**Appendix A3: Example Variance Approval Certificate – Issue 13 (2021)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Variance Number:** | | | **Date:** | | | | **Operation name:** | | |
| **Requested by:** | | | **Position:** *(Site Manager)* | | | | **Location:** | | |
| **Phone:** | | | **Email:** | | | | **Operating Company:** | | |
| **Location Management Members:** | | | |  | | **Users/Throughputters:** | |  | |
| **Variance Title:** *(Brief description of the Variance)* | | | | | | | | | |
| **JIG Standards reference affected:** *(JIG Standard – JIG 1, 2 – and relevant section numbers)* | | | | | | | | | |
| **Comprehensive details of deviation from the JIG Standards referenced above:** *(Attach any additional documents/photos)* | | | | | | | | | |
| **Risk mitigation action(s) during variance:**  *(Detail additional actions to ensure risk from the variance is mitigated)* | | | | | | | **Target Completion** *[date]* | | **Actual Completion** *[date]* |
| **Rectification action(s):**  *(Detail future actions that will be taken to ensure variance closure and withdrawal)* | | | | | | | **Target Completion** *[date]* | | **Actual Completion** *[date]* |
| **Technical Endorsement of Variance (to be reviewed 3-yearly)** | | | | | | | | | |
| **Technical reviewer** | **Technical review outcome/comments** | | | | | | | **Signature / Date** | |
|  |  | | | | | | |  | |
|  |  | | | | | | |  | |
| **Approval of Variance by Location Management**\* [**To be reviewed annually]** | | | | | | | | | |
| **Company name / Representative** | **Signature / Date** | | | | **Company name / Representative** | | | **Signature / Date** | |
|  |  | | | |  | | |  | |
|  |  | | | |  | | |  | |
| **Final approval date:** | | **Any conditions of approval:** | | | | | | **Variance expiry:** *[date]* | |
| **Re-approval**\* **by Location Management:**  *(Detail additional mitigation and/or rectification actions if required)* | | | | | | | | *[Signature / Name / Date]* | |
| **Re-approval**\* **by Location Management:**  *(Detail additional mitigation and/or rectification actions if required)* | | | | | | | | *[Signature / Name / Date]* | |
| **Re-approval**\* **by Location Management:**  *(Detail additional mitigation and/or rectification actions if required)* | | | | | | | | *[Signature / Name / Date]* | |
| **Re-acceptance**\* **by Technical Authorities’:**  *(Detail additional mitigation and/or rectification actions if required)* | | | | | | | | *[Signature / Name / Date]* | |
| **Variance closure comments:** (all rectification actions completed) | | | | | | | | *[Signature / Name / Date]* | |

\* Copies of approval/endorsement (in other formats) received in lieu of signatures above shall be attached herewith