



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Engineering and General Services Division		POLICY NUMBER: DPOTMH-MPP-FACILITIES-P002-(01)	
TITLE/DESCRIPTION: HOSPITAL FUEL MANAGEMENT POLICY			
EFFECTIVE DATE: April 15, 2025	REVISION DUE: April 14, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 13
APPLIES TO: Engineering and General Services, Logistics Division, Requesting Department		POLICY TYPE: Multi disciplinary	

PURPOSE:

The purpose of this policy is to establish a standardized procedure for requesting, receiving, utilizing, and monitoring fuel level & consumption to ensure uninterrupted hospital operations especially on emergency power supply, departmental fuel requests and other vehicular refuel requests i.e. RMCI & RCI vehicles.

DEFINITIONS:

Diesel Fuel - refers to the type of fuel specifically designed for diesel engines, which are power diesel generators. Diesel fuel is a combustible liquid derived from crude oil, known for its high energy density, efficiency, and durability in engine performance.

Main Tank - refers to the primary fuel storage tank that supplies diesel or other fuel to the generator for continuous operation. It is the largest and centralized fuel reservoir, ensuring a steady fuel supply to the generator's engine.

Day Tank - is a smaller, secondary fuel tank that temporarily stores diesel fuel before it is supplied to the generator. It ensures a consistent and reliable fuel flow by acting as an intermediary between the main fuel tank and the generator engine.

Fuel Flow Meter - measures the rate at which fuel (diesel, gasoline, or natural gas) is consumed by the generator. This helps monitor fuel efficiency, detect leaks, and optimize performance.

Dip Stick - is a simple measuring tool used to manually check the amount of fuel in the generator's fuel tank. It is usually a long, marked rod or stick that is inserted into the tank to determine the fuel level based on how much of the stick is wetted by the fuel.

Powerhouse Motor Tender Operator - refers to a worker responsible for operating, monitoring, and maintaining generators and related power equipment to ensure a steady and reliable power supply.

RESPONSIBILITY:

Plant Supervisor & Maintenance Power House Motor Tender Operators & to the Logistics Department

POLICY:

A. Fuel Request

- I. The Plant Supervisor shall submit a purchase request to the Logistics Department for refuelling when the fuel level of main tank reaches 50% of its total capacity (12,000 litres total capacity) to ensure uninterrupted operations regardless to the standby day tank level of 2,500 litres.
- II. Upon submitting a fuel request, the Plant Supervisor shall be responsible for monitoring and following up with the Logistics Department to ensure the purchase requisition is in progress

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and en route for purchase order issuance to the supplier.

B. Fuel Delivery Process

- I. Logistics shall coordinate with the approved fuel supplier to schedule timely deliveries.
- II. Logistics Department shall coordinate with the Plant Supervisor regarding fuel deliveries scheduled for the following day or within the same day.
- III. Upon delivery, an authorized staff member of both parties (Logistics & Maintenance Powerhouse Motor Tender) must verify the quantity before accepting the shipment.
- IV. The delivery details, including date, time, and supplier information, must be documented and recorded by both parties Logistics staff, Plant Supervisor & Powerhouse Motor Tender.
- V. Powerhouse Motor Tender Operator must do additional checking using dipstick before & after the refilling of the main tank.

C. Fuel Withdrawal and Vehicle Refuelling

- I. RMCI & RCI vehicles requiring fuel must be refuelled at designated fueling station located at the back of Powerhouse Driveway.
- II. Vehicle operators must log each refuelling instance; including vehicle ID, fuel quantity, date, and fuel dispenser reading using fuel withdrawal slip.
- III. Fuel withdrawals for non-vehicular hospital operations must be documented by the requesting department and approved by either Logistics or the Plant Supervisor.
- IV. Unauthorized withdrawal of fuel is strictly prohibited and subject to disciplinary action.

D. Fuel Monitoring

- I. The Powerhouse Motor Tender Operator is responsible for tracking fuel levels, usage trends, and identifying potential inefficiencies.
- II. The Powerhouse Motor Tender must conduct fuel monitoring using the dipstick at a specified frequency, regardless of whether the generator was in operation or not. This ensures accurate fuel tracking, detects potential leaks, and maintains proper fuel management.
 - a. Fuel levels must be checked at the start and end of each shift.
 - b. During extended generator operation, fuel levels must be checked every 4 hours.
- III. The Powerhouse Motor Tender must conduct fuel monitoring using the flow meter at the specified frequency, regardless of whether the generator was in operation or not. This ensures accurate fuel tracking, detects potential leaks, and maintains proper fuel management.
 - a. At the start of each shift, record the initial fuel consumption reading from the flow meter.

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- b. At the end of each shift, record the final reading to determine total fuel consumed.
- IV. Preventative maintenance must be carried out on fuel storage and dispensing systems to ensure proper functionality and safety compliance.

E. Safety and Compliance

- I. All fuel handling and storage must comply with local, state, and national safety regulations.
- II. Staff responsible for fuel management must be trained in proper handling, storage, and emergency response procedures.
- III. Regular inspections of fuel storage facilities must be conducted to identify and address potential hazards.



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PROCEDURE (SOP):

FUEL REQUEST

1. Plant Supervisor monitors the main tank; if it reaches 50% (6,000 litres), a fuel request is initiated.
2. Plant Supervisor submits a purchase request to the Logistics Department for refueling.
3. Plant Supervisor ensures the purchase request is progressing by following up with the Logistics Department.
4. Logistics Department reviews the purchase request and verifies fuel requirements.
5. Logistics Department generates and sends a purchase order to the supplier.

FUEL DELIVERY

1. Logistics Department coordinates with the approved fuel supplier to schedule timely deliveries.
2. Logistics Department notifies the Plant Supervisor about the scheduled fuel deliveries for the next day or the same day.
3. Upon delivery, an authorized staff member from Logistics & Maintenance Powerhouse Motor Tender verifies the fuel quantity before accepting the shipment.
4. Logistics & Maintenance Powerhouse Motor Tender documents and records delivery details, including date, time, and supplier information.
5. Powerhouse Motor Tender Operator uses a dipstick to check the fuel level before and after refilling the main tank.





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FUEL WITHDRAWAL & VEHICLE REFUELING

1. RMCI & RCI Vehicle Operators vehicles must be refueled at the designated fueling station at the back of Powerhouse Driveway.
2. Vehicle Operators records vehicle ID, fuel quantity, date, and fuel dispenser reading on a fuel withdrawal slip.
3. Requesting Department submits a request for fuel withdrawal for hospital operations.
4. Logistics Department / Plant Supervisor reviews and approves fuel withdrawal requests for non-vehicular use.
5. Unauthorized fuel withdrawal is prohibited and subject to disciplinary action.

FUEL MONITORING

1. Monitors fuel levels, tracks usage patterns, and identifies inefficiencies.
2. Uses a dipstick to check fuel levels at specified intervals:
 - a. Ensures accurate fuel tracking.
 - b. Detects leaks and ensures fuel
3. Uses a flow meter to measure fuel consumption at specified intervals:
 - a. Establishes baseline fuel consumption.
 - b. Determines total fuel consumed.
4. Ensures fuel storage and dispensing systems function properly and comply with safety regulations.





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WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
FUEL REQUEST	
1. Fuel Level Check	Plant Supervisor
2. Submit Purchase Request	
3. Monitor & Follow-Up	
4. Review & Process Request	Logistics Division
5. Issue Purchase Order	
FUEL DELIVERY	
1. Schedule Fuel Delivery	Logistics Division
2. Inform Plant Supervisor	
3. Verify Fuel Delivery	Logistics & Maintenance Powerhouse Motor Tender
4. Record Delivery Details	Logistics Staff, Plant Supervisor & Powerhouse Motor Tender
5. Conduct Additional Check	Powerhouse Motor Tender Operator





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KEY TASK	PERSON RESPONSIBLE
FUEL WITHDRAWAL AND VEHICLE REFUELING	
1. Refuel at Designated Station	RMCI & RCI Vehicle Operators
2. Log Fuel Withdrawal	Vehicle Operators
3. Non-Vehicular Fuel Withdrawal	Requesting Department
4. Approval Process	Logistics Division / Plant Supervisor
5. Strict Compliance & Security	All Staff & Security
FUEL MONITORING	
1. Track Fuel Levels & Usage Trends	Powerhouse Motor Tender Operator
2. Conduct Dipstick Fuel Monitoring	
3. Conduct Flow Meter Monitoring	
4. Perform Preventative Maintenance	Maintenance Team

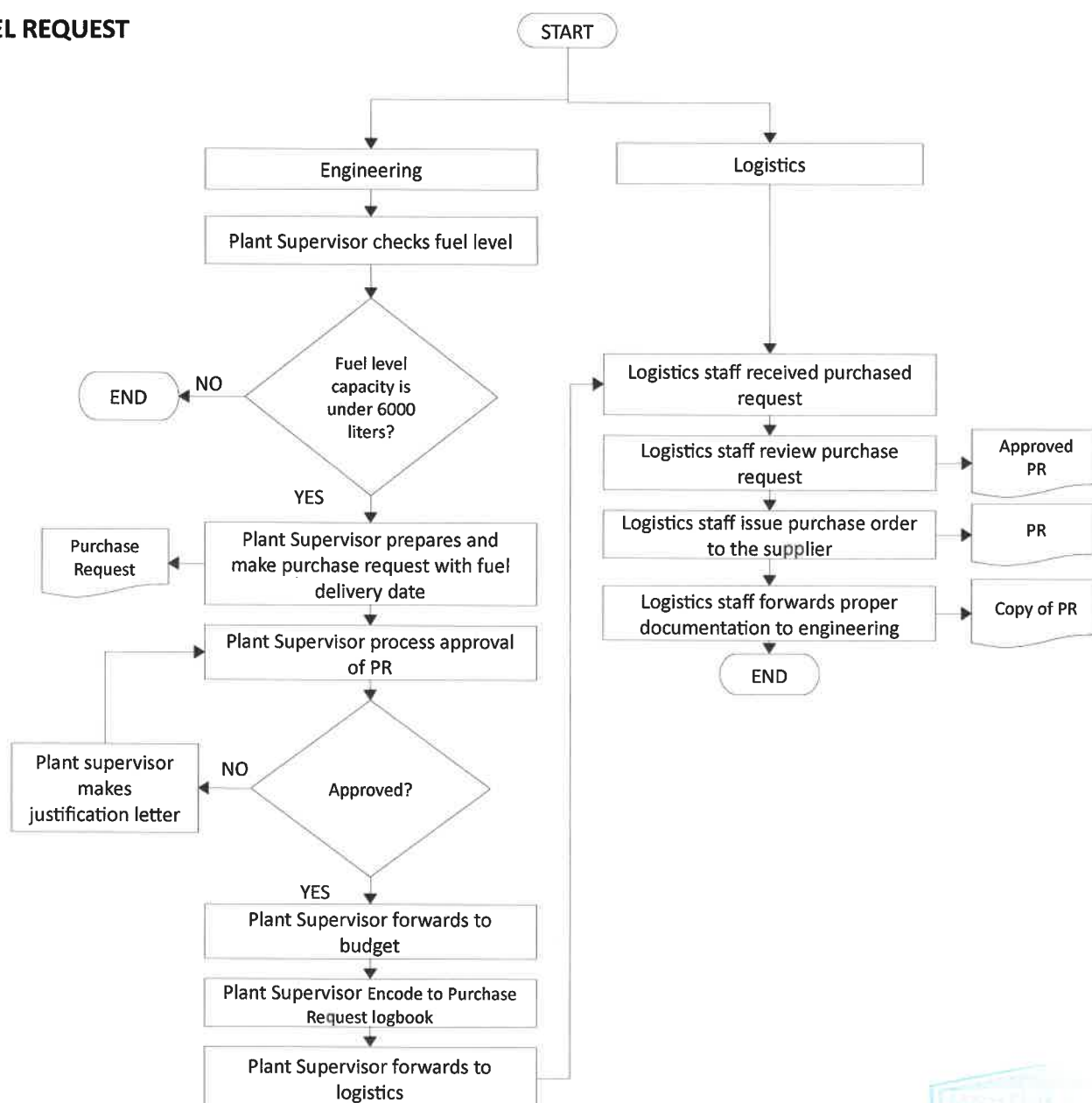




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WORK FLOW:

FUEL REQUEST





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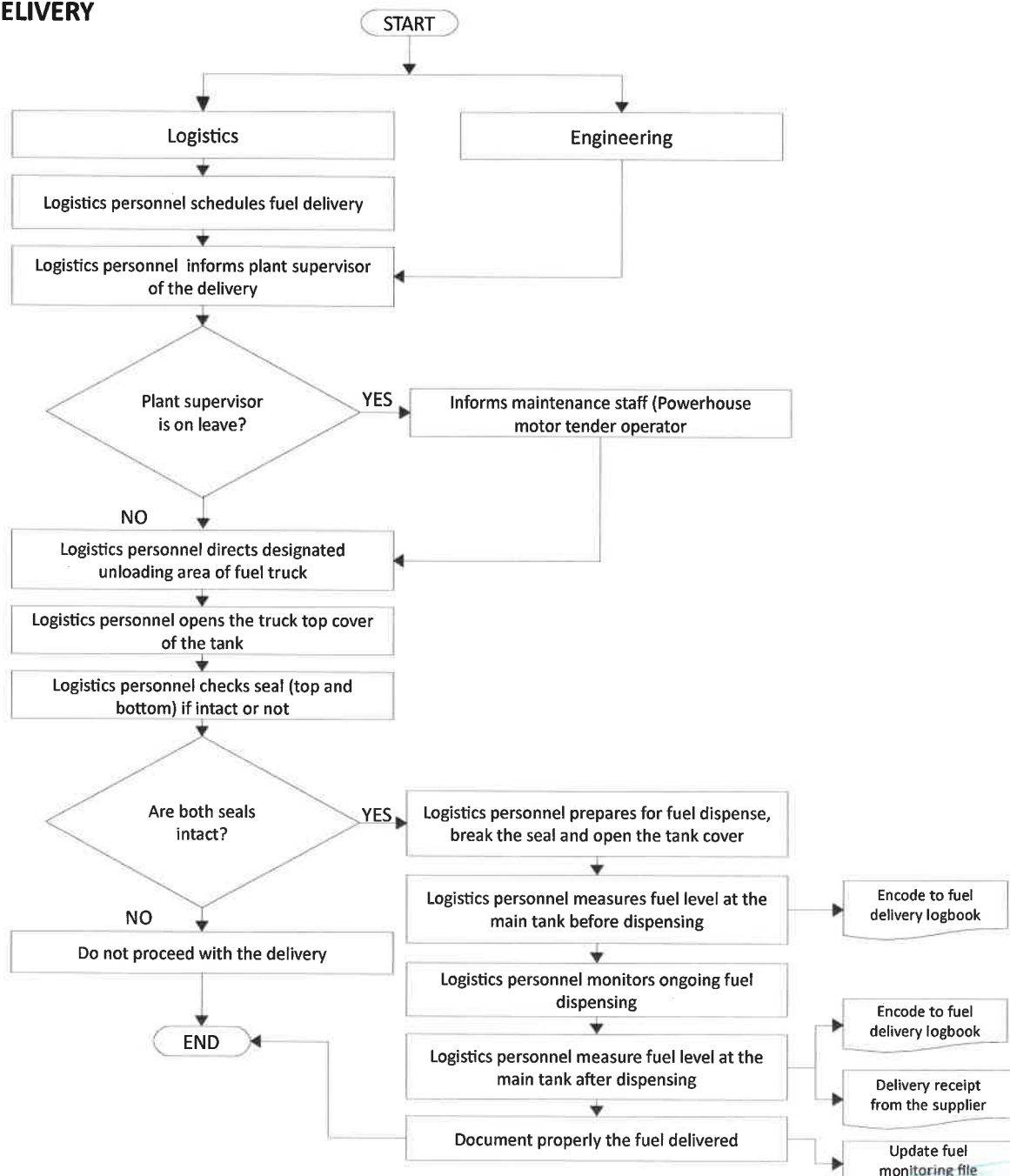
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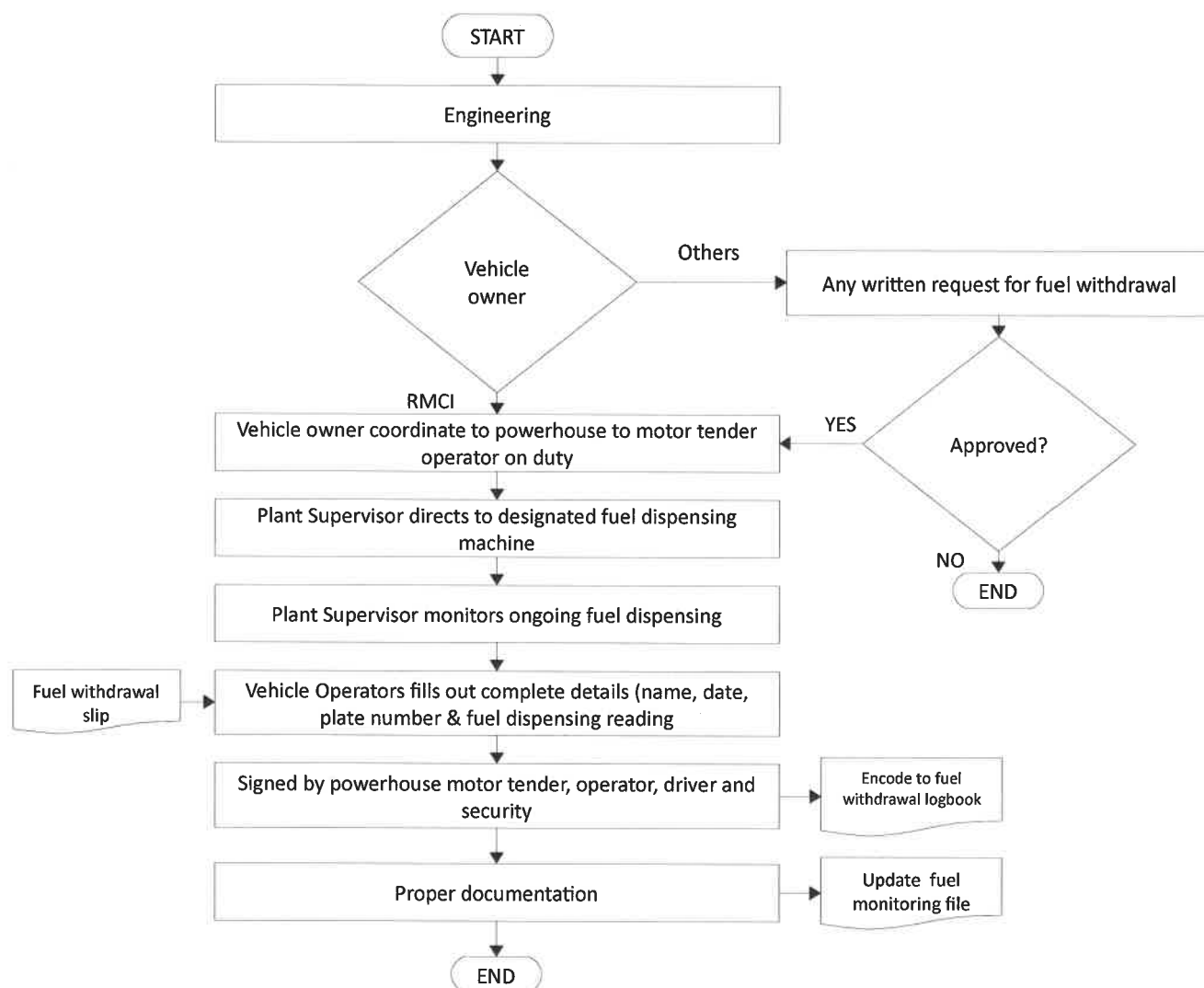
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FUEL DELIVERY



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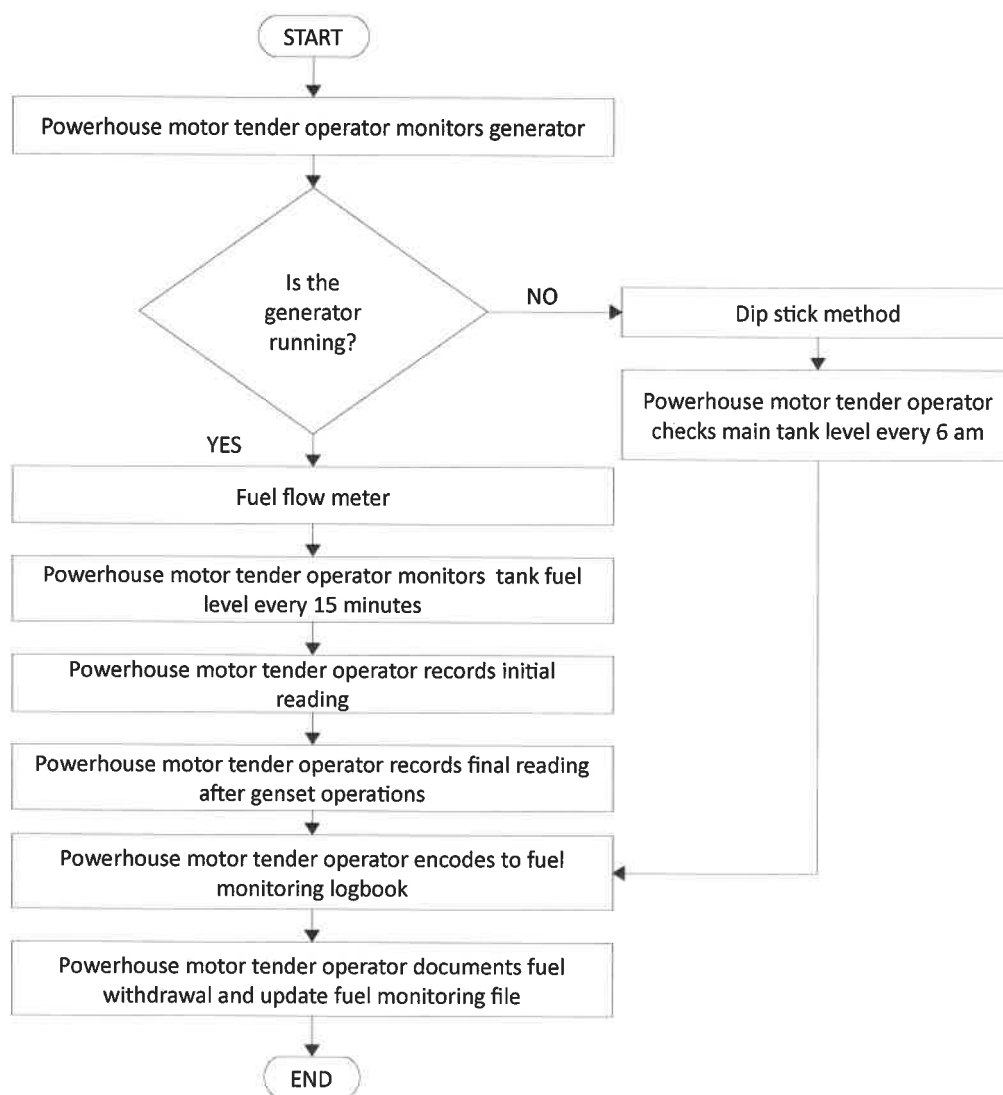
FUEL WITHDRAWAL AND VEHICLE REFUEL





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FUEL MONITORING





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FORMS:

1. Fuel Withdrawal Slip
2. Fuel Delivery Log Book
3. Generator Operation Log Sheet
4. Fuel Monitoring Log Book
5. LOGIS-F002 (01)-Purchase Requisition

EQUIPMENT:

1. Generator

REFERENCES: N/A



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