

	Working Document # OHS 3/2023					
		Non-Compliance		Compliance		Safety Concern
	✓	Non-Conformance		Conformance	(Tick the relevant box)	
Audit Name:	Nadi Airport Airside Operations Structural Requirements					
Auditor:	Epeli Leiyamo		Risk Level			
<p>♦ Audit Objective #1: Determine whether the Airside Ops Building meets the workplace Cleanliness and Hygiene conditions requirements.</p> <p>♦ Test Step #1: Verify whether Airside Ops Building rubbish are collected and cleared, office cleaned and mopped regularly and complies with general workplace cleanliness conditions.</p> <p>♦ Source Data - Nadi Aerodrome Manual - FA OHS Manual - Site Inspection</p>						
Finding						
<p>♦ Condition (What is in place?) <u>Inadequate Cleaning maintenance</u> - The Airside Operations building and EOC has not been attended to for months. Cobwebs and rubbish were not cleared. Absence of regular Office cleaning maintenance on the premises.</p> <div style="display: flex; justify-content: space-around;">   </div>						
<p>♦ Criteria (What should be?) Daily or weekly cleaning maintenance on the premises.</p>						
<p>♦ Effect (So what? /consequences/result) - Non-Conformance to the requirement</p>						
<p>♦ Cause (Why the condition exists? /Source?) - Cleaning maintenance team schedule excluded Airside Ops and EOC by the cleaning team.</p>						
Recommendation (How to make it better?)						
Daily or weekly cleaning maintenance to the premises to be in line with the OHS Manual and HASAW(GWC) Reg 3 cleanliness' and Hygiene requirements.						
[Department Manager]:						
Agree/Disagree: Agree						
(If not, why?):						
Action Plan: As per recommendation						
Target Dates: 30/09/23						
Responsible Officer: MLOCS						
Rev No. 2.0		Issue Date: March 2016		Form No: COS001-05		