



<b>SOUTH AFRICAN POLICE SERVICE</b>
<b>THE PROVINCIAL HEAD</b>
<b>SUPPLY CHAIN MANAGEMENT</b>
<b>WESTERN CAPE</b>
<b>U 2 AUG 2010</b>
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<b>SOUTH AFRICAN POLICE SERVICE</b>

### SUPPLY CHAIN PERFORMANCE MANAGEMENT : INTERNAL CONTROL ASSESSMENT

Particulars of police station :

Province	Station
Western Cape	Khayelitsha
Physical address	Bonga drive site B
	Khayelitsha SAPS

Date and duration of visit :

Date	Time
2010-06-20	02:00 to 04:00

Particulars of Station Commissioner / VISPOL Commander :

Rank	Name	Contact Numbers
Brigadier	A Mlenga	Office : 021-360 2300
Station Commander		Fax : 021-360 2306
Lt Colonel	Brooks	Office : 021-360 2300
VISPOL		Fax No : 021 360 2306

#### I. VEHICLES

- I.1 Garaging of State Vehicles after hours. ( National Instruction 25/2000). If authority is granted, is it done in terms of the delegation of powers as prescribed by NI 25/2000 ?(Seven days for the Cluster / Duty Commander)

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

General Goss is the person in charge of issuing of the after hour parking authorities. Therefore there is proper control.

1.2 Is there a list of authorized drivers available in the CSC ? SFD 3A/1987 par. II(g)

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

The CSC does have a list of authorized drives and the list is kept separately.

1.2.1 Has the list been updated ( Expiry dates ) ?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

N/A

1.3 Is there a list of vehicles available in the CSC including the call signs?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

There is compliance with the availability of the list.

## 2. INSPECTION VEHICLE REGISTERS SAPS 132(b)

### 2.1 FRONT SIDE SFD 3A/1987 paragraph 8

Are particulars of the vehicle entered ? ( e.g. Type of vehicle and SAPS number & pages numbered )

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

Is the name of the station and code recorded in the register ?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

Members do comply with the SFO 3A/1987. The Fleet Manager must see to it that the SFO 3A/1987 is adhered to.

Do drivers book the vehicles in and out as prescribed ?

Yes		No	<input checked="" type="checkbox"/>
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Comments : Arrangements is that SCM will complete this as the members do it incorrectly.

BRS 435 B

- distance traveled (2010-06-16 till 18)
- 29 km not accounted for (2010-06-02)
- booking out of the vehicle (2010-06-02)

\* Arrangements is that SCM will complete this as the members do it incorrectly.

BRN 786 B

- distance traveled (2010-06-11 till 14)

\* Same as above

BRJ 980 B

- booking out of the vehicle (2010-06-15)
- 149 km not accounted for (2010-06-05)
- distance traveled (2010-06-18)

\* Same as above

BRL 394 B

- distance traveled (2010-06-03, 05, 07, 09, 12 till 15)
- time in (2010-06-09,)

\* Same as above

Does the destination and nature of service recorded, justify the distance traveled- clear indication and not to write patrol duties ?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

## 2.2 REVERSE SIDE SFO 3A/1987 paragraph 8-10

Is the SAPS number of the vehicle written at the top right hand corner of the register ?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

Are services recorded in red ink in the appropriate columns?

Yes		No	<input checked="" type="checkbox"/>
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Comments : Information note was compiled which contains instructions of SFO 3A/1987, which will be issued to every driver for compliance.

The following vehicles reverse side is not completed;

- BRN 786 B      BRL 394 B  
Has been rectify and completed

Are weekly inspections recorded in the remarks column ?

Yes		No	<input checked="" type="checkbox"/>
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Comments : Yes, it was rectified and completed.

- BRN 786 B      BRL 394 B

Are all damages and accidents recorded in the remarks column?

Yes		No	<input checked="" type="checkbox"/>
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Comments : Information note was issued and members do comply.

No damages are recorded.

Are all oil and fuel purchased daily , weekly recorded in the appropriate columns?

Yes		No	<input checked="" type="checkbox"/>
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Comments : Members attention are drawn to information note regarding instructions. Outstanding purchases are compiled by fleet manager.

The fuel recorded is supposed to be recorded in page one for the following vehicle;

- BRS 435 B - It was rectified and recorded.

### 3. PHYSICAL INSPECTION OF VEHICLES

3.1 Are the vehicle marked in terms of the National Instructions ( NHO Q22/1/5/1 dated 2003-03-12)?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

3.2 What is the general condition of the VISPOL vehicle fleet ?

Comments :

BRS 435 B      left rear lense broken  
                     Right bin damaged  
                     Right arch missing  
                     Right fender damaged

Ref: PF -4212363. File was opened and being investigated.

BRN 786 B      right bin damaged  
                     Left side of the indicators not working  
                     Right dim light not working

File was opened and awaiting Polfin number from PC.

BRJ 980 B      no dim lights  
                     One flashing headlamp working  
                     Left and right bin damaged

Ref: PF - 4243722. File was opened and investigation pending.

BRL 394 B      no dim lights

No rear plate registration  
Left rear lense broken  
Faulty speaker

Ref: PF- 422385 File opened and investigation pending.

The Vispol Head and the Fleet Manager must see to it that the SFD 3A/1987 is adhered to regarding the reporting of damages/missing parts, so as to conduct a proper investigation for losses and disciplinary steps can taken. Such condition of vehicles can affect the Station Commander's PEP evaluation. Such vehicles must be taken to the garage as it does not serve service delivery in terms of regulations and set prescripts.

3.3 Are vehicles licenced and roadworthy ( E-NATIS ) ?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

3.4 Blue lights fitted to vehicles and are they in working condition?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

3.5 Have all damages been reported as prescribed as in terms SFD 3A/1987 paragraph 8?

Yes		No	<input checked="" type="checkbox"/>
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Comments :

This matter has been addresses as per information note.

3.6 How many vehicles are in the SAPS garage? Longer than 14 days? ( Obtain list)

Twelve vehicles are in the garage.

3.7 General remarks with regards to - accessories, spare wheel and condition of tyres etc.

Comments :

The following inspected vehicles do not have sufficient equipment,

BRL 394 B

BRJ 980 B

BRN 786 B

Loss files was opened. Reference number as above.

#### 4. CRITICAL ITEMS

##### 4.1 Official firearms - SD(S) 48 : PAS R101692 / R0170

- 4.1.1 Official firearm register (SAPS 457) maintained in accordance with the set prescripts as prescribed in terms of SD(S) 48(1)(f)

Yes		No	<input checked="" type="checkbox"/>
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Comments : Registers have been requested but not yet received. Application was done on 1 July 2010 and capture on PAS.

The station should requisition an official SAPS 457 fire arm register from Epping Provisioning store

- 4.1.2 Checking of all firearms and ammunition ( weekly and monthly ) ? SD (S) 48(1)(f) & SD 225 (3) & SD 225 (4)

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

The Firearm Control Register is inspected weekly by the Commander of the Community Service Centre as prescribed by SD (S) 48 (3) (b)(ii) and mistakes pointed out , are rectified immediately.

- 4.1.3 Date of last inspection of the Firearm Control Register by the CSC / Unit Commander ?

2010-06-19 - Lt Col Noduma..

- 4.1.4 All official firearms accounted for in the CSC-safe ?

Yes	X	No	<input checked="" type="checkbox"/>
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Comments :

The following official firearms are listed on the room inventory but could not be located in the CSC : e.g.

Pistol , 788 Parabellum and Beretta

- Q026937(scm) Q069813(scm) Q052583(in save) Q030798(scm)
- N82549Z (in safe) Q020116(in save) Q023998(in save) Q012849(scm)
- Q080253(in safe) Q084400(scm) Q061003 (scm) C34091Z(scm)

Shortgun , Pump Action 12 Bore

- AM 22076

R5 Rifles

- 343022 343110

Inspection was conducted again and all fire arms are accounted for.

Fire arms may only be booked out in an official fire arm register SAPS457 register as prescribed in SO(S)48. Stock taking on all official fire arms must be conducted and room inventories should be updated accordingly.

4.1.5 Inventory pasted to the inner flyleaf of the register ?

Yes		No	<input checked="" type="checkbox"/>
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Comments : Will be done as soon as registers are received.

An updated inventory should be pasted in the inner cover of the SAPS 457 register.

4.1.6 Condition of official firearms in the CSC safe ?

Comments :

Good and serviceable

4.1.7 Does the safe deposit / vault / walk-in safe meet to the requirements as in terms of the Firearm Control Act , Act No 60 of 2000? ( Transportable safes bolted to the walls)

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

Firearms in safe are neatly arranged and the safe is in a clean condition. CSC safes do meet the requirements as required in terms of Firearms Control Act , Act No 60 of 2000.

4.1.8 Keeping only minimum numbers of firearms , ammunition and strategic equipment in CSC ?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

Firearms and ammunition are sufficient for operational purposes.

4.1.9 Damage or surplus official firearms in safe ? SO(S) 48(10) & (11)

Yes		No	<input checked="" type="checkbox"/>
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All firearms in safe are serviceable and no surplus firearms were noted.

4.2 Vest , bullet resistant

4.2.1 Do all operational members wear bullet proof vests ?

Yes	<input checked="" type="checkbox"/>	No	
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## Comments :

Permanent members are issued with their own vest, bullet resistant which are accounted for on their Personal Inventories (SAPSID8's).

## 4.2.2 Control measures in place for the control over these items ?

Yes	<input checked="" type="checkbox"/>	No	
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## Comments :

The station has an additional 12 bulletproof vests for use by reservists when on duty. These are stored in the CSC safe . No inventory was pasted in the inner cover of the register.

## 4.2.3 All vests and ceramic plates accounted for in the CSC ?

Yes	<input checked="" type="checkbox"/>	No	
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Twenty four sets of bullet vests were allocated to the CSC and fifteen sets were booked out during the inspection visit . Last inspection was conducted by Lt Col Noduma on 2010- 06-19

## 4.3 Transceivers , Portable ( Radios ) - SO(G) 259.34

4.3.1 Total number of mobile radios ? Base / Vehicle = 01

4.3.2 Total number of hand held / Portable radios ? = 25

4.3.3 Total number of obsolete radio equipment ? Base / Mobile and Hand held = 00

## 4.3.4 Official radio control register maintained and inspected in accordance with the set prescripts as in terms of SO(G) 259.34 ?

Yes	<input checked="" type="checkbox"/>	No	
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## Comments :

Perusal of the register indicated that reference is not made to the serial numbers but only calls signs are quoted.

No inventory or list of hand radios is pasted on the inner cover of the register which made it difficult to determine which hand radios were booked out. First level inspection was conducted by Lt Col Nodumo on 2010-06-19.

Physical stocktaking must be conducted on all hand held radios to ascertain their status and a proper list should be compiled for use in a register in the CSC and must contain the serial number, make and model. Improve control of critical inventory items as well as to report any existing loses.

## 4.3.5 List of radios available in the CSC ?

Yes		No	<input checked="" type="checkbox"/>
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Comments :

The list was compiled and is placed in the register.

- 4.3.6 Date of last inspection of the Radio Control Register by the CSC / Unit Commander? SD(G) 259.34 & SD(G)28.14

Comments :

Register is inspected regularly by the Vispol Head.

#### 4.4 Cellular phones - Sector Policing

- 4.4.1 Control register for Sector Policing cellular phones maintained in accordance with the set prescripts as in terms of SD(S) 51 ?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

The register makes reference to cellular number instead of a serial numbers which makes it difficult to ascertain which phones were booked out..

- 4.4.2 List of cellular phones pasted to inner flyleaf of the control register

Yes	X	No	<input checked="" type="checkbox"/>
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Comments :

Noted. A proper list was compiled and pasted to inner flyleaf of the register in the CSC .

- 4.4.3 All Sector cellular phones accounted for in the CSC ? R01694/R0170

Yes		No	<input checked="" type="checkbox"/>
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Comments : List is available.

A physical stock taking must be conducted on all cellular phones at CSC and shortages identified must be registered according to the Loss Management Manual.

#### 4.5 PERSONAL EQUIPMENT - SD(S) 8

- 4.5.1 SAPS 15 - Appearance & neatness of members

Are members dressed according to SAPS dress orders & are members equipt with sufficient equipment as prescribed in terms of NHOQ17/2/1 dated 2001-01-30 ? Verify detail on PAS 4.4

Comments :

Relief "A" was on duty at the time of the inspection of the members revealed the following inadequacies with regard to their appearance, neatness and dress orders :

PERSAL No	Rank	Name	Shortages
71119744	Const	Cotiyana	Members was issued with necessary equipment
71513281	Stud	I Mseleni	Member was issued with necessary equipment.
71516654	Stud	P Mehlo	Member was issued with necessary equipment.
71518851	Const	Ntshayi	Member was issued with necessary equipment.

The Vispol Head should address the short comings as pointed out above in order to ensure there are no deviations to the dress orders.

Members were issued with necessary equipment and will be informed to be correctly dress.

#### 4.5.2 Interim permits - SAPS 543 : NHO 3/21/3/1/299 dated 2009-02-23

Are permits issued to members to handle, use or store firearms as per SAPS 543 permit register ?  
( day-to-day permit ( SAPS 543(a) and Personal Inventory (SAPS108) permit)

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

Prescripts in terms of NHO 3/21/3/1/299 dated 2009-02-23 is adhered to.

#### 5. FACE VALUE FORMS AND SERIAL NUMBER CONTROLLED REGISTERS - SO(S) 42

##### 5.1 Safekeeping and disposal of forms and books as in terms of SO(S) 42?

Yes	<input checked="" type="checkbox"/>	No	
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Comments :

Completed (fully used ) registers are closed off in accordance with the set prescripts as in terms of SO(S)42.

#### 6. SAFES / CELLS AND PARKED VEHICLES - SO(S) 21 , SFD 3A/1987

##### 6.1 Safekeeping and control over keys , cells , safes and parked vehicles?

Yes	<input checked="" type="checkbox"/>	No	
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##### 6.2 Condition and cleanliness of cells ?

Comments :

Cell six (6) toilet has been repaired. Showers and water basins are in order . There is and has always been hot water in the cells.

All discrepancies pointed out above must be reported to supply chain to be addressed by them.

7. **SAFEGUARDING OF BUILDINGS AND SURROUNDINGS**

7.1 Safety measures - Inspect the lightning , fencing and shield walls in and around police buildings to ensure that it is in good order.

Comments :

There is a 24 hour guard on duty on a daily basis.

7.2 Access control to police buildings / premises - Identifying shortcomings in security control.

No deficiencies were noted during inspection.

7.3 The neatness of the Station / Unit's offices and premises ? [ neat / untidy ]

Comments :

The CSC is neat and tidy.

7.4 What is the disposition of the members when you are visiting their offices ? [ poor / average / good / particularly friendly].

Comments :

The officer and members on duty were very helpful to assist members of the Inspecting team.

7.5 National and Service flags - SD(G) 202.5

Flags were lowered at the time of our visit to the station.

8. **RECOMMENDATION**

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Signed: COLONEL DL ABELS  
 VISPOL HEAD :  
 DL ABELS

Lt Col FLEISHMAN  
021 -3602308  
CAC Swarts  
021 3602311/2