

## Reporting of HSSE Statistics & Incidents

The purpose of this Bulletin is to clarify the reporting requirements for the JIG Airport JV locations and to advise them of some changes to the incident definitions.

### Background

The reporting of JV incident statistics is a requirement of all JIG Member Companies.

The HSSE reporting system on the JIG website was established to provide:

- An incident reporting log and a means to generate statistics for each JV and for the total of all the JV locations.
- A means to collate JV HSSE statistics in order to identify trends and allow comparison between JVs.

### Enhancements to the current system

#### Incident Reporting

JVs are encouraged to report individual incidents using the incident reporting log within the HSSE reporting system on the JIG website. However, it is recognised that only a minority of JVs are currently using the JIG incident reporting log because most have an alternative incident reporting system available to them, particularly those JVs which are managed by one of the major JIG Member Companies. This is acceptable provided that the HSSE statistics reporting requirements described below are followed.

The JIG HSSE reporting system has been modified to allow for reporting of statistics without the need to use the incident reporting log. For those JVs currently using the incident reporting log this functionality remains active. The functionality has however been removed for all other JVs (but can be reinstated on request).

#### HSSE Monthly Statistics Reporting

Currently HSSE statistics are prepared by the JVs using the HSSE Quarterly Performance Statistics Forms or the JIG web-based HSSE reporting system. This data is collated by JIG.

JIG now requires monthly HSSE statistics to be reported using the JIG web-based HSSE reporting system only.

Each JV should add its total volume, hours worked and total (into-plane) fuellings information to the Ops Monthly Statistics Page. The JVs not using the incident reporting log should additionally enter their incident data to the HSSE Monthly Statistics Page.

**Note:** A quarterly summary (similar in appearance to the existing JIG Quarterly Performance Statistics paper format) is automatically generated from the reported data. This can be copied and pasted to a word document if required (for example for those who need to provide this information to local shareholders). To produce an Excel Worksheet, place the mouse pointer on the table and select "export to Excel".

Bulletin No. 29

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### Changes to Incident Definitions

The distinction between depot and into-plane spills and hours worked is removed and there is a revised definition for *Fuelling Vehicle Incident*. These changes bring JIG closer to the majority of JIG Member Company reporting definitions. The current incident definitions are shown on the JIG website.

### Action Required by JVs

Effective January 2010, the following actions need to be implemented

- Incident Reporting - Each JIG Airport JV to decide if they will use the JIG incident reporting log or use an alternative incident reporting system as approved by the participant companies, and to ensure that the necessary processes are in place.
- Monthly HSSE Operational Statistics Reporting - The HSSE operational statistics (total volume, hours worked and total into-plane fuellings) to be added by all JIG Airport JVs to the website by the 10<sup>th</sup> calendar day of each month (e.g. January statistics will be entered by 10<sup>th</sup> February latest).
- Monthly HSSE Incident Statistics Reporting - For JIG Airport JVs not using the JIG incident reporting log, HSSE incident statistics to be added to the website by the 10<sup>th</sup> calendar day of each month (e.g. January statistics will be entered by 10<sup>th</sup> February latest).

For more information regarding the JIG HSSE reporting system please refer to the User Guide available on [www.jointinspectiongroup.org](http://www.jointinspectiongroup.org)

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