


**Bulletin 63**
**May 2013**

## CP 5.02A JIG Stock Control Guidelines Implementation Aid

### Purpose

This JIG Common Process Bulletin supplements JIG Bulletin 54 CP 5.02 JIG Stock Control Guidelines and is intended to make JVs aware of 3 supplementary documents which have been developed to assist the person(s) assigned to carry out the actions required by JIG Bulletin 54 to assess compliance with the Stock Control Guidelines.

- CP 5.02A v0 270912 Stock Control Guidelines Implementation Aid.doc – contains examples of documentation recommended by CP 5.01 JIG Stock Control Guidelines.
- CP 5.02B v0 270912 Stock Control Guidelines - BLANK FORMS.doc – contains blank forms in Word format for completing the documentation recommended by CP 5.01 JIG Stock Control Guidelines.
- CP 5.02C v0 0 270912 JIG Stock Control Guidelines.ppt – is a simple presentation to introduce the CP 5.02 JIG Stock Control Guidelines.

### Actions to Implement this Bulletin

This bulletin clarifies and restates Bulletin 54 actions:-

Ref	Actions	Action Type (Table 1)
1.	Document how stock control is managed within the JV using the template included as APPENDIX 2 Stock Control Basis in the Stock Control Guidelines. <b>CP 5.02A contains a completed example APPENDIX 2 Stock Control Basis.</b>	RP
2.	Complete the JIG Stock Control Guideline Review Form (Attachment 1 in the Stock Control Guidelines and Bulletin 54): this is a gap analysis of the JV's existing stock control practices versus the Stock Control Guidelines. The purpose of the gap analysis is to identify gaps, assess them and, if necessary, propose changes to JV practices to align with the Stock Control Guidelines. <b>CP 5.02A contains a completed example Attachment 1 Stock Control Guideline Review Form.</b>	RP
3.	Develop an implementation plan, including any cost estimates and/or capital investment requirements, to address gaps identified in Action 2. <b>CP 5.02A contains a completed example Stock Control Guideline Implementation Plan.</b>	RP
4.	Prepare a report, using the documents arising from Actions 1 to 3 above, for JV Board/Management Committee review and approval. The report should include the reason for maintaining existing practices that are not aligned with Stock Control Guidelines recommended practices.	RP
5.	Complete Implementation Plan within agreed target dates.	RP


**Bulletin 63**
**May 2013**

### Implementation Timing

Recommended timing of implementing JIG Stock Control Guidelines is as originally stated in Bulletin 54.

Actions 1 – 4 above are to be completed by July 2013.

Where procedural changes are required to align existing practice with the Stock Control Guidelines best practice, these should be completed by December 2013.

Any required capital investment to facilitate alignment with the Stock Control Guidelines best practice should be completed in a timely manner as agreed by the JV Board/Management Committee.

### Resources

Actions 1 – 4 above should be completed by an experienced JV stock control person(s) in consultation with the JV Manager. The JV Manager may wish to participate in the gap analysis and/or prepare the report (Action 4) for JV Board/Management Committee review and approval.

It is anticipated that Actions 1 – 4 will take 1 to 3 days effort depending on the size and complexity of the JV facilities.

**Table 1 - Bulletin Action Types (Bulletins do not necessarily contain all Action Types)**

Action Types	JIG Bulletin Action Type Definition
<b>JS</b>	Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 3, 4) (**).
<b>RP</b>	JIG Recommended Practice which the JV should consider adopting as its own practice (**).
<b>I</b>	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.

### Reference Documents (also downloadable from [www.jigonline.com](http://www.jigonline.com) )

- CP 5.02 v0 010712 JIG Stock Control Guidelines.doc,
  - CP 5.02A v0 270912 Stock Control Guidelines Implementation Aid.doc,
  - CP 5.02B v0 270912 Stock Control Guidelines - BLANK FORMS.doc,
  - CP 5.02C v0 0 270912 JIG Stock Control Guidelines.ppt.
- JIG Bulletin 54 CP 5.02 JIG Stock Control Guidelines

*This document is intended for the guidance of Members of the Joint Inspection Group (JIG) and companies affiliated with Members of JIG, and does not preclude the use of any other operating procedures, equipment or inspection procedures. Neither JIG, its Members, the companies affiliated with its Members nor the International Air Transport Association (IATA) accepts responsibility for the adoption of this document or compliance with this document. Any party using this document in any way shall do so at its own risk.*