

SOP Template: Fuel Management and Usage Monitoring

This SOP details the procedures for **fuel management and usage monitoring**, covering fuel procurement, storage, distribution, usage tracking, and inventory control. The goal is to optimize fuel consumption, prevent wastage, ensure regulatory compliance, and maintain accurate records to support efficient operations and cost management.

1. Purpose

To establish standardized procedures for managing, monitoring, and documenting fuel procurement, storage, distribution, and usage, ensuring efficiency, safety, and regulatory compliance.

2. Scope

This SOP applies to all personnel involved in fuel handling, storage, distribution, and usage monitoring within the organization.

3. Responsibilities

- **Fuel Manager:** Oversee overall fuel management processes.
- **Procurement Team:** Arrange and document fuel sourcing and purchases.
- **Warehouse/Storage Staff:** Safely store and monitor fuel inventory levels.
- **Distribution Staff:** Dispense fuel and record transactions.
- **Operations Manager:** Review reports and verify compliance.

4. Procedure

4.1 Fuel Procurement

1. Identify fuel requirements based on operational needs.
2. Request quotations from approved suppliers.
3. Obtain management approval for purchases.
4. Place orders and schedule deliveries, ensuring compliance with quality standards.
5. Receive and inspect deliveries for quantity and quality before acceptance.
6. Record delivery details (supplier, quantity, date, batch, invoice).

4.2 Fuel Storage

1. Store fuel in designated, secured, and labeled storage tanks/containers.
2. Monitor storage conditions (temperature, contamination, leaks).
3. Conduct regular visual and instrument inspections as per regulatory requirements.
4. Maintain log of all fuel received, stored, and moved from inventory.

4.3 Fuel Distribution

1. Authorize fuel dispensing in accordance with operational needs.
2. Issue fuel to vehicles/equipment using approved forms or electronic systems.
3. Record details (date, time, quantity, recipient asset/vehicle, personnel involved).
4. Verify and reconcile distributed fuel against usage records.

4.4 Fuel Usage Monitoring

1. Track daily fuel consumption by vehicle/unit or equipment.
2. Collect and analyze fuel usage logs for discrepancies or inefficiencies.
3. Report variances or anomalies to management for investigation.
4. Implement corrective measures if unauthorized usage or wastage is detected.

4.5 Inventory Control and Recording

1. Maintain up-to-date fuel inventory records in physical and/or digital format.
2. Conduct weekly and monthly stock reconciliations.
3. Investigate and document discrepancies between recorded and actual stocks.

4. Submit periodic inventory and consumption reports to management.

5. Documentation

- Fuel purchase orders & delivery notes
- Fuel storage logs
- Fuel issuance/dispensing records
- Usage logs (by equipment/vehicle)
- Inventory reconciliation reports
- Incident/variance reports

6. Compliance and Safety

- Comply with local, regional, and national regulations governing fuel storage and handling.
- Ensure staff are trained in fuel handling, spill response, and safety measures.
- Display appropriate signage and provide spill containment equipment at all storage locations.
- Conduct regular safety audits and address identified risks promptly.

7. Review and Improvement

- This SOP shall be reviewed at least annually, or as changes to regulations and operational requirements occur.
- Feedback and suggested improvements should be documented and reviewed by management.

8. Appendices

Appendix	Description
Appendix A	Sample Fuel Inventory Log Template
Appendix B	Fuel Issue/Dispensing Record Form
Appendix C	Fuel Reconciliation Checklist