

ADM ST06 Diesel Refuelling Procedure

Change History

Revision Number	Description of Change	Date
0	First issue.	08.07.2019

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1 PURPOSE

This procedure sets out the procedure of vehicle diesel refuelling.

2 SCOPE

This procedure applies for the vehicles operating from the following facilities:

- Sant Antnin Waste Treatment Plant (SAWTP)
- Magħtab Environmental Complex (MEC)
- Civic Amenity Sites (CAS)
- Thermal Treatment Facility (TTF)
- Head Office

3 REFERENCE DOCUMENTS

- WS039 Stores Transfer Note
- MSDEC Diesel Request Order Form

4 RESPONSIBILITIES

The personnel responsible for the procedure are identified in the list below. All responsibilities are clearly defined in **Section 5 Method** and the relevant flow chart.

- Requester
- Storekeeper
- Stores Manager
- Superior

5 METHOD

The attached flow chart offers further guidance to the process.

6 RECORDS

Records considered critical for this procedure are treated as follows:

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
WS039 Goods Transfer Note	Stores Manager	Stores Manager's Office	All Records are kept indefinitely.
MSDEC Diesel Request Order Form	Account Department	Account's Office	

