



# **STANDARD OPERATING PROCEDURES FOR LOGISTICS DEPARTMENT OF THE NATIONAL TRANSIT AUTHORITY (NTA)**



**SOP NUMBER: NTA: LOGISTICS DEPT.  
01: 2024  
VERSION NUMBER: 01**

## **1.0 Introduction**

The National Transit Authority (NTA), Logistics Department is responsible for ensuring that essential items ordered by the entity are acquired and delivered promptly. The Department facilitates the clearance of goods purchased from local or international vendors. It assists in the requisition, storage, and supply of products to run the buses, generators and for use by the garage. The Department also manages the inventory of the stock of goods and products consumption, ensuring that fuels are maintained at an appreciable level at all times. These activities are implemented in collaboration with other departments and stakeholders. This SOP is documented to provide a detailed work process for staff of the Logistics Department to follow.

## **2.0 Purpose**

To provide instructions in relation to the Requisition of Fuel, Goods and Services, the supply of fuel for internal purposes, and the Clearing Process, performed by the Logistics Department.

## **3.0 Scope**

This SOP applies to the Requisition of Fuel, Goods and Services, the supply of fuel for use by the buses, generators, garage, and the Clearing Process.

## **4.0 Legal Basis**

National Transit Authority Act of 2007  
Executive Order # 130 issued April 2024.

## **5.0 SOP Owner**

The Logistics Department of the NTA.

## **6.0 Definition**

DMDA	Deputy Managing Director for Administration
LRA	Liberia Revenue Authority
MD	Managing Director
NTA	National Transit Authority
SOP	Standard Operating Procedures

## **7.0 Review Period**

Annually

## **8.0 Availability**

Internal only

## 9.0 Exception to the instructions

This SOP is not expected to provide fully comprehensive operational guidelines for the acquisition of product, goods, services and the clearing of items imported by vendors for use by the NTA. Relating processes are captured in other SOPs from different departments. Additionally, this SOP focuses only on the internal work processes performed by the Logistics Department.

## 10.0 Penal Provision

The supervisors and staff of the Logistics Department, and other actors involve with implementing this SOP, must guarantee due penalties in accordance with the legal and ethical regulatory framework for staff acting against these procedures.

## 11.0 Procedural Guidelines

11.1 Requisition of Fuel, Goods, and Services		
NO.	Process Steps	Responsible Person
11.1.1	Logistics Department Manager does Fuel or goods Requisition Request, or may designate the Assistant Manager to make the request, through a memo to DMDA showing the amount of fuel needed.	Assistant Procurement Manager for Logistics / Logistics Supervisor
11.1.2.	DMDA receives the request and makes determination. If satisfactory, the request is approved. If there is any issue, the request is denial and reverted for correction.	DMDA
11.1.3.	Sends request to Procurement for processing.	DMDA
11.1.4.	Procurement Department receives the request and processes the fuel or goods requisition.	Procurement Department
11.1.5.	If it is for fuel requisition, upon the arrival of the fuel, a representative from the various departments/sections (Security Section, Risk Management, Internal Audit, and Logistics Department), is present before the fuel is offloaded.	All parties
11.1.6.	Internal Audit along with all parties verify all document ensuring compliance.	All parties

11.1.7.	Do fuel resting in the tanker and NTA's fuel tank, to establish that the fuel is free of water.	Vendor
11.1.8.	Do dipping to know the opening balance of fuel in NTA's tank, before the fuel is offloaded.	All parties
11.1.9.	Vendor offloads the quantity of fuel purchased.	Vendor
11.1.10.	Do dipping in the present of all parties to verify the quantity offloaded, before vendor leaves.	All parties
11.1.11.	Certifies supplier's document for payment.	Internal Audit Department
11.1.12.	If it is goods requisition, upon the arrival of the goods a representative from the various departments/sections (Security Section, Risk Management, Internal Audit, and Logistics Department), is present before the goods are offloaded.	All parties
11.1.13.	Internal Audit along with all parties verifies all document ensuring compliance.	All parties
11.1.14..	Goods are placed in the warehouse if satisfactory.	Warehouse
11.1.15.	Certifies supplier's document for payment	Internal Audit Department
<b>11.2. Fuel Requested for Use by the Buses, Generator or Garage.</b>		
11.2.1.	Does dipping in the morning to ascertain the quantity of fuel.	Assistant Procurement Manager for Logistics / Logistics Supervisor
11.2.2.	Bus arrives at fueling station.	Driver
11.2.3.	Supplies fuel base on the bus assigned route: shorter route 100gal three (3) days, longer route 100gal two (2) days.	Fuel Attendant
11.2.4.	Fills the fuel log with details of the fuel supplied, and include the names of the Risk Officer, and Driver assigned.	Fuel Attendant
11.2.5.	If fuel is requested for the generator or the garage may be presented by GSD or OPRS	GSD/OPRS
11.2.6.	Ensures that the request is approved by DMDA.	Assistant Procurement



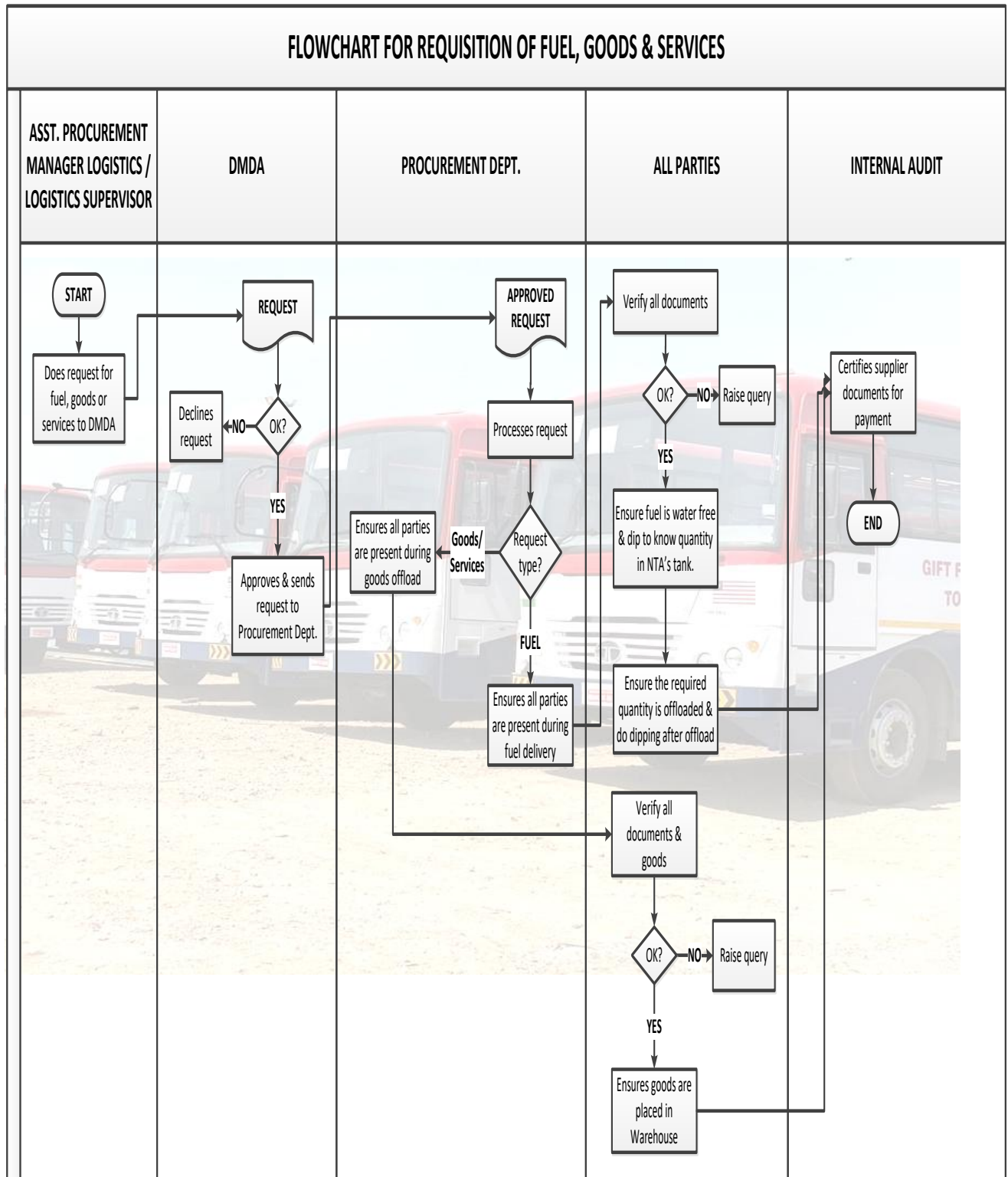
		Manager for Logistics / Logistics Supervisor
11.2.7.	Forwards request to Fuel Attendant for the supply of the requested fuel.	Assistant Procurement Manager for Logistics / Logistics Supervisor
11.2.8.	Supplies fuel as per the request.	Fuel Attendant
11.2.9.	Does dipping at close of business day to ascertain fuel level.	Assistant Procurement Manager for Logistics / Logistics Supervisor
11.2.10.	Does monthly report and submits to DMDA.	Assistant Procurement Manager for Logistics
<b>11.3 CLEARING PROCESS</b>		
11.3.1.	Vendor/Vendor's Representative sends Air Waybill and export document to NTA.	Vendor
11.3.2.	The MD's office receives the Airway Bill/Bill of Landing from Vendor/Vendor's Representative.	MD
11.3.3.	MD's office writes a communication to the Commissioner General of the Liberia Revenue Authority (LRA), requesting for Duty Free Permit when applicable.	MD
11.3.4.	Logistics Manager receives the Duty Free Request and ensures it is forwarded to LRA for processing.	Assistant Procurement Manager for Logistics
11.3.5.	LRA receives the Duty Free Request, approves, and provides Entry Form to NTA for filling.	LRA
11.3.6.	Logistics Supervisor NTA, receives the approved Duty Free Request with the Entry Form attached and fills the Entry Form.	Assistant Procurement

		<b>Manager for Logistics</b>
11.3.7.	Logistics Supervisor forwards the Entry Form to the MD for signing.	Logistics Supervisor
11.3.8.	MD signs the filled Entry Form and returns same to the Logistics Supervisor.	Logistics Supervisor
11.3.9.	Submits approved Entry Form to LRA.	Logistics Supervisor
11.3.10.	LRA processes Duty Free Request.	LRA
11.3.11.	Logistics Supervisor receives the approved Duty Free Request and submits to the Vendor/Vendor's Representative.	Logistics Supervisor
11.3.12.	Vendor delivers goods to NTA and is verified by Internal Audit Department (IAD), Security, Warehouse, Risk Management, Logistics Department, and the end-user.	All parties
11.3.13.	All parties sign the Delivery Order and a copy is shared with Logistics Department.	All parties

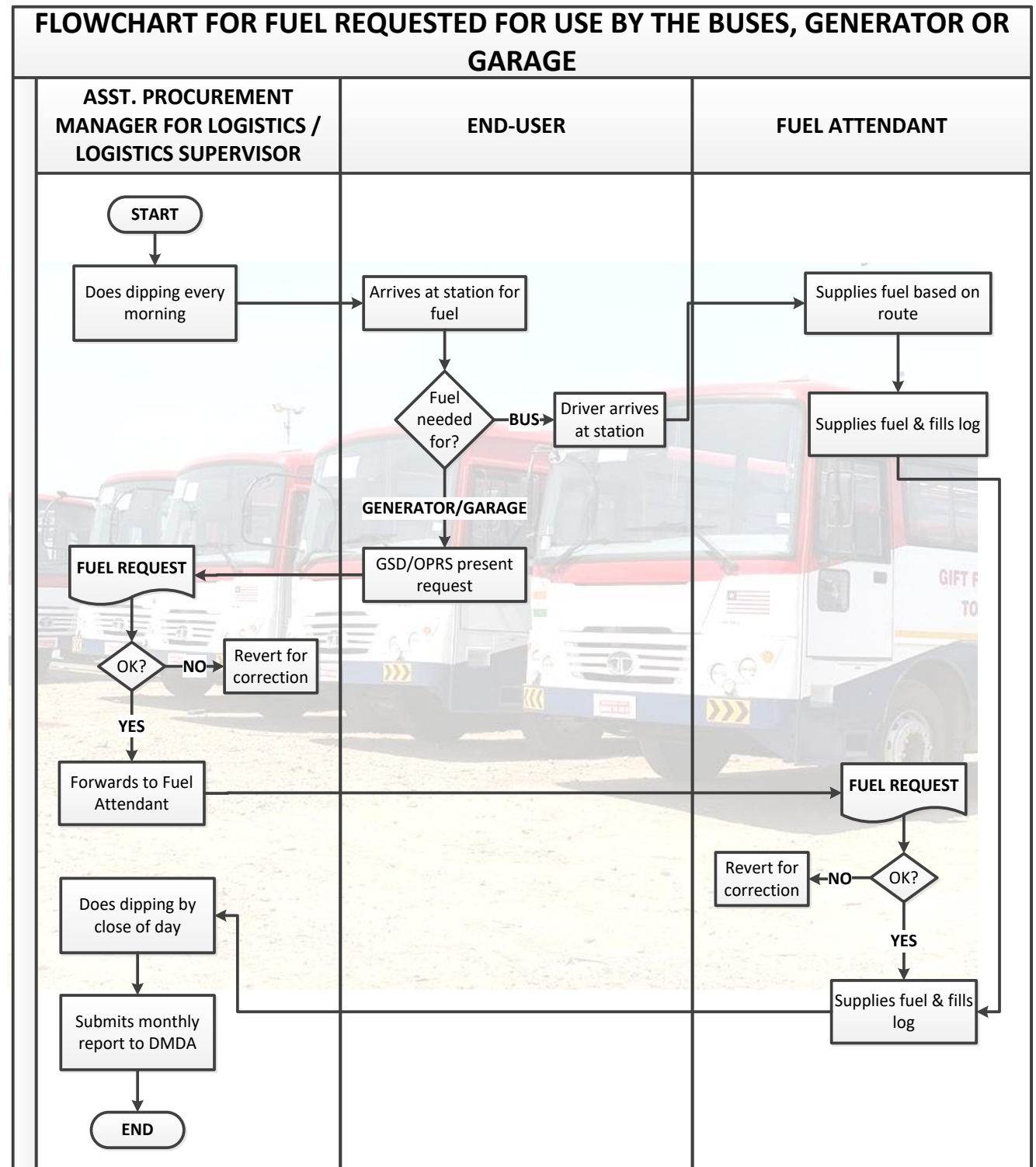
## 12.0 Forms and Records

- Air Waybill
- Delivery Order
- Duty Free Request
- Entry Form
- Export Documents
- Fuel Log
- Report
- Requisition Request

### 13.0 Flowchart

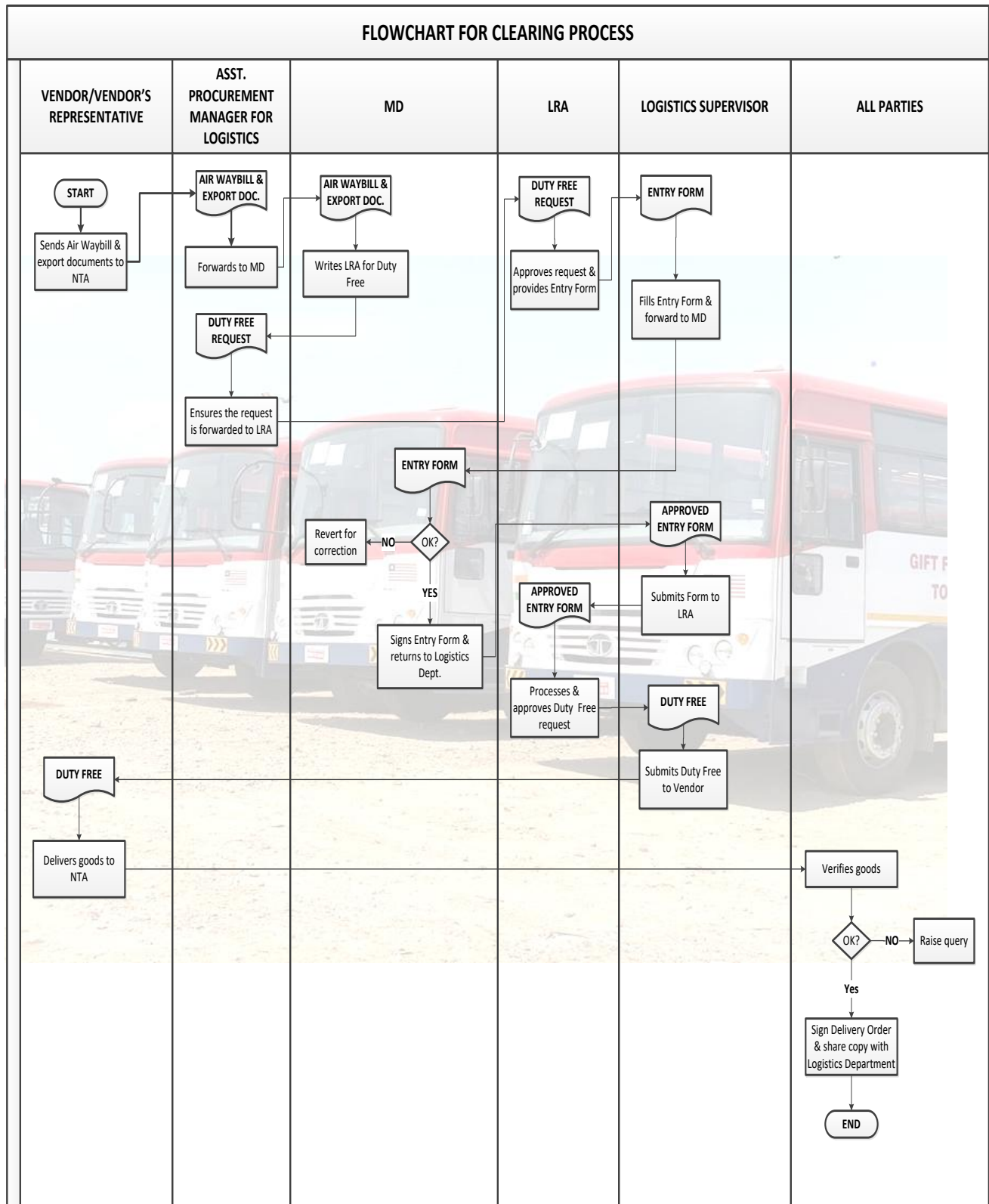


## 14.0 Flowchart





## 15.0 Flowchart





**16.0 Approval**


**Procurement Manager:**

Samuel G. Hney

Signature:  5/07/25

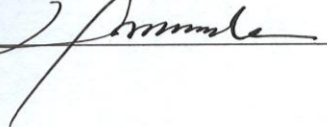
Date: MAY 7, 2025

**DMDA:** T. Mengy Cephas

Signature:  05-07-2025

Date: 05-07-2025

**MD:** Edmund F. Farl

Signature: 

Date: 05/07/25