

Argyll and Bute Council Internal Audit Report October 2021 Final

Oban Airport

Audit Opinion: High

| | High | Medium | Low | VFM |
|--------------------|------|--------|-----|-----|
| Number of Findings | 0 | 1 | 0 | 0 |

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3. Detailed Findings

The Manual, setting out the operational procedures of the airport, is up to date, appropriate and accessible to all relevant staff

- 17. The Manual is available to all relevant personnel on the Council HUB with a hard copy held onsite at the airport. Each section within the Manual sets out:
 - **x** the Council[s policy and established procedures to ensure compliance with relevant rules and/or regulations
 - **x** appropriate monitoring arrangements (where applicable)
 - x roles and responsibilities of relevant personnel
- 18. The Manual is reviewed annually by the Station Manager, last updated November 2020. The updated version is submitted to the CAA who have 28 days to highlight any queries on the Dvpysx(v) response is received in 28 days then the revised Manual is adopted. The annual review is currently being undertaken.
- 19. In June 2020, in response to Ks/UP]/uvpv∳KvZey t
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 by the Station Manager. It is available on the Council HUB and paper copies are kept in the office.

The airport complies with the operating instructions to record Aircraft movements

- 20. CAP168 Licensing of Aerodromes requests that all aircraft movements are to be recorded. The following is recorded:
 - **x** aircraft type and registration
 - x flight number
 - **x** type of flight
 - **x** destination or departure aerodrome
 - **x** time of departure/arrival
 - x aircraft operator
 - x number of persons on board
- 21. Aircraft movements are compiled by the Aerodrome Flight Information Service Officer (AFISO), or during busy periods by another crew member. Aircraft movements are recorded appropriately on the airport database.

The airport complies with the operating instructions to report accidents, incidents and occurrences

- 22. The Aerodrome Safety Management System outlines the principle and purpose of accident and incident reporting. Additionally, there are mandatory requirements for reporting accidents and incidents.
- 23. The Manual states that the Station Manager is responsible for:
 - **x** all incidents are investigated
 - **x** a no blame philosophy is pursued
 - x all mandatory reporting procedures are followed in a timely manner
 - x radio transmission frequencies (RTF) are retained
 - **x** appropriate steps are taken to circulate the findings of accident/incident investigations

24. The Manual requires the duty AFISO to make verbal and written reports. All reports are recorded internally on the airports database. External reports are made directly to the UK Aircraft Accident Investigation Branch (AAIB). All matters reported to the AAIB/CAA culminate in formal reports which are available to the public and staff.

The Airport complies with the grounds maintenance programme

25. Ground Maintenance procedures are in place to ensure there is a system to maintain the airfield to a suitable standard, incorporating:

such as RFFS, aerodrome inspections, wildlife hazard or foreign object debris (FOD) checks are available. This places the risk of operating under these conditions on the aircraft user.

32. Indemnity is only currently available to aircraft operators whose maximum take-off weight is less than 2730kg. Commercial activity is not permitted unless specific approval has been granted by Senior Council Management. Safety of life services and military have been given indemnity to operate due to the nature of their roles.

Appendix 1 t Action Plan

| | No | Finding | Risk | Agreed Action | Responsibility / Due Date |
|--------|----|---|------|---------------|---------------------------|
| | 1 | Ground Maintenance | | | |
| | | The Manual states that prior to operating any item of | | | |
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