Bulletin No. 42   February 2011

Core Principles - Throughput (Hosting) Locations

1. Introduction

This document details JIG recommended practice for implementing and maintaining the Throughput (Hosting) Location Core Principles for Operating Companies providing throughput for other suppliers' aviation fuel through their facilities (storage, hydrant and into-plane fuelling services) around the world.

1.1 The JV Core Principles were introduced in July 2008 to give JVs clear competition law guidance on controlling and containing the flow of sensitive information which is strictly necessary for the safe and efficient operation of a JV. Related confidentiality agreements were also put in place between the key parties to manage this process. The JIG members have now decided it would be prudent to extend the relevant obligations from these documents to Throughout (Hosting) Locations. Section 2 of this Bulletin describes the process that Throughput Operating Companies need to follow to adopt the Throughput (Hosting) Location Core Principles.

1.2 The Operator of the Throughput (Hosting) Location is responsible for implementing and maintaining the Throughput (Hosting) Location Core Principles.

2. Standard Throughput (Hosting) Location Core Principles

2.1 It is recommended that every Throughput (Hosting) Location involving aviation fuel storage, hydrant and/or into-plane fuelling services adopt the Throughput (Hosting) Location Core Principles Documents to demonstrate a controlled process for handling sensitive information within the Throughput (Hosting) Location.

2.2 The Throughput (Hosting) Location Core Principles Documents (see Attachment 1) are standard form documents and it is recommended that they are implemented without revision to ensure consistency across the industry. Changes should not be made to Throughput (Hosting) Location Core Principles unless the changes have been approved by the Operator and all Throuputters legal representatives.

2.3 The Throughput (Hosting) Location suite of documents is:

2.3.1   The Throughput (Hosting) Location Core Principles (to be annexed to the Confidentiality Agreement(s).

2.3.2   Tier 1 - Confidentiality Agreement between the Users (suppliers) and the Operating Company (Operating Company may be a supplier or a third party operating company)

2.3.3   Tier 2 - Confidentiality Agreement between the Operators Manager and the Operating Company.

2.3.4   Tier 3 - Confidentiality Agreement between visitors and the Operators Manager

Note: All visiting non marketing, operator and/or throughputter employees (not employed at the location) and/or third party auditors/inspectors should sign a Tier 3 Confidentiality Agreement at the commencement of their visit (marketing employees must not have access to sensitive information during visits in any case).

3. The Throughput (Hosting) Location Core Principles Training

3.1 Throughput (Hosting) Location Manager should receive initial Throughput (Hosting) Core Principles training from a competent person from the Operating Company familiar with the Throughput (Hosting) Location Core Principles.

3.2 Each year the Operating Company should provide the Throughput (Hosting) Location Manager with standard Throughput (Hosting) Location Core Principles refresher training packs which the Throughput (Hosting) Location Manager will then use to train his/her employees as follows:

3.2.1   Full training pack for Throughput (Hosting) Location Manager Key Staff (Throughput (Hosting) Location Manager and staff most involved in using sensitive information)

3.2.2   Summarised training pack for operators and other Throughput (Hosting) Location staff

3.3 The Throughput (Hosting) Location Manager should retain Throughput (Hosting) Location Core Principles training records for each employee.

4. Throughput (Hosting) Location Core Principles Compliance Audits

4.1 It is recommended that each Throughput (Hosting) Location Manager should complete an annual self-audit of the operation using the standard Throughput (Hosting) Location Core Principles Compliance Audit Form (available to download from the JIG Website in 2011). It is recommended this is completed after carrying out the annual training in Throughput (Hosting) Location Core Principles.

4.1.1   By October 2012, every airport Throughput (Hosting) Location should complete a self-audit and annually thereafter. The Throughput (Hosting) Location Compliance Audit Form which will be available on the JIG website early in 2011.

4.1.2   Audit findings should be reported to the Operating Company at the earliest opportunity and no later than June 30th 2012.

4.1.3   The Throughput (Hosting) Location Manager should ensure that any 2012 audit findings are resolved by October 31st 2012, or earlier if directed by the Operating Company.

4.2 Completed Throughput (Hosting) Location Compliance Audits should be distributed by the Throughput (Hosting) Location Manager to the Operator and Throughputter Representatives. Completed audits at JIG sites (which will only be accessible to authorised Throughputters) should also be uploaded to the JIG Website via the Core Principles Audits option from the Members Area.

4.3 From 2013, Throughput (Hosting) Locations should ensure that they complete an annual self-audit and that any actions arising out of the audit are completed before October 31st.

Bulletin No. 42   **February 2011**

Attachment 1

Master Core Principle Throughput (Hosting) Documents Available on the JIG Web Site

Doc Ref	JIG Document Title
JIG CP 1 01 v4 240111	Core Principles Compliance Audit Form
JIG CP 1.15 v1 080211	Core Principles for Throughput Locations
JIG CP 1.16 v1 080211	Operator Confidentiality Agreement Throughput Locations
JIG CP 1.17 v1 080211	Manager Operator Confidentiality Agreement Throughput Locations
JIG CP 1.18 v1 080211	Visitors Confidentiality agreement Throughput Locations
JIG CP 1.19 v1 080211	Core Principles Management Training Pack Throughput Locations
JIG CP 1.20 v1 080211	Core Principles Operator Training Pack Throughput Locations
JIG CP 1.21 v1 080211	Core Principles Q&A Throughput Locations