Common Process Bulletin

JIG

Bulletin 86   **Control of Access to JIG Website and JIG Dashboard**   January 2016

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 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 ensuring its list of current users and CP Leads is up-to-date**. (Your company's CP Leads have JIG Dashboard editing 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 below shows you how to check your company's current list of users and CP Leads. JIG Members are recommended to identify one employee who can check your company's current list of users and CP Leads and advise the JIG Administration Coordinator of any changes by 1st March each year. JIG Members can choose to repeat this check at any time during the year.

2. **Each JIG Dashboard Operation (Site Managers and their Board/Management Committee) ensures its JIG Dashboard Operations Screen is up-to-date, and in particular, shows the correct Participants, Throughputters, Operator and Site Manager(s)**. Attachment 2 (and Dashboard Training Video CP 9.20C) shows you how to check your 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 March each year and advise other changes as they may occur during the year.

Reference to previous JIG Bulletins

- No previous Bulletin

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

Action Description	Action Type	Target Completion Date
1. JIG Members are recommended to identify one employee who can check your company's current list of users and CP Leads and advise changes to JIG Administration Coordinator by 1st March each year. JIG Members can choose to repeat this check at any time during the year.	RP	1st March 2016
2. Site Managers are recommended to check their JIG Dashboard Operation Screen shows the correct Participants, Throughputters, Operator and Site Manager(s) and advise changes to the JIG Administration Coordinator by 1st March each year and advise other changes as they may occur during the year.	RP	1st March 2016

Relevant Publications (available to download from www.jigonline.com)

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) **(**)**.
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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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 users list
5. CP Lead Users – export list of current CP Leads
6. Advise changes to JIG Administration Coordinator

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Welcome Paul Dubenski | My Profile
Internet Site Log out

| Home | Dashboard | Committee/Working Groups | Tarbox | Working Document Areas | My Documents | | Search | Search |

Activities
User Profile
My Company
Send Feedback to JIG

My Company Details

Below you will find the details of your company, if you see anything that should be changed, please contact JIG to have it updated.

BP International Ltd
Short Name: BP

User List export   **CP Lead Users** export

Alban Osmani   Amir Ibrahim
Albert Ackaerta   Cristian Savuica
Albert Bates   Didier Gaudillat

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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. Throughputter company name
5. Advise changes to JIG Administration Coordinator

Note: This document is intended for the guidance of Members of the Joint Inspection Group (JIG) and companies affiliated with Members of JIG, and does not preclude the use of any other operating procedures, equipment or inspection procedures. Neither JIG, its Members, the companies affiliated with its Members nor the International Air Transport Association (IATA) accepts responsibility for the adoption of this document or compliance with this document. Any party using this document in any way shall do so at its own risk.

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