

REPORT TO: ECONOMIC DEVELOPMENT COMMITTEE - 17TH OCTOBER 2005
REPORT ON: DUNDEE AIRPORT SAFETY MANAGEMENT SYSTEM - AUDIT
REPORT BY: DIRECTOR OF ECONOMIC DEVELOPMENT
REPORT NO.: 638-2005

1 PURPOSE OF REPORT

1.1 To inform the committee of the operation of the first year of the safety management system, the first year audit of the system and the action plan being implemented as a result.

2 RECOMMENDATIONS

2.1 It is recommended that the committee notes the content of this report and the intention that subsequent audits and overall progress will be the subject of annual reports.

3 FINANCIAL IMPLICATIONS

3.1 None.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6 REPORT

6.1 Dundee airport has, in common with all UK licensed airports, introduced management processes to ensure a formalised systematic pro-active approach to safety management that meets with the requirements of the Civil Aviation Authority (CAA).

6.2 The CAA accepted this Safety Management System (SMS) on the 5th July 2004, with implementation initially in the Air Traffic Control Unit.

6.3 The SMS includes reporting mechanisms for major incidents and documents all safety related matters in a structured way and seeks to ensure constant improvement in Safety Management. During the first year of operation there were no such incidents.

6.4 An audit of the first 12 months of implementation of the SMS was conducted by the Council's Health and Safety Advisor, and a number of recommendations have been made to improve safety assurance and clarify accountabilities.

6.5 An action plan to implement these recommendations has been devised by the Airport Management Team in response to the audit. This, together with the implementation of the SMS across all airport operations, will be reviewed by the auditor during 2006, and will be the subject of a further report to Council in due course. The auditors comments and the Airport action plan is detailed at appendix 1.

7 CONSULTATIONS

7.1 The Chief Executive, Depute Chief Executive (Support Services) and Depute Chief Executive (Finance) have been consulted in the preparation of this report.

8 BACKGROUND PAPERS

8.1 Dundee Airport Safety Management System.

DOUGLAS A A GRIMMOND
DIRECTOR OF ECONOMIC DEVELOPMENT

DATE: 10TH OCTOBER 2005

APPENDIX 1**Safety Management System (SMS) Year 1 Audit - Action Plan**

The audit of the SMS raised several issues for attention and clarification. These are detailed below along with the proposed action resulting.

A. The SMS requires the Safety Policy to be endorsed at the highest level and to be reviewed annually.

Comment

The Aerodrome Manual has a central role in the Airport Safety Management System. It would therefore be appropriate for the Chief Executive to provide a Preface to the Introduction of both the SMS Document and the Aerodrome Manual Part 1.

Action Proposed

Chief Executive is to provide a Preface to the Introduction of both the SMS Document and the Aerodrome Manual Part 1. Amend SMS to read "Conduct safety policy and management reviews in intervals not to exceed 12 months".

B. The required levels of Safety are not defined.

Comment

These are already defined. Hazards reduced to ALARP (as low as reasonably practicable).

Action Proposed

None.

C. Safety Risk Register not available

Comment

Preliminary work has started on the Risk Register. Apart from the Major Hazards, which have been identified, there is still work to be done incorporating risk assessments already completed within the Rescue and Firefighting Service and Aviation Security.

Action proposed

Start work on consolidating Risk Register.

D. Ultimate responsibility for safety assurance not clearly allocated.

Action proposed

To be clarified as head of the organisation (Chief Executive).

E. Risk Register to assess risk optimisation.

Comment

Risk optimisation will be the end product of the risk register.

Action proposed

As C above.

F. Safety requirements for external suppliers not clearly stated.

Comment

The SMS currently makes no distinction between the relative importance of suppliers in terms of air safety. This needs to be addressed in the Risk Register process, and provision made for the assessment/audit of the suppliers/service providers. The current form is too complicated for the size and resources of this unit, and will be amended in response to the risk assessment process.

Action Proposed

Issue 2 SMS to be dated 1/11/05 will simplify this process.

G. Safe working Procedures manual required.

Comment

This is a misunderstanding of the processes involved. A generic Safe Works Plan (SWP) Procedure forms the basis of all safety briefings to contractors working on the aerodrome. It works well, and is currently audited by the Civil Aviation Authority on their annual Audit/Inspection. Whenever there are extensive works (usually covered by Capital Expenditure) the standard Health & Safety documentation to contractors includes the briefing information contained in the SWP, so a SWP is only raised when there is a change to the Capital Works Plan. The Safe Working Procedures Manual is, in effect, the Aerodrome Manual.

Action proposed

None.

H. The possibility of gaps, overlaps and duplication in allocation of accountabilities that may affect safety not examined.

Comment

This refers to a desirable review of each Job Description on an annual basis.

Action Proposed

Review all job descriptions to ensure no gaps with regard to safety exist by 31/12/05.

J. Need for a trained investigator of safety significant occurrences on the airport management team.

Comment

This has been identified as a shortcoming. We need to identify a source of formal training for this skill.

Action proposed

Progress is difficult due to the lack of formal training available. We will seek to identify suitable training.

K. The format for Safety Significant Records is not defined.

Comment

There are a number of documents in place that fulfil this role.

Action Proposed

A new form has been produced and incorporated into the Airport Safety Oversight Group Incident Register, and this will be reflected in Issue 2 of the Master SMS.

L. Safety records not used to support safety assurance.

Comment

As the SMS is in it's infancy it is difficult to respond to this.

Action proposed

To be examined at next audit in light of experience gained.

M. There is not an explicit process for dissemination of lessons learnt.

Comment

The Dundee Operational Safety Confidential Advice Report form system within the SMS provides the principal process at the operational level. Response to Safety Significant Events would work through the Airport Safety Assurance Group (senior airport staff responsible for assuring safety) and the Airport Safety Oversight Group, (all airport users are represented on this) though it is recognised that revision and inclusion of this process needs to be formalised in the next amendment to the Aerodrome Manual.

Action proposed

To be incorporated into Amendment 5 Aerodrome Manual dated 1/11/05.

N. System for dissemination of audit results to be agreed.

Comment

Could be part of the checklist for the annual report.

Action Proposed

Guidance to be sought prior to next audit.

O. There is no training in concept of pro-active safety management.

Comment

Senior Air Traffic Control Officer, Senior Airport Fire Officer and Airport Manager have had formalised training in this. There is however a shortfall in training to other staff that needs to be addressed.

Action proposed

A formalised training package for staff is being devised.

P. Competence of staff of external suppliers not checked.

Comment

The Civil Aviation Authority predominantly licenses external suppliers in safety critical areas for Air Traffic Control. This does, however, need to be clarified in an amendment to the Safety Management System.

Action Proposed

To be clarified in Issue 2 SMS.