

# Common Process Bulletin

---

Bulletin No 108    **Control of Access to JIG Website and JIG Dashboard**    12<sup>th</sup> Mar 2018

---

## 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 the 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 and Incorporated JV company to ensure its list of current users and CP Leads is up to date.** (CP Leads have JIG Dashboard edit 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 shows how to check your company's current list of users and CP Leads. JIG Members and Incorporated JVs are recommended to identify one employee who can check your company's current list of users and CP Leads and advise the JIG Administration Coordinators ([sam.neal@jigonline.com](mailto:sam.neal@jigonline.com) / [andrea.wixey@jigonline.com](mailto:andrea.wixey@jigonline.com)) of any changes by 1<sup>st</sup> April each year and whenever a user ceases to be employed by the JIG Member or Incorporated JV. This is now an annually recurring IT security action which should be incorporated into the JIG Member's system of internal control and Incorporated JV Site Manager's annual check list.
2. **Site Manager to ensure his/her JIG Dashboard Operations Screen is up to date and in particular showing the correct Participants, Throughputters, Operator and Site Manager(s).** Attachment 2 (and Dashboard Training Video CP 9.20C) shows how to check that their 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 1<sup>st</sup> April each year and advise other changes as they may occur during the year. This is now an annually recurring IT security action which should be incorporated into the Site Manager's annual check list.

## Reference to previous JIG Bulletins

- Bulletin 97 Control of access to the JIG website and JIG Dashboard – is now withdrawn. Annual recurrent actions now superseded by this Bulletin.

# Common Process Bulletin

---

Bulletin No 108    **Control of Access to JIG Website and JIG Dashboard**    12<sup>th</sup> Mar 2018

---

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

Action Description	Action Type	Target Completion Date
<p>1. <b>Each JIG Member company and Incorporated JV company to ensure its list of current users and CP Leads is up to date.</b> (CP Leads have JIG Dashboard edit 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). Bulletin 108 Attachment 1 shows how to check your company's current list of users and CP Leads.</p>	RP	1 <sup>st</sup> April 2018
<p>2. <b>Site Manager to ensure his/her JIG Dashboard Operations Screen is up to date and in particular showing the correct Participants, Throughputters, Operator and Site Manager(s).</b> Bulletin 108 Attachment 2 (and Dashboard Training Video CP 9.20C) shows how to check that your JIG Dashboard Operation Screen is up to date.</p>	RP	1 <sup>st</sup> April 2018

# Common Process Bulletin

---

Bulletin No 108    **Control of Access to JIG Website and JIG Dashboard**    12<sup>th</sup> Mar 2018

---

## Relevant Publications

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
<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 and JIG HSSE Management System) (**).
<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.

**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.

The information contained in this publication is subject to constant review in the light of changing government requirements and regulations. Although efforts are made to keep this information up-to-date, accurate, complete, and free from error, we make no representation, warranty or guarantee, whether express or implied, that the information is up-to-date, accurate, complete, free from error, or in compliance with applicable law and regulations. No subscriber or other reader should act on the basis of any such information without referring to applicable laws and regulations and/or without taking appropriate professional advice. None of JIG, its Members, the Companies affiliated with its Members accepts responsibility for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with your use, adoption or reliance on the information in this document. You use this information at your own risk, but for the full terms and conditions concerning use of this document, please refer to <http://www.jigonline.com/legal-and-copyright/>

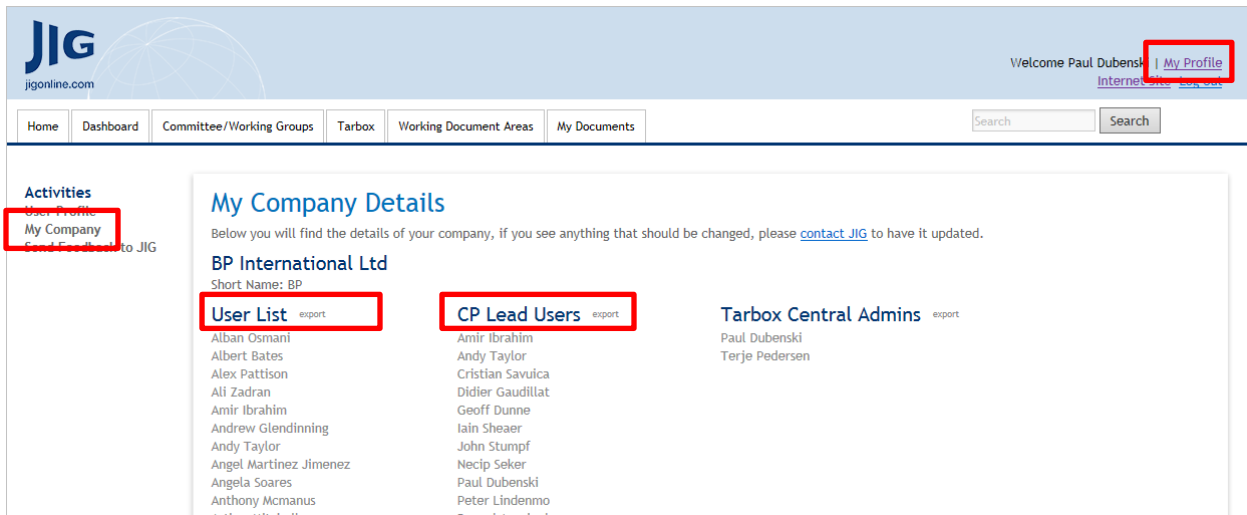
JIG is the owner of the copyright and all intellectual property rights in the publication. IATA uses such rights with permission from JIG.

# Common Process Bulletin

Bulletin No 108 **Control of Access to JIG Website and JIG Dashboard** 12<sup>th</sup> Mar 2018

## 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 user list
5. CP Lead Users – export list of current CP Leads.
6. Advise changes to JIG Administration Coordinator.



The screenshot shows the JIG website dashboard for a user named Paul Dubenski. The 'My Profile' link in the top right is highlighted. The 'Activities' menu on the left has 'My Company' highlighted. The main content area is titled 'My Company Details' for 'BP International Ltd'. Below this, there are three sections: 'User List' (with an 'export' link), 'CP Lead Users' (with an 'export' link), and 'Tarbox Central Admins' (with an 'export' link). The 'User List' and 'CP Lead Users' sections are highlighted with red boxes.

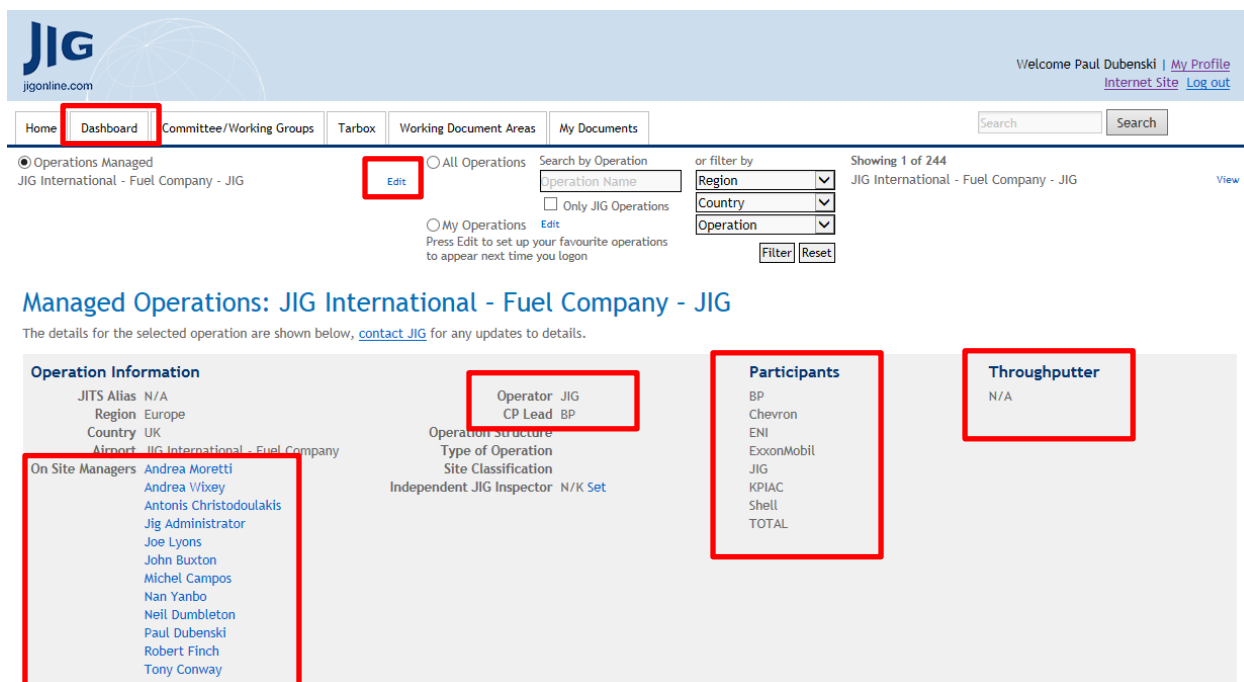
User List	CP Lead Users	Tarbox Central Admins
Alban Osmani	Amir Ibrahim	Paul Dubenski
Albert Bates	Andy Taylor	Terje Pedersen
Alex Pattison	Cristian Savuica	
Ali Zadran	Didier Gaudillat	
Amir Ibrahim	Geoff Dunne	
Andrew Glendinning	Iain Shearer	
Andy Taylor	John Stumpf	
Angel Martinez Jimenez	Necip Seker	
Angela Soares	Paul Dubenski	
Anthony Mcmanus	Peter Lindenmo	
Arthur Mitchell	David Arnold	

# Common Process Bulletin

Bulletin No 108 **Control of Access to JIG Website and JIG Dashboard** 12<sup>th</sup> Mar 2018

## 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.



**JIG**  
jigonline.com

Welcome Paul Dubenski | [My Profile](#)  
[Internet Site](#) [Log out](#)

Home **Dashboard** Committee/Working Groups Tarbox Working Document Areas My Documents

Operations Managed  
JIG International - Fuel Company - JIG **Edit**

Search by Operation  
Operation Name  
or filter by  
Region  
Country  
Operation  
Filter Reset

Showing 1 of 244  
JIG International - Fuel Company - JIG [View](#)

### Managed Operations: JIG International - Fuel Company - JIG

The details for the selected operation are shown below, [contact JIG](#) for any updates to details.

Operation Information		Operator	Participants	Throughputter
JITS Alias	N/A	JIG	BP	N/A
Region	Europe	CP Lead BP	Chevron	
Country	UK		ENI	
Airport	JIG International - Fuel Company		ExxonMobil	
On Site Managers	Andrea Moretti Andrea Vixey Antonis Christodoulakis Jig Administrator Joe Lyons John Buxton Michel Campos Nan Yanbo Neil Dumbleton Paul Dubenski Robert Finch Tony Conway		JIG KPIAC Shell TOTAL	
Operation Structure				
Type of Operation				
Site Classification				
Independent JIG Inspector	N/K Set			