

Meeting: Safety Committee - 09-08-2017

(BDA Division)

Meeting Information

Purpose	Review of open items, root cause analysis, recommendation for investigation or corrective action as appropriate to the responsible manager.		
Desired Outcome	Review of all open items		
Meeting Date	09/08/2017	Location	Burgess Boardroom
Start Time	10:12	End Time	14:28

Meeting Attendance (Roll Call)

Present	Absent
Afton Botelho Anthony Davis Donald Gray Elaine Parker Kyle Eve-Townsend Lonnie Bascome Michelle Wilkinson Steve Nurse Tina Minors	

Meeting Agenda and Minutes

1. Administration

Speaker	
Minutes & Notes	Next Meeting: 30th August 2017 Subsequent: 20th Sept 2017

2. Approval minutes of previous meeting

Speaker	
Minutes & Notes	Minutes accepted as submitted

3. Old Business Reviewed as Standing items

Speaker	
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4. Old Events/Hazards reports not closed at previous meeting

Speaker	
Minutes & Notes	<p>Follow up action required: awaiting information from responsible managers.</p> <p>Action since last meeting: Generally speaking, the Safety Committee (SC) has not been provided any information in response to the requests described in the minutes of the SC meeting of 21st July. The minutes of that meeting are attached for convenience.</p> <p>KET reported that he had received two packages of information related to open issues, a series of emails on Issue #5013641 and documentation related to the ADO report concerning a Menzies belt loader collision with Gate 103 on 27th June (subsequently determined not to have been entered into SMS-Pro).</p> <p>Further action required:</p> <p>KET will enter information received to date</p> <p>Awaiting information from responsible managers</p>

5. Draft documented process of investigation

Speaker	
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Minutes & Notes	<p>Presumably due to a software bug, the links to the draft documents in the meeting agenda did not work, with the result that members were unable to review them.</p> <p>Deferred to next meeting.</p> <p>DG has contacted NWDS to remedy.</p>
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6. Review & discussion of outstanding issues based on criticali

Speaker	
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<p>Minutes & Notes</p>	<p>DG & EP explained that the activities of the SC would be dynamic and evolving for the first few meetings before it reverted to its true role and terms of reference. The previous meeting's activity involved analysis of all reports from 12th June, conduct of a SHELL analysis to assist the responsible manager and the provision of recommendations based on the analysis or a request for more information to complete the analysis and make recommendations. (PURPOSE – provide assistance to the departments on investigating current events)</p> <p>The purpose of today's meeting, and the next few meetings, will be review open items/files in the SMSPro data base to ensure that no major hazards are missed before closing the related issues/ reports.</p> <p>The process to be employed is to work through items in the database, from highest perceived criticality to identify any new hazards contained in each report or determine if the hazards that generated the report had already been identified in previous reports. Based on the result of the analysis, the Committee will either raise the newly-identified hazard to the responsible manager, or link the issue to a previous issue and close the file.</p> <p>It was explained that there was no set number of issues to review, the intent was to review as many as possible during the time available.</p> <p>Issue 21315 - AIRCRAFT TAKE-OFF W/OUT USING AIRFIELD LIGHTING No evidence of action taken New hazard: There are two different practices/protocols in place, one for flight crew/aircraft, the other for ground personnel/ATC, with each party unaware of the other's expectations. SC Recommendation: A review of "out of hours" operations (when ATC not operating) in consultation with appropriate stakeholders such as ATC/CFR/Airfield maintenance may identify further concerns and potential solutions. Considerations: existing practices and procedures, established industry best practices, and notification of requirements for all airfield users. Note: The existing practice of vehicles operating on the runway using 800 trunking radios and not VHF tower frequency is contrary to the principles described in ICAO Doc 9870, 4.2.6 which states that All communications associated with the operation of each runway (vehicles, crossing aircraft, etc.) should be conducted on the same frequency as utilized for the take-off and landing of aircraft. On this basis, SC recommends that all vehicles that may be required to enter the manoeuvring area, including various Skyport vehicles such as the ADO vehicle, be equipped with VHF radios. SC Action: n/a Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager. Responsible Manager: RW</p>
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Responsible Manager: RW

Issue 20431 - UNQUALIFIED TUG DRIVER (linked to #20430)

No evidence of action taken

New Hazard: Unqualified operators using GSE.

Safety Committee Recommendation: Require the GHA to provide evidence that robust practices and procedures are in place to ensure that personnel only undertake activities for which they are qualified and trained.

SC Action: n/a

Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager.

Responsible Manager: RW

Issue 5010279 – SAND BLOWING ON TO APRON 1

No evidence of action taken

Existing hazards: FOD management. Management of Contractors

SC Action: linked to issues currently in progress, (Contractor Management: 5016391 & 5015163, 5015333. FOD: 5012080)

Status: Closed

Administration Action: LB/KET to add information introduced by LB related to this specific incident to database.

Issue 5008689 – VEHICLE ACCIDENT

No evidence of action taken

Existing hazards: poor airside driving practices

SC action: issue linked to 5003121

Status: Closed

Issue 5005993 – METAL DEBRIS AT HANGAR

No evidence of action taken

Existing hazards: FOD awareness/management, contractor management

SC action: issue linked to existing issues

Status: Closed

Issue 5003409 – CEILING TILE REPLACEMENT

No evidence of action taken

Existing hazards: Mould & Contractor Management.

SC Comments regarding Existing Hazard: There is no existing proactive inspection programme to identify wet and surrounding tiles and replace immediately. Active mould formation occurs in 24-48 hours.

Recommendations - Short-term - Introduce documented proactive inspection programme. Long-term – Repair roof.

SC action: issue linked to existing ATB roof leaks/ceiling tile reports

Administrative Action: AD/KET to enter details of maintenance action taken with respect to this specific

maintenance action taken with respect to this specific report. KET to transfer comments regarding existing hazard to open file.

SC Discussion: There are numerous places in the ATB where the sprinkler heads are recessed above the ceiling tile, calling into question their effectiveness in the event of fire.

New hazard: Potential ineffectiveness of some sprinkler heads. Issue remains open for corrective action.

SC Recommendations regarding new hazard:

Short-term – inspect and adjust sprinkler heads as necessary to ensure effectiveness.

Long-term – implement process for contractor management that includes inspection of completed works to ensure compliance, including commissioning report and/or inspection by external agency such as BFRS as appropriate.

SC Action: n/a

Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager.

Responsible Manager: MB

Issue 5003126 – UNSAFE DAO VEHICLES

No evidence of action taken

New hazard: Inadequate procedures for monitoring of Skyport vehicles.

SC Discussion was unable to determine who (individual/section), in Skyport, is responsible for operational procedures and maintenance management of Skyport vehicles, including adherence to preventative maintenance schedules, vehicle use/inspection logs, etc. Suggestions - Develop policy, processes and procedures for maintenance and operation of Skyport vehicles (asset management)

SC Action: n/a

Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager.

Responsible Manager: AA

Issue 5002779 – TEMPORARY GATES CARGO SHED

Deferred until next meeting

Issue 5002271 – DAMAGE TO MENZIES RAMP EQUIPMENT (linked to #20431)

No evidence of action taken

New hazard: Serviceability of GSE and preventative maintenance programme of GHA.

SC Recommendation: Require the GHA to provide evidence that robust maintenance practices and procedures are in place to ensure the all equipment and vehicles are safe and suitable for operation.

SC Action: n/a

Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager.

Responsible Manager: RW

Responsible Manager: RW

Issue 5001035 – EMPTY LIQUOR BOTTLES FOUND IN
DAO VEHICLE

No evidence of action taken

New hazard: Apron inspection practices and security procedures for monitoring of vehicles, appropriate parking, abandonment.

SC Comments: identified that the vehicle in question sat for several weeks before being brought to the attention of an ADO by HM Customs. Raises questions on efficacy of ramp monitoring practices. SN raised question that vehicles should only be parked airside when performing the activity for which they are required.

Recommended review of vehicle use/parking policy and/or review of ramp inspection/monitoring programme

SC Action: n/a

Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager.

Responsible Manager: RW

Issue # 4122911

No evidence of action taken

Existing hazard: Contractor management, CI2 inspection and preventative and corrective maintenance activities – linked to similar issues on this hazard.

New Hazard: General illumination level on apron ramp may be substandard (Note: General illumination level of Apron 1 is substandard and not in compliance with Annex 14 and/or Bermuda Safety & Health Regulations, which specify a minimum average lux level of 20.)

SC Recommendations: Short-term: Repair/replace lighting units. Long-term: Review of CI2 contract to ensure adequacy of inspection, preventative and corrective maintenance practices and procedures. Enhanced inspections by airside personnel and monitoring of contractor to confirm compliance with specified service level.

SC Action: n/a

Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager.

Responsible Manager: RW

Issue # 1322810

No evidence of action taken

New hazards: Aircraft parking policy, particularly during hours of darkness. Absence of vehicle corridors on aprons.

Existing hazard: Contractor/Tenant management, CI2 inspection and preventative and corrective maintenance activities.

SC Recommendations: Short-term: Repair/replace lighting units. Long-term: Review/develop/implement policy with respect to parking of aircraft including use of cones, etc. Review of adequacy of apron markings.

	<p>cones, etc. Review of adequacy of apron markings. Review of CI2 contract to ensure adequacy of inspection, preventative and corrective maintenance practices and procedures. Enhanced airside inspection practices and monitoring of contractor to confirm compliance with specified service level for contracted services.</p> <p>SC Action: n/a</p> <p>Status: Issue remains open for Risk Assessment and potential corrective action by responsible Manager.</p> <p>Responsible Manager: RW</p>
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7. (Issue #4223254) CONSTRUCTION BARRIERS HIT PARKED AA AIRCRAFT ON GATE 5

Speaker	
Minutes & Notes	<p>No new information provided.</p> <p>Awaiting additional information from responsible manager.</p>

8. (Issue #25279) LEAKS AND FLOODING IN ATB

Speaker	
Minutes & Notes	<p>No new information provided.</p> <p>Awaiting additional information from responsible manager.</p>

9. (Issue #5003121) FAILURE TO GIVE WAY TO AIRCRAFT ABOUT TO PUSH

Speaker	
Minutes & Notes	<p>Partial information provided.</p> <p>Awaiting additional information from responsible manager.</p>

10. (Issue #5012080) FULL FOD BINS ON APRON 1

Speaker	
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Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.
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11. (Issue #5014492) TANKER UNDER TOW OBSERVED PROCEEDING WITHOUT ATC CLEARANCE

Speaker	
Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.

12. (Issue #5013809) DETERIORATED FLOOR IN TRAILER

Speaker	
Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.

13. (Issue #5014786) LEAK BY TRATORREA CAFE US DEPARTURES

Speaker	
Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.

14. (Issue #5014789) UNSAFE PLUG BELOW SEATING

Speaker	
Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.

15. (Issue #5014967) Overflowing Waste Pit

Speaker	
Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.

16. (Issue #5015131) WATER LEAKING THROUGH CEILING TILE

Speaker	
Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.

17. (Issue #5015163) HOLES ON RUNWAY DUE TO LIGHTNING STRIKE

Speaker	
Minutes & Notes	No new information provided. Awaiting additional information from responsible manager.

Post Meeting Attachments

[Post1_7_21_2017_5900877_Meeting.pdf](#)

Pre-Meeting Announcements

1.	Please review attached draft documents with the view to providing comments as appropriate
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2.	<p>Expanded agenda items 1-6 above are:</p> <ol style="list-style-type: none">1. Administration Selection of next meeting date2. Approval of minutes of previous meeting3. Old Business Reviewed as Standing items:4. Old Events/Hazards reports not closed at previous meeting5. Review of draft documents arising from previous meeting6. Review of open items in data base - High Risk items not yet investigated
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