

Health, Safety, Security and Environment (HSSE) Audit Guidelines

Background – Bulletin 32 and 46

This Bulletin has been issued to respond to requests for further guidance on the actions arising from Bulletins 32 HSSE Management System (MS) and Bulletin 46 HSSE Auditing and HSSE Performance. With the issue of this Bulletin, Bulletin 46 will be available for reference purposes only. Bulletin 32 is out of date and has already been withdrawn.

The JIG HSSE MS Guidelines document [1] published in 2010 is not a management system but it does describe a framework for an Organisation to structure its processes, standards and procedures and to identify improvements to further mitigate HSSE risk.

Expectation 13.2 of this HSSE MS Guidelines document sets a requirement that external HSSE MS audits shall be conducted at least once every three years.

What is a HSSE Audit?

A HSSE audit is an inspection method that you can use to assess compliance with established HSSE procedures or standards in the workplace.

The HSSE audit can look at specific risk areas such as confined space entry, Emergency Response, or working at heights and involve the inspection and testing of current workplace control methods. This type of audit has a narrow focus and looks at the effectiveness of policies and procedures in dealing with specific risks.

What is required of an external HSSE MS audit to meet JIG requirements?

A HSSE management systems audit has a wider scope, and although addressing hazards and risk controls, it also looks at organisational structures, planning activities, responsibilities, implemented procedures, review cycles and measurement and evaluation issues.

Site walk rounds, site safety talks, tool box talks etc are not audits.

What is an external JIG HSSE MS audit?

- The audit must focus on the HSSE Management System of the Site or Operations.
- The scope of the audit must at least cover the minimum expectations as outlined in JIG HSSE MS Guidelines document [1].
- External means
 - An individual not involved with the day to day operations of the site, supervision or JV management including the Board.
 - Any selection of Auditors shall be approved by the JV Board / Management Committee and the decision formally recorded in the minutes of a JV Board / Management Committee meeting.
- Examples of such External audits are:-
 - Contracted independent HSSE auditor with experience of assessing HSSE Management Systems.
 - Shareholder led using their resources with experience of assessing HSSE Management Systems and using their equivalent Audit / inspection schemes providing they meet the JIG requirements.
- The audit must generate a final report, highlighting any gaps against JIG minimum requirements (and where appropriate recommending any additional actions).
- The JV / Site operator shall provide a copy of the report to the JV Board / Management Committee and generate a gap closure plan.
- The JV Board / Board / Management Committee shall review the findings (gaps and recommendations), approve the actions arising, approve resources and track to completion.

What is required of an Internal HSSE MS audit to meet JIG requirement?

Expectation 13.5 of the JIG HSSE MS Guidelines document [1] states that a process of internal HSSEMS audits shall be established that is commensurate to the risks associated with the Organisation.

Here the site or operation conducts a self-assessment of the HSSE MS to evaluate compliance status or to identify any suspected problems. These audits shall be undertaken by appropriately trained internal staff:

- The audit must focus on the HSSE Management System of the Site or Operations, not just a single focus area.
- Internal means
 - Self-assessment of the whole HSSE MS
 - the auditor can be a member of the day to day operations of the site, supervision or JV management including the Board.
- A checklist which can be used as a guide for Internal HSSE MS Audits will be available soon for downloading from www.jigonline.com
- The JV Board / Board / Management Committee is responsible for setting the frequency of internal HSSE MS Audits taking account of the risks and compliance status of the operation.

Referenced Documents (downloadable from www.jigonline.com – Members Area Publications

[1] JIG Guidelines for Health, Safety, Security and Environment Management for Jointly Operated Aviation Fuel Facilities at Airports, Issue 1 March 2010.

All airport locations on the JIG International Inspection Programme are expected to comply with the content of this bulletin.

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Actions to Implement this Bulletin (See Table 1 for Action Type Codes)

This Bulletin provides clarity on External and Internal HSSE MS audits. The following actions need to be implemented to meet JIG HSSE MS Internal and External audit requirements.

| Action Description | Action Type |
|--|-------------|
| 1. Previous External HSSE MS Audit (3 Yearly) a) If you have carried out an audit in the last 3 years does it meet the above requirements for an External HSSE MS audit? b) If above requirements are not met this does not constitute an External HSSE MS audit, and the audit should be carried out again according to the above definition within 12 months of the publication of this bulletin. | JS |
| 2. Future External HSSE MS Audit (3 Yearly) a) Appointment of HSSE auditor: The JV Board/Management Committee shall authorise a HSSE Auditor, as detailed above, to carry out an HSSE MS Audit. b) The audit must generate a final report, highlighting any gaps against JIG minimum requirements (and where appropriate recommending any additional actions). c) The JV / Site operator shall provide a copy of the report to the JV Board / Management Committee and generate a gap closure plan. d) The JV Board / Management Committee shall review the findings (gaps and recommendations), approve the actions arising, approve resources and track to completion | JS |
| 3. <u>Internal HSSE MS audit process</u> a. JVs and non JVs should review their internal HSSE MS audit process to ensure it meets the requirements for an Internal HSSE MS audit. b. If above requirements are not met this does not constitute an Internal HSSE MS audit, and the system shall be updated. | JS |

Table 1 - Bulletin Action Types (Bulletins do not necessarily contain all Action Types)

| Action Types | JIG Bulletin Action Type Definition |
|--|---|
| JS | Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 3, 4) (**). |
| RP | JIG Recommended Practice which the JV should consider adopting as its own practice (**). |
| I | Issued for information purposes only. |
| Note (**) - If the JV agreements require any of the JIG Standards and/or any of the JIG Common Processes as the governing operational standard then adoption of changes to applicable JIG Standards and/or Common Processes should not be considered optional by the JV Board. | |