



JV Core Principles Annual Compliance Self-Audit & Refresher Training

This Bulletin is to confirm that the annual Core Principle self-audit and refresher training process as introduced by JIG Bulletins 33 and 34 in 2010 is to continue as an annual process for all in-scope JV Core Principles sites.

Core Principles documentation has been reviewed by the industry and confirmed that there are no changes to the legal documentation or refresher training presentations.

Updates

- A new Core Principle Question and Answer sheet has been prepared which JV Managers can use with staff to confirm training and retain as a training record (Document Ref JIG CP 1.22 v1 260111 Core Principles Q&A for JV's.doc).
- The Core Principles Compliance Audit Form has been updated for improved functionality (please note it includes a 'Help Sheet' to assist you completing your self audit). (Document Ref JIG CP 1 01 v4 240111 Core Principles Compliance Audit Form.xls).
- All JV Core Principles documents can be downloaded from the Core Principles Documents area of the JIG website (www.jointinspectiongroup.org).

Actions

1. Sites may choose when to do their self-audit during the year to suit operational demands but all sites should plan to confirm full annual compliance by 31st October each year unless agreed otherwise with their JV participants.
2. Copies of completed self-audit forms should be sent to the JV Manager and each of the Participant JV Representatives.
3. For JIG sites, a copy of the completed self-audit form should also be uploaded onto the Core Principles Audit section of the JIG website (NB. For clarity the JIG web site has been improved so that only the latest Core Principles Audit Form is held in the Core Principles Audit section of the website. Old audit forms are automatically archived into the Core Principles Audit Archive section of JIG website).

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