

GOVERNANCE PROCESSES SECTION – USER GUIDE

The Governance section consists of 4 Checklists related to the Good Practice developed by the JIG Governance Processes Committee. It provides sites with an annual assessment of their compliance level, and multi-site representative an easy way to view all their locations at a glance. The Governance section will likely include in future updates the capability to securely upload CSR Data for shareholders to view without having to contact each site individually.

Checklists: The existing 4 Checklists are:

- Annual Governance Checklist
- Core Principles Checklist
- Business Principles Checklist
- Business Risk Assessment Checklist

They are a rapid annual compliance check that Site Managers complete online and replace the paper-based checklist previously used. In the background, the questions are allocated to the appropriate level of the Governance 3-level pyramid (Audit, Review, Self-Verification) described in the JIG governance and Assurance Manual. The Assessments are marked (see below) against these 3 concepts.

Reporting: Users would typically view **Checklist Results** (graph) view for a single site, and a **Location List View** for someone with access to multiple sites. Though Graph view can be used for multiple sites as well, as clicking on the graph drills down to further detail by region/country/location.



Checklist results: Here is a typical view. This user has access to multiple sites, so the graphs show the average scores for each of the checklists, and the coloured boxes at the bottom of the screen indicate by traffic light system how many sites are in the good, satisfactory, and Poor categories.

Clicking on one of the four graphs takes the user to a more detailed view (Region/Country/Site) of that Checklist, depending on the number and profile of sites the User has access to.

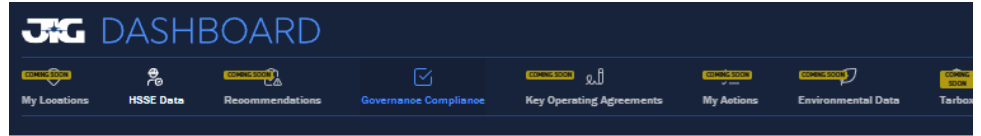
If there are no graphs displayed, then either the User has no access to sites (please contact JIG for help), or none of the sites have completed an annual checklist and so there is no data to show.

Note that this section of Dashboard is new for 2025, with no data carried over from the previous dashboard. So all sites have to complete their 2024 checklist before data will be available in this reporting view.

Location List View: This view of results allows Users who have responsibility for multiple sites to identify quickly which ones are high performers and which ones need to progress further.

The table lists sites that the User has access to, with compliance assessments shown with the traffic light system. Clicking inside a box will drill down to more detail.

Next to the Site Name is a FILE icon. Click on the icon to download the Site's completed Checklist and view the answers provided to each question. The data is provided in MS Excel Format.



MENU

- My Locations
- HSSE Data
- Recommendations
- Bulletins & Variances
- Governance Compliance**
 - Checklist Results
 - Location List View
 - Checklist Completion
- Key Operating Agreements
- My Actions
- Environmental Data
- Tarbox

FILTER +

EXPORT +

HELP +

Showing combined Governance data for: All your locations

Locations	Business Risk Assessment Checklist 2023	Core Principles Annual Checklist 2024	Business Principles Checklist 2023	Annual Governance Checklist 2023
Expand for more details				
Abidjan-PDOLREF	61%	78%		
London LHR-HHOPQADH	72%		87%	85%
Prague PRG-LMJP		17%		

Validity of Assessments: note that JIG issues a new Checklist every year in January/February, which will reset the answers from the previous year. This may cause some reporting to be incomplete if sites have not completed the new checklists.

Checklist Completion on the menu takes Users with edit rights to a screen where they select the Checklist they want to complete, and which airport it applies to.

MENU

- My Locations
- HSSE Data
- Recommendations
- Bulletins & Variances
- Governance Compliance**
 - Checklist Results
 - Location List View
 - Checklist Completion

Governance Compliance

Which checklist do you wish to complete?

Annual Governance Checklist 2023

Choose your location:

London JIG-TEST-SITE:ADHIP

CONFIRM & PROCEED

As stated above there is a new Checklist Assessment every year, and a reminder from the system when it is due.

The first part of a checklist confirms the site details, the User Completing the questions, as well as the date upon which the Site adopted the JIG best practice. If any of the field are empty, they are populated by the system date after completion.

After validating the initial data (see below) the User completes the questionnaire.

MENU

- My Locations
- HSSE Data
- Recommendations
- Bulletins & Variances
- Governance Compliance**
 - Checklist Results
 - Location List View
 - Checklist Completion
- Key Operating Agreements
- My Actions
- Environmental Data
- Tarbox

FILTER +

EXPORT +

HELP +

Governance Compliance

1 2 3 4 5 6

Checklist	Annual Governance Checklist 2023
Location	London JIG-TEST-SITE-ADHIP
Date last checklist completed	Not Yet Completed ▲
To be completed by	Mark Newstead
Role	Editor, Purchaser, JIG Group - Common Process Committee, JIG Group - HSSE Committee, JIG Group - Operations Committee, JIG Group - Product Quality Committee, JIG Group - Standards Working Group, JIG Group - Filtration Working Group, Operator Company User, Member Company User, Site Manager
First adopted on:	18/12/2024

The latest version of CP 1.06 v1.0 was introduced on

CP 1.06 v1.0

- I confirm we are using the JIG Governance manual
- I confirm we have adopted our own Company equivalent of the JIG Governance manual
- I confirm our site's written Policies cover the entire content of the JIG Governance Manual

I can confirm that all the information above is correct.

ADVISE JIG OF ERRORS CONFIRM & PROCEED

If all the data is correct, the User continues by clicking the “Confirm and Proceed” button.

If the User does not have edit rights, this error message is displayed. Contact JIG Admin if you think you should have rights to enter data for the chosen Location.

```
{ "message": "You do not have edit access for this location." }
```

CLOSE

The Checklist questions are then displayed. They are organised into sections by topic to make progress easy to follow. All questions are YES/NO, and some answers may generate a supplemental question that appears in the list when you have answered. Using “Confirm & Proceed” to go to the next section also saves the answers. This means you can leave the Checklist and return to it later.

Governance Compliance

1 2 3 4 5 6

By clicking PUBLISH you are confirming that your checklist submission is correct and you will no longer be able to edit it. Please preview the document before proceeding.

DOWNLOAD PREVIEW

I confirm that the information provided is correct.

BACK CONFIRM & PROCEED

The final step is to complete the checklist on the final page. Once it has been saved, it can no longer be modified. Any updates will have to wait until the following year. This is why the system offers you a preview of your answers and requires you to click the tick box before confirming that you have finished. As soon as the Checklist is submitted, the assessment will appear in the reporting section.