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

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| **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