



SCM - WESTERN CAPE

PERFORMANCE ASSESSMENT

STATION : HARARE

DATE : 2010-03-09

1. INTRODUCTION

As part of the annual performance evaluation programme, a performance evaluation on the processes of Supply Chain Management within the Provisioning Administration System (PAS) and Polfin system was conducted at Harare Station by Captain Macingwane and Inspector (f) Mnukwa on 2010-03-09. The performance evaluation covered the transactions performed during 2009/2010 financial year.

2. Previous Evaluation Report

The previous inspection report was requested and it was found that most of the aspects pointed out in the previous inspection were rectified.

3. ENABLING FACTORS

3.1 Staffing and Training

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

MEMBERS	DUTIES	TRAINING
CPAC L Ramalepe	Head of SCM	PAS 1&2 and POLFIN
Cst M Booysen	Vehicle Fleet Manager	VFM

AC WP Ntaka	Loss Management	POLFIN
SAC TS Koli	Procurement	None
Cleaner II SNN Maseti	Cleaning the offices	N/A
Cleaner II NP Mbandezi	Cleaning the offices	N/A
Groundsman III ZM Kwekwele	Cleaning the premises	N/A

TRAINING NEEDS

- 7029998-6 Cst Booyen POLFIN - Fuel Administration
PAS 1 & 2
- 7010691-6 SAC TS Koli PAS 1 & 2
- 7030997-3 WP Ntaka PAS - Loss Management Course
- 2035279-4 F Mapaqa SCM Course (new member at SCM)

Recommendation

There is a need for training for the above-mentioned members.

3.2 SCM : Code of Conduct

The Supply Chain Code of Conduct has been signed at the station by all the members at SCM.

3.3 Performance Enhancement Process [PEP]

The PEP and Job Descriptions of the members were requested for perusal and they were found to be in line with their core functions, but the structure and the ranks needs to be updated as identified by the HRM inspection team.

3.4 Access to Computers and Network points

There are only two (2) computers and one (1) printer at this component which is linked to mainframe. The Vehicle Fleet Office does not have a computer to work on.

Recommendation

The need for a additional computer should be forwarded to the Provincial Head ISM.

3.5 Computers without WEB numbers - RI0009

Report RI0009 was requested on the system but did not print.

3.6 Users Registered on Store Structure

PAS report RI0190 was reviewed and found that there is a member who is still appears on the system while she passed away in 2008.

- 5409985 Ngele BN

Recommendation

The above-mentioned member's name should be forwarded to the Provincial MGP to be removed from PAS.

4. DEMAND MANAGEMENT

4.1 Moveable Government Property [MGP]

4.1.1 Concept Budget File / Needs

Not evaluated.

4.1.2 Demand Linked to the Operational Plan / Budget

Not evaluated.

4.2 Facility Management

4.2.1 SAPS 456 : Day-to-day Register and files

The day-to-day register was perused and it was found to be managed well except for the following shortcomings.

- ⊖ First line inspections were lacking;
- ⊖ Column number 4 which indicates whether a building is state owned or

lease building is not completed.

Files were perused and they were neatly arranged and a separate file was implemented for each commodity which makes it easy to inspect the files. CPAC L Ramalepe is commended for her good work.

SCM RATING: 4 (GOOD) = 80%

5. **ACQUISITION MANAGEMENT [MGP]**

5.1 **Supplier's Database**

The Supplier's Database was requested and reviewed and it was found to be in order although it needs to be reviewed by the Accounting Station (Khayelitsha) since there are so many Suppliers in the list that are no longer working for SAPS when they getting the calls for quotations.

Recommendation

The Head of SCM should inform the Accounting Station to review the Supplier's Database, by not only relying to the Suppliers around Khayelitsha but use the others around Cape Town to avoid disappointments and delays in service delivery.

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 **Suppliers Profiles**

The profiles of the suppliers were requested for perusal but could not be provided for inspections, it is kept at the Accounting Station.

Recommendation

The Supply Chain Management: Head was instructed by the inspection team to obtain the copies and/ or all relevant documentation of the Suppliers from the Accounting Station and keep them at the station for audit and inspection purposes.

5.4 Contract and Quotation Administration

The contract documents are available at the station and kept in a file.

- Democratic Services - Cleaning Materials
- Hlanganyela and Phileza Tyres

SCM RATING: 3 (SATISFACTORY) = 70%

5.5 Suppliers Performance : PAS Report : R0054

The above-mentioned report was perused in a view to determine whether the suppliers meet the required standard at the station in terms of deliveries and specification and there were no long outstanding orders.

SCM RATING: 3 (SATISFACTORY) = 70%

5.6 Acquisition Management

5.6.1 Procurement register (B16)

The Procurement register was perused and found to be in order but first line inspections are lacking.

Recommendation

The Support Head: Capt LM Lourens supposed to do the first line inspection at SCM Office also to all the official registers as he is the Support Service’s Head which includes SCM.

5.6.2 Procurement files

The procurement files are kept at the station and are well maintained.

SCM RATING: 4 (GOOD) = 89.9%

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 room inventory 20502 was created during Provincial MGP stock taking for the items that could not be accounted for during their inspection and it will be cleared from the system once the items have been reported as losses.

SCM RATING: 2 (NOT YET SATISFACTORY) = 50%

6.1.2 Transit Reports

Report RI0366 in-transit, issuing store was perused and it was found to be in order.

The items in- transit, receiving store Report RI0367 was perused. The following issue vouchers were sent to Harare SAPS and must be received on PAS before thirty (30) days:

- U0004247 Dated: 2010.02.26
- U0031891 Dated: 2010.03.01

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: 4 (GOOD) = 89.9%

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

The SAPS 24 register was requested for perusal during inspection and it

was noted that the station have two (2) registers currently in use. The following short comings were identified on the registers.

- ⊗⊗⊗ The issues are recorded on the front page of the register instead of the back side of the register.
- Stock received is not recorded on the registers
 - Monthly reconciliation are inaccurate as stock on hand does not reflect the balances on the register.
 - No records were entered on the register for the period between August 2009 and January 2010.
 - First level inspections are not conducted at all.

Issue Voucher and Receipt Voucher

Issue Vouchers and Receipt Vouchers are implemented and maintained for each SAPS 24 register.

Recommendation

The Head of Support Services should ensure that there is proper control of the state expandable and consumable items by ensuring that he inspects the registers on regular basis or at least once a month. The inspection team explained to SAC Koli the whole process of maintaining the register. SO (S) 44/47.

SCM RATING: 2 (NOT YET SATISFACTORY) = 40%

6.1.4 Personal Inventories - SAPS 108

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

Applications of members to be in possession of fire arms whilst of duty in terms of Firearms Control Act, Act No 60 of 2000 were kept on file for inspection and audit purposes.

6.1.4.2 SAPS 108 - Personal Inventories

Report RI0181 was retrieved from the system in order to verify whether members were issued with correct inventories on their SAPS 108's and it was found that most of the members were issued with incorrect number of ammunition.

Recommendation

The above-mentioned report must be retrieved and incorrect inventories should be rectified. It should be ensured that members are issued with 1 safe, 1 firearm, 2 magazines and 30 rounds.

SCM RATING: 2 (NOT YET SATISFACTORY) = 50%

6.1.5 Members Personal Inventories : Members planned Resignations

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

6.1.6 PAS Report : R0020 - Non Standardized Firearms

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

6.1.7 Bullet Proof Vests

There are five sets of bullet vests at the OPS room for booking out to the reservists but there is no register in place .

These bullet vests are not in use because they are dirty.

Recommendation

The register for the bullet vests must be implemented to avoid possible losses of the state property. Bullet vests should be sent together with the washing of the blankets to the company nominated to do the job.

6.1.8 PAS Report (RI0535) - Reservists

No reservists were issued with critical items on their SAPS108.

6.1.9 Cellular phones - (CSC)

The station did not implement the asset register for controlling the movement of cellular phones.

According to the report RI01694 this station was issued with twenty five(25) cellular phones but only five (5)of these cellular phones could be accounted for during inspections.

The following cellular phones were physically at the station during inspections.

Serial number	354199027683830	359301027150787
	353519026135683	354187033156818
	354544016585530	

Recommendation

A physical stock taking must be conducted and losses identified should be reported.

6.1.10 Safe Keeping of Government Property

There are strongrooms to safeguard government property and there is a member in charge of the safe who is appointed in writing as stipulated in terms of SO(S) 51.

.6.1.11 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.

SCM RATING: 4 (GOOD) = 89.9%

7. FACILITY MANAGEMENT

7.1 Data Accuracy / Asset Register : 6.10.7- Report R6I00001

7.1.2 SHE Management

7.2.1 This environment was evaluated in order to determine whether there is compliance in terms of the Health and Safety Act , Act No 85 of 1993 and the environment was managed accordingly. The only outstanding document was the appointment of the Station Commissioner in terms of Section 14 c.

- Fully used books which are not closed off in the SAPS 186(a) register by an Officer, see for example :

Book / Register	Serial Number
SAPS 22	L 6419850-L6419801
J534'S	B8198005-B8198054
	B8198055-B8198104
	1687351-1687400
SAPS496	L6419651-L6419700
	2274701-2274800

It was again noted that a number of the J534's ,SAPS 496 and Z 1512 were physically in store but not recorded on the SAPS 186(a) register.

Recommendation

Fully used registers must be disposed of as prescribed in terms of SO(S) 42(7)(2)(a)&(b). All excess stock in the store should be recorded on the register SAPS 186(a) register.

SCM RATING: 2 (NOT YET SATISFACTORY)

8.3 Control over Government Property

8.3.1 Inventory Control (Serialized items, Firearms)

The above report **RI01692** was requested from PAS verified with the physical inspection at this Accounting Office.

8.3.2 SCM - Safe Inventory

A physical inspection was conducted on all official firearms in the above-mentioned safe and the following findings were made:

- All official firearms are accounted for

The following fire arms were kept in the safe for safe keeping.

- Pistol Z88
Q085989 Q059170 C34455Z

8.3.3 CSC - Safe B23735 (Inventory No20074)

The official firearms in the safe were physically inspected and all firearms under the above inventory were accounted for.

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

The station makes copies of the SAPS 543 and the members do complete the permits and the returns are kept on file as prescribed in terms in terms of Chapter 11 of the Firearms Control Act , Act No 60 of 2000 as well as NHO 3/21/3/1/229 , paragraph 2.4 , 2.5 and 2.8 dated 2009-02-23.

8.3.5 SAPS firearms handed in the SAPS 13 as an exhibit

None.

8.3.6 Radios in Store Structure Report : RI01691

The above report was requested from PAS in a view to determine whether the PAS asset register correspond with the physical stock in the Community Service Centre (CSC).

8.3.6.1 Hand radio register

☹☹ It was noted that the asset register is not implemented by this station for the control of all movements of the stations hand radios

☹☹ The following hand radios are physically at this station but do not appear on the stations report RI01691

- 921 TGS 1030
- 466 AYG 3006
- 466 AYG 2859

☹☹☹ The following hand radio could not be accounted for during inspections.

- 466AYW2797 466AYW6048 466AYG3264
- 921THA1134 921THA1377 921THA1380
- 921THA1381 921THA1383 921THA1386
- 921THA1388 921THA1391

Recommendation

The Accounting Station should be contacted to rectify the above inventories on PAS. A physical stock taking for all hand radios should be done and losses identified be reported in terms of Loss Management Procedure Manual.

SCM RATING: 2 (NOT YET SATISFACTORY)

8.4 Disposal Management - MGP

8.4.1 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

Registered	:	6
Captured	:	9
Outstanding	:	0
Finalized	:	9

Boarded items are disposed off by inviting tenderers through the informal tender process. The files were perused and all relevant documents were kept on file.

☹☹ Board of Survey files for the following vehicles were not kept at the station

- BPB 423B
- SAPS 176487T
- BNR 035B
- BNP806B
- SAPS198032N
- BNV739B

Recommendation

It is recommended that all Board of Survey for the station should be recorded on the register and all outstanding files should be obtained from the Accounting Station for inspection and audit purposes.

8.4.2 PAS Report : RI0355 - Balance adjustments discrepancies

This report depicts losses of cellular phones and fire arms which were captured on the system but have not been removed from the suspense account.

- **Pistol Z88:** Q071490 H89607 Q050847 Q027437

- **Cellular phones:**

356201008701314 352033022367713 354187033164002

SCM RATING: 2 (NOT YET SATISFACTORY)

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

Type of incident	2009	2010	Total
Damages	21	5	26
Collisions	33	4	37

During inspections it was noted that the following incidents does not have the incident numbers recorded in the register.:

- BPF069B Collision on January 2009
- BPZ163B Damage on January 2009
- BPZ498B Damage on March 2009
- BPS820B Damage on March 2009

Most of the damages are founded out during inspections, meaning that the member's driving the vehicles do not inspect the vehicles before they drive.

The incidents files were 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, AC WM Ntaka is commended for the good work.

Vehicle Fleet Manager should do the investigation on damage of BPS820B (radiator damage) since the technical report from the garage indicates that the damage was done by the driver.

9.3 **Vehicle Fleet Manager**

Constable Booyesen is responsible for the Vehicle Fleet Management at the station and is appointed in writing as the Vehicle Fleet Manager.

9.4 **Data Accuracy - RI0132 Vehicle Inventories**

The PAS report RI0132 vehicle accessory report was requested and perused and it was 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.

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.

The following vehicles are boarded but still appears on PAS report:

BPD126B
BPG465B
BPL840B

9.7 Conditions of vehicles

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

SAPS No	Comments
BPX239B	Nissan Bakkie Licence exp. 2010-06-30 Left front indicator light & bumper are broken, there is no indicator light. Right door dent. Satisfactory condition
BPZ718B	Nissan Bakkie Licence exp. 2010-08-31 Left front & back indicator lights are broken, Minor dent on the left door Satisfactory condition
CY276388	Citi Golf Licence exp.2010-12-31 No damages Satisfactory condition
CY264343	Optra Chevrolet Licence exp.2010-10-31 Dent on the right back Satisfactory condition
CY249772	Citi Golf Licence exp.2010-12-31 No handle on the right front door, left front bumper corner is broken Good condition

BPL179B	Nissan Bakkie Licence exp.2010-12-31 No damages Good condition
BPX715B	Nissan Bakkie Licence exp.2010-07-31 No damages Good condition
BPK383B	Optra Chevrolet Licence exp.2010-09-30 No damages Good condition
CY245494	Optra Chevrolet Licence exp.2011-01-31 No damages Good condition
BRM529B	Corsa Bakkie Licence exp.2010-11-30 Left mirror broken and pasted with sellotape Good condition, still new
BPW115B	Nissan Tiida Licence exp.2010-04-30 No damages Good condition

Recommendation

Damages ,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 Commissioner must 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.

SCM RATING: 3 (SATISFACTORY)

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

The above- mentioned register was requested and perused. It was found to be in order and well maintained.

9.9 List of authorized drivers

List of authorized drivers to drive state vehicles is kept on file, up to date and correctly compiled.

9.10 Vehicle registers - SAPS 132(b)

A random check of the vehicle log sheets SAPS 132 (b's) for the month of January, 2010 revealed the following inadequacies ;

SAPS No	Comments
BNR570B	<ul style="list-style-type: none"> - Weekly inspections are lacking, only 1 that has been conducted; - Distance traveled not recorded on the 06th and the columns are not completed; - Fuel utilized is not recorded at the back of the log sheet; - 99 kilometers unaccounted for.
BRH880B	<ul style="list-style-type: none"> - Most of the fuel slips are not signed by both, driver and the petrol attendant; - Weekly inspections are lacking, only 2 that has been conducted.
BPZ878B	<ul style="list-style-type: none"> - Fuel utilized is not recorded at the back of the log sheet; - Weekly inspections are lacking, only 3 that has been conducted.
BPL611B	<ul style="list-style-type: none"> - Fuel utilized is not recorded at the back of the log sheet; - Total kilometers traveled not recorded at the end of the log sheet.
BPZ489B	<ul style="list-style-type: none"> - Total kilometers traveled not recorded at the end of the log sheet.

SAP159595H	<ul style="list-style-type: none"> - Fuel utilized is not recorded at the back of the log sheet; - Total kilometers traveled not recorded at the end of the log sheet.
BRT633B	<ul style="list-style-type: none"> - Fuel utilized is not recorded at the back of the log sheet; - Weekly inspections are lacking, only 2 that has been conducted; - Total kilometers traveled not recorded at the end of the log sheet.
BPL179B	<ul style="list-style-type: none"> - Fuel utilized is not recorded at the back of the log sheet; - Weekly inspections are lacking, only 2 that has been conducted; - Next date of service not recorded.
BRH340B	<ul style="list-style-type: none"> - Some of fuel slips are not signed by both; - Reserve side of the log sheet is not always completed; - Kilometers traveled are not recorded on the 13th and 25th ; - Total kilometers traveled not recorded at the end of the log sheet.
BPX715B	<ul style="list-style-type: none"> - Kilometers traveled are not recorded on the 08th and 26th ; - Reserve side of the log sheet is not always completed; - Total kilometers traveled not recorded at the end of the log sheet.

Recommendation

The Station Commissioner 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 must 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.

10.3 Stocktaking certificate - SO(S) 55

The station is still busy finalizing the stocktaking at the moment.

SCM RATING: 3 (SATISFACTORY) = 60%

10.4 Fuel Driven Machines

10.4.1 Fuel register

☹☹ A control register for recording fuel received and fuel issued was not implemented

10.4.2 Logsheet - SO(S) 30(6)

☹☹ Logsheets are not maintained for the fuel driven machinery.

Recommendation

A B16 register must be kept for each petrol-driven item to indicate a fuel per hour rating for every individual machine which operates with an hour indicator meter. Fuel register must be implemented as in terms of the Provincial directive 20/4/1 dated 2006-07-10.

SCM RATING:

10.5 Photocopier Machine Register - SO(S) 19

10.5.1 The undermentioned photocopiers are physically at this station but not accounted for on PAS.

- Machine with serial no : 50GN02056
- Machine with serial no : AGH3105291

10.6.2 History files

History file for each photocopier is maintained. The contract for each machine must be obtained from the Accounting Station.

10.6.3 Registers : SAPS 462

The register is in place but it was last updated on 2010-03-01 meaning that members are not booking the copies made on the register.

Recommendations

The Supply Chain Management Office must see to it that members are issued with PIN codes and it should be ensured that the members do book the copies made on the register.

SCM RATING: 2 (Not YET SATISFACTORY)

12. **CONCLUSION**

The office would like to thank the Supply Chain personnel for their assistance during the inspection.

OVERALL SCM RATING:

SNR SUPT

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