

BULLETIN NO. 151

BUSINESS RISK ASSESSMENT AND MANAGEMENT

12/03/2024

**SUMMARY :** This Bulletin updates and replaces JIG Bulletin 48. It contains updated Business Risk Assessment (BRA) Guidance, a new BRA 2.0 Tool, and Training Courses. Though the guidance is intended for JIG JVs, it has been developed to be relevant for any organisation handling aviation fuel on airports.

This Bulletin updates and replaces Bulletin 48, issued in 2011. Business Risk Assessment (BRA) plays an important role in any fuel handling facility's Governance and management activity, by providing the organisation with a complete view of the risks inherent to its activity, and the way in which they are managed and controlled.

#### Good Practice Guidance:

The updated guide to BRA, [GP 4.01 JIG Business Risk Assessment and Management for Aviation Operations](#), is now available for download from the JIG Website. It contains new guidance as well as lists of risk scenarios that frequently occur in fuel handling facilities.

#### Business Risk Assessment Tools:

The guidance document is accompanied by a new user-friendly BRA 2.0 Tool, that can be used instead of the original CP4.02 JIG CP Management System Best Practice. The Tool is being released in two versions, a blank (unpopulated) version to support the good practice method of conducting a BRA from scratch, and an "Example" version that contains 33 new Risk Scenarios. Both versions can be downloaded from the same place on the website:

[GP 4.02 – JIG BRA 2.0 Tool \\*](#)

#### Training Packs and Online Courses:

This new BRA Guidance is supported by revised Training Packs ([GP4.03](#)) and Facilitator Notes. There is also an online course ([GP6](#)) on the JIG Learning Hub that explains the basics of BRA.

Similarly, the new BRA Tool has a Training Pack / User Guide ([GP4.06](#)) and an online version of the User Guide, course ([GP7](#)). Both publications show users how to complete a BRA using the tool that JIG has made available.

#### JIG Recommendations:

JIG has updated its BRA materials, having recognised a need to retain the industry knowledge of the principles of BRA, its associated Governance actions, and to promote the use of BRA at aviation fuel handling facilities. The use of BRA is an industry good practice and is recommended for use by all JIG Members.

There is also a new JIG Website page under Governance Processes that summarises the guidance and provides links to the publications mentioned in this bulletin.

<https://www.jig.org/operations-and-safety/common-processes/business-risk-assessment/>

# GOVERNANCE PROCESSES

## BULLETIN



### Existing JIG Requirements:

Please note that Bulletin 48 required JIG JVs to complete and maintain a complete Business Risk Assessment before 2014, to review it annually and conduct a revision with an external expert every 3 years. The requirement for JIG JVs to have an active BRA with annual review is maintained. The 3-year revision with an expert is now considered a good practice, though highly recommended, especially for large or complex facilities.

### More Information:

JIG will be holding 2 webinars on 19<sup>th</sup> March to introduce its guidance materials and the new BRA 2.0 Tool. Please sign up here: [08:00hrs \(CET\) Webinar](#) or [13:00hrs \(CET\) Webinar](#)

\*Please note that the BRA 2.0 tools are available in different sizes, according to the complexity of your operation and expected number of risks to be detailed. The file size does affect the upload and save speed, but after opening the document, the functionality and speed of all versions are the same.

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

Action Description	Action Type	Target Completion Date
1. Recommended Practice for all users to use Business Risk Assessment process as a management tool 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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