

Common Process Bulletin



Bulletin 94

Core Principles Review 2016

September 2016

Background

As part of the 2016 annual review of the Core Principles by the Common Processes Committee, it has been agreed with IFQP to make certain changes to clarify the Core Principles, the Core Principles for Throughput Locations and the associated Visitor Confidentiality Agreements.

Summary of main changes:-

- 1) IFQP and IFQP Inspectors are now defined terms.
- 2) IFQP Inspectors may share inspection reports with member airlines.
- 3) IFQP inspection reports shall not contain any Sensitive Information.
- 4) IFQP Inspectors will provide the manager of the Operation with a list of IFQP member airlines and the Operation's Manager will confirm which of these airlines is served by the Operation.
- 5) In the Joint Venture confidentiality agreement the Participants and Throughputters, if applicable, are collectively defined as Users.
- 6) The document entitled Tier 3 Auditors and Technical Inspectors will be renamed Tier 3 Visitors Confidentiality Agreement Joint Ventures.
- 7) The term "airline" has been replaced with "customer" (to be consistent with the changes that have been made to the Tarbox "customer" definition).
- 8) Expanded definitions to improve clarity around:
 - the identity of customers
 - supply and infrastructure availability outlooks, and
 - industry production changes

Locations that are in scope for Core Principles or Core Principles for Throughput Locations should have closed the action detailed in JIG Bulletin 87 which allows the location to immediately use the latest issue of Core Principle documents without the need for further approval by their Board/Management Committee.

Locations that are in scope for Core Principles should immediately start using the latest Tier 3 Visitors Confidentiality Agreement (**CP 1.07**) for all Visitors (except those who have marketing responsibilities since they shall not be given any access to Sensitive Information of any other fuel supplier). Latest version of Aviation Core Principles Appendix (**CP 1.03**) replaces previous versions used with existing Tier 1, 2 and new Tier 3 Confidentiality Agreements.

Locations that are in scope for Core Principles for Throughput Locations should immediately start using the latest Visitors Confidentiality Agreement (**CP 1.18**) for all Visitors (except those who have marketing responsibilities since they shall not be given any access to Sensitive Information of any other fuel supplier). Latest version of Core Principles for Throughput Locations Appendix (**CP 1.15**) replaces previous versions used with existing Tier 1, 2 and new Tier 3 Confidentiality Agreements.

Reference to Previous JIG Bulletins

- JIG Bulletin 87 - Core Principles Annual Review 2015 - Feb 2016 - continues.
- JIG Bulletin 80 - Core Principles and Core Principles - Throughput Locations – Aug 2015 - continues.

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Actions to Implement this Bulletin (See Table 1 for Action Type Codes)

| Action Description | Action Type | Target Completion Date |
|---|-------------|------------------------|
| 1. Locations that are in scope for Core Principles or Core Principles for Throughput Locations should have closed the action detailed in JIG Bulletin 87 which allows the Location to immediately use the latest issue of Core Principles documents without the need for further approval by their Board/Management Committee. | RP | 31/10/16 |
| 2. Subject to having completed Action 1, locations that are in scope for Core Principles should immediately start using the latest Tier 3 Visitors Confidentiality Agreement (CP 1.07) for all Visitors (except those who have marketing responsibilities since they shall not be given any access to Sensitive Information of any other fuel supplier). Latest version of Aviation Core Principles Appendix (CP 1.03) replaces previous versions used with existing Tier 1, 2 and new Tier 3 Confidentiality Agreements. | RP | 31/10/16 |
| 3. Subject to having completed Action 1, locations that are in scope for Core Principles for Throughput Locations should immediately start using the latest Visitors Confidentiality Agreement (CP 1.18) for all Visitors (except those who have marketing responsibilities since they shall not be given any access to Sensitive Information of any other fuel supplier). Latest version of Core Principles for Throughput Locations Appendix (CP 1.15) replaces previous versions used with existing Tier 1, 2 and new Tier 3 Confidentiality Agreements. | RP | 31/10/16 |

Relevant Publications

The following Core Principles have been revised and replace previous versions:-

[CP 1.03 v1.3 160816 Aviation Core Principles+Appendix.doc](#)

[CP 1.07 v1.1 160816 Tier 3 Visitors Confidentiality Agreement Joint Ventures.docx](#)

[CP 1.15 v1.2 160816 Core Principles for Throughput Locations.doc](#)

[CP 1.18 v1.1 160816 Visitors Confidentiality Agreement Throughput Locations.doc](#)

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Table 1 Action Type Codes

| Action Types | JIG Bulletin Action Type Definition |
|--|---|
| JS | Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 4 and JIG HSSE Management System) (**). |
| RP | JIG Recommended Practice which the JV should consider adopting as its own practice (**). |
| I | Issued for information purposes only. |
| Note (**) - If the JV agreements require any of the JIG Standards and/or any of the JIG Common Processes as the governing operational standard then adoption of changes to applicable JIG Standards and/or Common Processes should not be considered optional by the JV Board. | |

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