	Working Document #AD 02/23 REPEATED			
FIJI AIRPORTS	▪ NonCompliance		▪ Safety Concern	
	▪ Non-Conformance	✓	▪ Observations	

Audit name: Nadi AD Safety Internal Audit 2023					
Auditor	TLSS/QSA AEGT	**Risk Level**	Medium	**Status**	Open

Objectives: Confirm whether existing Airport Documents in place are current and correctly represent the existing management system that is in operation.

Test Step #1
Determine the availability and currency of Nadi Airside Operation Manual.

Source Data: Nadi Airside Operation Manual

Finding: Nadi AOM is not accessible to the holders.
Copy of the Nadi AOM is not available online.
The request by the Document owner to AIS to upload a copy online has been delayed.

Criteria: (What should be?)
Document reference:
A-2   DOCUMENT CONTROL
 Controlled copies of the Manual are distributed according to the Distribution List contained in the preliminary pages viii - ix.

Effect (So what? /consequences/result)
   ▪   Incorrect airside operations and practices.

Cause (Why the condition exists? /Source?)
   ▪   Delay in the documentation process

Recommendation:
   ▪   The current copy of Nadi Airside Operation Manual to be made available online.

[*Department Manager*]:

Agree/Disagree: Agree

(*If not, why?*):

Action Plan: As per recommendation.

Target Dates: 14/07/23

Responsible Officer: MAO/AIS

Rev No. 2.0	Issue Date: xx April 2014	Form No: COS001-05