



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

**Recommendation**

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 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	Issue 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		
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		
54130514	Cst	HV Mnxeba			15	1	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	0		
70305684	Cst	CM Msibi			24	1	0		
5339375	Sgt	A Tobias			30	2	0		
70129118	Cst	LH Vanqa			17	1	0		
9177469	Sgt	ME Ngaba			15	1	1		
6088538	Capt	M Vergotine			50	2	1		
70427836	Cst	XC Mdlulwa			15	1	1		
6015590	W/O	SS Myaka			50	1	1		

**Recommendation**

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





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.

SCM RATING :            2            (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.

**6.7 Safe Keeping of Government Property**

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

**6.8 Appointment of Chief Users / Functionary**

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 Jilajela	FINANCE
CAPT Erasmus	SUPPORT SURVICES
PPO Kleismith	HRM
W/o Birch	CIO
Lt Col Reitz	STATION COMMANDER
Lt Col Koopman	Vispol Head

SCM RATING :            2      (NOT YET SATISFACTORY)            =    59.9%

**7. PROPERTY MANAGEMENT**

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

**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.



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





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 :                    2            (NOT YET SATISFACTORY)                    =            50%

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

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

<b>Incidents registered - B16</b>	<b>Incidents captured - PAS</b>	<b>Incidents reversed / cancelled</b>	<b>Incidents pending - 6 months +</b>	<b>% Finalized</b>
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**

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
BPJ671B	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

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.
CY215 728	Ford Ikon Licence exp.2011-01-31 Windscreen damaged Fair condition
BNW821B	Nissan LDV Licence exp.2010-12-31 Dashboard cracked Left side indicator damaged Interior in poor condition Canopy rusted. Poor condition
CY235 323	Ford Focus Licence exp.2010-06-31 Front tyres to be replace Good condition
CY249 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
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**Recommendation**

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

### **Recommendation**

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.

SCM RATING :                    2            (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%

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