Joint Inspection Group

Common Process Bulletin

Core Principles and Core Principles - Throughput Locations (CP 1.00 series documents)

Background

The Core Principles were introduced in July 2008 to give clear competition law guidance on controlling and containing the flow of sensitive information which is strictly necessary for the safe and efficient operation of on-airport aviation fuel storage, hydrant and intoplane JVs and Throughput Locations. Related confidentiality agreements are maintained between the key parties to manage this process.

- **'Core Principles'**[1] apply to on-airport incorporated JVs and unincorporated JVs where the JV provides services to two or more marketers of aviation fuel.

- **'Core Principles - Throughput Locations'**[2] apply to on-airport 'Throughput Locations' where the operator provides a service for two or more marketers of aviation fuel. The operator may be one of the marketers or an Independent Third Party Operator (ITPO).

Core Principles do not apply to pre-airport locations, or on-airport solus locations (where there are no throughputters) or on-airport Marketing/Commercial JVs that market in their own name and do not share operational services with any other marketers. However, these activities still need to comply with general competition law requirements.

The Core Principles are reviewed annually to ensure the process remains applicable for the various operational service arrangements that are used at airports.

This Bulletin has been issued to:-

1. Make Operations that are in scope for either Core Principles or Core Principles - Throughput Locations aware that the annual self-audit is recommended to be completed on-line using the JIG Dashboard and

2. Consolidate previously issued Bulletins into one Bulletin to assist new in-scope Operations to implement this process which is important for providing assurance on legal compliance.

Reference to Previous JIG Bulletins

This Bulletin supersedes previous Core Principles Bulletins listed below which are now withdrawn:-

1. Bulletin 33   Joint Venture (JV) Core Principles

2. Bulletin 34   Joint Venture (JV) Core Principles –Training

3. Bulletin 41   JV Core Principles Annual Compliance Self-Audit & Refresher Training

4. Bulletin 42   Core Principles - Throughput (Hosting) Locations

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[1] CP 1.03 and associated documents listed in CP 1.24.
[2] CP 1.15 and associated documents listed in CP 1.24.

Implementation Plan, Training, Resources and Translation

CP 1.24 *Manager's Guide for Implementing Core Principles* details the steps to be completed by Site Managers to implement Core Principles and maintain compliance.

CP 1.24 contains a list of all the Core Principles documents including training packs for Site Management and Operators.

It is envisaged that Core Principles Refresher Training will be given annually to the Operation's personnel by one of the competent individuals within the management team (such as the Site Manager) who have been authorised to carry out Core Principles Refresher Training by the Operation's Board/Management Committee.

Monitoring Effectiveness of Implementation and Ongoing Compliance

Operations are recommended to use the applicable on-line annual Core Principles self-audit form in the JIG Dashboard to monitor and provide assurance on compliance with Core Principles.

Operation Management, Boards/Management Committees and Users can also use their own audit rights from time to time should they consider it necessary.

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

Action Description	Action Type
1. In-scope Operations should adopt and implement Core Principles or Core Principles – Throughput Locations as described in JIG Common Process CP 1.24 Manager's Guide for Implementing Core Principles. Many existing in-scope Operations will have completed this action already.	**RP**
2. All in-scope Operations should complete either an annual Core Principles or Core Principles - Throughput Locations self-audit on their Dashboard (not both).	**RP**
a. The audit should be completed annually but can be completed at any time of the year to suit the Operation's own audit cycle. However, each in-scope Operation's Dashboard should confirm full compliance (audit completed within the last 12 months and no open actions) on 31st October each year.	
b. Bulletin 80 Attachment 1 and Dashboard training video CP 9.20B Dashboard Video Completing Core Principles Compliance Self Audit show you how to initiate and complete the annual Core Principles self-audit on your Dashboard.	
c. Operations are recommended to give visibility to Throughputters on their Dashboard Operations screen to provide all Users with assurance on compliance with Core Principles.	
d. When you initiate each year's Core Principles self-audit, the previous year's Core Principles self-audit will be automatically archived and the new audit will then show on the Operation's Dashboard. Actions that are still open from previous audits will remain open until closed.	

Table 1 - Bulletin Action Types (Bulletins do not necessarily contain all Action Types)

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.	

Referenced Documents (downloadable from www.jigonline.com – Members Area Publications (Common Processes)):-
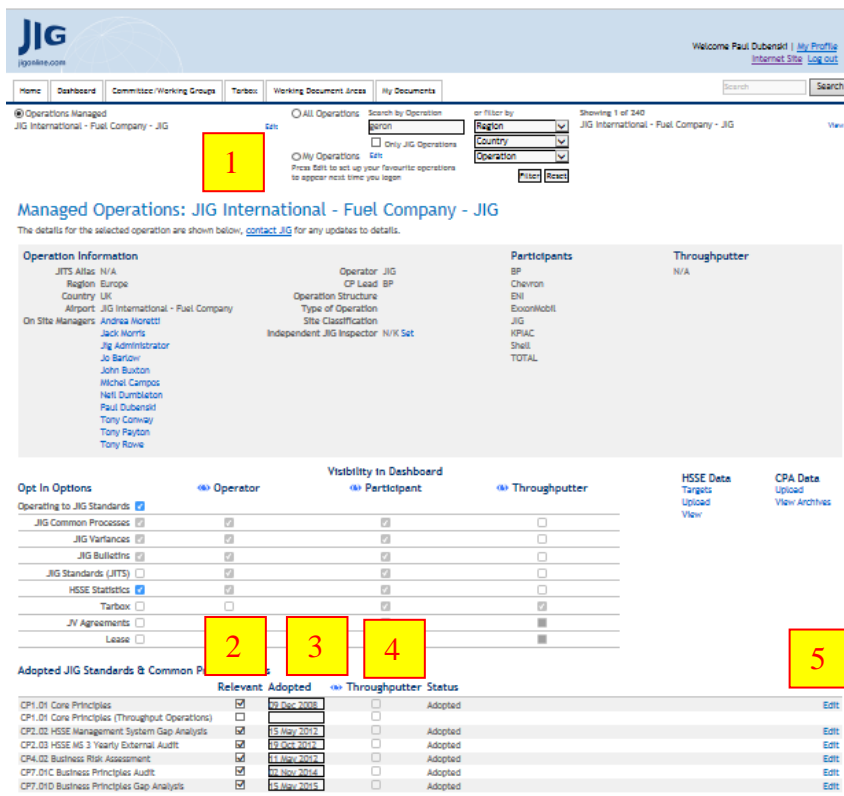
- CP 1.03 v1.1 131112 Aviation Core Principles+Appendix.doc
- CP 1.15 v1.1 131112 Core Principles for Throughput Locations.doc
- CP 1.24 v1.1 140815 Managers Guide for Implementing Core Principles.doc
- CP 9.20B v0 031214 Dashboard Video Completing Core Principles Compliance Self Audit.wmv

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ATTACHMENT 1 INITIATING THE ANNUAL CORE PRINCIPLES SELF-AUDIT ON YOUR OPERATION'S DASHBOARD

To initiate the annual Core Principles self-audit on your Dashboard:-

1. Click 'Edit' next to the name of your Operation in the Dashboard ribbon,

2. Tick either Core Principles or Core Principles (Throughput Operations) is ticked as 'Relevant' (don't tick both),

3. Enter the date your Operation Board/Management Committee first 'Adopted' Core Principles,

4. CP Lead to tick Throughputter Visibility box if the Board/Management Committee have agreed to give Throughputters visibility of the Operation's Core Principles self-audit,

5. Click 'Edit' to the right hand side of Core Principles or Core Principles (Throughput Operations) to open your Core Principles self-audit form,

6. Watch Dashboard training video CP 9.20B v0 031214 Dashboard Video Completing Core Principles Compliance Self Audit.wmv to learn how to complete the Core Principles audit on your Dashboard.

7. Click 'Submit' on the self-audit form when all audit questions answered and enter date self-audit was completed.

8. Close out any actions by 31st October each year to confirm your Operation is fully compliant with Core Principles / Core Principles (Throughput Locations),

9. Repeat steps 5 to 8 when your next annual Core Principles self-audit is due. The previous audit will be automatically saved to the archive section of your Dashboard.

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Core Principles Self-Audit on the Dashboard

1. A summary of the status of your latest Core Principles self-audit will show on your Dashboard.

2. Clicking on the edit (pencil) symbol on the right hand side opens up the Core Principle audit form to see the actual responses to audit questions and any actions arising.

3. Any open actions from the Core Principles self-audit will be shown in the 'Action' section at the bottom of the Dashboard. Open actions should be closed by the Target Closure Date.

4. All Core Principles self-audit actions should have been closed by 31st October each year to provide annual assurance of compliance with the Core Principles.