

Summary:

It is recognised that 2020 Inspections and HSSE external audits at many locations are now unachievable due to the travel restrictions related to the pandemic. Accordingly, detailed below are some temporary changes to the JIG Inspection Policy, allowing JIG Members further flexibility where necessary to facilitate the creation of a viable inspection schedule for 2021/22.

Background:

On the 16th March 2020 JIG issued a Newsflash which recognised the impact of Covid-19 and announced measures to provide JIG Members with some flexibility in managing their scheduled inspection programmes for 2020. JIG has now conducted a further review of inspection requirements for participating companies considering the continuing challenges presented by Covid-19, and its considerable impact on inspection schedules, and is making the temporary changes detailed below that will be reflected in the new schedule that JIG will be sending to Members.

Temporary Policy Changes:

1. Every effort shall be made to complete JIG inspections scheduled for 2020. Where this is not possible, inspections may be deferred until 2021.
2. Where 2021 physical inspections are not possible, a self-assessment with review by a qualified JIG Inspector shall be performed. The assigned JIG Inspector will be responsible for scheduling and supporting the review following the self-assessment.
JIG will publish further guidance on the self-assessment & review process by the end of 2020.
3. All locations shall have either a physical inspection or self-assessment & review completed by end of 2021.
4. JIG will evaluate the previous history of inspections, and will create the schedule for all 2021 inspections according to the below criteria:

| Criteria | Inspect by |
|---|--------------------|
| Locations where the last physical inspection assessment rating was Less than Satisfactory | End of Q1 2021 |
| Locations where the last physical inspection assessment rating was Satisfactory or Good | December 31st 2021 |

5. Locations conducting a self-assessment & review will not be assigned an assessment rating.
Further guidance on the management of the JIG Awards programme will be published in due course.
6. To provide additional flexibility, individual Inspectors may inspect the same location on 4 consecutive occasions in the years 2018-2022 inclusive.
7. Any location with a HSSEMS external audit due in 2020 or 2021 may defer this audit for up to one year, providing that all the previous audit findings have been closed out and/or the Auditor can perform a desktop review if this can be facilitated.

Actions:

- JIG and E-FOS will create the 2021 inspection schedule in JITS based on the criteria above, and based on the 2021 rotation. Any Inspections scheduled in 2020 but not carried out will be removed from the JITS system.
- Where possible, Member Coordinators should work with other JV participants and Inspectors to alter the inspection rotations to facilitate inspections by qualified Inspectors who are able to visit the facility.
- Member Coordinators should ensure that assigned Inspectors communicate effectively with locations in order to arrange the reviews.
- Site Managers should endeavor to close out the prior inspection findings by the agreed due dates and be ready to accommodate the revised inspection schedule or self-assessment & reviews when requested by Inspectors.

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

| Action Description | Action Type | Completion Date |
|---|-------------|--------------------------------|
| Complete 2020 Inspections where possible and inform JIG Admin (JITS@jigonline.com) if a 2020 Inspection will not be carried out. | JS | 31 st December 2020 |
| Member Coordinators work with JIG Admin, managing the 2021 schedule according to the published criteria. With other JV participants, agree and facilitate efficient inspection rotations where possible. | RA | 31 st January 2021 |
| Assigned Inspectors communicate with locations in order to arrange reviews and provide support throughout the self-assessment & review process. | RA | 31 st December 2021 |
| Sites scheduled for a 3-yearly external HSSE audit shall conduct a physical or desktop inspection if all the previous recommendations have not been closed out. Otherwise, sites may choose to delay the audit for a year and document such a decision. | RA | 31 st December 2021 |

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, EI/JIG 1530 and the JIG HSSE Management System). |
| RA | Required Action to implement one off verification or checks outlined in the table of actions. |
| 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. | |

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