

Meeting: Safety Committee - 11-10-2017

(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	11/10/2017	Location	Burgess Boardroom
Start Time	10:06	End Time	13:03

Meeting Attendance (Roll Call)

Present	Absent
Afton Botelho Donald Gray Michelle Wilkinson Steve Nurse Tina Minors	Anthony Davis Lonnie Bascome

Meeting Minutes

1. Administration

Speaker	
Minutes & Notes	Next meeting: 1st Nov 2017

2. Approval minutes of previous meeting

Speaker	
----------------	--

Minutes & Notes	Correction to typo related to issue 22756
-----------------	---

3. Old Business Reviewed as Standing items

Speaker	
Minutes & Notes	no entries

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

Speaker	
Minutes & Notes	no entries

5. Draft documented process of investigation

Speaker	
Minutes & Notes	n/a

6. Review & discussion of outstanding issues based on criticali

Speaker	
----------------	--

Minutes & Notes	<p>Issue 5012080: FULL FOD BINS ON APRON 1 Existing hazard: Contractor management, FOD SC Action: linked to 5005993 for concurrent action and to be closed Status: Note: SQM unable to close issue because 2 CPAs have been created. Responsible Manager: RW</p> <p>Issue 5010191: USE OF GATES 7 & 8 No evidence of any action taken Existing Hazard: Inadequate ADO procedures and notification of changes. SC Action: linked to 1322686 and closed Status: Closed, to be actioned with above issue Responsible Manager: RW</p> <p>Issue 5006692 - AIRCRAFT PARKED ON APRON 4 - CEDAR AVIATION No evidence of action taken Existing Hazard: Absence of published parking policy/requirements SC Action: linked to 1322810 and closed Status: Closed, to be actioned with above issue. Responsible Manager: RW</p> <p>Issue 5006690 - REFUELING WITHOUT FIRE SERVICE No evidence of action taken. New Hazard: Failure to follow procedures SC Recommendation: Review fuelling policy, ensure adequate knowledge of requirements among relevant parties Status: Open Responsible Manager: RW</p> <p>Issue 5006516 – CAT SEEN AIRSIDE No evidence of action taken. New Hazard: ineffective wildlife control Status: Open Responsible Manager: RW</p> <p>Issue 5004379 – INNAPROPRIATE WORK METHODS No evidence of action taken. Existing hazards: contractor management, maintenance procedures SC Action: Linked to 4324199 and closed Status: Closed for action with above item Responsible Manager: MB</p> <p>Issue 5004318 – METAL FOD FOUND No evidence of action taken. Existing hazard: FOD and hangar maintenance. SC Action: linked to 5005993 (Metal debris found near hangar door) and closed. Status: Closed, to be actioned with above issue Responsible Manager: RW</p>
-----------------	---

Responsible Manager: RW

Issue 5003899 – EMERGENCY FUEL STOP BUTTON

No evidence of action taken.

Existing hazard: Apron inspection practices

SC Action: linked to 5001035 and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 5003445 - RAINWATER DRAINAGE IN FUEL DEPOT

No evidence of action taken.

Existing hazard: preventative maintenance

Status: Open

Responsible Manager: MB

Issue 5003202 – PAX SLIP AND FALL DEPLANING AA308

No evidence of action taken.

Existing hazard: possible defective GSE

SC Action: linked to 4324129 and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 5003194 – GSE SHOP

Repairs made but later found to be ineffective

New hazard: Ineffective repairs and inspections

Status: Open

Responsible Manager: RD

Issue 5003157 – LA TRATTORIA CHEF / SLIPPED ON WET FLOOR -DEPARTURES HALL

No evidence of action taken.

Existing hazard: ADO inspection practices. A bucket was present but was there a wet floor sign?

SC Action: linked to 5001035 and closed.

Status: Closed, to be actioned with above issue

Responsible Manager: RW

Issue 5002986 – BA2233 MISSED APPROACH

No evidence of any action taken

New hazard: ATC procedures/practices.

SC Action: SQM explained that there had been an investigation and action taken with respect to this issue but it appears that SMSPro but no details have been entered

SC Recommendation: Responsible manager to update SMSPro with details of investigation and actions taken.

Status: Open, to be closed upon system update.

Responsible Manager: RW

Issue 5002842 – STRONG ODOR IN ARRIVALS HALL AND CORRIDORS

Existing hazard: Inadequate maintenance work procedures including use of MSDS, coordination with building occupants,

including use of MSDS, coordination with building occupants, scheduling of works, use of PPE
SC Action: linked to 4324199 (inadequate maintenance procedures) and closed.
Status: Closed, to be actioned with above issue
Responsible Manager: MB

Issue 5002826 – USCBP LOCKERS
Not a systemic issue. Repairs made
Status: Closed
Responsible Manager: MB

Issue 5001013 – INAPPROPRIATE REPAIR AND CONSTRUCTION DEBRIS
No evidence of action taken
Existing hazard: FAP inspection process
Status: Closed
Responsible Manager: MB

Issue 4325895: EXCESSIVELY HIGH TEMPERATURE IN SITA CORE ROOM
Isolated event appropriate corrective action has been taken
SC Action: closed.
Status: Closed
Responsible Manager: MB

Issue 4325821: ILLEGIBLE RUNWAY 12 HOLDING POSITION SIGN
No evidence of action taken
Existing Hazards: Contractor management, ADO/airside inspection practices
SC Action: linked to 5001035
Status: Open since there is no evidence that the specific subject of this report has been addressed.
Responsible Manager: RW

Issue 4324629 – FULL CESSPIT AND CLOGGED DRAIN
SC Action: linked to 721399 and closed.
Status: Closed, corrective action taken
Responsible Manager: MB

Issue 4324199: INADEQUATE MAINTENANCE PROCEDURES
Existing hazard: Inadequate maintenance work procedures including use of MSDS, coordination with building occupants, scheduling of works, use of PPE
Status: Open
Responsible Manager: MB

Issue 4223907: NEAR MISS PANEL NOT CLOSED ON AA1443 DECEMBER 26 2016
No evidence of action taken.
New Hazard: GHA practices and procedures

New Hazard: GHA practices and procedures
SC recommendation: Arrange for Menzies to provide copy of investigation report to confirm appropriate action was taken
Status: Open
Responsible Manager: RW

Issue 4223843 –SEWAGE OVERFLOW
Existing hazard: Ineffective preventative maintenance
SC Action: linked to Issue 721399 – preventative maintenance and closed
Status: Closed
Responsible Manager: MB

Issue 4223717 – DETERIORATING BEAM IN USCBP
Normal maintenance activity, no systemic issues, repaired
Status: Closed
Responsible Manager: MB

Issue 4223523 – DROOPING CEILING TILE STRUCTURE IN IMMIGRATION
Normal maintenance activity, no systemic issues, repaired
SC Action: Closed
Status: Closed
Responsible Manager: MB

Issue 4223100 – CEILING LEAK INNER PAX WALKWAY
No evidence of action taken
Existing Hazard: flooding
SC Action: linked to 25279 and closed
Status: Closed
Responsible Manager: MB

Issue 4222858 – VEHICLE ACCIDENT – ASP VEHICLE
No evidence of action taken
Existing Hazard: airside driving practices and AVOP procedures
SC Action: Linked to issue 5003121 and closed
Status: Closed
Responsible Manager: RW

Issue 2823516 – UNREPORTED AIRCRAFT DAMAGE
No evidence of action taken.
Existing hazard: GHA practices and procedures
SC recommendation: Arrange for Menzies to provide copy of investigation report to confirm appropriate action was taken
Status: Open
Responsible Manager: RW

Issue 1522974 - BROKEN BENCH AND CONSTRUCTION MATERIAL
New hazard: broken concrete items on pavement
SC Action: Discussion on concrete items. Prevailing view is that they are not used by passengers and are surplus to needs. TM to

they are not used by passengers and are surplus to needs. TM to generate maintenance request form for removal of broken items.
AD to arrange for removal
Action date: 31 Oct, 2017
Status: Open
Responsible Manager: MB

Issue 1322802 – HANGAR SAFETY
No evidence of action taken
Existing hazard: preventative maintenance programme, building inspection programme
SC Action: none
Status: Open
Responsible Manager: MB

Issue 1322432 - CRANE OPERATING NEAR APRON 2 WITH NO ADVANCE NOTIFICATION TO ATCT
No Evidence of action taken
Existing Hazard: Procedures for handling of obstacles and notification of appropriate parties (ADO/ATC)
SC Action: Linked to 21129 and closed
Status: Closed
Responsible Manager: RW

Issue 1023554 - CEILING LEAKS IN THE ISLAND COFFEE PASSENGER SEATING AREA (US DEPARTURES)
No evidence of action taken
Existing Hazard: roof leaks
SC Action: Link to 25279 and close
Status: Closed
Responsible Manager: MB

Issue 1022926 – KITE SURFERS OPERATING IN WATER CLOSE TO RWY30 END
No evidence of action taken
New Hazard: Public activities which present a potential hazard to aviation. Kite surfers remarked that there were no signs prohibiting the activity.
SC Recommendation: Erection of suitable signs
SC Action: none
Status: Open
Responsible Manager: RW

Issue 1022868 – FIRE DEPT SPRAYING WATER ONTO CAHOW WAY
No evidence of action taken
Existing hazard: tank overflow
SC Action: Link to 25279 and close
Status: Closed
Responsible Manager: MB

Issue 1022310 – BIRD STRIKE INSPECTION PROCEDURES
No evidence of action taken

	No evidence of action taken New Hazard: possible ineffective inspection procedures following bird strike notification SC Action: none Status: Open Responsible Manager: RW
--	--

Pre-Meeting Announcements

1.	Please review attached draft documents with the view to providing comments as appropriate
----	---