

BULLETIN NO. 152

GOVERNANCE AND ASSURANCE MANUAL

08/04/2024

SUMMARY

This Bulletin introduces the JIG Governance & Assurance Manual, which includes, in a single publication, all the Good Practice documents and tools that JIG has published about the governance and assurance at aviation fuel handling facilities.



This Bulletin introduces the JIG G&A Manual, available on the JIG Website in the “Standards” area. This is a member-only document (including access for Member Locations and JVs in the JIG Inspection programme) that is free of charge for the PDF version and is available in print for £15 (to cover printing and shipping costs). Adoption of the manual is voluntary by sites and users.

Background:

JIG has developed, over many years, guidance on several Governance and Assurance processes. The Governance Processes Committee has undertaken a review of these materials aiming to update them and bring them into a single document discussing how these materials link together and more importantly how they enable the Governance Committees and site management teams to deliver good Governance and Assurance. Ineffective Governance and Assurance has the potential to create risks in aviation fuel handling operations; the likelihood increases with the observed trend of reducing knowledge and experience. For this reason, the JIG guidance has been thoroughly reviewed. The primary objective of the review was to retain the industry knowledge gained in Governance and Assurance and to provide a holistic approach for those involved in Governance and Assurance; i.e. JV Representatives, Site Management and in-Company supervisory roles.

The outcome of this review is the new JIG Governance and Assurance Manual. This Manual is a single a single reference document for those involved in the Governance & Assurance roles in joint ventures and solus sites handling Aviation fuels. It provides guidance on effective Governance Committees, the tools that should be used for effective Governance and Assurance and the process for effective Assurance Planning. The manual introduces a checklist aiming to assure shareholders on the health of governance and assurance practices at Organizations. It also simplifies access to and understanding of the wide range of Governance and Assurance Guidance materials. It brings clarity on the key governance and assurance aspects, why they matter and how these should be delivered.

Where to obtain a copy:

The new publication, [JIG Business Governance and Assurance Manual](#), is now available for download at this link from the JIG Website in the “Standards & Publications” page. It is available in digital and paper versions. The digital version includes hyperlinks to all the supporting base documents hosted in the website as detailed below.

Training Packs and Online Courses:

This new Guidance is supported by five new Training Packs and Facilitator Notes that can be found ([GPO.01](#)) in the “Policy Documents” tab of the Standards & Publications page.

The Learning Hub also hosts five online courses ([GP1-GP5](#)) that cover the same subject matter.

GOVERNANCE PROCESSES

BULLETIN



Please note that though the Manual also contains references to the JIG BRA process and Tool, this guidance has its own Training Pack / User Guide ([GP4.06](#)) and an online version of the User Guide, course ([GP7](#)).

JIG Recommendations:

JIG has updated its guidance materials, having recognised a need to retain the industry knowledge of the principles of governance in an increasingly complex environment. The Manual consequently gives JVs, independent operators and companies a framework from which they can use the Good Practice most appropriate to them. The guidance is particularly recommended for independent JVs and smaller operators who may not have support from a larger organisation.

More Information:

JIG will be introducing the Manual at the Manager Workshops in Dublin this week, and for those who are not at the workshops, we are holding a webinar on 23rd April to present these guidance materials. Please sign up here: [09:00hrs \(CET\) Webinar](#).

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

Action Description	Action Type	Target Completion Date
1. Governance and Assurance Manual for all involved in Governance and Assurance to control potential risks.	RP	n/a

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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