	Standard Operating Procedure FUEL MANAGEMENT POLICY	Creation date: 01/06/2023
		Communicated: 03/01/2024
		Review date: 31/12/2024
		Policy #: FIN.02
		Version: 01
		Company: Rewilding Group
		Confidentiality: Internal
Archiving: Validation		
FINANCE AND ADMINISTRATION		

1.0 Objective

This document sets out the company policy for effective and efficient fuel management.

2.0 Application Domain

This procedure applies to ALL employees who uses company equipments and thus utilizes fuel

3.0 Purpose of the policy

This policy applies to:

- 3.1 ensure that highly accurate fuel consumption data is produced
- 3.2 enable the company to determine its environmental footprint related to its vehicles
- 3.3 establish and implement a cost effective system of fuel management
- 3.4 ensures control over vehicle and fuel usage

4.0 Fuel Purchasing


All purchases of fuel must be reconciled to ensure that the volume paid for is issued and that any discrepancies are investigated and resolved. The Fleet officer is responsible for the reconciliation of the bulk fuel figures with the assistance of the Accounts Officer.

- All fuel requests MUST be sent to the Fleet Officer.
- The Fleet Officer requests approval from the Accounts officer
- The Accounts Officer then approves by instructing the Admin/Finance Assistant to issue fuel chit

5.0 Vehicle/Motorbike/Container Fueling

All transactions must:

- record the vehicle/motorbike registration
- identify the driver/rider
- show the date and time of the issuance
- record the odometer reading
- record the number of litres dispensed to the vehicle/motorbike.
- Where a card is used, the name and location of the filling station along with the cost of the fuel must also be recorded. These are the responsibility of the driver.
- Unless drivers are directed otherwise by a member of the management team, fuel for all commercial vehicles is to be drawn exclusively from the company's own bulk station. Should any vehicle find it necessary to draw fuel away from base then only enough fuel should be drawn to enable the vehicle to return to base, where fuel can be drawn from our own bulk station.

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- Where it is not feasible to have our own bulk fuel tanks at a depot fuel is to be drawn only from designated or approved filling stations. The correct odometer readings are to be entered into any recording system (in this case, ledger) located at the pump. Alternatively, where an attendant is used at a till, the correct odometer figures must be communicated to the attendant. The odometer reading should also be written on the driver's receipt by the driver, if it has not been printed by the till.
- At all times the correct procedures must be followed by drivers to ensure that accurate data is captured.

6.0 Vehicle Refueling Procedures

- When refuelling from the company's own bulk tanks the driver should write the odometer reading on the fuel dispensing ledger.
- When refuelling away from base on an occasional basis the driver should write the odometer reading on a piece of paper and inform the finance/admin assistant of the reading. The driver should check that the correct odometer reading has been recorded. A receipt should be retained and handed to the finance/admin assistant for record keeping
- When refuelling away from base extra care should be taken by drivers to ensure that they draw only the correct fuel, whether it be standard diesel, premium diesel or diesel with a stonger blend of biodiesel.

7.0 Documents / Files / Appendices

- Fuel request form filled
- Fuel chit filled and issued
- Log book filled and signed
- Receipt if fuel away from base

Written By	Reviewed By	Approved By
Name: Jesmy A.H Beah Function: Finance & Admin Manager	Name: Leslie Sahr Abu Function: Accounts Officer	Name: Niels Bezuidenhout Function: CEO
Signature :	Signature:	Signature:

For any changes in the content or in the form of this document, please contact the Finance department which will ensure that changes are embedded in the Review Process