Common Process Bulletin

JIG

Bulletin No 97   **Control of Access to JIG Web Site and JIG Dashboard**   February 2017

Background

Over recent years JIG has increased the functionality of the JIG web site for the benefit of its Members and provided the JIG Dashboard as a platform to make it easier for Operations to get assurance on compliance with relevant JIG Standards and Common Processes.

Access to the JIG web site and the JIG Dashboard is controlled through an individual's JIG web site user name and employing company name. To ensure information on the JIG web site and JIG Dashboard continues to be controlled as intended, JIG is reliant on:-

1. **Each JIG Member company and Incorporated JV company to ensure its list of current users and CP Leads are up to date**. (CP Leads have JIG Dashboard edit rights to give Throughputters visibility of JIG Standards and Common Processes where the Operation Board/Management Committee has agreed to give visibility and your company is named as CP Lead for the Operation). Attachment 1 shows how to check your company's current list of users and CP Leads. JIG Members and Incorporated JVs are recommended to identify one employee who can check your company's current list of users and CP Leads and advise the JIG Administration Coordinator of any changes by 1st March each year and whenever a user ceases to be employed by the JIG Member or Incorporated JV. This is now an annually recurring IT security action which should be incorporated into JIG Members' system of internal control and Incorporated JV Site Manager's annual check list.

2. **Site Manager to ensure his/her JIG Dashboard Operations Screen is up to date and in particular showing the correct Participants, Throughputters, Operator and Site Manager(s)**. Attachment 2 (and Dashboard Training Video CP 9.20C) shows how to check your JIG Dashboard Operation Screen is up to date. Site Managers are recommended to check their JIG Dashboard Operation Screen shows the correct Participants, Throughputters, Operator and Site Manager(s) and advise the JIG Administration Coordinator of any changes by 1st March each year and advise other changes as they may occur during the year. This is now an annually recurring IT security action which should be incorporated into the Site Manager's annual check list.

Reference to Previous JIG Bulletins

- Bulletin 86 Control of Access to JIG Web Site and JIG Dashboard – is now withdrawn. Annual recurrent actions now superseded by this Bulletin.

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

Action Description	Action Type	Target Completion Date
1. **Each JIG Member company and Incorporated JV company to ensure its list of current users and CP Leads are up to date**. (CP Leads have JIG Dashboard edit rights to give Throughputters visibility of JIG Standards and Common Processes where the Operation Board/Management Committee has agreed to give visibility and your company is named as CP Lead for the Operation). Attachment 1 shows how to check your company's current list of users and CP Leads. JIG Members and Incorporated JVs are recommended to identify one employee who can check your company's current list of users and CP Leads and advise the JIG Administration Coordinator of any changes by 1st March each year and whenever a user ceases to be employed by the JIG Member or Incorporated JV. This is now an annually recurring IT security action which should be incorporated into JIG Members' system of internal control and Incorporated JV Site Manager's annual check list.	RP	1st March 2017
2. **Site Manager to ensure his/her JIG Dashboard Operations Screen is up to date and in particular showing the correct Participants, Throughputters, Operator and Site Manager(s)**. Attachment 2 (and Dashboard Training Video CP 9.20C) shows how to check your JIG Dashboard Operation Screen is up to date. Site Managers are recommended to check their JIG Dashboard Operation Screen shows the correct Participants, Throughputters, Operator and Site Manager(s) and advise the JIG Administration Coordinator of any changes by 1st March each year and advise other changes as they may occur during the year. This is now an annually recurring IT security action which should be incorporated into the Site Manager's annual check list.	RP	1st March 2017

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Relevant Publications

1. CP 9.20C v0 150515 Dashboard Video Operation Set Up (Opting In and Visibility).wmv

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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Attachment 1 Checking Your Company's current Users and CP Leads

1. Log in to JIG web site
2. Select My Profile
3. Select My Company
4. User List – export list of current users list
5. CP Lead Users – export list of current CP Leads.
6. Advise changes to JIG Administration Coordinator

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Attachment 2 Check your JIG Dashboard Operation Screen is up to date

1. Log in to JIG web site
2. Select Dashboard tab
3. Click Edit or View next to Operation name
4. Check Operation Information is up to date. In particular:-
   a. On Site Manager name(s)
   b. Operator name
   c. CP Lead company name
   d. Participants company name
   e. Throughputter company name
5. Advise changes to JIG Administration Coordinator