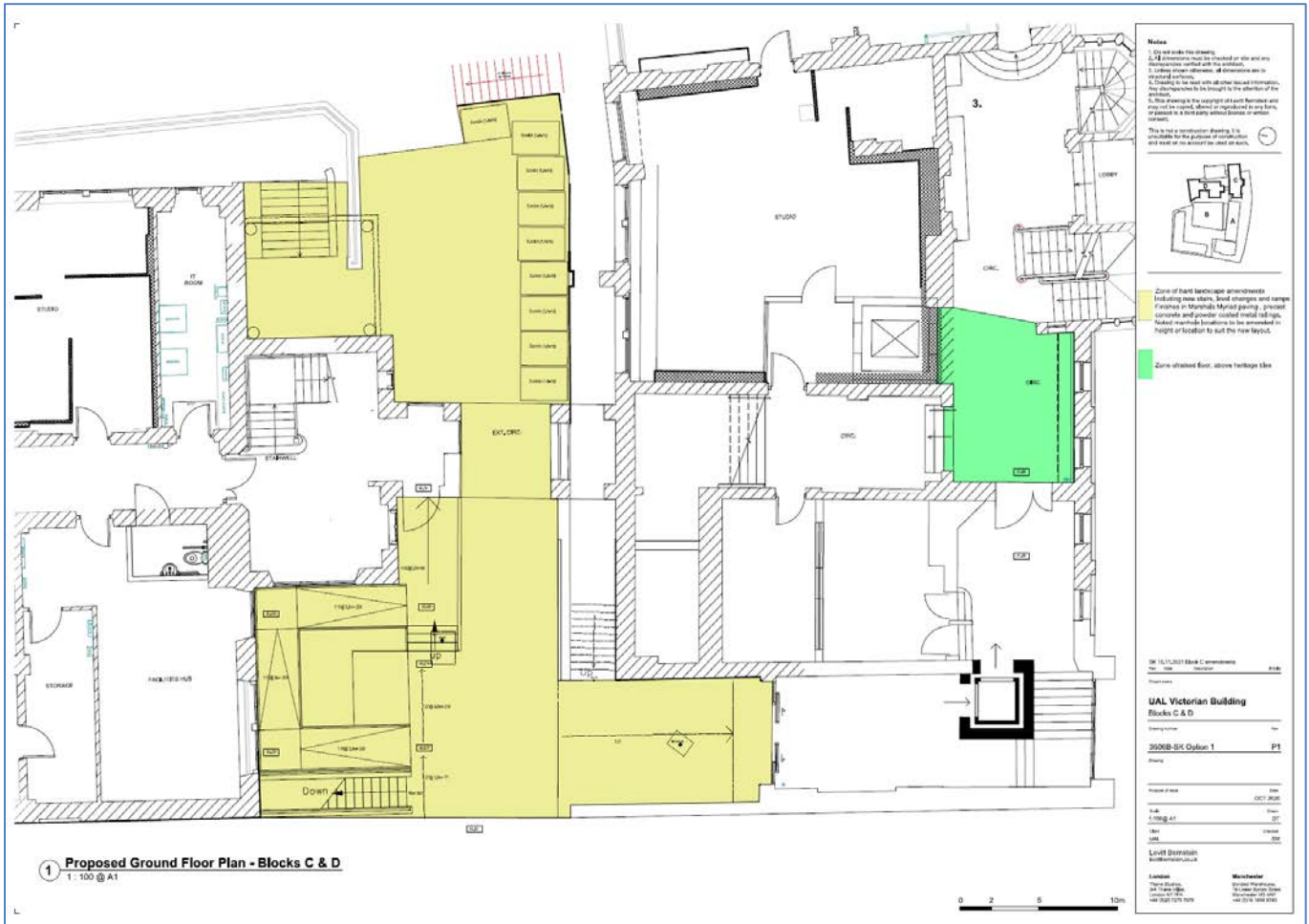
- 1.1 Review of inflation allowance in budget – given current volatile tendering / market conditions and our own internal updated tender price predictions over the period 2021 – 2023 I would suggest the inflation allowance is increased by **£33,500**
- 1.2 Increased area of landscape between (yellow define area on plans) Blocks C and D to match paving elsewhere and bin store works – additional cost **£78,000**
- 1.3 Works to existing services in the vicinity of the new internal lift - additional allowance **£17,000**
- 1.4 Ramp options
 - a) Option 1 New Platform lift – Extra **£25,000**
 - b) Option 2 Lowering internal floor slab – Extra **£53,000**
 - c) Option 3 – partial break out of internal slab- Extra **£62,000**
- 1.5 All the above costs exclude VAT and any additional design fees
- 1.6 Estimated additional fees for the project are anticipated as between **153,500- 190,500**

2.0 Block C accessible ground access options

- 2.1 The design requires amendments to ensure compliant accessible access is provided to the ground level of block C
- 2.2 Option 1, Is the most practical and cost effective option to a accessibly traverse from the courtyard level to the new block c lift level. This design incorporates a new platform lift into the scheme and raises the floor area (lightweight raised floor) around the lift, to avoid disturbance to the existing fabric and services within the building.
- 2.3 Option 2, Requires a large portion of the basement photography studio soffit to be dropped by around 1 metre, to ensure the ramps can meet a new internal ground level where the lift is located. This would leave the photography studio with a head height of just above 2 metres and would require extensive structural and services works, we are not sure this desirable. In addition, in heritage terms this would also mean breaking out the existing terrazzo floor in what we know is the most sensitive location within the building.
- 2.4 Option 3, As with the stage 3 scheme, this design demolishes a portion of the ground floor slab to accommodate a ramp. In addition to this the scheme contours the external landscape levels and includes an additional external ramp to ensure the near 2m level change from outside to inside is provided. Due to the complexity of works both outside and internally, this scheme has the highest associated cost.
- 2.5 All schemes will require engagement with planning, due to the listed nature of the buildings.



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