

SOUTH AFRICAN POLICE SERVICE THE PROVINCIAL HEAD SUPPLY CHAIN MANAGEMENT

U Z AUG 2010

THE PROVINCIAL HEAD SUPPLY CHAIN MANAGEMENT WESTERN CAPE

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

### VEHICLES

1.

6.1 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)

	1/		٦
	Yes	I No I	1
- 1			-1

#### Comments:

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

1.2	.2 Is there a list of authorized drivers available in the CSC ? SFD 3A/1987 par. 11(g)	
		Yes No
	Comments :	
	The CSC does have a list of authorized drives and the list is kept sepa	rately.
1.2.1	Has the list been updated ( Expiry dates ) ?	Yes No
	Comments :	
	N/A	
1.3	Is there a list of vehicles available in the CSC including the call signs?	
		Yes No
	Comments :	
	There is compliance with the availability of the list.	
2.	INSPECTION VEHICLE REGISTERS SAPS (32(b)	
2.1	FRONT SIDE SFO 3A/1987 paragraph 8	
	Are particulars of the vehicle entered ? ( e.g. Type of vehicle and SAPS n	umber 6 pages numbered )
		Yes No
	Comments :	
	Is the name of the station and code recorded in the register ?	
		Yes No
	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	$\times$

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	$\times$	No	

Comments:

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

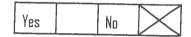
Is the SAPS number of the vehicle written at the top right hand corner of the register?

Comments:

to



Are services recorded in red ink in the appropriate columns?



Comments: Information note was compiled which contains instructions of SFO 3A/1987, which will be issued every driver for compliance.

The following vehicles reverse side is not completed;

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

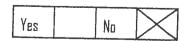
Are weekly inspections recorded in the remarks column ?

Yes	Nn	
162	 טאו	

Comments: Yes, it was rectified and completed.

BRN 786 B BRL 394 B

Are all damages and accidents recorded in the remarks column?



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
--------

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	X	Nn	
169		MD	

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 SFO 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 No
	Comments :
3.4	Blue lights fitted to vehicles and are they in working condition?
	Yes No
	Comments :
3.5	Have all damages been reported as prescribed as in terms SFO 3A/1987 paragraph 8?
	Yes No
	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,
	RRI 394 B RR.I 980 B RRN 786 B

Loss files was opened. Reference number as above.

4.	CRITIC	AL ITEMS

4.1	Official firearms -	SD(S) 48	PAS RIDI692 /	' RD170
-----	---------------------	----------	---------------	---------

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

Yes No

Comments : Registers have been requested but not yet received. Application was done on IJuly 2010 and capture on PAS.

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

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



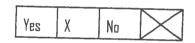
Comments:

The Firearm Control Register is inspected weekly by the Commander of the Community Service Centre as prescribed by SO(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 ?



Comments:

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

Pistul, Z88 Parabellum and Beretta

- Q026937(scm) Q069813(scm) Q052583(in save) Q030798(scm)

- N82549Z (in safe) QD20f16(in save) QD23998(in save) QD12849(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

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)



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.

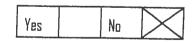
4.1.8 Keeping only minimum numbers of firearms, ammunition and strategic equipment in CSC?



Comments \*

Firearms and ammunition are sufficient for operational purposes.

4.1.9 Damage or surplus official firearms in safe ? SO(S) 48(ID) & (II)



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 yests?



п	_			_		L.
1.	п	Ш	m	P	П:	IS.

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		No	
- 1		V		

#### 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	X	No	
-----	---	----	--

Twenty four sets of bullet vests were allocated to the CSC and fifteen sets were bookeed out during the ispection 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?



#### 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?

266

Yes	No	X

Comments 3

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 ?



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	χ	No	X

Comments :

Noted. A proper list was compiled and pasted to inner flyleaf of the register in the CSC  $_{\circ}$ 

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

Yes	No	X

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 SO(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 NHDQ17/2/1 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 :

PERSALNo	Rank	Name	Shartages	
71119744 Const		Cotiyana	Members was issued with necessary equipment	
71513281	Stud	l Mseleni	Member was issued with necessary equipment.	
7/5/6654	Stud	P Mehlo	Member was issued with necessary equipment.	
71518851 Const Nts		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 diviations 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 (SAPSID8) permit)

Yes No

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?



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 - SD(S) 21, SFD 3A/1987

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

1.,		
Yes	No	
	110	

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 - SO(G) 202.5

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

#### 8. **RECOMMENDATION**

Signed: COLONEL DL ABELS

VISPOL HEAD:

DL ABELS

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