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# DIESEL FILLING GUIDELINES

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## AIM OF THIS DOCUMENT

This document aims to clarify the complete diesel filling process for all trucks and company vehicles that make use of the diesel facility on site.

## UNDERLYING PRINCIPLES OF THIS SET OF GUIDELINES

1. All vehicles that make use of the on-site diesel facility are authorised to do so.
2. There is a strict no smoking rule in the vicinity of the diesel pumps and no sparking equipment should be allowed in this area either.
3. The correct safety equipment should be found in the diesel area; including but not limited to a bucket of sand.
4. Any unauthorised removal of diesel from the site or manipulation of any of the figures relating to diesel is considered theft, and the appropriate disciplinary procedures will be followed.

## DAILY GUIDELINES FOR THE DIESEL OPERATOR

1. A diesel dip reading is to be completed daily before any diesel is issued.
  - a. The dip stick should be chalked in the expected vicinity of the level of diesel. This will ensure that the reading is more accurate as the dip is clearly visible.
  - b. The dip stick is accurate to within 100L. This means that the dip reading will always be in a multiple of 100L. A judgement call should be made if the dip reading clearly falls between two of the 100L marks on the dip stick as to recording the dip read to the nearest 50L.
  - c. The dip stick should be stored flat in an area that is out of the sun and free from dirt. This will ensure that the dip stick retains its calibration (as it does not warp). Storing the dip stick in the dirt will ensure that the dirt is introduced into the diesel tank which could have effects on the diesel pump or truck engines.
2. The diesel dip reading is to be recorded in the Issues Book, together with the days date and time.
  - a. The function of the daily dip read is to provide an indication of the diesel level in the tank. It is not meant as a daily balancing number.
  - b. The daily dip read should be used as a rough check on a daily basis to ensure that opening stock (morning diesel dip) – issues (as recorded in the issues book) is approximately the same as the closing stock (evening diesel dip).
  - c. It can also be used at month end to pin point any problems that may have taken place during the month.

3. If the morning dip reading is not approximately the same as the previous evenings dip reading, the Diesel Attendant should call the Fleet Officer immediately. This should be recorded in the issues book together with reasons for the variance.
4. The Diesel Attendant must ensure that any driver requiring diesel in his / her vehicle is authorised to do so.
5. All vehicles being filled should have the ignition turned off before any diesel is put into the tank.
6. Each vehicle is to be filled to just below the top of the tank. Diesel tanks should not be filled to the very top due to the fact that diesel expands in the heat and this could cause the tank to overflow if allowed to stand in the sun.
7. The Diesel Attendant is to remain with the vehicle for the period that it takes to fill the tank. The fuel tank cap is to be securely screwed back on once the tank is full.
8. The following information is to be recorded in the diesel issue book:
  - a. Date
  - b. Time
  - c. Full name of driver
  - d. Vehicle registration number
  - e. Number of litres of diesel filled
  - f. Car / Truck odometer reading
  - g. Master diesel pump reading
  - h. Driver signature
  - i. Diesel Attendant signature
9. The diesel area is to be kept neat and tidy. Any diesel spills are to be mopped up immediately.
10. All diesel deliveries are also to be recorded in the issues book. The following information is vital:
  - a. Date
  - b. Time
  - c. Full name of diesel delivery driver
  - d. Vehicle registration number
  - e. Number of litres of diesel filled
  - f. Diesel delivery truck master tank reading before filling
  - g. Diesel delivery master truck tank reading after filling
  - h. Master diesel pump reading
  - i. Diesel delivery driver signature
  - j. Diesel Attendant signature
11. The Diesel Attendant must record both the diesel delivery truck tank master readings as well as perform a dip reading before and after the delivery. The difference in dip readings must approximate to the difference in diesel delivery truck tank master readings. If there is a difference, the Fleet Officer is to be called in immediately to resolve the dispute.
12. At the end of the day, the Diesel Attendant is to sum up all of the issues and receipts separately. Two checks should be performed and verified by the Fleet Officer:
  - a. The recorded issues (as found in the issues book) must match the difference between the diesel pump master reading at the start and end of day. If this is not



the case, then the issues or receipts have not been recorded correctly. The Fleet Officer needs to decide how to address the situation.

- b. The total receipts + the opening dip reading – total issues should approximately equal the closing dip reading. If not, the Fleet Controller must take appropriate action.
13. It is likely that there will be small variances between the dip readings and the issues and receipts on a daily basis. This is due to the expansion and contraction of diesel depending on temperature variances. Other acceptable reasons for variances can relate to the calibration of the pump and the dip stick.

#### ADDITIONAL PROCESS FOR LONG DISTANCE TRUCKS

There is currently a need to provide extra diesel to drivers required to deliver beer to customers in the north of the country. Their diesel requirement is greater than the capacity of the tanks on their trucks:

1. Long distance fuel tanks are to be sourced as soon as possible in order to remove this area of risk.
2. Until such time as long distance tanks have been installed, the following procedure will be in operation:
  - a. The Fleet Officer to issue a voucher to drivers that require extra diesel.
  - b. The voucher to be issued to all drivers that are required to drive a return distance in excess of 500km.
  - c. The voucher should include details of the trip, destination, date, expected distance to be travelled, driver, truck number, and quantity of additional diesel in L over and above tank fill.
  - d. The voucher is to be handed to the Diesel Attendant. The voucher will be the only exception whereby the Diesel Attendant will provide more diesel than that required to fill up a tank.
  - e. The Diesel Attendant is to make two entries into the issues book:
    - An entry as detailed above to fill up the truck tank.
    - A second entry detailing the extra diesel authorised by the voucher.
  - f. The voucher is to be attached to the issues book and cancelled (by drawing two diagonal lines and writing the words cancelled in bold letters).
3. The fuel consumption of long distance trucks is to be carefully scrutinised on a monthly basis. Extra diesel on a long distance truck is both a temptation and a safety issue. Both aspects need to be carefully monitored by the Operations Manager & Operations Director.

## MONTHLY GUIDELINES FOR DIESEL OPERATION

The following are the month end guidelines that should be followed in order to ensure an effective diesel reconciliation process:

1. All Distribution trucks are to be filled at month end. This will ensure that any analysis of L/100km per truck will then equate diesel litres used with actual km travelled and provide a far more accurate measure of fuel consumption (as each truck starts each month with the same amount of diesel with which it ends the month).
2. A member of the finance team to be present for the month end diesel dip reading. This is the reading performed after all issues and receipts have been made for a particular month. This is the number that will be used to reconcile the months diesel.
3. Copies to be made of all of the issues and receipts for the month from the issues book. These copies will become part of the monthly diesel reconciliation pack.
4. The issues and receipts are to be separately totalled.
5. There are two checks that need to be performed:
  - a. The recorded issues (as found in the issues book) must match the difference between the diesel pump master reading at the beginning and end of the month. If they match, this means that all issues have been recorded. If they do not match, then there is a problem with the recording of the issues. The date where the problem occurred can be pinpointed through using the daily dip readings and comparing these to the diesel pump master readings and the daily issues.
  - b. The total receipts + the opening dip reading – total issues should approximately equal the closing dip reading. There could be a small unaccountable variance here (due to the expansion and contraction of diesel as explained earlier). Finance to determine if this variance is acceptable or if further investigation is required.
6. There will invariably be small unaccountable variances in diesel every month (<100L). Anything more than this should be thoroughly investigated and resolved.
7. The month end diesel reconciliation should be signed off by the Operations Manager and Director. This sign off indicates their agreement with the analysis.
8. Distribution Management should perform random diesel dip checks. The dip reading should be compared to the Diesel Attendant's records for the day. This information is to be used to determine effectiveness of the Diesel Attendant as well as his adherence to these guidelines.
9. Operations Manager to ensure that an analysis of L/100km is performed for every truck. This analysis is to be analysed for the following exceptions:
  - a. Any trucks with L/100km higher than the norm for that kind of truck operating under the same kind of conditions.
  - b. Any trucks with L/100km that are very high or very low compared to the norm for that truck (could indicate that truck was not filled at month end or a theft issue).
  - c. Any truck with a L/100km that varies every month (could be erratic driving, truck not being filled, or a mechanical issue).
10. Daily fills should also be checked on a monthly basis and all suspicious amounts be investigated. Suspicious amounts are all of those amounts where the amount of diesel filled is greater than the capacity of the tank. Very small amounts should also be investigated.