



July 29, 2020
Circular # HR 21/ 2020

SOP – FUEL TESTING BY MOBILE QUALITY TESTING UNITS (MQTUs)

1. **Prelude.** To ensure quality and quantity parameters and delivery to GO customers effective, smooth and transparent utilization of MQTUs is of utmost importance. The SOP is being issued to streamline procedure involved in enhancing operational efficiency of the MQTUs.
2. **Objectives**
 - a. Standardize procedure for the Fuel Testing by MQTU.
 - b. Ensure effectiveness of operations.
 - c. Standardize Quality Assurance working practice.
 - d. Ensure safe movement of MQTUs throughout country.
 - e. Ensure Quality Assurance/ knowledge is retained within the business.
3. **Scope.** The SOP applies to all MQTUs that move for inspection of COCO/ other sites, Depots and marketing customers.
4. **Operating Modality**
 - a. MQTU shall always be parked inside the premises at designated location after performing the daily activity. In case, MQTU is away from designated location, nearest Retail Outlet shall be utilized and in such a case Senior Manager, Quality Assurance shall be informed.
 - b. In case MQTU is to be parked at the Retail Outlet, in order to ensure safety, it must be atleast 15 meters away from the storage tanks and dispensers.
 - c. Driver of MQTU shall ensure cleanliness of MQTU regularly, which must be checked by the Officer - Quality Assurance.
 - d. MQTU shall not be used for any personal activity/ work either by driver or the concerned Officer - Quality Assurance.
 - e. For safety and security purposes daylight operation shall always be undertaken. Officer Quality Assurance shall ensure start of operations for the day shift as per the office timing.
 - f. For the inspection of Tank Lorries at COCO Sites, MQTU may have to resort to night move, if so directed.

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- g. Officer Quality Assurance shall be responsible for the regular maintenance of MQTU including the updating of log book.
 - h. Officer Quality Assurance shall follow the Monthly Schedule (GO/ QA/ MQTU/ 04) as approved by the Senior Manager - Quality Assurance and ensure that each Retail Outlet is at least inspected once per quarter.
 - i. Officer Quality Assurance shall ensure that sample kept in MQTU is properly sealed and signed.
 - j. Officer Quality Assurance or driver shall not demand any edibles when inspecting COCO/ other retail outlets. MQTU's dedicated petty cash must be used in case food is ordered during night shift.
 - k. The Officer Quality Assurance shall share Monthly Fuel Monitoring Sheet (Go/QA/MQTU/07) as well as Expense Reimbursement Sheet (Go/QA/MQTU/08). All Expense reimbursements shall be claimed with strict compliance to GO Travel Policy.
 - l. Executive Quality Control shall be responsible to collect and share following data for each MQTU with Senior Manager Quality Assurance.
 - a. Details of MQTU Generated Tickets.
 - b. Details of MQTU Expense Reimbursements.
 - c. Monthly MQTU Fuel Monitoring Sheet.
5. For compliance, please.

GM Human Resources

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