



# Oversight Report

Report Date:  
29 September 2022

## Details

<b>Audit Reference Number</b> ADR.56	<b>Organisation Name</b> Swansea Aerodrome (GA)
<b>Lead Auditor</b> Jaskiran Bhuller	<b>Audit Type</b> AAA\Aerodromes\Onsite\Ongoing Oversight

## Dates

Start Date	End Date	Closed Date
27/09/2022	28/09/2022	

## Overview

A periodic onsite audit was conducted to verify continued compliance with national licensing requirements set out in Civil Aviation Publication (CAP) 168 'Licensing of Aerodromes', the Air Navigation Order, the Aerodrome Licence, ICAO Annex 14 and the Aerodrome Manual.

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

Safety Management Systems

Aerodrome Inspection

Surveys

Apron Management

Runway/Taxiway Incursion Prevention

Aeronautical Ground Lighting (AGL)

Fuel Management

Wildlife Hazard Management

Aerodrome Safeguarding

On-Aerodrome Developments

Minimum Scale of Services to be provided

Level of Protection

Remission

Extinguishing Agents, Vehicles & Ancillary Equipment

Minimum number of Staff Designated as RFFS Personnel

## Audit Scope

Training

Emergency Planning

Vehicles

Ancillary Equipment and Medical Provision

Response Time

RFFS/emergency planning theme items

## CAA Audit Team

Jaskiran Bhuller

Steve Parry

## Auditees

David Howells

## Findings

Number	ADR.4021	Requirement	CAP 168 - Chapter 2 The Aerodrome Manual		
<b>Details</b>					
CAP 168 -Chapter 2 - The Aerodrome Manual:-					
The Aerodrome Manual (V3.1 Aug 2022 revision) contains organograms and references to roles which are out of date. The Aerodromes policy states that if changes are required SIs will be issued. No SIs could be evidenced and as such the Aerodrome Manual requires a full review or temporary SIs issuing.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	28/12/2022		Jaskiran Bhuller	

Number	ADR.4022	Requirement	Appendix 2C Aerodrome Safety Management System		
<b>Details</b>					
CAP 168 - Appendix 2C - Safety Management System:-					
A number of senior roles within the Aerodrome team have changed in relation to personnel fulfilling these roles.					
No change process or CAP 700 assessments have been produced to identify any risks or training needs in relation to these role changes.					
The Aerodrome should review its change process and ensure CAP 700 assessments are completed.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	28/12/2022		Jaskiran Bhuller	

## Findings

Number	ADR.4023	Requirement	CAP 168 - Chapter 4 The assessment and treatment of obstacles		
<b>Details</b>					
CAP 168 - Chapter 4 - The assessment and treatment of obstacles:-					
Safeguarding in the Aerodrome Manual (AOI1 011) states that a safeguarding map is lodged with the local council and planning authorities.					
The Accountable Manager confirmed that no map was lodged with either party.					
The Aerodrome should review its Safeguarding procedures and ensure that a means of communicating with the local planning authority is available.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	28/12/2022		Jaskiran Bhuller	

Number	ADR.4024	Requirement	CAP 168 - Chapter 9: Aerodrome emergency plan		
<b>Details</b>					
CAP 168 - Chapter 9 - Aerodrome emergency plan - Fuel Emergency Operating Procedures:-					
The Emergency Operating Procedures relating to aircraft fuel operations is dated January 2014. These procedures appear to be significantly out of date and should be reviewed as a matter of urgency.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	28/12/2022		Jaskiran Bhuller	

Number	ADR.4025	Requirement	CAP 168 - Chapter 2 - Appendix 2C: Accountable Manager		
<b>Details</b>					
CAP 168 - Chapter 2 - Appendix 2C - Accountable Manager:-					
The Aerodromes SMS states that an external contractor (Osprey) will conduct annual internal audits of the Aerodromes facilities , procedures and processes and will also attend Safety Review Group meetings.					
This process has not taken place within the last 12 month period.					
The Accountable Manager should decide if this process is to continue or if he is satisfied that the Aerodrome can conduct internal auditing.					
Level	Status	Target Date	Closure Date	Raised By	
2	Open	28/12/2022		Jaskiran Bhuller	

## Observations

Number	ADR.4026	Requirement	Training		
<b>Details</b>					
Observation - Training and Assessor Qualifications:-					
Currently and number of staff undertake delivery of training and assessment. Evidence of Qualifications to carry out these functions should be a. current and b. recorded in the Aerodromes documentation.					
Trainers should not be assessing their own training packages.					
Level	Status	Target Date	Closure Date	Raised By	
AAA-Observations	Open	28/12/2022		Jaskiran Bhuller	

Number	ADR.4027	Requirement	Licensing Documentation		
--------	----------	-------------	-------------------------	--	--

**Details**

Observation - Accountable Manager competency and qualification:-

The new accountable manager is competent to carry out the role however he would benefit from a formal Accountable Managers training course to allow him to understand his role and responsibilities fully.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	28/12/2022		Jaskiran Bhuller

Number	ADR.4029	Requirement	Safety Management Systems	
--------	----------	-------------	---------------------------	--

**Details**

Observation - SMS

During the audit it was noted the aerodrome was unable to demonstrate that the investigation process was effective and complete. The actions to be taken as a result of the investigation process were not clearly identified and followed by not being captured in the risk/to-do register.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	28/12/2022		Jaskiran Bhuller

Number	ADR.4028	Requirement	CAP 168 - Chapter 7 Aerodrome signals, signs and markings	
--------	----------	-------------	---	--

**Details**

Observation - Runway Hold point signage

During the audit it was identified that the runway hold paint markings did not align with the runway hold signage positions. It is recommended that these two are aligned to avoid confusion for the operators.

It was also noted that the mandatory signage for Runwy22-04 hold point did not conform to the standards as set in the CAP 168, Chapter 7- Aerodrome Signals, signs and markings.

Level	Status	Target Date	Closure Date	Raised By
AAA-Observations	Open	28/12/2022		Jaskiran Bhuller

## 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
David Howells	29/09/2022