

Oversight Report

Report Date:
12 June 2018



Details

Audit Reference Number ADRNTL.128	Organisation Name Orkney Islands Council
Lead Auditor Allison Phillips	Audit Type AAA\Aerodromes\National\National Audit

Dates

Start Date	End Date	Closed Date
21/05/2018	25/05/2018	

Overview

A periodic on site audit was conducted at Eday, North Ronaldsay, Papa Westray, Stronsay and Westray to verify continued compliance with national licensing requirements set out in the Civil Aviation Publication (CAP) 168 'Licensing of Aerodromes', the Air Navigation Order, the Aerodrome Licence, ICAO Annex 14 and the Aerodrome Manual. An on site audit of Sanday was unable to take place due to the weather restrictions on the day.

The Accountable Manager should confirm rectification of Findings to the relevant Aerodrome Inspecting Officer by the Target Date shown.

Although corrective action is not obligatory for an observation, acknowledgement and any intended action should be notified to the relevant Aerodrome Inspecting Officer by the Target Date shown. If you reject an observation, please justify your rationale.

Audit Scope

Licensing Documentation

Safety Management Systems

Aerodrome Inspection

Surveys

Apron Management

Runway/Taxiway Incursion Prevention

Aeronautical Ground Lighting (AGL)

Wildlife Hazard Management

Aerodrome Safeguarding

On-Aerodrome Developments

RFFS Low Cat 1-2 Aerodromes

CAA Audit Team

Ellie Bevan-Waite

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Auditees

Brian Archibald

Gavin Barr

Peter Bevan

Malcolm Parsons

Findings

Number	ADR.870	Requirement	CAP 168 - Chapter 2 The Aerodrome Manual
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Details

Documentation

- a) The Aerodrome Manual, Multi Agency Response Plan and Bird Hazard Management Plan held at each aerodrome were more up to date versions than the copies held by the CAA. CAP168, Chapter 2, Paragraph 2.13 requires any amended Aerodrome Manuals to be submitted to the CAA by the licence holder before or immediately after they come into effect.
- b) Although the process of reporting accidents, incidents and Mandatory Occurrence Reports, MORs (including wildlife strikes) internally is included within the Aerodrome Manual, the process for the central reporting of MORs and wildlife strikes to ECCAIRS using the portal is not included within the Aerodrome Manual.
- c) The APAPs at North Ronaldsay are checked weekly and there is a record sheet for documenting the results. This record sheet had not been completed and there was no evidence that these checks are being made.

Level	Status	Target Date	Closure Date	Raised By
2	Open	28/08/2018		Allison Phillips

Number	ADR.872	Requirement	CAP 168 - Chapter 1 The Licensing Process
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Details

Aeronautical Information

- a) The declared distances contained within the Aeronautical Information Publication (AIP) entry do not reflect the distances produced from the recent surveys.
- b) The aerodromes have Aeronautical Ground Lighting (AGL) which they utilise during the day only, apart from North Ronaldsay who have permission to use their lighting for night use also. Section AD 2.14 'Approach and Runway Lighting' in the AIP entry does not contain any information on the AGL available at these aerodromes.
- CAP168, Chapter 10, Paragraph 10.2 states that 'all information relating to the aerodrome and its facilities which is significant for the conduct of flights to and from the aerodrome' should be made available to users of the aerodrome.

Level	Status	Target Date	Closure Date	Raised By
2	Open	28/08/2018		Allison Phillips

Observations

Number	ADR.871	Requirement	CAP 168 - Chapter 3 Aerodrome Physical characteristics
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Details

Observation: Maintenance & Inspection Regime

- a) Weeds and moss are starting to spread onto the sides of the runways at some aerodromes affecting the required runway widths.
- b) Stronsay - there were some weeds which were obscuring the threshold marker board at Runway 20 threshold.
- c) The runway strips at some of the aerodromes had been recently cut and the cuttings were still evident. If left this would provide suitable habitat for insects and larvae which would then encourage birds onto the airfield to feed.
- d) Eday - the runway base surface is coming through in patches and some large stones are starting to break through. These patches should be closely monitored until such time as the runway is resurfaced.
- e) Stronsay - Runway 02/20 had some areas of stone separation on the 02 turning circle and the turn onto the taxiway. Runway requires brushing and the frequency of runway brushing to be reviewed.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	28/08/2018		Allison Phillips

Number	ADR.873	Requirement	CAP 168 - Chapter 7 Aerodrome signals, signs and markings	
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Details
 Observation: Signs & Markings

a) Some of the threshold lights are not co-located with the runway threshold marker boards which are incorrectly placed approximately 1-2m prior to the threshold lights.

b) Stronsay - The signs controlling passengers on and off of the Apron should be kept consistent to the other aerodromes.

c) Stronsay - The signs warning the public of there being an active aerodrome at runway 27 were completely faded.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	28/08/2018		Allison Phillips

Number	ADR.874	Requirement	Appendix 8B Rescue and Fire fighting service (RFFS) requirements at category I and II aerodromes	
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Details
 Observation: RFFS Procedures & Documentation

a) There is no process or procedure in place for using, maintaining, checking and cross/gap training on the reserve/back-up RFFS vehicle.

b) RFFS personnel conduct daily visual checks on PPE. It is noted that some OIC Aerodromes are recording these checks whilst others are not. Procedures should be reviewed to ensure this is consistent across all Aerodromes.

c) Upon inspection of the P3 breathing masks at Stronsay, all filters were dated 2016. Spare filters were on vehicle and changed on the day. OIC should review PPE procedures to ensure these are checked to ensure continued serviceability of equipment.

d) Good practice was observed at Stronsay and Westray where a roster is in place to ensure RFFS minimum personnel cover. OIC should consider implementing this practice across all OIC Aerodromes.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	28/08/2018		Ellie Bevan-Waite

Definition of Findings

LEVEL 1 (ONE) NON-COMPLIANCE CREATING A SIGNIFICANT SAFETY HAZARD

Level 1 items will be reported to the Accountable Manager for action if a major failure of compliance has been identified with the aerodrome licensing requirements set out in either the Air Navigation Order, the Aerodrome Licence, ICAO Annex 14 or Civil Aviation Publication (CAP) 168.

If any Level 1 items are reported, the major failure of compliance must be rectified immediately or within the short timescales indicated. Failure to do so will result in the CAA having to take regulatory action, which could result in suspension of the Aerodrome Licence.

LEVEL 2 (TWO) NON-COMPLIANCE

Level 2 items will be reported to the Accountable Manager for action if it has been identified that the Aerodrome is not in full compliance with the aerodrome licensing requirements set out in either the Air Navigation Order, the Aerodrome Licence, ICAO Annex 14, Civil Aviation Publication (CAP) 168 or the Aerodrome Manual.

If any Level 2 items are reported, the CAA Aerodrome Oversight team must be informed that these items have been rectified by the dates agreed with the aerodrome during the inspection, and shown in the Latest Correction Date box. Failure to rectify any items within the agreed time scale may result in the CAA having to take regulatory action, which could result in suspension of the Aerodrome Licence.

OBSERVATIONS

An Observation may be raised where there is potential for future non-compliance if no action is taken, or where we wish to indicate an opportunity for safety improvement or something that is not good practice. Corrective action is not obligatory for an observation, but acknowledgment and the identification of any intended action is expected. If you reject an observation, please justify your rationale.

Report issue

Issued to	Original Report Issue Date
Gavin Barr	12/06/2018