

HSSE Bulletin



Bulletin 89

JIG HSSEMS Standard and HSSEMS Auditing

February 2016

Background

The JIG Health, Safety, Security and Environmental Management System (HSSEMS) Standard was launched on 1st January 2016. This Standard describes the minimum expectations with which HSSE systems shall be managed. Entities that operate to the JIG Standards are expected to meet the requirements of the JIG HSSEMS and regulatory requirements.

JIG HSSEMS Standard document

The Standard is available as a pdf document free of charge from jigonline.com to all purchasers of the current JIG 1, JIG 2 or JIG 4 Standards.

Enhancement of the JIG HSSEMS requirements

The JIG HSSEMS requirements have been updated to align to accepted industry good practice and strengthen focus on areas of weakness within the industry that have been identified by both HSSE and Technical audits. In particular the new HSSEMS hopes to improve performance in the following areas:

- **Permit to work systems** – to ensure the system is applied to all relevant activities
- **Document control processes** – to ensure documents and records critical to effective HSSE management are appropriately controlled so that information is accurate, relevant, current and accessible.
- **Less formal risk assessment techniques** – encouraging employees to take time before each and every task in order to verify the hazards and check that appropriate controls are in place before proceeding
- **Design parameters and capabilities of plant and equipment** – ensuring consideration is given to both, when determining the operations to be performed
- **Management of change** – post implementation reviews to confirm that the change has met its objectives and the risks identified are suitably controlled
- **Management of Contractors and Suppliers** - listing qualified contractors and suppliers as part of a system to ensure that all are subjected to the set management processes
- **Learning from incidents** – use of results of incident and near miss investigations to improve risk assessments, emergency preparedness and response
- **Sharing of HSSE performance** - HSSE performance statistics regularly reported to interested parties so that any incidents prompt shared learning and encourage collaborative working to implement improvement actions

JIG HSSEMS Auditing

Locations that operate to JIG Standards shall be externally audited against their HSSEMS Standard at least every 3 years.

Locations inspected in accordance with the JIG Inspection Programme shall be externally audited against the JIG HSSEMS Standard at least every 3 years. The following documents which can be downloaded from the Members publications section of jigonline.com have been developed to assist with the audit process;

JIG HSSEMS Audit report template

This document has been developed to standardise the structure and required content of the audit reports. Standardising the audit reports enables more consistent reporting which will both assist the reader and future auditors when reviewing the documents.

To fulfil the requirements for undertaking a 3 yearly HSSEMS audit (HSSEMS expectation 13.1), the auditor shall use the JIG HSSEMS Audit report template for conducting the audit against the JIG HSSEMS Standard unless the Board or equivalent overseeing persons has recorded the decision to use alternative equivalent tools.

It is highly recommended that the JIG HSSEMS Audit report template is also used for conducting the annual internal audits of the HSSE management system (HSSEMS expectation 13.4).

JIG HSSEMS Audit terms of reference template

This document describes the objectives of a HSSEMS audit, the methodology, the communication and reporting requirements. It also defines how findings should be categorised (Serious, Major, Minor) as well as the requirements for an effective audit follow up.

This document should be developed jointly by the auditor and auditee to ensure that audit objectives are understood and agreed by both parties.

The Audit terms of reference document should be attached to the audit report when it is issued to the auditee.

JIG HSSEMS Gap Analysis Tool

This document can be used to conduct a gap analysis of an organisation's HSSEMS against the JIG HSSEMS Standard in order to identify gaps, record and assign actions and manage the process through to completion.

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Actions to Implement this Bulletin

Action Description
<p>1. Before 31st December 2016 perform a gap analysis or internal audit to:</p> <ul style="list-style-type: none">a. Identify the gap between the way your organisation manages HSSE issues and the expectations detailed in the JIG HSSEMS Standard.b. Identify tasks and determine resource requirements and the responsible persons to close any identified gaps.c. Monitor closure plans routinely, addressing remaining tasks on a priority basis.d. Ensure the appropriate decision-makers in your organisation receive the gap analysis results and approve the action plan. <p>Although not mandatory it is recommended that the JIG HSSEMS Gap Analysis Tool or JIG HSSEMS audit report template is used.</p>
<p>2. Before 31st December 2018 undertake an external audit in order to satisfy the JIG HSSEMS Standard requirement for external HSSEMS audits to be conducted at least once every three years (expectation 13.1).</p> <p>If the audit will not be conducted using the JIG HSSEMS Audit report template the Board or equivalent overseeing persons shall document the decision to use alternative equivalent tools</p>

Bulletin 73 is now withdrawn.

Note: This document is intended for the guidance of Members of JIG and companies affiliated with Members of JIG, and does not preclude the use of any other operating procedures, equipment or inspection procedures.

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