

<u>Job</u>	<u>Recommendation</u>	<u>Risk Category</u>	<u>Criticality</u>	<u>Target Date</u>	<u>Recommendation</u>
A 38 Fleet Services	0 Waste Runoff Inspections	C	S	30-Jul	Fleet should ensure that a register is kept of dates and times of drain inspections for waste runoff and contamination
A 38	0 Fleet Disposal Policy	C	M	30-Jul	Management should consider developing a fleet disposal policy in accordance with the Welsh Audit Offices best practice guide which states that organisations should develop and implement clear disposal policies which consider vehicle mileage and condition, as well as age.
A 39 Fuel	0 Weights and Measures Compliance of Fuel	C	S	30-Jul	Management should ensure that the delivery of fuel to third parties complies with Weights and Measures requirements Fuel discrepancies should be investigated and a report requested from the service engineer recording the variance from strike (true reading) , management should write off discrepancies once they are satisfied they have identified the cause
A 39 Fuel	0 Reconciliation of Fuel Usage	S	M	30-Jul	Grounds Maintenance should reconcile gas oil fuel usage to deliveries
A 39	0 Signing Delivery Notes	C	M	30-Jul	Grounds maintenance should ensure staff are aware that delivery notes should be signed by the person accepting the delivery and that the delivery note should not be signed by the person raising the order and authorising the invoice to ensure segregation of duties