

Common Process Bulletin



Bulletin No 108 **Control of Access to JIG Website and JIG Dashboard** 12th Mar 2018

Background

Over recent years JIG has increased the functionality of the JIG website 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 the relevant JIG Standards and Common Processes.

Access to the JIG website and the JIG Dashboard is controlled through an individual's JIG website user name and employing company name. To ensure information on the JIG website 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 is 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 Coordinators (sam.neal@jigonline.com / andrea.wixey@jigonline.com) of any changes by 1st April 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 the JIG Member's 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 that their 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 April 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- Bulletin 97 Control of access to the JIG website and JIG Dashboard – is now withdrawn.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
<p>1. Each JIG Member company and Incorporated JV company to ensure its list of current users and CP Leads is 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). Bulletin 108 Attachment 1 shows how to check your company's current list of users and CP Leads.</p>	RP	1 st April 2018
<p>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). Bulletin 108 Attachment 2 (and Dashboard Training Video CP 9.20C) shows how to check that your JIG Dashboard Operation Screen is up to date.</p>	RP	1 st April 2018

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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.

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

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

The screenshot shows the JIG website interface. At the top, there is a navigation bar with links for Home, Dashboard, Committee/Working Groups, Tarbox, Working Document Areas, and My Documents. On the right side of the header, it says "Welcome Paul Dubenski" and has links for "My Profile", "Internet Site", and "Logout". Below the header, there is a sidebar with "Activities" and links for "User Profile", "My Company", and "Send Feedback to JIG". The main content area is titled "My Company Details" and contains a message about updating company details. It lists "BP International Ltd" as the company and "Short Name: BP". There are three main sections with export buttons: "User List" (listing names like Alban Osmanli, Albert Bates, etc.), "CP Lead Users" (listing names like Amir Ibrahim, Andy Taylor, etc.), and "Tarbox Central Admins" (listing names like Paul Dubenski, Terje Pedersen). The "User List" and "CP Lead Users" buttons are specifically highlighted with red boxes.

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

1. Log in to JIG website
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. Throughputper company name
5. Advise changes to JIG Administration Coordinator.

The screenshot shows the JIG Dashboard interface. At the top, there are tabs for Home, Dashboard (which is selected and highlighted with a red box), Committee/Working Groups, Tarbox, Working Document Areas, and My Documents. The main content area displays 'Operations Managed' for 'JIG International - Fuel Company - JIG'. It includes a search bar and filter options for Region, Country, and Operation. A message indicates that 244 operations are shown. Below this, the 'Managed Operations' section for 'JIG International - Fuel Company - JIG' is displayed. It contains sections for 'Operation Information', 'Participants', and 'Throughputper'. The 'Operation Information' section lists On Site Managers (Andrea Moretti, Andrea Vixey, Antonis Christodoulakis, Jig Administrator, Joe Lyons, John Buxton, Michel Campos, Nan Yanbo, Neil Dumbleton, Paul Dubenski, Robert Finch, Tony Conway) and details about the Operator (JIG, CP Lead BP). The 'Participants' section lists BP, Chevron, ENI, ExxonMobil, JIG, KPIAC, Shell, and TOTAL. The 'Throughputper' section is currently marked as N/A. Several specific fields and sections are highlighted with red boxes to indicate where users should check for updates.