

## **SCM - WESTERN CAPE**

## PERFORMANCE ASSESSMENT

STATION:

LINGELETHU WEST

DATE

2010-05-11

#### 1. INTRODUCTION

As part of the annual performance evaluation program , a performance evaluation on the processes of Supply Chain Management within the Provisioning Administration System (PAS) and Polfin system was conducted at Lingelethu West a Non-Accounting Station by Lt Col Morilly, Captain Julies and Warrant Officer Mnukwa on 2010-05-11. The performance evaluation covered the transactions performed during 2009/2010 financial year.

### 2. Previous Evaluation Report

The previous inspection report was requested for perusal and it was noted that most of the previous aspects that were pointed out were rectified.

#### 3. **ENABLING FACTORS**

#### 3.1 **Staffing and Training**

The Supply Chain Management component at this Station consist of the following two members :

MEMBERS	DUTTES	TRAINING
CPAC Z Swart	Head of SCM	PAS 1, Loss Control and POLFIN
Cst F Van Rooyen	Vehicle Fleet Management	None

There is a need for training with specific reference to Vehicle Fleet Management, PAS and SCM in general. The officials has already forwarded their names for training via HRM and they are still waiting to be nominated for formal training courses.

#### 3.2 SCM Code of Conduct

The Supply Chain Code of Conduct has been signed by the members at SCM and filed for inspection and auditing purposes.

## 3.3 Performance Enhancement Process [PEP]

The PEP and Job Descriptions of the members were requested for perusal but could not be provided for inspection since the Head of SCM is still updating them for the new financial period.

## 3.4 Access to Computers and Network points

There are two (2) computers which are linked to mainframe and one (1) printer at SCM. The technical equipment at this component is sufficient there's no need for additional equipment.

## 3.5 Computers without WEB numbers - RI0009

PAS Report: RI0009 reflects was requested and reviewed, it was found to be in order.

## 3.6 Users Registered on Store Structure

PAS report: RI0190 was reviewed and found to be in order.

### 4. FACILITY MANAGEMENT

## 4.1 SAPS 456: Day-to-day Register and files

The SAPS 456 Register was requested for perusal and it was found to be in order and well maintained except for the first level inspection that is lacking. The last inspection was on 2009-07-22 by Captain MS Erasmus. The job card number is filled in but it is the same as the complaint number since the Suppliers does not give it. The explanation was given to CPAC Swart who is dealing with day-to-day. The files were also perused and it was noted that not all the relevant source documentation is attached e.g. SAPS 455 form and VAS 2 Form.

The Station Commander should ensure that all the official registers are inspected by the Section Heads. In this case, the Section Head: CPAC Swart is the one who is dealing with all the other tasks at Supply Chain except for the Vehicle Fleet Management, then the registers at Supply Chain Management should be inspected by the Station Commander or he can appoint any Officer to do the task. The job card number supposed to be provided in by the Supplier as well as the invoice number, if the Supplier did not give the job card number then the column will be written N/A (Not Applicable).

### 4.2 Day to Day Files

The files were also perused and it was noted that not all the relevant source documentation is attached e.g. SAPS 455 form and VAS 2 Form.

#### Recommendation

A copy of all the source documents that are sent to the Accounting Station Khayalitsha, should be kept at the Station Lingulethu West for record and inspection purposes.

SCM RATING:

2 (NOT YET SATISFACTORY)

= 50%

## 5. ACQUISITION MANAGEMENT

## 5.1 Supplier's Database

The copy of the Supplier's database is in place at the Station and is grouped according to commodities.

## 5.2 Rotation of Suppliers

The rotation of suppliers is done at the Station. Suppliers are rotated by providing the information of supplier as prescribed in terms of Par 4.1.7 of consolidation notice 3/2007.

## 5.3 Contract and Quotation Administration

The following contract documents as provided by National Office are kept at the Station.

- Democratic Cleaning Services
- Tyres and Tubes

Maintenance of office equipment and Labour Saving Devices

#### Recommendation

Copies of all state contracts as well as term authorities should be obtained from your Accounting Station and placed on file for audit and inspection purposes.

It is an concern as the above was pointed out in the previous inspection report dated 2009-06-09.

## 5.4 Suppliers Performance - PAS Report : R0054

The above PAS report (0-9 filling) was perused in a view to determine whether the suppliers meet the required standard at this Station in terms of deliveries and specification. The report was found to be in order.

## 5.5 **Procurement register (B18)**

The Procurement register was perused and found to be in order but the first level inspection is lacking.

#### Recommendation

The Station Commander should ensure that the first level inspection is done by the Officer in all the official registers

#### 5.6 **Procurement files**

The procurement files are neat and well maintained only the copy of the order form that is not attached.

#### Recommendation

A copy of all the source documents that are sent to the Accounting Station Khayalitsha, should be kept at the Station for record and inspection purposes.

SCM RATING:

3 (SATISFACTORY)

= 60%

## 6. **LOGISTICS MANAGEMENT**

## 6.1 Moveable Government Property

## 6.1.1 Data Accuracy (Account Structure) Report: RI0002

The above report was requested on PAS in a view to verify whether or not the structure of this accounting station is controlled and registered on PAS and found with active inventory controllers.

The PAS Report RI0002 was verified with the physical room inventories with a view to verify whether or not fictitious inventories are created against the account, and was found to be in order.

#### 6.2 Transit Reports

6.2.1 Report **RI0366** in-transit, issuing store was perused and the following items were in transit for longer than thirty (30) days:

Inventory	Item	Isue Voucher	Date Sent
71613820	SAPS108 71613820 Handcuffs with 2 keys, Haversack, Baton Tonfa Rubber, Flashlight Maglight 3 cell and Safe Pistol Domestic Wall Mounted	U0003145	2010-02-26

#### Recommendation

The Station should follow-up the issue voucher and determine why the abovementioned voucher was never closed by the Station to whom it was send to. It remains the Station who transferred the member responsibility to ensure that the voucher is excepted and closed by the receiving Station. If the voucher is not closed within thirty (30) days of issuing the voucher must be reversed until clarity can be reached why it is so long outstanding.

- 6.2.2 The items in- transit, receiving store **Report RI0367** was perused and found to be in order. No outstanding in-transit transactions.
- 6.2.3 The items in- transit, external issue store **Report RI0368 / RI0369** was perused and found to be in order. No outstanding in-transit transactions.

SCM RATING:

3 (SATISFACTORY)

= 60%

6.3 SAPS 24 Register: SO(S) 44/47

The Station has three (3) SAPS 24 registers that are currently in use for:

Cleaning Materials, Stationery and Computer Products. The registers are neat and well maintained, regular inspected, but the issues and reconciliation of stock are all done at the front of the registers. CPAC Swart was told to issue at the back and reconcile at the front but she prefers to do all the transactions in front for her command and control purposes. The last inspection date was on 2010-03-05.

The issue vouchers are kept safe in a separate file.

#### Recommendation

SO (S)47 (6)(b)(ii)

The register is used from the front to the middle for receipts and from the middle to the back for issues.

The employee who issues consumable items daily, must enter them at the back of the SAPS 24 register. The receiver must sign for the items that are issued to them. Please comply with the instruction.

SCM RATING :

2 (NOT YET SATISFACTORY)

= 50%

#### 6.4 SAPS 108 - Personal Inventories

6.4.1 The members, SAPS 108's were perused and found to be in order. The SAPS 108's were signed by the member as well as the inventory controller.

## 6.4.2 PAS Report: RI0181 - Members Personal Equipment

The report was retrieved from the system and there are no members with equipment on their personal inventories that must be removed.

persal number	rank	name	bulletproof	rod cleaning	rounds	magazines	firearm	handcuffs	brush cleaning
70388199	W/O	S Mawisa			0	2	0		30
70299684	Cst	SM.Nonyida			24	2	1		
70109796	Cst	GP Mathys			15	1	1		
70112584	Cst	MM Phindani			15	1	0		

53536959	Sgt	TH Lesele			30	0	1		T
54130514	Cst	HV Mnxeba		+	15	+	0	-	
20886411	Cst	N Monakali			30	2	0	-	+
9155422	Capt	DN Chauke		+	25	2	0	-	
4697120	W/O	WC Fortuin	_		15	1	0	-	+
4903374	Capt	MN Mkosi	-		17	1	+	+	-
70305684	Cst	CM Msibi	-	-	24	1	0	+	-
5339375	Sgt	A Tobias			30	2	0	-	+
70129118	Cst	LH Vanqa			-	<del>                                     </del>	0	-	-
9177469	Sgt	ME Ngaba			17	1	0	-	
6088538	Capt	M Vergotine	+		15	1	1	-	-
70427836	Cst	XC Mdlulwa	+		50	2	1		-
6015590	W/O	SS Myaka	+		15	1	1		
			1		50	1	1		

These members SAPS 108 must be rectified with immediate effect and the members must sign their renewed inventory.

## 6.4.3 Application to be in possession of an official fire arm whilst off duty SO(S)48.

There are members with firearms in their possession whilst off duty whose applications are still outstanding.

All complete applications are kept on file at the SCM Office for auditing purpose as well as on the members personal file at the Registration Office. The office is currently busy with renewed applications of members.

#### Recommendation

If a member does not have authority to be in possession of an official firearm after hours, it literally means that he/ she must hand back SAPS 108 firearm as he / she is not allowed to take the firearm

der should ensure that all members who are issued

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with an official firearm on their personal inventory did complete the respective application forms as stipulated in terms of SO(S) 48. Authorization to be in possession of an official firearm whilst of duty should be filed in the force number / PERSAL no sequence in a Z20 file for inspection purposes.

Members are not allowed to be in possession of an official firearm without prior approval from his commander. The prescripts as stipulated in terms of SO(S)48 should be adhered at all times.

## 6.4.4 Members planned Resignations

PAS report: RI0351 function #4.16.1 was retrieved from the system, and it was found to be in order.

## 6.4.5 PAS Report: R0020 - Non Standardized Firearms

PAS report: R0020 was perused and found to be in order.

## 6.4.6 PAS Report (RI0535 ) - Reservists

No records found for this selection.

2

SCM RATING:

(NOT YET SATISFACTORY)

= 50%

#### 6.5 **Bullet Proof Vests**

No bullet proofs are kept in the CSC - safe.

## 6.6 Cellular phones - (CSC)

The register for the Cellular Telephones is implemented at the CSC as a control measure. The CSC Commander do not sign the register regularly, lack of first line inspection.

The SCM Office do have an asset register in place as control measure of their Cellular Telephones.

PAS Report: RI01694 was retrieved from the system and compared with the Cellular Telephones physical at hand on the Station and the following was identified.

The following Cellular Telephones appear on the Report: RI01694 but could not be presented physically during the inspection: 351855017117054 354544015796344 358014018951383

358067010887153

354544016502550

354544016543554

CPAC Swart informed Col Morilly that those Cellular Telephones mentioned in the above paragraph should be taken of from the Stations Account because they were already replaced with upgraded Cellular Telephones.

The Cellular Telephone mentioned below was lost and a loss was registered and a docket opened for investigation.

3536849023204480

Polfin no: 4168909

#### Recommendation

First line inspection should be conducted by the CSC Commander or any designated Officer. The Cellular Telephones that were replaced with upgraded Cellular Telephones should be taken of the Stations Account and the inventory must be rectified, please inform the Accounting Station.

#### **Safe Keeping of Government Property** 6.7

There are strongrooms to safeguard government property and there is a member in charge of the safe.

#### **Appointment of Chief Users / Functionary** 6.8

Chief-users are appointed in writing as in terms of SO(S)5. Written appointment certificates are kept in a lever arch file for audit purposes.

**CPAC Swart** 

SCM

Capt Spence

MIC

SAC Jilaiela

FINANCE

CAPT Erasmus

SUPPORT SURVICES

PPO Kleismith

HRM

W/o Birch

Lt Col Reitz

CIO

Lt Col Koopman

STATION COMMANDER

Vispol Head

SCM RATING:

2

(NOT YET SATISFACTORY)

= 59.9%

#### 7. **PROPERTY MANAGEMENT**

#### Data Accuracy / Asset Register: 6.10.7- Report R6I00001 7.1

#### 7.1.1 Cells

The Station do not have cells.

## 7.1.2 General Condition of the Building

The building needs to be painted and get new fencing. The Station applied for the fencing in the previous financial period but it was never approved. The main problem is the storage and office space. On the premises there are ten (10) tyres and eight (8) bags of shredded paper kept behind a park home. The Station have six (6) park homes and four (4) containers.

#### Recommendation

The abovementioned tyres and shredded paper should be disposed off.

#### 7.2 SHE Management

7.2.1 SHE Management was evaluated in order to determine whether there is compliance in terms of the Safety, Health and Environmental Act No 85 of 1993 and the following shortcomings were identified:

There's no-one dealing with SHE Management at the moment since the member who was appointed has been restructured to Lwandle SAPS on 2010-04-01.

The SHE Representative certificate was valid till 2009-09-30 then the member who was appointed and trained went on maternity leave till March 2010 and then got promoted on 2010-04-01.

The copy of the OHAS Act and regulations is not kept at the station

- The copy of the last quarterly minutes of the meeting was on 2009-12-30 there is one outstanding for the last quarter of 2009/2010.
- Copy of the monthly inspection report / checklist was last completed on 2007-07-30.
- The appointed first aider was also promoted on 2010-04-01.
- Copy of the electrical compliance certificate (ECC) is also not in place.

- The appointment of the Station Commander in terms of Section 14(c) is still stating the previous Station Commander.

#### Recommendation

The Station Commander should ensure that all aspects with regards to the Health ,Safety and Environmental Act No 85 of 1993 are adhered to. New appointees should be nominated with immediate effect and the appointment certificates should be kept on file for auditing and inspection purpose. The fire equipment should be inspected on a monthly basis and the report should be forwarded to the Provincial Office.

#### 7.2.2 First Aid kit

The first aid box are kept at the Station and contents inside the holder are sufficient.

## 7.2.3 Fire Extinguishing Equipment Register

Register for fire extinguishing equipment was requested but could not be provided on request.

The fire extinguishers were serviced during February 2010 and the next service date is 2011/02.

#### Recommendation

A register for the fire extinguishers should be implemented with immediate effect.

The SHE Manager at the Station should ensure that all the fire equipment are serviced once a year as prescribed in Section 44 read with environmental regulation 9 of the Occupational Health and Safety Act (fire precautions and means of egress) incorporation of Health and Safety Standards. A fire equipment inspection should be conducted immediately and a certificate of compliance must be forwarded to the Provincial SHE Management office as proof of compliance.

SCM RATING:

1 (POOR)

= 30%

## 8. CONTROL OVER GOVERNMENT PROPERTY

## 8.1 Room inventories - SO(S) 7

The room inventories are attached behind the doors of each room

signed on 2009-07-22 and CPAC Swart is still updating the new ones.

## 8.2 Face Value Register / Forms - SAPS 186(A) Register : SO(S) 42

- 8.2.1 The Face Value Forms/Books register SAPS 186(a) was perused and the following findings were made:
  - SAPS 185(a)'s and (b)'s issue and receipt vouchers are kept in separate files per financial period
  - Official responsible for the receipt and issuing of face value forms & serialized books is appointed in writing as prescribed in terms of SO(S)42(5)
  - Report RI0048 was retrieved and found to be in order.
  - Fully used books are not closed off by the Officer.
  - The unused books / registers are kept in the container with the filling, and not in a lockable cabinet or safe since there is not enough space in the offices for filling and safe keeping of the new stock.
- 8.2.2 Fully used books which are not closed off in the SAPS 186(a) register by an Officer:

Book/Register	Serial Number	
J534's	6824855 - 6824904	Issued on 2007.05.09
	6824755 - 6824804	2007.05.09
	6824805 - 6824854	2007.05.25
	6821855 - 6821904	2008.03.14
	6823005 - 6823054	2008.05.26
	B6823055 - B6823104	2008.06.19
	B6824555 - B6824604	2008.07.30
	6821605 - 6821654	2008.10.17
	6821405 - 6821454	2008.11.17
	6821555 - 6821604	2009.08.18
	6822055 - 6822104	2009.10.12

6822605 - 6822654	2009.12.14
6822705 - 6822754	2009.12.14
6823205 - 6823254	2010.01.26
 6823705 - 6823754	2010.02.12

SAPS 496	A2495801 - A2495850	2008.06.13	
SAPS 14A	Q837801 - Q837300	2007.08.30	
	Q826600 - Q836501	2007.08.30	
	Q826601 - Q826700	2007.08.30	$\neg$
	Q837101 - Q837200	2007.08.30	
	Q898701 - Q898800	2007.08.30	

It is an concern as most of above outstanding registers was pointed out in the previous inspection report dated 2009-06-09.

#### Recommendation

The most of the above-mentioned fully used books were issued to the other Stations and no SAPS 185 (a)'s and (b)'s are kept for them. CPAC Swart was not working at SCM at the time of the issuing of books and she tried to find them but to no avail, now she is going to open the loss file/s since the fully used books supposed to be disposed off already as prescribed in terms of SO(S) 42(7)(2)(a)&(b).

SCM RATING:

(POOR)

= 34%

## 8.3 Inventory Control - Firearms (RI01692)

#### 8.3.1 Inspection

A physical verification of the firearm safe was done and it was found out that there are two(2) different inventories for the firearms for an example;

Inventory No: 20836 Inventory No: 20505

CSC Safe B020836 SCM Safe B025138

## 8.3.2 SCM - Safe Inventory no. 20505 (B025138)

The official firearms in the safe were physically inspected but all the firearms could not be presented for inspection because they are in the walk- in safe and the key is kept with CPAC Cant of Khayalitsha SAPS. The reason why CPAC Cant is in possession of the key is because Khayalitsha SAPS is utilizing the walk- in safe at Lingelethu West SAPS for the storage of their firearms. CPAC Cant is currently on a course in Paarl College and therefore the following firearms could not have been physically checked.

Beretta	-	H66781Z				
Raps	-	R03046	R06202	R06796	R08802	
Z88	-	Q003101	Q008137	Q020345		
Rifle R5	-	342986	343137	343213	343239	343251
Shotgun	-	H14613E	H14686E	H23387E	H24097E	
	-	H30134E AM05046	H33462E	H35142E	H24841E H41424E	

The handing over certificate is not attached in the inside of the walk in door safe but is kept on the history file. For each safe there is a history file. The (Z542) Safe Instructions is in every safe.

The following firearms were send to the ICD because they were involved in an incident. The Cass no: 265/9/2005

Q00292

Q080693

#### Recommendation

A certificate should be attached to the feedback report confirming that those firearms mentioned in the paragraph above is physically at the Station. If not a docket must be opened and a full investigation must be conducted. Please note that an official firearm register should be implemented in the SCM safe for the issuing and receiving of firearms.

A physical stocktaking on all firearms should be conducted, to ensure that all firearms are accounted for.

8.3.3 Client Service Center Safe : (CSC) BO20836

A physical inspection was conducted on all official firearms in the above-mentioned safe and all the firearms are accounted for.

The SAP 457 register is not implemented instead they are making use of the old firearm register.

The register is regularly inspected by Capt Jonathan.

The physical condition of the register is not neat and tidy.

The (Z543) Handing Over Certificate is kept in the history file.

The safe do have the (Z542) Safe Instructions in it.

The following firearms of the CSC is send to the armourers and the packing notes were produced as proof.

H68364Z H74481Z C34316Z

N200881 Q001192 Q012908 Q018780 Q025369 Q029801

Q033411 Q060039

#### Recommendation

The official firearm register - SAPS 457 should be implemented at the CSC for control measure over the firearms.

#### 8.3.4 Firearm Files

For each firearm a file is opened and the fourteen day permits is kept in each firearm file accordingly.

## 8.3.5 Permits in terms of Section 98(1)(a) of the Firearms Control Act, Act No 60 of 2000 - SAPS 543

Permits are issued to members to handle, use or store firearms as per SAPS 543 permit register. Day-to-day permit (SAPS 543(a) in the CSC, and 14 day permit ) is issued to members with firearms on their on their SAPS 108 Personal inventory.

All permits is kept at the SCM Office.

SCM RATING:

(NOT YET SATISFACTORY)

50%

#### Radios in Store Structure Report: RI01691 8.4

8.4.1 The above report was requested from PAS in a view to determine whether the PAS asset register correspond with the physical stock at the Station.

The SCM Office do make use of an asset register as a control measure. All the hand radio's are accounted for except the two mentioned below which the SCM Office must still find.

921THA6575

921THA6576

#### Recommendation

CPAC Swart should look for those two hand radio's and indicate in her feedback report if it was found and if not, a Loss must be registered and a docket for investigation be opened to determine liability and if necessary departmental steps should be implemented.

## 8.4.2 **CSC - Room Inventory : No 20836**

All the hand radio's are accounted for at the CSC. The CSC make use of an hand radio register and is regular inspected. The register can be replaced with a new one because the current one in use is not neat.

#### Recommendation

It was suggested that the CSC Commander should obtain a new B16 book for the in and out book of hand radio's.

### 8.5 **Disposal Management - MGP**

## 8.5.1 PAS Report: RI0354 - Balance Adjustments disposals

A Disposal register is implemented and maintained as prescribed in terms of Treasury Regulation 16A7 and SO(S)51.

Boards of Survey: Financial Year 2009/2010

Incidents registered - B16	Incidents captured - PAS	reversed /	Incidents pending - 6 months +	% Finalized
10	10	0	0	100 %

Boarded items are disposed of by inviting tenderers through the informal tender process.

## 8.5.2 PAS Report: RI0355 - Balance adjustments discrepancies

26

Discrepancies as pointed out the Stocktaking were dealt with accordance with the set procedures as in terms of the SAPS, Loss Management Procedure Manual and SO(S)51.

SCM RATING:

3 (SATISFACTORY)

65%

## 9. VEHICLE FLEET AND TECHNICAL MANAGEMENT

## 9.1 Vehicle Asset Register and distribution- Report: RI01690

The above report was perused and it was found that all the vehicles are accounted for on PAS and distributed to their respective chief users.

## 9.2 SAPS 298 (Collisions and damages)

## 9.2.1 Incidents reported: Period 2009/2010

Year	Type of incident	Total
2010/2011	Damages	7
2010/2011	Collisions	7

The incidents files was perused during inspection and it was noted that all the relevant documentation are on file. The files and Loss Control register are well maintained and neat. Control measures should be put in place by the Station Commander to ensure that damages and collisions are prevented.

#### 9.3 **Vehicle Fleet Manager**

Const van Rooyen is responsible for the Vehicle Fleet Management at the station and is appointed in writing as the Vehicle Fleet Manager for the station.

## 9.4 **Data Accuracy - RI0132 Vehicle Inventories**

The PAS report RI0132 vehicle accessory report was requested and perused and found to be in order.

## 9.5 Fuel Administration - POLFIN K.6.15 / K.3.1 / K.6.9

The fuel certification transaction report was requested from Polfin system (K.6.15) but did not print.

Report K.03.01 was requested and perused and it was found to be in

order. No outstanding transactions for this station.

#### 9.6 List of State vehicles

The list of state vehicles was requested and verified with PAS report RI01690. All vehicles are certified and accounted for on PAS.

The list is up to date and the correct details of the vehicles are indicated on the list.

SCM RATING:

4 (GOOD)

= 85%

#### 9.7 Conditions of vehicles

The physical vehicle inspection was conducted and the following findings were made :

SAPS No	Comments.
BRM175B	Opel Corsa Licence exp. 2010-10-31 No damages Good condition
ВРЈ671В	Nissan D/cab Licence exp. 2010-03-31 Damage on passenger side door Bumper damage
BNY315B	Tata Truck Licence exp.2010-08-31 Front damage to bodywork Poor condition.
BMT840B	Toyota Hilux Licence exp.2010-06-30 Indicator, left front fender damaged Poor condition
CY219 461	Opel Astra Licence exp.2011-01-31 Wheel caps missing Damage to bodywork at the rear side Poor condition

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	CY198 100	Opel Corsa Licence exp.2011-01-31 Left side fender damage. Poor condition	
	BRM084B	Opel Corsa Licence exp.2010-09-30 Right side damage to fender Right side mirror damaged Poor condition.	
	CY212 202	Opel Corsa Licence exp.2011-01-31 No wheel caps Damage to boot Poor condition.	£
С	Y215 728	Ford Ikon Licence exp.2011-01-31 Windscreen damaged Fair condition	
В	NW821B	Nissan LDV Licence exp.2010-12-31 Dashboard cracked Left side indicator damaged Interior in poor condition Canopy rusted. Poor condition	
CY	/235 323	Ford Focus Licence exp.2010-06-31 Front tyres to be replace Good condition	
CY	7249 755	Citi Golf Licence exp.2011-01-31 Interior in poor condition Left side door handle broken Front tyres to be replace Poor condition	

BPS991B	Nissan LDV Licence exp.2011-03-31 Canopy rusted Front numberplate missing Backside of vehicle damaged Interior in poor condition
	Both tail lights damaged Poor condition

Damages and missing parts and accessories must be dealt with in terms of the SAPS Loss Management Procedure Manual. POLFIN incident numbers must be indicated in your feedback report to this office.

SFO 3A/1987 paragraph 8(3) (c) requires that all defects /damages to a vehicle must immediately be reported on the reverse side of the SAPS 132(b).

The Station Commander should ensure that the vehicles are inspected at least once a week by the commander or other designated senior member and that the inspection is recorded at the back of the SAPS 132 (b). SFO 3A/1987 Paragraph 15.

## 9.8 Utilization of vehicles - After hour garaging authorities SAPS 132 (g)

This subject was evaluated in a view to determine whether the garaging authorities are properly managed and found to be administered accordingly. No first line inspection in the register.

#### Recommendation

First line inspections must be done once a week by the SCM Head.

### 9.9 List of authorized drivers

List of authorized drivers to drive state vehicles is kept with the after hour garaging authority register. The list is up to date and correctly compiled.

Approved applications of members for authority to drive a state vehicle are filed in a lever arch file. List updated on 2010-05-10 by Cst. Van Rooyen.

## Suspended driving authorities-

None

SCM RATING:

2 (NOT YET SATISFACTORY)

= 50%

## 9.10 Vehicle registers - SAPS 132(b)

A random check of the vehicle registers ( SAPS 132(b's) ) for the month of December, 2009 revealed the following inadequacies ;

SAPS No	Comments
BRH168B	Fuel slips attached but not accounted for. Vehicle booked out for periods more than 7(seven)days
BRH909B	Log sheet in order
BRK385B	Services not recorded Fuel slips not signed by driver and petrol attendant. Distances traveled not calculated
BRV138B	Fuel slips not signed by driver and petrol attendant. Weekly inspections not done.
BPW122B	Fuel not recorded Fuel slips not signed by driver and petrol attendant Log sheet not closed off at end of month.
BPY588B	Fuel slips not signed by driver and petrol attendant Services not carried over Fuel not recorded Back side of SAPS132(b) not complete.
BPP505B	Fuel slips not signed by driver and petrol attendant Distances travel not calculated Services not recorded. Backside of SAPS132(b)not complete Log sheet not closed off correctly at the end of the month.
BRM083B	Services not carried over Distances traveled not calculated Log sheets not closed off correctly

BPJ671B	Distances traveled not calculated Services not recorded Outstanding kilometers not accounted for by driver (2010-02-01 kilometer reading 232999 - 233080 = 181 kilometers
BNR661B	Back side of SAPS132(b)not complete Fuel slips not signed by driver and petrol attendant
BPP166B	Services not recorded Weekly inspections not done Fuel slips not signed by driver and petrol attendant
BRK208B	Log sheet not closed off correctly Weekly inspections not done
BRK207B	Distance traveled not calculated Log sheets not closed off correctly Weekly inspections not done
BRL402B	Distance traveled not calculated Services not recorded Weekly inspections not done Back side of SAPS132(b)
BRL403B	Fuel slips not signed by driver and petrol attendant Weekly inspections not done Distance traveled not calculated
BPW122B	Fuel slips not signed by driver and petrol attendant Weekly inspections not done Log sheets not closed off correctly
BPZ165B	Log sheet not closed off correctly at the end of the month Services not recorded
BPS921B	Distances travel not calculated Services not recorded Log sheet not closed off correctly
BRW798B	Distances traveled not calculated Services not recorded
BNR036B	Distance traveled not calculated Services not recorded Fuel slips not signed by driver and petrol attendant Log sheet not closed off correctly

BPX029B	Fuel slips not signed by driver and petrol attendant Distances traveled not calculated Services not recorded
BRS261B	Fuel slips not signed by driver and petrol attendant Distances traveled not calculated Log sheets not closed off correctly
BNW821B	Fuel slips not signed by driver and petrol attendant Services not recorded Weekly inspections not done
BRM175B	Fuel slips not signed by driver and petrol attendant Distances traveled not calculated Log sheets not closed off correctly
BPN628B	Fuel slips not signed by driver and petrol attendant Distance traveled not calculated Services not recorded Log sheets not closed off correctly

The Station Commander should ensure that the provisions of SFO 3A/1987 par 8(5) &(17) as well as National Instructions 20/2000 are strictly complied with.

The vehicle fleet manager should sensitize the drivers of the state vehicles that the fuel slips must be signed by them as well as the petrol attendant. Discrepancies pointed out in the report must be restricted in future.

## 9.11 Traffic Fine register

The traffic fine register is implemented at the station and in use No first line inspection.

#### Recommendation

Regular first line inspection should be conducted by the SCM head.

## 9.12 **Duplicate key register**

A register for the duplicate keys of the vehicles at this station implemented and maintained as prescribed in terms of SO(S)51.

## 9.13 Fuel card register

The fuel card register was requested and perused and was found to be in order. No first line inspection. Recommendation

Regular first line inspection should be conducted by the SCM head.

## 9.14 Tyre Register

Register was requested and perused and found to be in order. There is proper control over new and redundant tyres.

## 9.15 Overall view - Vehicle Fleet Management

The general condition of the Vehicle Fleet is very poor and the station make use of a parking facility where the public have access. The Station Commander make use of a state subsidized vehicle and according to the Vehicle Fleet Manager a State vehicle is allocated to him. 2

SCM RATING:

4

(NOT YET SATISFACTORY)

50%

#### 10. GENERAL

# 10.1 Handing Over Certificates: SAPS 342 (a) (Accounts)

NATCOM 20/8/2/342(a) dated 2000-03-09 & T.I. N.11 , SO(S)5(6) Handing over certificate signed on change of command was produced for perusal.

Col MF Reitz took over from Lt Col NE Sovasi on 2010-04-01 and the handing over certificate was not yet signed by Col Reitz. The Station Commander will sign the document as soon as the stocktaking is finalized and losses registered.

# 10.2 Handing Over Certificates (Safes)- SO(S) 21(9)

The history files and handing-over certificates of the following safes are completed and opened as stipulated in terms of SO(S)21(9). Serial number:

B020836 B02182 B025138 B024074

A Control register (B16) for safes is not implemented.

It is an concern as the above was pointed out in the previous inspection report dated 2009-06-09.

focus points of the Auditor General.

OVERALL SCM RATING: 2 (NOT YET SATISFACTORY) = 53.14%

COLONEL SECTION HEAD: SCM: PERFORMANCE MANAGEMENT WESTERN CAPE : R.M. OOSTERHOF