

## **Variance Approval Process**

### **Background**

Locations which operate to JIG Standards are expected to comply fully with the requirements of the Standards. However, it is recognised that for a limited number of circumstances there are reasons why this is not possible and variations from the JIG Standards are necessary. Such variations require documenting and approval by a Variance Approval Process.

Section 1.4.3 of JIG Issue 11 describes the variance approval process for JIG Joint Ventures. The purpose of this JIG Bulletin is to provide a revised procedure which is applicable to all locations which operate to JIG Standards.

### **Variance Approval Process**

Locations which require specific operational variations to the JIG Standards shall have a documented Variance Approval Process. Variances shall be unanimously approved by the Board of Directors or Management Committee of the organisation (**“Location Management”**) with the approval of each of their organisation’s Technical Authority. The **“Technical Authority”** is the office or designated representative providing technical management support to the component members of the Location Management.

The JIG Variance Approval Certificate, shown as an attachment to this bulletin, shall be used as described below for approval by Location Management and review and approval by the Technical Authority. Copies of the form are available to download from [www.jigonline.com](http://www.jigonline.com)

- 1) A Variance Approval Certificate shall be prepared and approved by the Location Management.
- 2) The Location Manager then circulates the Variance Approval Certificate to the location Technical Authorities for review and approval.
- 3) The Technical Authorities then respond to the Location Manager indicating approval of the Variance or requesting clarification or amendment of the Variance Approval Certificate.
- 4) Following the successful review and approval of a Variance Approval Certificate the Location Manager provides the Location Management and any users of the facility with a copy of the Variance Approval Certificate.

It is the responsibility of the Location Manager to inform the Location Management when variances have been closed out and to re-submit variances for a three-yearly review.

It is the responsibility of the Location Management to ensure that all users of the facility are aware of all approved variances.

## Variance Approval Certificates

Variance Approval Certificates shall include a description of additional actions taken to mitigate the risk and detail the rectification action(s) that will be taken to close out the variance.

Variance Approval Certificates are not permanent or evergreen and shall show target dates for each rectification action and a target completion date based on the time required for compliance. They shall be reviewed annually by the Location Management and at least every three years by the Technical Authority.

Variance Approval Certificates shall be available for review during inspections. Any variation from JIG Standards noted during an inspection, but not documented by a Variance Approval Certificate, may be the subject of a recommendation by the inspector to comply with the JIG Standard, or, if there is a reason why this is not feasible, to prepare a Variance Approval Certificate for review and approval.

<b>Actions to Implement this Bulletin - with effect from 1 January 2016</b>	<b>Action Type (Table 1)</b>
1. Local management shall maintain a register of live Variances currently in use at for the location.	<b>JS</b>
2. Local management shall have a process (e.g. using the JIG Dashboard Variance Register) to review each Variance on its anniversary to determine whether each Variance is to be withdrawn or approved by local management to continue.	<b>JS</b>
3. Local management shall have a process (e.g. using the JIG Dashboard Variance Register) to re-submit each Variance to the Technical Authority for review every 3 years	<b>JS</b>

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

<b>Action Types</b>	<b>JIG Bulletin Action Type Definition</b>
<b>JS</b>	Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 4) (**).
<b>RP</b>	JIG Recommended Practice which the JV should consider adopting as its own practice (**).
<b>I</b>	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.	

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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## Attachment 1

### Variance Approval Certificate

<b>Requested by:</b>		<b>Position:</b>		<b>Operating company:</b>	
<b>Phone:</b>		<b>E-Mail:</b>			
<b>Shareholders:</b>		<b>Users/Throughputters:</b>			
<b>Variance Title:</b> (Brief description of the Variance)					
<b>JIG Standards reference affected:</b> (JIG Standard – JIG 1, 2 – and relevant section numbers)					
<b>Comprehensive details of deviation from the JIG Standards referenced above:</b> (Attach any additional documents/photos)					
<b>Risk mitigation action during variance:</b> (Detail additional actions to ensure risk from the variance is mitigated)				<b>Target Completion Date:</b>	<b>Actual Completion Date:</b>
<b>Rectification action:</b> (Detail future actions that will be taken to ensure variance closure & withdrawal)				<b>Target Completion Date:</b>	<b>Actual Completion Date:</b>
<b>Variance Expiry:</b> (based on maximum time permitted to complete rectification actions)					<b>Date:</b>
<b>Name:</b>	<b>Variance approval by Location Management (eg. Chairman of Board / Management Committee)</b> Any conditions of approval:				<b>Approval Date:</b>
<b>Name:</b>	<b>Local Review Comments:</b> (review at least annually) Detail additional mitigation and/or rectification actions if required				<b>Review Date:</b>
<b>Name:</b>	<b>Variance Closure Comments</b> (all rectification actions completed)				<b>Closure Date:</b>
<b>Variance review by Technical Authority</b> Detail additional mitigation and/or rectification actions if required					
<b>Company name:</b>	<b>Reviewed by:</b>	<b>Company name:</b>	<b>Reviewed by:</b>		
<b>Variance Number:</b> <b>Operation name:</b>			<b>Technical Authority Review date:</b> (3-yearly)		

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