


RWANDA FOOD AND DRUGS AUTHORITY		Department/Division/ Directorate	Administration and HR
Document Type: <b>Standard Operating Procedure</b>			Doc. Number : <b>DFC/SOP/00</b>
	Title: FLEET MANAGEMENT	Revision Number :	
		Revision Date: :	
		Effective Date :	
		Review Due Date :	

## 1.0 Purpose

This SOP provides guidance and clear instructions on the use of Rwanda FDA vehicles including those that are owned and those hired in an efficient way and manner that responds effectively to the institution's logistical needs. The implementation of the SOP aligns with Government of Rwanda's Fleet Policy published by Ministry of Infrastructure (FLEET POLICY OF GOVERNMENT OF RWANDA July 2014)

## 2.0 Scope

This SOP covers areas and steps of Rwanda FDA operations related to the acquisition of new vehicles, purchase of vehicle insurance as well as the request and use of vehicles by RwandaFDA staff in fulfillment of the institution's tasks and/or assignment.

## 4.0 Definitions and Abbreviations

- SOP: Standard Operating Procedure
- Rwanda FDA: Rwanda Food and Drugs Authority


## 5.0 Responsibility

Logistic office is responsible of fleet management.

## 6.0 Principles

- It is imperative to ensure car and staff safety by mitigating risks and putting in place mechanisms to manage accidents when they do happen. Safety of cars owned by Rwanda FDA is critical. More important though is safety of Rwanda FDA employees that must be a constant pre-occupation of the Rwanda FDA Director of Administration and Human Resources that oversees the Authority's vehicle fleet. It is a good idea to get out ahead of any potential problems before accident or near miss that could cost dearly Rwanda FDA or its employees.
- In order to ensure operational efficiency, vehicles must undergo routine service and maintenance. This can be achieved by developing and implementing schedules and reporting mechanisms that require as limited effort as possible
- Drivers should be encouraged to develop a culture of good driving habits. It is important to know and document cost per mile for each car used by Rwanda FDA for its operations. In

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Signature & Date						

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addition, complete records including invoices, work orders, receipts, employee records, should be kept in one central location and accessed as needed

## 7.0 Distribution

- 7.1 Director General
- 7.2 Heads of Departments
- 7.3 Chief of Finance Office
- 7.4 Division Managers, Directors
- 7.5 Logistic Office

## 8.0 Reference

[https://www.mininfra.gov.rw/fileadmin/user\\_upload/Mininfra/Publications/Policies/Transport/FLEET\\_POLICY\\_OF\\_THE\\_GOVERNMENT\\_OF\\_RWANDA\\_JULY\\_2014.pdf](https://www.mininfra.gov.rw/fileadmin/user_upload/Mininfra/Publications/Policies/Transport/FLEET_POLICY_OF_THE_GOVERNMENT_OF_RWANDA_JULY_2014.pdf)


## 9.0 Materials and equipment

Approved SOP and related policy

## 10.0 PROCEDURES


Steps Stage	Task/ activity	Time/ duration	Responsibilit y of	Data sources; tools, forms and templates
<b>New Rwanda FDA Vehicle Acquisition</b>				
1	Identification of needed vehicles	Q2 Fiscal Year	Rwanda FDA Senior	Fleet Management Policy for the GoR,

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Steps Stage	Task/ activity	Time/ duration	Responsibilit y of	Data sources; tools, forms and templates
			Managers	July 2014
2.	Request for authorization for MININFRA	One Week	FDA CBM	Official Letter
3	Initiating and completing tendering process	Six months	Procurement office	Public Procurement User Guide
4	Receiving Vehicles and check technical specifications	One day	Receiving Committee	Bid documents
5	Registration of Vehicle in Smart IFMIS and assign a driver	One day	Logistic Office	Smart IFMIS
<b>Phase Two: Rwanda FDA Vehicle Insurance</b>				
1	Request and Initiate the purchase order	Immediate	Logistics Officer	Internal Memo
2	Issuing the purchase order	Immediate	Finance Unit	Insurance contract
<b>Phase Three: Vehicle Request and Use</b>				
1	User request of Rwanda FDA vehicle	Immediate for daily operation	Logistics and Finance	Requisition form
		7 days before for Up country travels	Logistics and Finance	Concept note and travel clearance


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Steps Stage	Task/ activity	Time/ duration	Responsibilit y of	Data sources; tools, forms and templates
2	User request of hired vehicle	Immediate for daily operation	Logistics and Finance	Requisition form
		7 days before for Up country travels	Logistics and Finance	Concept note and travel clearance
3	After purchase order is ready, it is given to vendor who allocates a vehicle and provides the driver's number to the logistics officer. He/she shares the number of the driver with staff who needs to travel so that they can arrange with the driver	Day 2 max after request in made for travel out of Kigali;  Immediately with request within Kigali	DAHR and Logistics Officer	
4	At the conclusion of the travel, the user for the driver a request for payment accompanied by: <ul style="list-style-type: none"> <li>o "Feuille de route",</li> <li>o copy travel clearance</li> </ul>	At the conclusion of the trip	User Rwanda FDA Staff	
5	The vendor shall present an invoice to RBC. The invoice shall always be accompanied by a travel attestation duly signed by the RBC user staff to allow payment to follow the normal process (see finance SOP on payment).	At the conclusion of the trip	Vehicle Supplier	

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### 11.0 Document Revision History

Date of revision	Revision number	Author(s)	Changes made and/or reasons for revision
16/11/2020	0	QMS Specialist	First issue


  
**RWANDA FDA**  
Rwanda Food and Drugs Authority

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