1. **ALLOCATION OF TRUCKS TO PROJECTS**
   1. Daily / weekly / monthly plan to be done up and presented to directors.
   2. Contracts to be created with
      1. Dates
      2. Quantity
   3. Budgeting and allocation of trucks to different contracts to be done by supervisors or coordinators.
   4. Approvals and amendments to be done by directors / Head of operations

*THIS PROCESS TO BE DISCUSSED FURTHER AND EXPANDED ON TO FIT INTO SAGE CONFIGURATION*

1. **PRE-LOADING INSPECTION & LOADING ORDER (1 combined process)**
   1. Supervisors to be provided with tabs for this
   2. Pre-approved truck list with drivers appears on supervisors interface per day per project
   3. Supervisor ticks of inspection checklist

(Inspection checklist parameters to be obtained from Hashu)

* 1. Successful inspection checklist (online) leads to generation of loading order ready for print
  2. 2 copies of loading order to be printed – 1 to be retained by customer and one to be returned signed by customer (Sage maintains generic copy)
  3. Empty truck leaves for customer yard or loading process begins at RKKB yard
  4. If empty, and leaving RKKB yard, special (with separately serialized) gate pass to be issued

1. **LOADING (EITHER AT CUSTOMERS YARD OR RKKB YARD)**
   1. Loading order is presented in duplicate to client who then signs and returns one copy
   2. Truck is weighed before loading to ascertain tare weight
   3. Weighbridge slip generated (if port, integrated mobile weighbridge to be used)
   4. Truck is loaded
   5. Truck is weighed out – To obtain gross weight, less tare weight equals net weight (load) – see format below
2. **DELIVERY NOTE**

The following fields to be included on delivery note:



To discuss the exact stage of the process that the delivery note is issued – ideally, it should be at the last stage right before gate pass is issued due to all the parameter details to be included

\*Standard terms and conditions to be included on format and layout to be improved (Design team)

1. **FUELLING AND ALLOWANCES**
   1. Fuel order issued by supervisor – to be automated (fixed budgeted levels in liters of fuel per truck based on destination) – Hashu and Nunu to provide us with averages to be set in Sage – Sage pre-determines the fuel quantity
   2. Supervisor to view fuel need in liters on tab and authorizes the same
   3. \*Control – end of day pump outlay of fuel should match the sage requirements reading otherwise supervisor is answerable
   4. Override only available to directors or multiple supervisors
   5. Mileage issue is signed – petty cash voucher (manual process). Driver also writes down on same document the number of liters of fuel received – This is to be a control to countercheck any fuel shortcomings
2. **DISPATCH**
   1. Once all parameters from preloading, loading, delivery note, fuel and allowance issue is filled in on sage, a gate pass is issued. If one field is left unticked or unfilled, gate pass will not be issued – all processes must be filled
   2. Gate pass is collected at gate and truck is enroute
3. **ENROUTE**
   1. Vehicle tracking integration to be discussed further
   2. If unsanctioned money of fuel is sent to drivers enroute, this has to be investigated immediately. End of day supervisors report to include and payroll deductions to be made
   3. If completely automated (including allowances given), track is kept which is linked to mobile number which is linked to driver and then to payroll directly. Effecting fines to be restricted to directors and HR head
4. **OFFLOADING**
   1. RKKB supervisor is present at customers yard for offloading
   2. Supervisor confirms load has arrived at the correct destination
   3. Driver presents delivery note to weighbridge controller before offload
   4. Weight of truck in is taken
   5. Truck offload is signaled
   6. (Possible control weakness or incomplete cycle to be discussed – further clarification on the offload process to be obtained)
   7. After offload, empty truck is reweighed. Tare weight, net weight and gross weight is ascertained
   8. Customization requirement – supervisor at receiving yard to enter customer readings live on site and be able to print updated d.note on site
   9. Signed delivery note signed by client and handed back to driver along with weighbridge slip (clarification on entire d.note process to be arrived at)
5. **RETURN**
   1. All physical documents handed over at Athi river yard before truck proceeds back to Mombasa
   2. \*Additional fueling process here?
   3. \*Separate system (not mainstream and not integrated) to be maintained for any goods being loaded onto returning truck – e.g. ballast or RK/KB cargo

General note:

1. **CONTROL**

For a certain delivery note, parameter to be: if offloading details are not entered in the system for a certain truck, a new delivery note for the same truck cannot be issued

The above point should be viewed online by supervisor - especially in Mombasa as well as all management users – Daily follow up on incomplete deliveries to be done

1. **COLOR CODING**

All trucks planned to leave with in a 24 hour span - to be viewed as a list by all management - as below with colors signifying the various stages of documentation process (pinpointing the physical stage of the truck at any given point in time)

1)      Awaiting pre loading inspection - yellow

2)      Pre loading stage – blue

3)      Loading - orange

4)      Enroute - purple

5)      Offloading - green

6)      Return - grey

7)      Trip complete (back in yard) - maroon

8)      \*\*\*Incident (halt in procedure – requiring emergency action) – red\*\*\*

9)      At workshop (long repair) - black

1. **DAILY EXCEPTION REPORTS ARE TO BE GIVEN TO DIRECTORS SHOWING DELAYS PER STAGE – THIS IS EITHER GOING TO BE AUTOMATED BY E-MAIL OR VIEWED ONLINE**
2. **Additional notes – for discussion and development consideration:**
   1. Trucks are added in SAGE as sub-projects. There will be a Main Project Code that will be used to identify the sub-projects. This Main Project will be selected by the user in Settings section. After that all the Sub-projects entered under that main project will be added to the system as Trucks. Use Sub-project Code as Truck Reg No or chassis number or driver name? – to discuss with Nunu/Hashu.
   2. To speed up process of data feed into system at various weighbridges – supervisors/Drivers to have tabs and use pictures of weighbridge readings? – discussion point
   3. The destinations will be pre-defined in sage. Following information will be stored against the destination records:
      1. Distance
      2. Amount\*\*\*possibly omit due to sensitivity of data as per nunu – but can be included viewed by finance for automated billing purposes
      3. Fuel Required
      4. Location (i.e. Within Mombasa / Outside Mombasa)
      5. Flat Charge (Y/N)\*\*\*
      6. Per Tonne Charge (Y/N)\*\*\*
   4. Automated prompt to inform supervisor when one stage has been reached per truck – (the 8 stages of the process as listed)
   5. Automated e-mail to be generated by sage every morning and sent to client after approval? \*\*\*\* to discuss
   6. Subcontracted transporters to be added to the system as suppliers
3. **CHECK-IN/CHECK OUT PROCEDURES – OPTIONAL – TO BE DISCUSSED\*\*\***

At the day end, the fleet management supervisor needs to Check-in all the trucks that left in the day and issue a day end report based on each parameter of each truck and each stage it is in. As the trucks enter the premises, the clerk creates a Check-in entry in the app for that truck. For additional security measures, integration of tracking system is critical

1. **Note for further discussion: -**

budgeted trip (or stage in process) time to be entered into system. Any delay of more than an hour between stage of truck should be immediately investigated and the bottle necks addressed