

Introduction

A Health, Safety, Security & Environmental Management System (HSSEMS) describes the system used by a Facility to manage Health, Safety, Security and Environmental matters. It is a high-level document, which is supported by a range of detailed initiatives and processes. The JIG HSSEMS Standard document is not a management system but a guide for a Facility to develop a management system of its own.

Facilities that operate to the JIG Standards shall have an external audit of their HSSEMS performed by a suitably qualified Auditor at least once every three years.

Objectives

The objective of the audit is to test conformance of the Facility's own HSSE Management System against the minimum expectations of JIG HSSEMS Standard.

Auditor and Audit requirements

The Board or equivalent overseeing persons shall, when selecting the Auditor, ensure that the appointee has appropriate qualifications and competencies. This shall be a contracted independent Auditor or Shareholder led, using their resources.

Considerations for the selection of an appropriate Auditor should include:

- industry recognised HSSE certification;
- industry recognised auditing certification;
- HSSE auditing experience;
- Management System auditing experience;
- Aviation or fuel handling experience and
- personal and professional behaviours.

In order to assure appropriate impartiality, the Auditor shall be an individual not involved with either the day-to-day operations of the Facility, nor with its direct supervision or management, including the Board, and that shall be familiar with the content of the JIG HSSEMS Standard. The selection decision of the HSSEMS Auditor shall be recorded.

To fulfil the requirements for undertaking a 3-yearly HSSEMS audit, the Auditor shall use the JIG HSSEMS audit report template for conducting the audit against the JIG HSSEMS Standard unless the Board or equivalent overseeing persons has taken the decision to use alternative equivalent tools. In this case, the tools shall be suitable for meeting the objectives of the audit, i.e., testing conformance of the Facility's own HSSE Management System against the minimum expectations of JIG HSSEMS Standard, and the decision shall also be recorded.

Scope

This audit shall assess compliance with the JIG HSSEMS Standard elements:

1. Leadership, involvement and responsibility
2. Risk assessment and control
3. Asset design, construction and disposal
4. Documentation and records
5. Personnel training and competence
6. Occupational health and hygiene
7. Operation and maintenance
8. Management of change
9. Contractors and suppliers
10. Incident reporting, investigation and analysis

11. Emergency management
12. Community
13. Auditing and Management System review

Audit Methodology

Using a “risk-based” approach, the Auditor will gather information by observation, through interviews and by checks of hardware and documentation. The Auditor will perform their duties in accordance with the JIG HSSE MS audit requirements, industry best practice and their experience. Audit evidence will be based upon sampling of the available information and therefore should not be considered all-inclusive or exhaustive. Conscientious efforts will be made to verify findings and to confirm the validity of recommended actions.

To facilitate the efficient and effective execution of the audit, the Facility will assign an Audit Coordinator/Focal Point prior to the audit to assist the Auditor with logistics, scheduling interviews and other liaison activities.

Communication and Reporting

During the audit, the Auditor will communicate with the auditee on an ongoing basis to validate findings and explore appropriate actions. During the close-out meeting, the Auditor shall discuss and agree the audit findings, including their closure target dates (see section “Findings” below), and discuss any initial recommendations. The Auditor shall include detailed recommendations to correct each identified finding within any draft audit report issued.

The draft report should be issued within 2 weeks of the audit. The auditee should respond with comments within one week of receiving the report. A final agreed report should be issued within one month of the audit being performed.

The final report shall be distributed by the Auditor to the Location Contact and Appropriate Management Contact identified (section A1 of the JIG HSSEMS audit report template).

The Auditor should:

- report all areas of concern as findings broken down by element;
- highlight any strengths and good practices that were observed;
- identify any repeat findings; and
- include any opportunities for improvement, i.e., Comments.

Findings

Definitions and recommended timelines for finding closure:

- **Serious Finding:** Situations that present a perceived imminent high risk to people, environment, assets, the Facility, or its reputation. In this case, the auditor shall ensure that the situation is made safe to their satisfaction and that the appropriate level of management (Board or equivalent overseeing persons) is immediately informed of the finding by the auditor.
-> Serious Findings should be closed-out as soon as reasonably practical.
- **Major Finding:** Situations that present a major risk to people, environment, assets, the Facility, or its reputation or where 50% or more of the expectations of an element are not implemented or met.
-> Major Findings should be closed-out within three (3) months.
- **Minor Finding:** Situations that may be more than isolated or occasional but present a lower, i.e., minor, risk than a Major Finding; and/or situations that may be administrative in nature; and/or where expectations of an element are not implemented or met (up to 50%).
-> Minor Findings should be closed-out within six (6) months.
- **Repeat Finding:** Any finding (Serious, Major, Minor) that is repeated from the previous report.
-> Repeat Findings should be closed-out depending on their classification, i.e., serious, major, minor.

JIG HSSE MS AUDIT TERMS OF REFERENCE



JIG EXTERNAL POLICY

VERSION 1

03/09/2021

Comments

- **Comment:** Any Opportunities for Improvement

Audit Follow-Up

The Board or equivalent overseeing persons shall review the findings (gaps and recommendations), approve the actions arising, approve resources and track to completion.

JIG Locations shall upload the final HSSEMS audit report and the required information to the JIG Dashboard (refer to JIG Dashboard training materials).

Audit Planning

The following additional information shall be captured and shared when planning the audit.

Auditee details

Facility	
Location	
Managing/Operating Company	

Location Contact:		Title / Position	
Telephone number:		Mobile/out of hours no:	
Email address 1:		Email address 2:	

Appropriate Management Contact:		Title / Position	
Telephone number:		Mobile/out of hours no:	
Email address 1:		Email address 2:	

Auditor details

Name of Auditor and Company	
-----------------------------	--

Timetable / Schedule

Planned Date & Time	Activity & Location	Accompanied by (e.g., Facility Personnel, Audit Team Member)