



## **CP 5.02 JIG Stock Control Guidelines**

This JIG 'Common Process' Bulletin launches the Stock Control Guidelines as outlined in JIG Bulletin 47 on Common Processes. These Guidelines are part of the goal to continuously improve assurance and governance of JV activities for the benefit of all parties including JV Managers and JV Management Teams, Participant Representatives, Shareholders and airline customers.

### **The Stock Control Guidelines:-**

- Provide guidance on all aspects of stock control, including receipts, sales, stock measurement, oil loss and reporting;
- Detail best practices in these areas with the aim of standardising procedures in Joint Ventures though allows some flexibility based on individual JV needs; and
- Recognise that some Storage or Into-Plane JVs do not conduct activities in all aspects of the Guidelines so can use only those that apply.

### **Actions for JIG JVs arising from this Bulletin**

Schedule a review of the Guidelines at a JV Board/Management Committee meeting within the next 12 months as follows:-

1. The JV Manager should document and describe to the JV Board/Management Committee the current Stock Control processes used by the JV and confirm whether this is the best practice identified by the Guidelines, or the reason why alternative processes are used. Procedures should be documented in line with Appendix 2 of the Guidelines (CP 5.02) and Attachment 1 of this bulletin. The JIG Stock Control Guideline Review Form should be used by the JV Manager to document any gaps and action plans.
2. The JV Board/Management Committee should then approve the documented processes used and note the rationale if best practices are not used; and
3. JV Manager to develop and the JV Board/Management Committee to approve an Implementation Plan for process improvements to achieve best practices with a target closure date. Administrative/procedural actions should be targeted for completion by end 2013 and a reasonable project completion date agreed for changes requiring system changes or engineering modification of the facilities.
4. A copy of the completed JIG Stock Control Guideline Review Form and the Implementation Plan should be provided to each member of the JV Board/Management Committee.

**Reference Documents (also downloadable from [www.jigononline.com](http://www.jigononline.com) – Members Area Publications (Common Processes)**

CP 5.02 v0 010712 JIG Stock Control Guidelines.doc

## Attachment 1 - CP 5.02 JIG Stock Control Guideline Review Form

Section	Description	Gap Y/N	Reason why alternative processes are used plus any action plan to change
1	GUIDELINES FOR STOCK CONTROL AT JOINT VENTURE AIRPORT OPERATIONS		
1.2	Receipts		
1.2.1	Product Transfer Point		
1.2.2	Transportation Loss		
1.2.3	Fuel Supply Schedules		
1.2.4	Supplier Delivery Ticket Requirements		
1.2.5	JV Receipt Procedures and Verification		
1.2.6	Transportation Loss Procedure and Follow-up		
1.3	Sales and Transfers		
1.3.1	Measurement at Ambient Litres		
1.3.2	Temperature and Density Measurement		
1.3.3	Sales Delivery Ticket Requirements		
1.3.4	Tank and Into-truck Sales or Transfers		
1.3.5	Sales Meters Reconciliation Process and Controls		
1.3.6	Consistent Process if Separate Storage, Hydrant and Into-plane Operators		
1.3.7	Downgraded Product - Disposal of Off-specification Fuel / Slops		
1.4	Stock Measurement		
1.4.1	Measurement Practices – Dip Levels, Temperature and Density		
1.4.2	Deadstock		
1.4.3	Measurement Equipment Accuracy and Verification		
1.4.4	Daily Stock Reconciliation		
1.4.5	Month End Stock Reconciliation		
1.4.6	Supplier Stock Level Monitoring (Minimum and Maximum)		
1.4.7	Independent Verification of Stock		
1.5	Oil Loss		
1.5.1	Components		
1.5.2	Operating Loss		
1.5.3	Targets and Tolerances		
1.5.4	Allocation of Oil Loss between Suppliers		
1.5.5	Oil Loss Investigation Suggestions		

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Section	Description	Gap Y/N	Reason why alternative processes are used plus any action plan to change
1.6	Recording and Reporting		
1.6.1	Record Keeping		
1.6.2	Reporting to Suppliers		
1.6.3	JV Core Principles		
1.6.4	Oil Loss Reporting and Analysis		
1.6.5	Records Retention		
1.7	Miscellaneous		
1.7.1	Smaller Airports		
1.7.2	Preferred Equipment and Calibration		
1.7.3	Stock Security		
1.7.4	Staff Training		
1.7.5	Packaged Stock (Additives and Lubricants)		
1.7.6	Own Consumption (e.g. Diesel, Kerosine)		

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