



REQUEST FOR DECISION

To: West Coast Committee
From: Mark Fortune, Airport Superintendent
Meeting Date: November 1, 2017
Subject: Transport Canada Program Validation Inspection

Recommendation:

THAT the West Coast Committee receive this report for information.

Desired Outcome:

To ensure that the ACRD maintains compliance with the with Transport Canada with the Tofino Airport's Safety Management System.

Summary:

A Program Validation Inspection (PVI) of Tofino Airport was carried out by Transport Canada on August 14-15th, 2017. The PVI is conducted to verify that the airport is in compliance with the Canadian Aviation Regulations (CARs) and is required to comply with these regulatory requirements on an on-going basis.

The scope included an evaluation of the Tofino Airport's Quality Assurance Program. The airport was found non-compliant with "Establishing a Safety Management System". There is a Safety Management System (SMS) program approved for CYAZ but once approved the program was never implemented. The root cause analysis of the non-compliance was due to an increased workload and responsibilities. Physical airport deficiencies, including insufficient staff levels took precedence over the SMS implementation. This is due in part to major capital projects being carried out at both ACRD airport locations in recent years. Transport Canada staff have indicated that approximately 2.5 staff positions would be required to operate the CYAZ location alone. The current duties assigned to the Airport Superintendent exceed the position's capacity.

A corrective action plan has been submitted to Transport Canada and has been accepted. The ACRD must ensure that it submits the proposed manual amendment and applicable documents incorporated that make up the corrective action plan within the time frame specified. Transport Canada will perform follow up activities to verify that the corrections actions have been implemented as described in the corrective action plan and that they are effective.

In order to ensure that the ACRD maintains compliance with Transport Canada, a review of staffing levels for airport operations is under way in association with the corrective action plan.

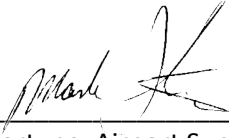
Time Requirements – Staff & Elected Officials:

Staff time to apply the corrective action plan.

Policy or Legislation:

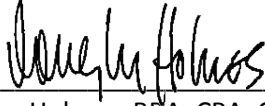
As per Transport Canada Regulations

Submitted by:



Mark Fortune, Airport Superintendent

Approved by:



Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer