



# Oversight Report

Report Date:  
27 July 2018

## Details

**Audit Reference Number**

ADRNTL.351

**Organisation Name**

Sanday Aerodrome

**Lead Auditor**

David MacMillan

**Audit Type**

AAA\Aerodromes\National\National Audit

## Dates

**Start Date**

11/07/2018

**End Date**

11/07/2018

**Closed Date**

## Overview

This is a periodic aerodrome licensing on-site audit for Sanday as the original audit was unable to be carried out when the rest of the Orkney Islands were audited due to weather conditions.

The Accountable Manager should confirm rectification of Findings to the relevant Aerodrome Inspector 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 Inspector by the Target Date shown. If you reject an observation, please justify your rationale.

## Audit Scope

Licensing Documentation

Aerodrome Inspection

Surveys

Aeronautical Ground Lighting (AGL)

## CAA Audit Team

David MacMillan

Tommy Murney

## Auditees

Gavin Barr

## Findings

Number	ADR.1004	Requirement	CAP 168 - Chapter 1 The Licensing Process		
<b>Details</b>					
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 aerodrome has Aeronautical Ground Lighting (AGL) which they utilise during the day only to aid pilots and for which they have permission to use at night only for the purposes of air ambulance flights. Section AD 2.14 'Approach and Runway Lighting' in the AIP entry does not contain any information on the AGL available at the aerodrome.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	24/10/2018		David MacMillan	

## Findings

Number	ADR.1006	Requirement	CAP 168 - Chapter 7: Taxi guidance signs		
<b>Details</b>					
Signs					
The taxiway connecting the parking apron to runway 03/21 had no taxi holding position sign to identify the position where aircraft and vehicles are required to stop and hold when conceding right of way prior to entering a runway when no ATC is provided. This may also be the case for the other Orkney Council airfields.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	24/10/2018		David MacMillan	

Number	ADR.967	Requirement	Minimum Scale of Services to be provided		
<b>Details</b>					
RFF Medicals					
The submitted ASR indicates that RFFS staff are due medical examinations. The Airfield superintendent indicated that the examinations are currently on hold as the medical process and revalidation period is under review. The AS/OIC should be satisfied that staff are medically fit to conduct RFF duties. Once the Medical process is finalised the Aerodrome Manual should be amended to reflect the change.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	15/10/2018		Tommy Murney	

## Observations

Number	ADR.969	Requirement	Training		
<b>Details</b>					
Observation: Training and Development					
It is noted that staff revalidate fire simulations at Kirkwall Airport the Training Manual should be amended to reflect this change. A certificate of attendance is provided for the attending firefighters, the Airfield Superintendent should ensure that the areas of competency training provided (course programme) are recorded on the certificate or recorded within a training performance report.					
Level	Status	Target Date	Closure Date	Raised By	
AAA-Observations	Open	15/10/2018		Tommy Murney	

Number	ADR.966	Requirement	Emergency Planning		
<b>Details</b>					
Observation: Aerodrome Emergency Planning					
The recent aerodrome terminal building development has resulted in the airfield emergency vehicle access gate being relocated, as a result the ground marking which prevent unauthorised parking is to be refreshed.					
The Difficult Environs assessment was last conducted in 2014. Consideration should be given to revisiting the assessment.					
Consideration should be given to revising the aircraft accident report form. Guidance on the content is contained within CAP 168.					
Level	Status	Target Date	Closure Date	Raised By	
AAA-Observations	Open	15/10/2018		David MacMillan	

Number	ADR.968	Requirement	CAP 168 - Chapter 8 Rescue and fire fighting service (RFFS)		
<b>Details</b>					

Observation: Extinguishing Agents

The Inspector was unable to view certificates of conformity for foam and dry powder. A copy is to be forwarded to the allocated Inspector post audit.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	15/10/2018		Tommy Murney

Number	ADR.1007	Requirement	CAP 168 - Chapter 4 The assessment and treatment of obstacles	
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**Details**

Observation - Obstacle Limitation Surfaces

(a) During the airfield inspection a tractor with it's bucket raised was seen driving on a road just outside the airfield boundary prior to the runway 29 threshold. Vehicles on roads are considered to be 4.8m maximum height and it was unclear from survey data if vehicles using roads were included in the obstacle survey. This may also apply to other Orkney Council airfields.

(b) All runway declared distances have a TODA value exceeding TORA therefore a clearway is provided. When a clearway is provided the length of the inner edge of the take-off climb surface (TOCS) should be 150m (75m either side of the runway extended centreline). It was unclear from survey data if this criteria was being applied. If the TODA is the same value as TORA then there is no clearway and the TOCS inner edge length is 60m (30m either side of the runway extended centreline). This may also apply to other Orkney Council airfields.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	24/10/2018		David MacMillan

## 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	27/07/2018