

 FIJI AIRPORTS	Working Document #AD 01/23		
■ NonCompliance		■ Medium Risk	■ Open
Audit name: Nadi Internal Audit 2023		Auditor: TLSS/QSA AEGT	
Objectives: Confirm whether existing Airport Documents in place are current and correctly represent the existing management system that is in operation.			
Test Step #1 Verify the accuracy of Nadi Airside Operations Manual information's.			
Source Data: Nadi Aerodrome Manual & Airside Operations Manual.			
Finding:			
Condition (What is in place): Nadi Airside Operations Manual lacks current information's. The Nadi Aerodrome Manual contain numbers of outdated information's and do not correctly represent the existing management system. Tabulated below are the summary of discrepancies noted in this audit:			
No.	Documentation Findings	Recommendations	
1	Nadi Airside Operations Manual. Approved signature of the CEO is still signed by FAIZ KHAN.		
2	Nadi Airside Operations Manual. The distribution list is outdated, as there are a few positions that no longer exist. Ref: A-3 Distribution List, Pg. Page - xiv	The distribution list to be amended to reflect the current list that used in the organization.	
3	Nadi Airside Operations Manual. The Airside Organization Structure does not reflect the current structure that is in place in Fiji Airports. Ref: Clause 1.17, Pg. 1-16	The organization structure to be amended to reflect the current structure in Fiji Airports.	
4	Nadi Airside Operations Manual. Clause 1.18 Roles and Responsibilities. The current roles and responsibilities stipulated in the manual do not reflect the roles and responsibilities and the positions that are held in the Airside Operations Department. Ref: Pg. 1-17; Pg. 1-22.	The current roles and responsibilities that is stipulated in the manual to be amended to reflect the existing Airside Operations department structure.	
5	Nadi Airside Operations Manual. Cl. 2.2.8 Instructions by an Authorized Officer Sub-Cl. 2.2.8.1 Airside Operations Officers and FA Airport Security Officers are designated 'authorized officers' on the airside at Nausori Airport.	Amend the statement to read: Sub-Cl. 2.2.8.1 Airside Operations Officers and FA Airport Security Officers are designated 'authorized officers' on the airside at Nadi International Airport.	
6	Nadi Airside Operations Manual. 2.5.11 Stand Restrictions 2.5.11.3 Listed below are the stand restrictions applicable at Nadi Airport. Refer to the AIP Fiji Islands or latest NOTAMs for any deviations: The table does not reflect the current information that is stipulated in the AIP.	The stand restrictions table do not reflect the current information in the AIP.	

7	Nadi Airside Operations Manual. 2.8.2 Responsibilities 2.8.2.1 Air Terminal Service Passenger Service Agents shall be responsible for the operations of the aerobridges.	Amend the statement to read: 2.8.2.1 Electrical and Mechanical Services shall be responsible for the operations of the aerobridges.
Criteria: (What should be?) 1.9 Aerodrome Manual Amendments <ul style="list-style-type: none"> 1.9.1 The GMATM & OPS is responsible for maintaining the currency of the Aerodrome Manual. At least one complete and current copy of the approved Aerodrome Manual shall be maintained on the Aerodrome and will be available for inspection by the Senior Aerodrome Inspector International (SAII) of CAAF. SD AD Appendix 2 1.4 An application for an aerodrome certificate or registration approval shall be accompanied by an aerodrome manual produced in accordance with this Standards Document. Once granted a certificate or registration approval, the aerodrome operator is required to maintain the aerodrome manual in conformity with these standards and enable all aerodrome operating staff to have access to the relevant parts of the manual. 		
Effect (So what? /consequences/result) <ul style="list-style-type: none"> Incorrect Manual information is a safety concerns and could result to errors, unsafe practices, and incidence at the aerodrome. 		
Cause (Why does the condition exist? /Source?) <ul style="list-style-type: none"> Lack timely amendments of Nadi Airside Operations Manual. 		
Recommendation (How to make it better?) <ul style="list-style-type: none"> Review Nadi Airside Operations Manual information. 		
[Department Manager]:		
Agree/Disagree: Agree		
(If not, why?):		
Action Plan: As recommended		
Target Dates: 30/09/23		
Responsible Officer: MAO		
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