









# Internal Audit of Fuel Management - Progress Report











AUDIT COMMITTEE UPDATE 29.1.13



## 2012 - Internal Audit of Fuel Management

Code	Action	Due Date	Icon	Progress	Comment & Planned Improvement Action	Ownership Managed By
IA.FUEL.01	Efforts should be made to submit the Fuel Charges report more timeously, taking into account that unavoidable delays can be caused by timing differences of Shell invoicing and year end duties.	31-Dec-2012		100%	<b>Q3 12/13: Complete:</b> Period 7 reconciliations completed by 19th November. Recharges for periods 5,6 & 7 submitted to finance 19th November. Will form part of duties of new member of staff who will be trained on reconciliations in coming weeks.	Jacqui Dougall; Mike O'Rourke
IA.FUEL.02	Review current fuel cards with services and rationalise where possible. All plant cards to be re-issued and assigned to individuals and the plant cards to be given pin numbers. Declaration forms to be signed by plant card holder upon issue.	31-Mar-2013		25%	<b>Q3 12/13 : On Target:</b> Shell are making changes to fuel card in Q1 2013 where pin numbers will be attached to every card. Pin numbers will not be introduced until then so therefore cannot be added at present. This presents problems where we have cards that are for vehicles only and may be used by many drivers. Shell suggested sharing of pin numbers in such cases, but this presents obvious risks for these cards and all cards in general. Careful consideration will have to be given on how this can be managed while ensuring the required management information is provided.	Jacqui Dougall; Mike O'Rourke
IA.FUEL.03	Appropriate amendments should be made to the way Shell plant cards are imported into the FMS so different cards allocated to services can be separately identifiable (i.e. in the same way vehicles are)	31-Mar-2013		10%	<b>Q3 12/13: On Target:</b> Cards will either be dedicated to vehicles and therefore used by any driver(no pin required) or allocated to individuals for plant with pin number associated. Once issues with IA.FUEL.02 are resolved, import to Fortress can be examined in order to provide more meaningful reports to managers.	Jacqui Dougall; Mike O'Rourke
IA.FUEL.04	Business Services should consult service managers making use of Shell Cards and agree appropriate exception reporting and email alerts from the Shell website.	31-Mar-2013		50%	<b>Q3 12/13: On Target:</b> Response received from Shell on how to edit existing alert profiles. Further testing required.	Jacqui Dougall; Mike O'Rourke

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IA.FUEL.05	A check should be carried out to see if data has actually been dropped from the FMS on the days mentioned above.	31-Dec-2012		100%	<b>Q3 12/13: Complete:</b> 30th November 2011 was a strike day, therefore no fuel issues at depots.	Jacqui Dougall; Mike O'Rourke
IA.FUEL.06	Routinely cleanse the FMS of old vehicles and PINs and remove duplicate PINs.	31-Dec-2012		100%	<b>Q3 12/13: Complete:</b> Review of driver names/pin numbers is now complete with all pin numbers no longer required having been deleted from the system. 271 pin numbers remain active on the Fuel Management System.	Jacqui Dougall; Mike O'Rourke
IA.FUEL.07	Research a means of meaningfully reporting MpG fuel efficiency to management (e.g. Bi-annually) to aid service management in monitoring fuel usage.	31-Mar-2013		60%	<b>12/13 Q3: On Target:</b> can produce required fuel report from fuel system - Trackyou (vehicle tracking supplier) have provided a report which will make it possible to allow compare across both systems to highlight abnormalities for further investigation. Insufficient time has elapsed to produce caparison reports, but should be possible at end of Q4	Trevor Docherty
IA.FUEL.08	The employee number should be input into the appropriate field in the FMS so the exercise of finding and removing individuals that have left from the council is easier.	31-Dec-2012		100%	<b>Q3 12/13 : Complete:</b> All employee numbers now added to Fuel Management System.	Jacqui Dougall; Mike O'Rourke
IA.FUEL.09	Arrangements should be made so hired vehicles can also be tracked using TrackYou.	31-Mar-2013		10%	<b>12/13 Q3: On Target:</b> Trackyou - have sourced a further unit for trial and await delivery to us for evaluation.	Trevor Docherty
IA.FUEL.10	The pump at Vogrie should also be calibrated.	31-Mar-2013		100%	<b>Q3 12/13: Complete:</b> Pump calibration carried out Monday 26th November. Calibration certificate submitted.	Jacqui Dougall; Mike O'Rourke
IA.FUEL.11	Management should confirm whether the vehicles making use of super unleaded do in fact require this type of fuel and then advise the employees making use of these vehicles appropriately.	31-Dec-2012		100%	<b>Q3 2012/13: Complete:</b> An e-mail was issued by the Head of Service to managers instructing them to make sure vehicles are using the appropriate fuel.	Phil Riddell
IA.FUEL.12	Management should confirm whether the vehicles making use of super unleaded do in fact require this type of fuel and then advise the employees making use of these vehicles appropriately.	31-Dec-2012		100%	<b>Q3 12/13 - Complete:</b> Property Maintenance operate 8 vans which run on unleaded fuel. Notices have been installed in these vans instructing that only unleaded fuel is used.	Billy Jackson; Murray Sinclair

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IA.FUEL.13	The portable fuel tank used by Roads should be replaced by one compliant with oil safety regulations.	31-Mar-2013		10%	<b>Q3 12/13: On Target:</b> This is currently being discussed.	Neil Dougall
IA.FUEL.14	Employees involved in the purchase of fuel tanks and other forms of portable oil storage should be made aware of the Oil Storage (Scotland) Regulations 2006.	31-Mar-2013		100%	<b>Q3 2012/13: Complete:</b> Accepted and relevant staff notified	Ricky Moffat
IA.FUEL.15	Fire safety equipment should be outside Penicuik depot.	31-Mar-2013		100%	<b>Q3 2012/13: Complete:</b> The fire safety equipment has been moved outside the building.	Phil Riddell
IA.FUEL.16	Formalise process for checking tank condition. Defects & repairs required should be documented & the individual checking the tanks should sign & date when the check was completed. Problems should be forwarded to the appropriate manager to be rectified.	31-Mar-2013		0%		
IA.FUEL.17	There should be a routine established for cleaning the area around the depot from fuel contamination.	31-Mar-2013		100%	<b>Q3 12/13 : Complete:</b> Spill kits and maintenance of spill kits has been a function of stores for years. When required and requested Waste Management will sweep and recharge stores.	Phil Riddell
IA.FUEL.18	Signage should be added near the tanks to indicate where fuel cleaning kits can be obtained.	31-Mar-2013		0%	<b>Q3 12/13: On Target:</b> Purchase, maintenance and signage of fuel tanks is a fleet management function. Being addressed.	Phil Riddell
IA.FUEL.19	In future, specifications of fuel tanks should be kept after purchase so compliance with oil safety regulations can be confirmed in the future. Management should check current fuel tanks are compliant.	31-Mar-2013		100%	<b>Q3 12/13: Complete:</b> Accepted and noted for the future	Ricky Moffat
IA.FUEL.22	An exercise should be run by the Contingency Planning Officer and be attended by senior management to test the updated fuel plan.	30-Jun-2013		100%	<b>Q3 12/13: Complete:</b> Accepted and included in the list of test exercises for 2013	Gerald Tait

Cannot group these rows by Priorities

Code	Action	Due Date	Icon	Progress	Comment & Planned Improvement Action	Ownership Managed By
IA.FUEL.20	Arrangements should be made so that CCTV footage can be reviewed at Penicuik from a secure room.	30-Jun-2013		0%	Recommendation has been cancelled. Limited space means that this action would be difficult to achieve and it is felt more appropriate that other controls, properly installed, will compensate. Depot facilities are also being rationalised in the EWiM project.	Ricky Moffat
IA.FUEL.21	Consideration should be given to upgrading all CCTV systems to a reasonable standard taking into account the costs and benefits of this.	30-Jun-2013		0%	Recommendation cancelled. it is now felt that as depot provision is being considered as part of the EWiM project that it would be more appropriate at this stage to await this.	Ricky Moffat