

Daily stock register: A. Morning tank record

Before the first sale. For each tank: the product dip, the litres that dip gives in that tank's own calibration chart, and the water dip.

Page no. _____

Outlet	Product	Month and year
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[illegible]

MDG 2024 asks for the morning product and water dips of each tank, taken separately [MDG 1.3](#), the water dip every day in the stock register [MDG 1.4.1\(b\)](#), and the litres used to test each nozzle [MDG 1.4.2\(d\)](#). If water is found, tell the controlling company office at once [MDG 1.4.1\(b\)](#). Use each tank's own calibration chart.

The oil company's own register comes first. MDG 2024 says the company supplies the daily stock register [MDG 1.3\(ii\)](#) and prints no form for it. If you have it, fill that one first; use these pages for the sums or as a spare.

Daily stock register: B. Morning pump meter readings

Before the first sale. One column for each nozzle: write the nozzle at the top (for example DU1-N1). Sales since yesterday = today's total minus yesterday's total.

Page no. _____

Outlet _____ Product _____ Month and year _____

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MDG 2024 asks for the pump meter readings taken each morning **MDG 1.3**. If a dispensing unit's meter is changed or set back to zero, write what happened in the note and work that day out by hand.

The oil company's own register comes first. MDG 2024 prints no form for the daily stock register **MDG 1.3(ii)**.

Daily stock register: C. Tankers received

One line for each tanker, written after decanting.

Page no. _____

Outlet	Product	Month and year
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MDG 2024 asks for "appropriate entries" in the stock register or on the stock display board after decanting **MDG 1.2(xiii)** and does not list them. The receipt is the plain reading. Density after decanting goes in the density register.

The oil company's own register comes first. MDG 2024 prints no form for the daily stock register **MDG 1.3(ii)**.

Daily stock register: D. Stock check

One line for each day, worked out from parts A, B and C. The closing stock by dip is the next morning's stock in part A.

Page no. _____

Outlet	Product	Month and year
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The method of MDG Annexure 9: opening stock by dip, plus receipts, less shrinkage or TVA where it applies, less sales by meter, is the book stock; compare it with the closing stock by dip. The limit is 4% of the closing stock [MDG 5.1.11](#) [MDG Annexure 9](#) . A plus variation means more fuel in the tank than in the books. This page checks the 4% only: MDG also counts the handling loss on sales, and shrinkage or TVA where they apply, so your oil company's working decides.

The oil company's own register comes first. MDG 2024 prints no form for the daily stock register **MDG 1.3(ii)**.