

Report Title – ISO 14001 Corrective Action Plan Aug 2021
Response To – TW20210726 UAL EMS Recertification Report
Author(s) – Rebecca Smart (Energy Projects Support Officer)
Date – 3rd Aug 2021

Background

Following the recertification audit of UAL’s ISO 14001 system on the 27th & 28th July 2021 the university is required now to prepare, document and implement a correction action and a corrective action plan. Each finding has been investigated to identify root causes or underlying trends. Appropriate action(s) has been identified to eliminate the cause of any nonconformity in order to prevent reoccurrence.


The action plan defines timely action, timescales and responsibilities and will be submitted within 28 days (from the 28th July 2021).


Corrective Action Plan


Non-conformity	Issue identified by the auditor	Root cause and corrective action	Owner and monitoring intervals
ISO 14001;2015 Clause 8.1	<p>“The standard requires that planned changes are controlled and reviewed for consequences, taking action to mitigate any adverse effects.</p> <p>During the audit a number of Project Design Sustainability Checklists were not available. These are required for projects identified as having a potential effect on the sustainability performance of UAL.</p> <p>Examples of unavailable checklists;</p> <p style="padding-left: 40px;">HH 2102 – Office Conversion EC2101.02 - Refurbish Film & TV Cinema EC2102.22 - Convert staff office – demolition”</p>	<p>Matt Barrett (Project Operations Manager) will identify the earliest point at which the list of projects (summer works programme) taking place can be provided to RS (Energy Projects Support Officer). This will allow RS to consult with the Project Managers to ensure the project(s) requiring a Project Design Sustainability Checklists is prepared in full prior to the project commencing. RS will attend a Projects Meeting to emphasise the importance of ISO, the checklists and explain the requirement. RS will attend the Projects Meeting on 2nd September 21.</p> <p>All outstanding project checklists will be provided by the Project Managers by the 20th August 21. These projects have already been identified as requiring a checklist but were not available at the audit. The Energy Projects Support Officer will meet with the Project Managers to explain the non-conformity and the corrective action needed.</p>	<p>Rebecca Smart</p> <p>Matt Barrett</p> <p>Mat Chandler</p> <p>Pete Newman</p> <p>Andrew Panton</p> <p>Monitoring intervals: section 8 (the section this non-conformity falls into) is due to be internally audited in Autumn 21 and Spring 22.</p>


		The list of upcoming projects for 2022 will be known in January 2022 so this will be available by the next external audit in March 22.	
Area of Improvement	Issue Identified	Corrective action	Owner
Waste Management	<p>“There is an opportunity to improve the checklist by considering adding direct questions on waste management for the project. This would potentially support the reduction of waste objective allowing waste to be considered at the design stage.</p> <p>It is also an opportunity to highlight any waste management strategy/responsibility for projects, to help prevent contractors using UAL Facilities skips incorrectly. As seen at High Holborn, contractors electrical waste in the general waste skips.”</p>	<p>RS will amend the Sustainability Checklist to include questions on waste management. This will include the need for a Waste Transfer Note, the type of waste being produced, segregation of waste, the need for a Consignment Note if hazardous or WEEE waste is produced and whether the contractor is providing their own skip. These amendments will be in place for the 2022 projects.</p> <p>RS will attend a Projects Meeting to explain to the Projects Managers the responsibilities of good waste management and to explain the additional waste section on the Project Design Sustainability Checklist.</p> <p>RS will attend the Projects Meeting on 2nd September 21.</p>	Rebecca Smart Mat Chandler

Approval signatures

Rebecca Smart 

Mat Chandler 

Matt Barrett 

Pete Newman 

Andrew Panton 