
	Working Document #AD 03/23		
<input type="checkbox"/> Non-Compliance	<input checked="" type="checkbox"/> Low Risk	<input type="checkbox"/> Open	
Audit name: Rotuma Internal Audit 2023		Auditor: TLSS/QSA AEGT	
Objectives: Confirm whether the aerodrome facilities and equipment's are kept to standard requirements.			
Test Step #1 Verify if the signages around the aerodrome is maintained and kept to standard.			
Source Data: Rotuma AD Manual.			
Finding:			
Condition (What is in place):			
Inadequate maintenance of apron drains.			
Vegetation growth evident on v-drains along the apron.			
			
Criteria: (What should be?)			
SD AD 1.12 Suspension or cancellation of an Aerodrome Certificate or Registration Approval			
1.12.1 The Authority may, by written notice given to the holder of an aerodrome certificate or registration approval, suspend or cancel the certificate or approval: -			
a) if there are reasonable grounds for believing that:			
(1) the aerodrome facilities, operations or maintenance are not of the standard necessary for the interests of the safety of air navigation; or			
(2) the holder has contravened a condition attached to the aerodrome certificate or registration approval; or			
b) when requested by the aerodrome operator			
2.14 Care and diligence in operation and maintenance			
2.14.1 The aerodrome operator shall ensure that the aerodrome is operated and maintained with a reasonable degree of care and diligence.			
2.14.2 The aerodrome operator shall implement an aerodrome maintenance program which complies with the requirements specified in Appendix 10 of this SD and shall include preventive maintenance work as well as routine inspections and corrective maintenance work as required.			
2.4 Personnel requirements 2.4.1			
The aerodrome operator shall engage, employ, or contract an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance, as a minimum:			
Effect (So what? /consequences/result)			
<ul style="list-style-type: none"> ▪ Safety concern. ▪ May cause the blocked drains and damage the apron. ▪ Reduction on AD Certificate durations. 			

Cause (Why does the condition exist? /Source?) <ul style="list-style-type: none"> Not following the maintenance program. 		
Recommendation (How to make it better?) <ul style="list-style-type: none"> Clear vegetations in the drains. Team Leader to proper drain inspections and maintenance is conducted by the team. 		
[Department Manager]:		
Agree/Disagree: Agree		
(If not, why?):		
Action Plan: As per recommendations.		
Target Dates: 31/08/23		
Responsible Officer: Team Leader Rotuma/MNOS		
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