


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>
 RWANDA FDA Rwanda Food and Drugs Authority	Title: ACQUISITION AND MANAGEMENT OF THE FUEL		Revision Number :
			Revision Date: :
			Effective Date :
			Review Due Date :

## 1.0 Purpose

This SOP provides guidance and clear instructions about the purchase and efficient use of fuel for and by Rwanda FDA vehicles and/or other equipment (generators) to ensure that related institutional goals are attained in an efficient manner. Implementation of the SOP aligns with Government of Rwanda's Fleet Policy

## 2.0 Scope

This SOP covers all steps from the point of fuel purchase and all the associated tasks up to the point vehicles and/or other equipment are fueled. As well, the SOP outlines aspects of management oversight of fuel use to ensure that it is used purposefully and efficiently for the right use and contribute to the desired goals.

## 4.0 Definitions and Abbreviations

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


## 5.0 Responsibility

Logistics and Drivers are responsible for the implementation of this SoP.

## 6.0 Principles

- It is essential to monitor consumption of fuel in order to detect any misuse.
- The selection of the supplier should make consideration of fuel suppliers with outlets throughout the country.
- The supplier must provide evidence to fully support its invoices so that information can be cross-checked with fuel issue vouchers and vehicle logs. To follow up the use of purchased fuel, Rwanda FDA's fuel supply system shall:
  - authorize a specified supplier to provide a specified type and quantity of fuel to a particular vehicle with a named driver on a given date;
  - Register the odometer reading at the time of fuel supply;
  - Register the fuel cost per litre and total cost; and
  - Register the signature of the person who delivered the fuel.
- A voucher must be used each time fuel is supplied to a vehicle and shall include one copy for Rwanda FDA records and another to be kept by the supplier. Ideally, the supplier will give a

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	QMS Specialist	HoD/ FDAR	HoD/ FDIS	CFO	Director General	
Signature & Date						

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form reference number for each transaction invoiced and supply their copy of the voucher as supporting evidence to avoid double-billing.

- Before compiling a report for the period corresponding to the fuel consumption (month, quarter or annual), it is important to check all information on the voucher copies, supporting copies and the supplier's account as well as the vehicle log to ensure that fleet statistics are correct and that drivers and the supplier correctly complete the documents.

## 7.0 Distribution

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

## 8.0 Reference

Government of Rwanda's Fleet Policy


## 9.0 Materials and equipment

Approved SOP and related laws

## 10.0 PROCEDURES

Steps Stage	Task/ activity	Time/ duration	Responsibility of	Data sources; tools, forms and templates
<b>Phase One: Purchase of Fuel</b>				
1.	To estimate required fuel quantity for Rwanda FDA vehicle fleet	During Rwanda FDA Planning Cycle (October)	Logistics office	Logbook, Historical consumption
2	Submission the request of Purchase order for fuel.	One day	Logistic Office	Contract, Approved budget

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Steps Stage	Task/ activity	Time/ duration	Responsibility of	Data sources; tools, forms and templates
3	Follow up of the purchase order with the vendor until delivery	As per signed contract	Logistic officer	Fuel Supply contract
4	Loading fuel amount on the electronic cards	One week	Supplier	Electronic cards, Fuel voucher, Delivery note for the quantity of fuel purchased
<b>Phase Two: Request and Use of purchased fuel</b>				
1	Requisition the fuel	1 day	Driver and Logistic office	Request form for Fuel
2	Verification and approval of requested fuel	Immediate	Logistics Officer and DAHR	Request form for Fuel
4	Refilling vehicles and generator	Immediate	Logistics Officer Driver	Request form for Fuel
	Recording the receipt from supplier	One day	Logistics Officer	Supplier receipt
5	Updating stock card	One day	Logistics Officer	stock Card
8	Fuel consumption report	One day	DAHR Logistics Officer	Stock cards, vouchers, log books, contract, purchase order, Supplier receipt

### 11.0 Document Revision History

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