



SOP : CHECKING OF DIESEL OF SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY RECEIVED THROUGH BULK PETROLEUM LORRY

INTRODUCTION

1. To provide the refuelling facility to the DG Sets of SMIT within the campus area, one stop refuelling storage tank of 10,000 ltrs capacity has been introduced wherein diesel received from supplier is stored.

AIM

2. The aim of this SOP is to introduce a set practice to deal with the course of actions to be taken before and post receipt of diesel from the supplier through Bulk Petroleum Lorry in the campus.

SCOPE

3. On arrival of Bulk Petroleum Lorry (**BPL**) carrying diesel of SMIT, the Chairman and Members as detailed by the Institute will inspect and ascertain the quantity of diesel before dispense into reservoir tank located at Sub Station of SMIT and initiate a report thereof in the form of proceeding and submit the same to Director for perusal. The schedule date and time of arrival of BPL will be intimated to the Chairman of Institute Committee by the Manager, Service and Maintenance well in time so as to enable him to conduct the inspection of BPL. In order to inspect and check the diesel as per bill produced by the supplier, the following drill will be adopted :-

- (a) The BPL would be made to rest for minimum of 30 minutes on a levelled ground before unloading the diesel into reservoir tank.
- (b) Seal of the BPL tank compartment will be checked.
- (c) After 30 minutes of resting time to settle the diesel in tank compartment, the steel dipstick would be wiped and inserted into the tank to take initial reading of diesel in first compartment.
- (d) The quantity of diesel as demanded/received as per bill will be transferred into reservoir tank of SMIT. BPL may have three compartment of 3000 ltrs each and may contain 9000 ltrs of diesel when fully loaded.
- (e) Once the quantity as demanded/supplied transferred into reservoir tank of SMIT, the BPL would be shaken by moving the vehicle to and fro over a short distance to drain out the remaining diesel from the tank. Same procedure would be repeated for the second tank if the quantity demanded exceeds 3000 ltrs.



(f) Since there is no quality checking mechanism available in SMIT, the quality of the diesel will be checked manually by mean of visual checking and through smell for any adulteration.

4. The constitution of the Institute Committee will be as under :-

(a) Chairman. HOD/HOO

(b) Members.

- (i) Faculty Members of any department
- (ii) Manager/Dy Manager of Service & Maintenance
- (iii) Security Supervisor

5. The proceeding of the committee will be supplemented with the following information as integral part of the report :-

Date of receipt	Name of Supplier	Seal was intact or not (Yes/No)	Fuel	Initial Reading	Final Reading	Quantity (in Ltrs)	Remarks

CONCLUSION

6. This SOP is issued with an intention to help out the Chairman and members of the committee so detailed, to ascertain the quality and quantity of the diesel received from supplier with basic idea of checking mechanism. The committee may innovate any idea for better result of checking and recording of fuel received through supplier.

7. This SOP will come into effect with immediate effect.

Place : Majitar, Rangpo

[Prof (Dr) Ashis Sharma]
Director

Dated : 21 Jun 2019

To,

1. Head Administration
2. Dy Manager (T), S & M
3. Asst Manager, Finance
4. Chairman of the Committee

