



## **JIG Common Process**

# **Introduction to Guidelines for Stock Control at JV Airport Operations (CP 5.02)**

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# Stock Control Guidelines - Presenter

Insert name





# Stock Control Guidelines – Background JIG Common Processes

- The JIG Common Process Committee was formed in 2009 to develop best practice guidance that may be adopted by JVs.
  - **JV core principles, Common Processes and Management System Best Practice.**
- JIG Bulletin 54, Stock Control Guidelines (CP 5.02), issued in July 2012 to provide best practices on JIG principles and continue improvement in JV governance and assurance.



# **Stock Control Guidelines – Purpose**

- **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 JVs though allowing flexibility based on individual JV needs**
- **Stock control process & equipment to be cost effective**





# Stock Control Guidelines – Implementation (1 of 2)

- On or before July 2013
  1. Document JV stock control practices (using template in appendix 2 of guidelines)
  2. Complete gap analysis of current practices against guidelines recommended practices (JIG bulletin 54: attachment 1)
  3. Develop an implementation plan to align JV practices with guidelines
- Expect 1 to 3 days effort by an experienced stock control person in consultation with JV Manager.
  - To assist completion, a detailed implementation aid has been developed & is available on the JIG website. (See documents CP 5.02A and 5.02B).







# Stock Control Guidelines – Implementation (2 of 2)

- Review steps 1 – 3 with JV Board/Management Committee to obtain approval for:
  - Documented JV stock control practices
  - Any on-going practices that are not aligned with guidelines recommended practices (if any)
  - Implementation plan to align JV practices with guidelines, including any cost estimates and/or capital investment requirements, to address gaps identified
- Target for completion of procedural changes is December 2013.





# Stock Control Guidelines

Any questions?





# **Stock Control Guidelines – Key components / discussion points (1 of 3)**

## **Definitions**

- For consistent use of terms

## **Receipts**

- Transportation Loss separately monitored  
versus Operating Loss





# **Stock Control Guidelines – Key components / discussion points (2 of 3)**

## **Sales and transfers**

- Sales temperature measurement point a key factor
- Data needs to be consistent between storage & into-plane JVs

## **Stock measurement**

- Month end detailed control & reasonableness during month
- Annual independent verification



# **Stock Control Guidelines – Key components / discussion points (3 of 3)**

## **Oil Loss**

- **JIG Jet tolerance 0.1%**
- **Board to approve appropriate tolerance for JV**
- **Investigation when outside agreed tolerance**
- **Supplier oil loss allocation basis using STA  
Recording and reporting**
- **Appropriate stock accounting system**





# Stock Control Guidelines

Any questions?

