



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **FUEL REDUCTION STANDARD OPERATING PROCEDURE**

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**Islamic Republic Of Afghanistan  
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**KABUL MUNICIPALITY STANDARD OPERATING PROCEDURE**

**FOR**

**FUEL REDUCTION**

**References:** [Procedure Working Group Resolution No. #]

**Overview:** One of main purposes of the Kabul Municipality is to make the city a cleaner and safer place for all of its citizens. It is necessary to standardize the effective and efficient conservation of fuel to make the city a cleaner place. Kabul Municipality has a lot of heavy machinery that utilize large amounts of fossil fuels. By having Standard Operating Procedure (SOP) we can regulate the operation of facilities and protect the environment.

**Purpose:** The purpose of this SOP is to use fuel efficiently in the Kabul Municipality and prevent fuel energy losses during operation of equipment and facilities like machineries.

**Benefit:** By implementing this SOP it will have two advantages regarding Environmental Preservation and Economics. Using less gas and diesel fuel will help to keep the air clean and less polluted (Environmental Preservation) and further more using less energy through energy conservation will bring efficiency in KM operation including a decrease in fuel expenses.

**Applicability:** This SOP will be used in order to bring efficiency and effectiveness in our operation using fuel and furthermore will keep the outcome of the work the same.

**Policy:** This SOP will effect positively upon the operations of the Kabul Municipality in one sector and bring effective changes to the Kabul Municipality as a whole.

**Procedures:**

1. Kabul Municipality will determine the amount of fuel used by all types of KM facilities like Machinery, Generators and Central Heating System.
2. Each of this facilities and equipment will be categorized based on their utility type so that the power each produce is clear.
3. The Operating timeframe for each facility respective to their category type will be set by the KM so that the office in charge can track their operation times.
4. The facility operator will know the operation time of each machine, for example, heavy machinery operator knows the amount of time they use during a day.
5. Standard operating time management for facilities will be set and officer in charge of each facility will work based on the Standard Time Manual.
6. Each person will be trained according to the Standard Time Manual regarding each facility.



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7. Facilities and equipment will be checked regularly in order to keep the facilities in a good state of operation and make sure that these machineries are operating efficiently.
8. For work efficiency of these Standard Operating Procedures, Committees will be formed in order to evaluate and supervise the execution of these SOPs.

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