



**TECHNICAL REPORT ON STUDENT INDUSTRIAL WORK
EXPERIENCE SCHEME (SIWES)**

**UNDERTAKEN AT
MOBILE FILLING STATION AIRPORT HOTEL**

AIRPOT HOTEL ROAD, IKEJA LAGOS STATE

By:

**ND/23/PSM/FT/0001
AKANBI ISLAMIAT FUNMILAYO**

SUBMITTED TO:

**DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN
MANAGEMNET, INSTITUTE OF FINANCE AND MANAGEMNET
STUDIEWS (IFMS) KWARA STATE POLYTECHNIC, ILORIN
IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD
OF NATIONAL DIPLOMA (ND) IN PROCUREMENT AND SUPPLY CHAIN
MANAGEMNET**

AUGUST – DECEMBER, 2024

CERTIFICATION

This is to certify that this SIWES was carried out by AKANBI ISLAMIAT FUNMILAYO with Matric Number: ND/23/PSM/FT/0001 in the Department of Procurement And Supply Chain Management, Institute of Finance and Management studies (IFMS), Kwara State Polytechnic, Ilorin.

DEDICATION

This SIWES is dedicated to Almighty Allah, the Author and Finisher of my faith.

ACKNOWLEDGEMENTS

First and foremost, I appreciate Almighty Allah for giving me the privilege to partake in the Students Industrial Work Experience Scheme (SIWES).

I acknowledge my amiable and dynamic parents Mr. and Mrs. AKANBI, for their financial, moral and spiritual caring and support during the course of my SIWES programme.

I also appreciate my Industrial based supervisor for their patient, endurance, courage and kind support during the course of my stayed in the Mobile.

I wish to also acknowledge my school based supervisor, for their support, encouragement and kind during their visitation to Mobile.

Finally, I appreciate my colleagues in the same industrial based training; I pray Almighty Allah will grant us success in all our endeavor (Amen).

TABLE OF CONTENTS

TITLE PAGE	i
CERTIFICATION	ii
DEDICATION	iii
ACKNOWLEDGEMENTS	iv
TABLE OF CONTENTS	v
CHAPTER ONE	1
1.1 Introduction to SIWES	1
1.2 Background to the SIWES	1
1.3 Objectives of SIWES	2
CHAPTER TWO	3
2.1 History of the Organization	3
2.2 Vision And Mission Statement	3
2.2.1 Vision	3
2.2.2 Mission Statement	4
2.2.3 Organisation Structure And Department	4
2.2.4 Departments In Mobile	4
2.3 Station Running Activities	Error! Bookmark not defined.
CHAPTER THREE	6
INVOLVEMENT IN THE ORGANIZATION	6
3.1 Experienced Acquired	6
3.2 Work Done	6
3.3 supplier for Fuel products	7
3.5 fuel procurement	9
3.6 Inventory managemnet software used to track fuel level	9
3.6.1 Fuel delivery Logistics	9
3.7 How to predict fuel demand based on past data	Error! Bookmark not defined.
3.8 introduction to cost control on on Fuel Procurement	Error! Bookmark not defined.
3.9 handle procurement documentation	Error! Bookmark not defined.
CHAPTER FOUR	12
EXPERIENCED GAINED IN THE ORGANIZATION	12

4.1	Fuel fluctuations	12
4.2	Fuel Regulating	Error! Bookmark not defined.
4.2.1	Report on procurement Activities	Error! Bookmark not defined.
4.2.2	Coordinated with supplier on Fuel delivery Schedule	Error! Bookmark not defined.
4.2.3	Reported on daily inventory	Error! Bookmark not defined.
CHAPTER FIVE		12
CHALLENGES ENCOUNTERED, CONCLUSION AND RECOMMENDATION		14
5.1	Challenges Encountered	14
5.2	Conclusion	14
5.2	Recommendation	14

CHAPTER ONE

1.1 Introduction to SIWES

The Student Industrial Work Experience Scheme (SIWES) exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions and seeing firsthand the practical experience of some theoretical knowledge gained in the course of study.

Participation in SIWES has become a necessary pre-condition for the award of Diploma and Degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government.

1.2 Background to the SIWES

The Student Industrial Work Experience Scheme (SIWES) is an initiative which was established in 1973 by the Industrial Training Fund (ITF) to help bridge the gap between acquired classroom education and skills necessary for work in the industry.

Before the inception of the scheme in 1973, there was glaring evidence that inadequate practical exposure of students in tertiary institutions posed serious challenges to both the quality and standard of engineering and technological education in our nation. This resulted in half-baked engineering graduates who needed to undergo a form of training (Industrial Training) to be suitable for employment in industries and firms.

In order to forestall this threat that could bring about industrial regression, the Federal Government through the Industrial Training Fund (ITF) which was established by decree 47 of 1971 introduced the Student Industrial Work Experience Scheme (SIWES) in 1973.

SIWES exposes students to machines and equipment, professional work methods and ways of safe guarding the work areas and workers in industries and other organizations. It helps the student to know the link between what is

learnt in the university and what is actually practiced on site. It further helps students to appreciate their field of study better, thereby also determining which area of specialization to go into to contribute to technological development of this nation.

The scheme involves the students, the universities and the industry (employers). It is funded by the Federal Government of Nigeria and jointly coordinated by the National Universities Commission (NUC) and the ITF.

SIWES orientation is usually done to intimate students with the rudiments of industrial training before they are being employed. At the end of the industrial training (IT), successful students whose log books were verified and approved by ITF officials are paid SIWES severance allowance.

1.3 Objectives of SIWES

- i. Provides the student with an opportunity to apply their theoretical knowledge in real work situation thereby bridging the gap between theory and Practical.
- ii. Provides an avenue for students in tertiary institutions to acquire industrial skills and experience in their course of study.
- iii. Expose students to work methods and techniques in handling equipment and machinery that may not be available in universities.
- iv. Familiarizing the student for the working conditions they are likely to meet after graduation; and
- v. Make the transition from the university to the world of work easier and thus enhance student's contacts for later job placement.

CHAPTER TWO

2.1 History of the Organization

Our history in Nigeria dates back to 1907 when Second Vacuum Oil Company began marketing operations in Nigeria, through the sale of Sunflower Kerosene.

In 1951, the company became a limited liability company with a change in name from Socony Vacuum to Mobil Oil Nigeria Limited. Twenty seven years later in 1978, the company became a publicly quoted company and assumed the name Mobil Oil Nigeria Plc. In October 2016, NIPCO Investment Company acquired 60% shareholding of ExxonMobil and in pursuant of a special resolution passed at her Annual General Meeting in May 2017, changed its name from Mobil Oil Nigeria Plc to 11 PLC (Pronounced Double One PLC). It is the sole authorized distributor of Mobil fuel and lubricant brands in Nigeria and continues to posts superior returns to its shareholders. She is committed to lead the oil industry in efficiency, brand image and safety.

We are one of the six major petroleum products marketers in the country. It currently has over 250 retail outlets located in all 36 states of Nigeria; these include many state-of-the-art outlets.

2.2 Vision And Mission Statement

2.2.1 Vision

To be the reference point for quality world-class broadcast specially targeted at the youth in Kwara state and an Nigeria at large through institution of the premium corporate culture, corporate accountability, team spirit and all round pursuit of excellence.

2.2.2 Mission Statement

Aim to provide the best in class products, services and solutions to customers with a focus on safety and environmental standards.

2.2.3 Organisation Structure And Department

Mobile station which all running and management is been fully control under the following step structure.

- ❖ Board of Trustees
- ❖ General Manager
- ❖ Station Manager
- ❖ Administration Manager
- ❖ Marketing/ Finance Manager

2.2.4 Departments In Mobile

- ❖ Administrative Department
- ❖ Programme Department
- ❖ Marketing Department
- ❖ Engineering Department
- ❖ Finance Department

Administrative Department: This department is in charge of all staffs matters, ranging from the code of conduct for all staffs, moral behavior, rules and regulation and scheme of services for all staffs. The department caters for personal matters training, training of staffs, and employment of new staffs, discipline and promotion. The department handles record keeping, takes care of matters relating to insurance of man and materials, survey of corporations land matters, dealing with contracts, provides clerical and secretariat duties for all department.

Marketing Department: This is the department where the financial aspect of the organization is discussed and settled, not only that, the department deals with any jingle or advert rate and payment before going on air once verified by the programme department.

Engineering Department: This department is indebted with the task of supervising the equipment procurement, installation and maintenance of such

equipment. He (producer/engineer) must be conversant with the broadcasting technology state.

Finance Department: The finance department is a service department that deals with the inflow and the outflow of the organization finances. It is in charge of budget preparation and budget control. It offers advice on financial matters to the chief director at all times. This department discharge duties ranging from billings, debt collection and payment of all fees for all channel, account reconciliation.

Editing Department: This is the department where we have experienced computer operator, their ingenuities is being task with the burning of disk, editing of recorded Audios, Jingles and Advert , and also keep the records.

CHAPTER THREE

INVOLVEMENT IN THE ORGANIZATION

3.1 Experienced Acquired

I started my SIWES program at A mobile supplier for fuel products typically operates by delivering fuel to customers through mobile fuel stations or tankers. Here's a general overview of how they work:

Operations

1. Fuel Sourcing: The mobile supplier sources fuel from reputable refineries, depots, or other authorized distributors.
2. Mobile Fuel Stations: The supplier equips mobile fuel stations or tankers with fuel storage tanks, pumps, and payment systems.
3. Delivery: The mobile fuel stations or tankers are dispatched to designated locations, such as construction sites, events, or remote areas.
4. Fuel Dispensing: The fuel is dispensed to customers through the mobile fuel station's pumps.

Benefits

1. Convenience: Mobile fuel suppliers offer convenient fuel delivery services to customers who may not have access to traditional fuel stations.
2. Flexibility: Mobile fuel stations can operate in remote or hard-to-reach areas.
3. Time-Saving: Customers save time by not having to travel to traditional fuel stations.
4. Cost-Effective: Mobile fuel suppliers can offer competitive pricing due to reduced operational costs.

3.2 Work Done

I was persuaded to do so many tasks at mobile station, which despite the fact that I was opportune to be working as inventory .

Accidentally,I was assigned to Licensing and Permits: Mobile fuel suppliers must obtain necessary licenses and permits to operate.

2. Safety and Security: Mobile fuel stations must adhere to strict safety and security protocols to prevent accidents and fuel theft.

3. Insurance: Mobile fuel suppliers must have adequate insurance coverage for their operations.

4. Quality Control: Mobile fuel suppliers must ensure that the fuel they deliver meets quality standards.

reporters in other to source for news. They conduct an interview then I transcribe, edit and compute into or among the news story when get into station.

3.3 Fuel Procurement

Fuel procurement refers to the process of purchasing fuel products, such as gasoline, diesel, or other types of fuel, for use by an organization, business, or individual. The goal of fuel procurement is to obtain the required fuel products at the best possible price, quality, and delivery terms.

STEPS IN FUEL PROCUREMENT

1. Demand Forecasting: Estimating the organization's fuel requirements based on historical data, operational plans, and other factors.
2. Supplier Identification: Researching and identifying potential fuel suppliers that can meet the organization's requirements.
3. Request for Quotation (RFQ): Issuing an RFQ to selected suppliers to obtain price quotes, product specifications, and delivery terms.
4. Bid Evaluation: Evaluating the bids received from suppliers based on factors such as price, product quality, delivery terms, and supplier reputation.

Types of Fuel Procurement

1. Spot Buying: Purchasing fuel on a one-time basis, often at a fixed price.
2. Contract Buying: Entering into a long-term contract with a supplier to purchase fuel at a predetermined price.
3. Tendering: Issuing a formal tender to multiple suppliers to compete for a fuel supply contract.

3.4 Inventory Management software used to track fuel level

Types of Fuel Procurement

1. Spot Buying: Purchasing fuel on a one-time basis, often at a fixed price.
2. Contract Buying: Entering into a long-term contract with a supplier to purchase fuel at a predetermined price.
3. Tendering: Issuing a formal tender to multiple suppliers to compete for a fuel supply contract.



Fig 2 Maintenance Manager at work



i.

3.5 Fuel Delivery Logistics

Fuel delivery logistics refers to the planning, coordination, and execution of fuel transportation from the supplier to the end-user. Here are some key aspects of fuel delivery logistics:

Types of Fuel Delivery Logistics

1. Bulk Fuel Delivery: Large quantities of fuel are transported from the refinery or terminal to the storage facility or end-user.
2. Into-Plane Fueling: Fuel is delivered directly to aircraft at airports.
3. Mobile Fueling: Fuel is delivered to vehicles or equipment at remote locations or in the field.
4. Emergency Fuel Delivery: Fuel is delivered to emergency services, such as hospitals or emergency response teams.

Fuel Delivery Logistics Process

1. Order Placement: Customer places an order for fuel delivery.
2. Route Optimization: Logistics provider optimizes delivery route to minimize time and cost.
3. Fuel Loading: Fuel is loaded onto the delivery vehicle.
4. Transportation: Fuel is transported to the delivery location

3.6 How to predict fuel demand based on past data

Predicting fuel demand based on past data involves using statistical and machine learning techniques to analyze historical data and identify patterns and trends. Here's a step-by-step guide on how to predict fuel demand based on past data

Data Collection

1. Gather historical data: Collect fuel demand data from past years or months, including factors such as date, fuel type, quantity demanded, and price.
2. Clean and preprocess data: Ensure the data is clean, complete, and in a suitable format for analysis.

Exploratory Data Analysis

1. Visualize data: Use plots and charts to visualize fuel demand trends, seasonality, and correlations.

2. Identify patterns and trends: Look for patterns, such as seasonal fluctuations, holidays, or economic trends.

Feature Engineering

1. Extract relevant features: Extract features from the data that can help predict fuel demand, such as:

- Time-related features (e.g., day of the week, month, quarter)
- Seasonal features (e.g., winter, summer)
- Economic features (e.g., GDP, inflation rate)
- Weather-related features (e.g., temperature, precipitation)

3.6.1 Introduction to cost control on fuel procurement

Cost control refers to the processes and procedures implemented to manage and regulate expenses related to fuel procurement. Effective cost control helps organizations minimize fuel costs, optimize budgets, and improve overall profitability.

Importance of Cost Control in Fuel Procurement

1. **Reduced Costs:** Implementing cost control measures can help organizations reduce fuel costs, which can have a significant impact on their bottom line.
2. **Improved Budgeting:** Cost control enables organizations to better manage their fuel budgets, ensuring that they have sufficient funds to meet their operational needs.

Key Components of Cost Control in Fuel Procurement

1. **Fuel Price Management:** Monitoring and managing fuel prices to ensure that the organization is getting the best possible price.

2. **Fuel Consumption Management:** Monitoring and managing fuel consumption to minimize waste and optimize usage.

3. **Supplier Management:** Managing relationships with fuel suppliers to negotiate better prices and terms.

Cost Control Strategies For Fuel Procurement

1. Fuel Price Hedging: Entering into contracts with fuel suppliers to lock in fuel prices and minimize the impact of price volatility.

2. Fuel Conservation: Implementing measures to reduce fuel consumption, such as optimizing routes, improving vehicle maintenance, and promoting fuel-efficient driving practices.

3. Supplier Negotiation: Negotiating with fuel suppliers to secure better prices and terms.

CHAPTER FOUR

EXPERIENCED GAINED IN THE ORGANIZATION

4.1 Handle procurement documentation

Handling procurement documentation requires a systematic and organized approach to ensure that all documents are accurate, complete, and compliant with relevant regulations. Here's a step-by-step guide on how to handle procurement documentation:

Procurement Documentation Types

1. Purchase Orders (POs): Documents sent to suppliers to order goods or services.
2. Contracts: Legally binding agreements between the organization and suppliers.
3. Invoices: Documents sent by suppliers to request payment for goods or services.
4. Receipts: Documents confirming receipt of goods or services.
5. Inspection Reports: Documents verifying the quality and quantity of goods received.

Document Management Best Practices

1. Centralized Storage: Store all procurement documents in a centralized location, such as a cloud-based document management system.
2. Standardized Filing: Use a standardized filing system to ensure easy retrieval of documents.
3. Document Version Control: Maintain version control to ensure that all stakeholders have access to the latest document versions.
4. Access Control: Implement access controls to ensure that only authorized personnel can access, modify, or delete documents.
5. Audit Trail: Maintain an audit trail to track all document changes, updates, and deletions.

Procurement Documentation Workflow

1. Document Creation: Create procurement documents, such as POs, contracts, and invoices.

2. Review and Approval: Review and approve documents to ensure accuracy and compliance.
3. Document Storage: Store approved documents in a centralized location.
4. Document Retrieval: Retrieve documents as needed, ensuring that the latest version is accessed.
5. Document Update: Update documents as necessary, maintaining version control and audit trails.

Digital Tools for Procurement Documentation

1. Document Management Systems (DMS): Utilize DMS, such as SharePoint or Documented, to store and manage procurement documents.
2. Procurement Software: Leverage procurement software.

Compliance and Risk Management

1. Regulatory Compliance: Ensure procurement documentation complies with relevant regulations, such as the Federal Acquisition Regulation (FAR).
2. Risk Management: Identify and mitigate risks associated with procurement documentation, such as data breaches or document tampering.

By implementing these best practices, organizations can effectively handle procurement documentation, reducing errors, improving compliance, and increasing efficiency.

CHAPTER FIVE

CHALLENGES ENCOUNTERED, CONCLUSION AND RECOMMENDATION

5.1 Challenges Encountered

There is nothing on earth that is free on challenges, life itself is full with different kinds of challenges and despite the fact that Mobile staff are not friendly, because of the last spot of student that did then SIWES programme at mobile, better still I tried my best to cope and cooperate with their activity.

Firstly, there are many insults been placed on its by some of the staff in the organization. In the first week of observing the industrial training in company where I was posted, some of the staff in the newsroom do ask us if we have data in our mobile phone and if not, they will see us as an incompetent in the field or an unserious element. And at that time, they belittle us by not treating us anything.

Another challenges was that, there were many students from different school doing their SIWES programme also. And we needed to shift period for each other which they divided us into groups.

5.2 Conclusion

Frankly speaking, I will say that during my four (4) months in the SIWES programme at mobile, Lagos state that I gained a lot of experience, which are:

- i. I can now understand the different between the theoretical and practical aspects..

5.2 Recommendation

SIWES is an important program that needs to be encouraged because, it provides from for practical knowledge to students in their areas of discipline.

It is important to ensure that student take the programme seriously and the government is to ensure strict supervision and monitoring of both the student and the school and the industry based supervision for better results.