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**Title: VEHICLE PROCUREMENT PROCEDURE****Document #:** HGGC/VM/SOP-01**Rev #****01****Effective Date** 01-01-2022**Review Date** 01-01-2025

## **Vehicle Procurement Procedure**

### **1. PURPOSE:**

- 1.1 The purpose of this procedure is to provide a standard for the procurement of new equipment/vehicle, keeping in mind the cost, standard (PATROM, OGRA), safety features, after sale service and equipment consistency.

### **2. SCOPE:**

- 2.1 This criteria shall be applicable to purchasing of new/used vehicle for transporting of Dangerous Petroleum by the name of **M/S HAJI GUL GROUP OF COMPANIES**.

### **3. DEFINITIONS:**

- 3.1 **PATROM:** "TOTAL PARCO standard/guideline for vehicle loading/unloading dangerous petroleum products."
- 3.2 **OGRA:** "Oil & Gas Regulatory Authority".
- 3.3 **NHA:** "National Highway Authority".
- 3.4 **NH & MP:** "National Highway & Motorway Police".
- 3.5 **ADR:** "Accord relatif au transport international des marchandises Dangereuses par Route" (French).
- 3.6 **ACP:** "Automobile Corporation of Pakistan-Autocom (Bowser Manufacturing Company)".
- 3.7 **PVE:** "Pakistan Vehicle Engineering".
- 3.8 **HTV:** "Heavy Transport Vehicle".
- 3.9 **DDC:** "Defensive Driving Course".
- 3.10 **HSEQ:** "Health, Safety, Environment and Quality".

### **4. RESPONSIBILITIES:**

- 4.1 CEO shall be the authority to allow procurement of new vehicle.
- 4.2 CEO shall take the final decision of selecting the vehicle manufacturing company for procurement of vehicle.
- 4.3 Maintenance Manager shall be responsible to ensure that newly vehicle is inspected according to the standard requirement.
- 4.4 HSEQ Manager shall ensure that new/used vehicle is according to the HSEQ requirement (ABS, Seatbelt, Side run, etc.).

### **5. PROCEDURE:**

#### **5.1 NEW VEHICLE PROCURIEMNT CRITERIA:**

- 5.1.1 HGGC shall get official email/letter from Client/customer for induction of new/used vehicle (along with Tank Capacity) according to the specified standard mentioned in the email/letter.



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- 5.1.2 HGGC shall get quotations from the Prime Mover manufacturers sending the requirement as per the standard.
- 5.1.3 HGGC shall also ask the tank manufacturer companies (Approved by client) for the price and timeline to deliver the Truck (Approved companies are ACP, PVE).
- 5.1.4 HGGC shall decide to procure the Prime Mover after reviewing the cost, features and delivery time.
- 5.1.5 Investment Policy shall be under consideration on the current situation of Transport Business, for example, Government has planned to transfer product through WOP (White Oil Pipeline) from South to North which will affect 40-50% Product Transfer through Trucks.
- 5.1.6 Once the quotation from vendor is approved, HGGC shall release a purchase order (PO) to the selected vendor.
- 5.1.7 After purchasing of Prime Mover, the same shall be sent to bowser manufacturing Company for fixing of required Tank.
- 5.1.8 After completion of job at bowser manufacturer, 3rd party inspection shall be done through the client's registered vendor e.g. Velosi, BVQI and SGS.
- 5.1.9 Then Maintenance Manager shall review the report and inspects the vehicle at the bowser manufacturer premises.

5.2 Following standard requirements shall be checked:

**5.2.1 NEW VEHICLE CHECKING CRITERIA:**

- **New equipment/vehicle should comply with PATROM standard and OGRA SRO 2009.**
- **Review of 3rd party inspection report.**
- **NHA (National Highway Authorities) requirement.**
- **Motor Vehicle taxation.**
- **Route Permits.**
- **Explosive License.**

5.2.2 Maintenance Manager after reviewing the above requirement shall inform Operation Manager to inform client that the Truck is ready for induction.

5.2.3 Operation Manager shall provide the following documents for induction of Truck to the client:

- **Vehicle Registration book**
- **Valid tax receipt**
- **Vehicle Insurance**
- **Explosive license**
- **Fitness certificate**
- **Route Permits**
- **Driver's HTV license and CNIC**
- **Driver's NH&MP DDC certificate**

5.2.4 The Client/customer shall approve the induction after reviewing the above documents and shall inform HGGC to start loading of new inducted Truck from their loading terminals.

5.2.5 HGGC shall update operational vehicle list, also a new vehicle file for onward record.

# HAJI GUL GROUP OF COMPANIES



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### 6. RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	New vehicle inspection checklist	HGGC/VM/CHK02	1 Year
2	3 <sup>rd</sup> Party Vetting Report	3 <sup>rd</sup> Party Doc.	-

<b>Prepared by:</b>			
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Manager (HSEQ)	HSEQ	Jan 01 <sup>st</sup> , 2025	

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