

NATIONAL INSTRUCTION NO. 6 OF 2018

MANAGEMENT OF MOVABLE GOVERNMENT PROPERTY IN THE SOUTH AFRICAN POLICE SERVICE

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Chapter 1: Introduction

1. Background

The aim of this instruction is to ensure an adequate and optimally utilized quality Policing physical resource establishment in respect to movable property of the Service in support of creating a safe and secure environment for all people in South Africa.

2. Definitions

In this Instruction unless the context indicates otherwise –

- (a) “0-9 File” means the control file that serves as a suspense file at transit where the commitment copy of orders, attached to receipt vouchers are filed according to the order form number, until receipt of the stock is acknowledged;
- (b) “accounting” means the registration of all receipts, issues and the continued recording thereof;
- (c) “accounting functionary” means any employee who has been designated in writing by the National Commissioner or his or her delegate to be in control of a State Property Account;
- (d) “accounting officer” means the National Commissioner;
- (e) “accounting unit” means an organizational entity in the PAS structure in which the processes of acquisition, accounting, record keeping, storage and the disposal of an asset, as well as the acquisition of services, is performed to satisfy the users’ needs;
- (f) “accrual accounting” means a form of accounting that recognizes transactions and other events when they occur. The transactions

are recorded in the accounting records and reported on in the financial statements of the periods to which they relate. The timing of the payment or receipt of cash is irrelevant;

- (g) “addition” means an increase in the physical size or the functioning capabilities of an asset through expansion or extension;
- (h) “agent” means any person who is designated in writing and instructed through the delegation of the National Commissioner to deal with the administration of a state property account for another accounting functionary, after the designated accounting functionary has exercised his or her discretionary powers;
- (i) “animals or livestock” means members of the equine, cattle, sheep and dog families;
- (j) “assessment” for purposes of chapter 11 of this National Instruction means a structured process through which authentic evidence of a K9 handler’s/rider’s performance is collected for the purpose of determining the handler’s or rider’s competency, as well as on the required, conditioned behaviour of police dogs/horses (animals);
- (k) “asset” means a resource controlled by an entity as a result of past events and from which future economic benefits or service potential is expected to flow to the entity and has the following characteristics:
 - (i) It possesses service potential or future economic benefit that is expected to flow to the entity.
 - (ii) It is controlled by the entity.
 - (iii) It originates as a result of a past transaction or event.

- (l) “asset management” means the process of guiding the acquisition, use, safeguarding and disposal of assets to make the most of their service delivery potential and manage the related risks and costs over the entire lifetime of the asset;
- (m) “asset register” means the database for assets that provides the basis for the figures in the financial statements. It includes information on asset purchase prices, asset condition, expected lifetime and the current replacement costs;
- (n) “asset strategy” is the means by which an entity proposes to manage its assets (across all phases of the life cycle) to meet service delivery needs most cost-effectively;
- (o) “capital asset” means a non-current asset with a value of more than or equal to R 5 000,00, that has an estimated useful lifetime of at least two years. Firearms, portable and mobile radios, as well as animals or livestock (dogs and horses), irrespective of its value, are included in this category due to the nature of these items. These assets must be recorded, controlled and tracked in the asset register of SAPS.
- (p) “capital costs” are the costs incurred by the entity in procuring additional or upgraded assets. This needs to be distinguished from costs incurred to maintain the assets for effective use. Subsequent disbursements relating to an asset that has already been recognized are only regarded as capital and added to the carrying amount of the asset when it is probable that the future economic benefits or service potential over the total lifetime of the asset, in excess of the most recently assessed standard of performance of the existing asset, will flow to the entity.

- (q) “capitalisation” is the process through which expenditure is charged to an asset account rather than to an expenditure account;
- (r) “chart of accounts” means the identification of the structure of the ledger for the Service and represents the framework upon which the ledger and associated management reports are based. The chart of accounts is normally divided into five categories, namely, assets, liabilities, net assets, revenue and expenditure;
- (s) “chief user” means a person designated in writing who is in control of a certain station/unit/section consisting of a number of functionaries to whom capital assets, minor assets, as well as controlled current assets, are issued and who is responsible for the assets until they are returned to the accounting unit/accounting functionary or have been disposed of;
- (t) “community service obligation” means a service provided at a charge that does not fully recover the cost of the service, or that is provided free of charge;
- (u) “condition assessment” is an assessment of the current condition of an asset (and its components) in relation to its service performance, as well as the maintenance or renovation required, and associated costs;
- (v) “*confirming authority*” means an employee to whom the power to approve the disposal of movable government property of the Service has been delegated;

- (w) “constructed assets” mean assets that have been built to specification and includes building and other capital improvements on land, as well as assets that cannot be readily acquired on the open market;
- (x) “contractor” means a supplier from the private sector, who supply goods or services to the Service in accordance with contract or tender conditions;
- (y) “control of an asset” includes —
- (i) the capacity to benefit from the asset in pursuing its objectives;
 - (ii) the ability to deny or regulate the access of others to that benefit; and
 - (iii) the ability to secure the service potential or the future economic benefit;
- (z) “controlled current item” means an item with a value of less than R2 000,00 that has an estimated useful lifetime of at least two years, but which is expendable or consumable, inexpensive, not desirable and not part of the core business of the SAPS and must, in view of the nature of the item, be recorded and controlled on PAS;
- (aa) “core asset” is an asset that is central to the obligations of the Service;
- (bb) “core services” means those services that must continue to be provided to the community;

- (cc) “corporate plan” is a document or statement setting out the strategies that the Service intends to follow in the medium term in order to achieve the policy objectives;
- (dd) “cost of an asset” comprises its purchase price, including import duties and non-refundable purchase taxes and any directly attributable costs of bringing the asset to working condition for its intended use; any trade discounts and rebates are deducted in order to arrive at the purchase price;
- (ee) “cost plus pricing” is a method whereby the price charged is based on the full cost of providing the product or service;
- (ff) “costing” entails the process involved in determining the cost to deliver a service, including the cost of operating an asset to deliver such a service. Cost is a key element in determining the pricing of services;
- (gg) “current asset” is an asset that would, in the usual course of operations, be consumed or converted to cash or another asset within 12 months after the last reporting date;
- (hh) “demand management” means management technique used to identify and control demand for goods and services;
- (ii) “depreciation” means a systematic allocation of the cost of an asset or other amount substituted for its cost over its estimated useful lifetime. Depreciation recognizes the gradual exhaustion of the asset’s service potential;

- (jj) “depreciation method” means the formula used to calculate depreciation expense;
- (kk) “deprival value” means the cost that would be incurred by the Service if it was deprived of an asset and was required to continue delivering programmes or services using the asset. The value is measured by the replacement cost of the benefits currently embodied in the asset. Deprival value may also represent an opportunity value, i.e. the cost avoided as a result of having control of an asset;
- (ll) “designated authority” means the division or section or unit who has been allocated a specific purpose and function for execution in a structure as approved by the National Commissioner;
- (mm) “designated official” means an employee of the Police Service who has been allocated a specific function in terms of his or her job description for execution;
- (nn) “direct costs” are costs that can be specifically assigned and directly attributed to an asset;
- (oo) “disposal” means the process of decision-making regarding the doing away with or the cannibalizing of an asset that is no longer needed in the Government context and which is administered in terms of the policy on disposals;

- (pp) “donations in kind” means the donation of things moveable by nature;
- (qq) “donation of a service” means the donation of the act of helping or doing work for another or for a community;
- (rr) “economic appraisal” entails the analysis of the costs and benefits, of each service delivery option, identified;
- (ss) “economy” means the acquisition of the appropriate quality and quantity of financial, human and physical resources at the appropriate time and place, at the lowest possible cost;
- (tt) “effectiveness” means the extent of the achievement of set or predetermined outcomes, objectives or other intended effects of programmes, operations, activities or processes;
- (uu) “efficiency” means the use of resources so that output is maximized for any given set of resource input, or input is minimized for any given quantity and quality of output provided. Efficiency concerns the process (activities/strategies/operations) which delivers the programme and produces the output of the programme;
- (vv) “enhancement” means the work needed to increase the service potential of an asset which is regarded as capital expenditure. Enhancement improves an asset’s functionality in terms of extending its useful lifetime or capacity or speed of delivery or the quantity of the output;

- (ww) “equipment” means a capital, minor or controlled current asset that is issued for use or that is in use on inventory level. These items do not lose their identity when used;
- (xx) “expense asset” means an asset with a cost of less than R5 000,00, of which the expenditure must be treated as an expense in the period in which it occurs;
- (yy) “explosives ordinance” means any item or ammunition filled with high explosives, for example hand grenades, rifle grenades, mortar bombs, directional mines, anti-personnel mines and 40 mm HE ammunition (grenade launcher). This also includes the versions of the above ordinance used for practices;
- (zz) “evaluation” for purposes of chapter 11 of this National Instruction means the process to be followed to determine if national standards are met by K9 handler and Police dog;
- (aaa) “fair market value” means the estimated amount of an asset when a willing buyer and a willing seller are not forced into an exchange;
- (bbb) “family group” means the grouping of stock items and equipment in predetermined groups on the item master;
- (ccc) “finance lease” means a lease that substantially transfers all the risks and rewards incidental to ownership of the leased asset from the lessor to the lessee, without transferring the legal ownership;
- (ddd) “financial statements” means statements consisting of at least -

- (i) a statement of the financial position;
 - (ii) a statement of the financial performance;
 - (iii) a statement of changes in net assets;
 - (iv) a cash-flow statement;
 - (v) accounting policies and notes to the financial statements; or
 - (vi) other statements may be prescribed and can be included in addition to the above.
- (eee) “financial year” means the period from 1 April in any year to 31 March of the successive year;
- (fff) “the Firearms Standardization Board” means a board consisting of members designated by the National Commissioner to advise the National Commissioner on the standardization of firearms used by the Police
- (ggg) “fruitless and wasteful expenditure” means expenditure that was made in vain and would have been avoided had reasonable care been exercised;
- (hhh) “full cost pricing” is a method in terms of which the price charged is based on the actual full costs of holding and using the asset, without allowing for profit;
- (iii) “generally recognised accounting practice” means an accounting practice complying in material respects with standards issued by the Accounting Standards Board;

- (jjj) “Government Property Account”(GPA) comprises the Assets Register, structures of the PAS, inventories (room, personal and vehicles) on PAS and the Accession Register;
- (kkk) “gross replacement cost” means the total current cost of replacing an asset or its equivalent as new;
- (lll) “hire” entails an agreement that conveys the right to temporary use of an asset, usually for a specified duration, and for an agreed payment or series of payments;
- (mmm) “historical cost” means the amount that was originally paid for an asset;
- (nnn) “*IITMP*” means the Integrated Industry Waste Tyre Management Plan of the Recycling and Economic Development initiative of South Africa;
- (ooo) “improvement” means a change to an existing asset that either extends its useful lifetime, increases the normal output rate, lowers the running cost or increases efficiency;
- (ppp) “indirect costs” means the costs that cannot directly be associated with one particular asset, but that can be attributed to the total assets base of the Service;
- (qqq) “intangible asset” means an asset which benefits the organization through the special rights and privileges of its ownership, as opposed to the physical characteristics;

- (rrr) “item master” is a central register of all items and services that are available in the Service, irrespective of their classification;
- (sss) “inventory” means a place (i.e. a room, vehicle, safe or trunk) where capital, minor and controlled current assets are accounted for at the lowest level and that falls under a specific chief user;
- (ttt) “inventories” means items, irrespective of value, in the form of materials or supplies to be consumed in the production process or to be distributed in the rendering of services specifically for the execution of the service delivery mandate of the Police Service;
- (uuu) “inventory controller” means a person designated in writing, who controls assets at the lowest functional level of activity and who reports to a specific chief user;
- (vvv) “invoice” means a vendor’s request for payment for a portion of a purchase order, which has been filled;
- (www) “irregular expenditure” means expenditure, other than unauthorized expenditure, incurred in contravention of or that is not in accordance with a requirement of any applicable legislation;
- (xxx) “issue” means the act of handing over a stock item, on receipt of a requisition (demand) that has been signed by an authorized person;

- (yyy) “issue voucher” means a computer printout, approved by the National Treasury, on which all issues are recorded;
- (zzz) “K9 handler” means a member of the Police Service who has successfully completed K9 training in the care, handling and training of any of the approved Police dog disciplines;
- (aaaa) “K9 unit” means the premises where K9 handler and Police dogs are stationed to render a K9 Service;
- (bbbb) “K9 Unit Commander” means a member with K9 experience appointed by the Provincial Commissioner to exercise command and control at a K9 Unit;
- (cccc) “kennel official” means a member of the Police Service in the K9 environment, who is responsible for the welfare of Police dogs;
- (dddd) “lease” means an agreement between a lessor and a lessee that gives the lessee the right to use property, a plant or equipment for a specific period of time in return for stipulated cash payments;
- (eeee) “lease term” means the period that may not be cancelled, for which the lessee has contracted to lease the asset, together with any further terms for which the lessee has the option to continue to lease the asset, with or without further payment;
- (ffff) “ledger” means a form approved by the National Treasury on which all transactions regarding assets and services are recorded;

- (gggg) “life cycle of asset” means the lifetime of an asset, from the time when a need for it is first established, through its acquisition, operation and any maintenance or upgrading, to its disposal;
- (hhhh) “life cycle costing” means the full cost of an asset over its lifetime. This includes all costs associated with acquiring, controlling, operating and disposing of the asset;
- (iiii) “losses” also mean any prejudice to the State or person and, without detracting or limitation of the concept, also include shortages, damages, fruitless, wasteful, irregular and unauthorized expenditures, civil claims, compensation and legal costs arising from inquests, criminal cases, labour-related disputes and applications;
- (jjjj) “maintenance” entails the work needed to maintain an asset in a condition that enables it to reach its service potential over its useful lifetime. Maintenance does not extend an asset’s useful lifetime but ensures that it is achieved;
- (kkkk) “minor asset” means a non-current asset with a value of between R2 000,00 and R4 999,99 that has an estimated useful lifetime of at least two years and must, in view of the nature of the item, be recorded, controlled and tracked in the asset register of SAPS;
- (llll) “Mounted Unit” means the premises where SAPS Riders and Police horses are stationed to render a Mounted Service;

- (mmmm) “Mounted Unit Commander” means a member with Mounted experience appointed by the Provincial Commissioner to exercise command and control at a Mounted Unit;
- (nnnn) “needs analysis” means a thorough analysis to compare community demands, expectations and needs with current and potential sources of service supply;
- (oooo) “net realizable value” means the current market value of an asset, less all costs to dispose or re-deploy it;
- (pppp) “net present value” means the value of an asset stated at the discounted value of future net economic benefits expected to flow to the entity, derived from its continued operation and subsequent disposal;
- (qqqq) “non-asset option” is a means of increasing service capacity without creating or acquiring additional assets;
- (rrrr) “non-asset solutions” are methods for addressing programme delivery needs other than by adding asset capacity. Methods include changes to pricing mechanisms, the selective targeting of services and the use of private sector expertise;
- (ssss) “non-core asset” is an asset that is not central to the obligations of an entity;

- (tttt) “non-current asset” means an asset that have a potential service lifetime of more than one year after the date of reporting and must be controlled in the asset register of the Service;
- (uuuu) “objective code” means a Polfin-designated code, consisting of four numerical characters, used to determine what functions will be performed and showing where budget deductions will be made;
- (vvvv) “obsolete item” means an asset, excluding spoilt assets, that can no longer be used in the Service, but that can still be used by other State departments;
- (wwww) “operating lease” means a lease agreement that does not meet the criteria for classification of a finance or capital lease. Ownership is not expected to be transferred at the end of the lease term;
- (xxxx) “ordering” is an action on an official document issued by the Service for the supply of an item or a service rendered in accordance with a contract or quotation;
- (yyyy) “overhead costs” are costs that cannot be directly associated either with the total asset base of the Service or with one particular asset, but which are incurred by the entity in rendering the services involved;
- (zzzz) “*part worn tyre*” means a used tyre, which can be safely returned to its original intended use, and which, after being retreaded, is not of such nature and condition that it is not suitable to be fitted on a vehicle that operates on public road in accordance to the National

Road Traffic Act, 1996 (Act No. 93 of 1996) or the regulations made in terms of that Act;

- (aaaaa) “performance indicator” means a specific qualitative or quantitative measure that allows performance to be assessed against a benchmark;
- (bbbbbb) “perishable item” means an item or asset that has a limited shelf-life, because it may spoil, decay or become useless for the purpose for which it was purchased;
- (cccccc) “provisioning store” means an organizational entity in the PAS structure where the processes of acquisition, accounting, record keeping and storage, as well as the disposal of stock, are performed to satisfy the accounting unit’s needs;
- (ddddd) “pyrotechnical equipment” means an item containing a pyrotechnic composition, which, when suitably initiated, generates energy in the form of light, heat, gas, smoke and sound. The term *pyrotechnics* includes incendiary, smoke, gas and fireworks compositions;
- (eeeee) “quittance or acknowledgment of receipt” means the acknowledgment by the recipient of an asset issued or services rendered, on which a signature, the receipt voucher number and the date of receipt appear;
- (fffff) “receipts” mean all assets, stock, services and livestock received, irrespective of the means by which they were purchased, transferred, produced, manufactured, bred, donated or acquired;

- (ggggg) “receipt voucher” means a computer printout, approved by the National Treasury, on which all receipts are recorded;
- (hhhhh) “recurrent or recurring costs” entail all costs, including the cost of finance, incurred in the day-to-day holding and operating of an asset;
- (iiii) “*REDISA*” means, the Recycling and Economic Development initiative of South Africa;
- (jjjj) “redundant item” means a serviceable asset that is no longer required by the user, but which can still be used in the Service;
- (kkkkk) “refurbishment” entails major maintenance works carried out on an asset to restore it to an acceptable condition. Refurbishment does not extend the lifetime of the asset, but is necessary for its lifetime to be useful;
- (llll) “rider” means a member of the SAPS who has successfully completed equestrian training in the care, handling and training of a Police horse;
- (mmmmm) “repairable item” means an item that can be repaired economically and that will subsequently be usable or serviceable;
- (nnnnn) “representative period” means the most recent two or three successive financial years, eg 1999-2000 and 2000-2001 financial year;

- (ooooo) “residual value” is the net market value or recoverable value, which is (or expected to be) realized from the disposal of an asset at the end of its lifetime, after deducting the cost (or expected costs) of disposal;
- (ppppp) “responsibility code” means a Polfin-designated code that has been allocated to an accounting unit in terms of which the budget of the accounting unit will be maintained on Polfin;
- (qqqqq) “*retreadable casing*” means the structural part of a used tyre that may or may not have residual tread depth for further road use and when subjected to inspection of the structural soundness of the casing, can be reprocessed by vulcanising new tread to the casing and can then be safely returned to its original intended use;
- (rrrrr) “revaluation” entails the increase in the carrying value of an asset to reflect its market-related value in the financial statements of the entity;
- (sssss) “revenue” means the gross proceeds from the sale of goods and services;
- (ttttt) “risk management” is a management technique used for identifying and analysing potential risks, and for implementing appropriate responses;
- (uuuuu) “SCOA code” means a code that was created in terms of the Standard Chart of Accounts;

- (vvvvv) “segregation of duties” means internal control that distributes duties among several positions in order to prevent irregularities;
- (wwwww) “Service” means the South African Police Service;
- (xxxxx) “service potential” means a measure of an asset’s ability at any point in its lifetime to contribute to the rendering of a service;
- (yyyyy) “service strategy” means a plan of action for supplying appropriate services to the community, which is consistent with the entity’s corporate goals;
- (zzzzz) “serviceable item” means an item that is still suitable for the purpose for which it was purchased;
- (aaaaa) “shortage” means the result of a stocktaking in which a difference in total is discovered which is less than the balance on the general ledger or inventory while no reason can, at that point, be identified to explain the difference;
- (bbbbb) “stable official” means a member of the Service in the Mounted environment who is responsible for the welfare of Police horses;
- (ccccc) “standard Chart of Accounts” is a chart of accounts that has been standardized for an organization’s reporting. This implies that all entities within a group classify transactions in accordance with the same account descriptions. A Standard Chart of Accounts has been compiled for the entire Government;

- (ddddd) “standard cost pricing” is a method in terms of which the price charged is based on actual full cost, adjusted to eliminate inefficiencies;
- (eeeeee) “station” includes any police station, section or office to which the accounting officer has supplied a station inventory;
- (fffff) “stock” means all movable assets which are kept in stock to be issued;
- (gggggg) “stocktaking” or “assets verification” means a verification that recorded assets are in fact located at a specific accounting unit;
- (hhhhh) “stores” means any movable property of the State which is kept in stock for distribution in the Service;
- (iiiiii) “store master” means a person designated in writing, to administrate provisioning administration in a provisioning store;
- (jjjjj) “straight-line depreciation” means a constant depreciation charge over the useful lifetime of the asset calculated according to its cost;
- (kkkkk) “Sum-of-the-units method” means a depreciation charge based on the expected use or output of the asset;
- (lllll) “surplus” means assets in respect of which the quantity, which has been counted in a stocktaking, exceeds the quantity recorded assets of an accounting unit;

- (mmmmmm) “tagging” means putting a numbered identifier on all assets (capitalized and minor);
- (nnnnnn) “tangible asset” means a fixed asset, property, plant and equipment. This asset has a physical presence;
- (oooooo) “tear gas” means any substance, whether a solid, liquid, vapour or gas, or any combination of such substances used or intended to be used as a lachrymator (an agent irritating the eyes);
- (pppppp) “transaction” means an event or condition which is recorded in the accounting records in monetary terms.;
- (qqqqqq) “transfer” means to permanently move an item from one level of control to another or from one accounting unit to another or from one State department to another or other government institution;
- (rrrrrr) “transit” is a place where all incoming and outgoing stock is checked for quality and quantity by the designated person(s);
- (ssssss) “*tyre dealer*” means any person or entity that distributes or otherwise deals commercially in tyres;
- (tttttt) “*tyre producer*” means any person or institution engaged in the commercial manufacture or import of tyres and retreadable casings, and the import of vehicles fitted with tyres for distribution in South Africa;
- (uuuuuu) “unauthorized expenditure” means —

- (i) overspending of a vote or a main division within a vote
 - (ii) expenditure not in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division;
- (vvvvvv) “uncontrolled item” means an item that is expendable or consumable, inexpensive, not desirable and not part of the core business of the SAPS and that must only be recorded and controlled on PAS until it is issued to inventory level;
- (wwwwww) “unserviceable item” means an item which, owing to the usual wear and tear, has become obsolete and is no longer suitable for the purpose for which it was originally obtained;
- (xxxxxx) “useful lifetime” means the number of years an asset is expected to be operational;
- (yyyyyy) “utilization of assets” is a measure of how effectively an asset is used to meet the entity’s service delivery objectives;
- (zzzzzz) “valuation” is the process of assigning and recording a monetary value to an asset at a given point in time. On acquisition, this value will be the cost price;
- (aaaaaaa) “value management” is a management technique that aims at providing all the functions needed to render services at the lowest total cost that are consistent with the required levels of performance and quality;

- (bbbbbbb) “voucher file” means the record on which specified information is registered and in which the relevant registered documents are filed. (eg VA4, VA5 and VA6 voucher files);
- (ccccccc) “warehouse” means a place where stock is kept in storage; and
- (ddddddd) “*waste tyre*” means a new, used, re-tread or un-roadworthy tyre not suitable to be re-treaded, repaired, or sold as a part worn tyre and not fit for its original intended use;
- (eeeeeee) “*waste tyre processor*” means a person or facility that is engaged in the commercial reuse, recycling or recovery of waste tyres;
- (ffffff) “*waste tyre stockpile*” means a site on predominantly waste tyres of any form are stored and have been stored continuously for a period greater than two years, and which covers an area greater than 500m², but excludes a waste disposal facility;
- (ggggggg) “*waste tyre stockpile owner*” means the owner, possessor person stockpile or the waste tyres therein;
- (hhhhhhh) “whole-of-life cycle approach” means an approach that assesses every phase in the life cycle of an asset before it is acquired and that advocates the management of every phase in the ownership of an asset from the planning and acquisition through the operation and maintenance to the eventual disposal of the asset.

3. Objectives and purpose

The objectives of this Instruction are to ensure —

- (a) an effective and efficient supply chain management system;
- (b) effective life cycle management of movable assets;
- (c) that proper control systems exist for movable assets and that—
 - (i) preventative mechanisms are in place to eliminate theft, losses, wastage and misuse; and
 - (ii) stock levels are at an optimum and economical level; and
- (d) that processes and procedures are in place for the effective, efficient, economical and transparent use of the assets of the Service.

4. Regulatory Framework

This Instruction is informed by *inter alia* the following:

- (a) Constitution of the Republic of South Africa, 1996;
- (b) Prevention and Combating of Corruption Activities Act, 2004 (Act No 12 of 2004);
- (c) Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (d) Public Service Act, 1994 (Proclamation No.103 of 1994);
- (e) South African Police Service Act, 1995 (Act No. 68 of 1995);
- (f) Public Service Regulations, 2016;
- (g) Regulations for the South African Police, 1964;
- (h) South African Police Service Discipline Regulations, 2016;
- (i) South African Police Service Employment Regulations, 2008;
- (j) Treasury Regulations, 2005.

5. Scope of application

This Instruction is applicable to all employees appointed in terms of the South African Police Service Act, 1995 (Act No. 68 of 1995), and Public Service Act, 1994 (Proclamation No. 103 of 1994).

Chapter 2: Demand Management

6. Background and purpose

- (1) The purpose of this chapter is to ensure that the physical resources and services required to fulfil the needs identified in the strategic plan of the Service and operational plans of provinces and divisions, are delivered at the correct time, price and place and that the quantity and quality will satisfy those needs.
- (2) Demand management forms an intrinsic part of the whole planning process of the Service, therefore during the planning process accounting functionaries and/ or chief users must continuously verify resources required to give effect to the goals and objectives of both the strategic- and annual performance of the Service.
- (3) The cost of these requirements must be weighed against funds available and plans be amended if necessary until a balance is reached between resource requirements in terms of the plans and the availability of funds in the budget.
- (4) In order to source the correct resources, demand offices at all levels, in cooperation with end users must determine the strategic importance of the goods or services (in terms of value for money and service delivery or of the cost) and the complexity of the supply market i.e. how scarce the supply is or quick technology changing and any barriers to supplier entry to the market.
- (5) Using the criteria mentioned in paragraph (3) above, goods, works and services can be divided into the following categories and demand offices

together with end users, must develop sourcing strategies which must include market and industry analysis which will be the best for each category:

(a) **Strategic items:**

These are high value goods which are critical to service delivery, have complex and/or rigid specifications and for which there are few qualified suppliers. The strategy would be to form long term partnerships with suppliers;

(b) **Leverage items:**

These are high value goods which are market- or price-sensitive because of competition in the market. There are many product and service choices. The strategy would be to maximize the Service's buying power and maintain market competition;

(c) **Bottleneck items:**

These are lower value goods with complex specifications that have a substantial impact on service delivery, have few qualified sources of supply and not many alternatives. The strategy in this case would be to manage the supply risk by ensuring the continuity of supply through firm and longer term contracts and;

(d) **Routine or non-critical items:**

These are small, low value individual transaction and everyday products and services. There are many suppliers and many alternative products. The strategy would simplify the acquisition process and reduce the administration of transactions by as far as possible automating the purchasing process.

7. Demand plans

- (1) Demand plans for all goods and services required by the Service must be compiled for each financial year prior to the start of a financial year and will form the basis or source document for the procurement plan of the Department.

- (2) A Provincial Head: Supply Chain Management or Section Head: Support Services of divisions must before 1 December of each financial year compile a demand plan for **Non- provisioning store** goods, works and services required **above the R500 000-00 threshold** for the next financial year and ensure that this demand plan contains the following information:
 - (a) The financial year applicable;
 - (b) commodities per Annual Operational Plan;
 - (c) SCOA Number;
 - (d) ICN;
 - (e) description of item;
 - (f) quantities;
 - (g) end user; and
 - (h) estimated value (including all applicable taxes).

- (3) A Provincial Head: Supply Chain Management or Section Head: Support Services of divisions must —
 - (a) consult with the provincial- or divisional financial office and link cases in the demand plan to the concept budget on Polfin of the specific cost centre;

- (b) submit the demand plan **above** the determined threshold to the Divisional Commissioner: Supply Chain Management before 15 January of each financial year;
 - (c) monitor the compliance of submission of documentation and expenditure of each demand case in the plan to the Division: SCM;
 - (d) provide reasons or motivation for any non-compliance with or deviation from the plan to the Division: SCM for approval by the National Commissioner on the Procurement Plan and reporting thereof to National Treasury; and
 - (e) review and if necessary, carry over to the demand plan for the next financial year any demands which are not satisfied in the current financial year.
- (4) An accounting functionary must before 1 December of each financial year compile a demand plan for **Non- provisioning store** goods, works and services required **below the R500 000-00 threshold** for the next financial year. He or she must ensure that this demand plan contains the following information:
- (a) The financial year applicable;
 - (b) demand (sequence) number;
 - (c) name of station or unit or provincial component;
 - (d) commodities per Annual Operational Plan of SAPS;
 - (e) description of goods or service to be procured;
 - (f) SCOA Number;
 - (g) ICN;
 - (h) date need was received;
 - (i) quantity;
 - (j) estimated value; and

- (k) comments.
- (5) An accounting functionary must also —
- (a) consult with the financial office of the station or unit and link cases in the demand plan to the concept budget on Polfin of the specific cost centre;
 - (b) submit the demand plan below the determined threshold to the Divisional Commissioner: Supply Chain Management before 15 January of each financial year for record keeping purpose;
 - (c) monitor the compliance of submissions of documentation and expenditure of each demand case in the plan, to the provincial/divisional SCM office;
 - (d) provide reasons or motivation for non-compliance with or deviations from the plan to SCM office of the province or division for approval by the Provincial- or Divisional Commissioner which must be kept for audit purposes; and
 - (e) review and if necessary, carry over to the demand plan for the next financial year any demands which are not satisfied in the current financial year.
- (6) Demands **below and over the R500 000-00** threshold for provisioning store items must not form part of the demand plan for a division or province as the needs analysis for these items must be submitted separately to the applicable Provisioning Store.
- (7) In order to achieve the set strategic goals and objectives of the strategic plan and the procurement plan of the Department, Provincial and Divisional Commissioners must indicate in their submissions for goods,

works and services which objective and priority in the Strategic Plan will be addressed.

- (8) The Section Head Demand Management: MGP in consultation with the Section Head of the Provisioning Store will compile a consolidated needs assessment for SAPS of all provisioning store items per family group of the applicable Provisioning Store and submit the demand, whether below or above the R500 000-00 threshold to the Section Head of the Provisioning Store, SCM on national level.
- (9) The section responsible for demand management on national level at the Division: SCM must submit a consolidated list of all demands above the determined threshold before or on 1 March of each financial year to the section responsible on national level for procurement at the Division: SCM in order to compile the procurement plan for the next financial year for the Department.
- (10) **Demand Registers**
- (a) Demand Registers must be kept for each financial year for all demands, whether below or above the determined threshold level or whether provisioning store items or not, by persons responsible for demand management at Supply Chain Management offices on national-, provincial- and accounting functionary level.
- (b) The following Demand Registers must be kept and updated by the applicable Demand office with information when available:
- (i) Demand Registers for demands with value below the determined threshold**

A Demand Register for quotations as per threshold value

which is determined from time to time by the office of the Divisional Commissioner: Supply Chain Management must be kept with the following minimum requirements:

- Demand (request) Number;
- General correspondence (reference) number;
- Description of goods, works or service;
- ICN;
- Commodity per Annual Operational Plan;
- Quantities;
- Estimated cost;
- Confirmation of funds;
- End user;
- Date received;
- Date of specification meeting (optional);
- Date requesting funds of Confirmation of funds;
- Date funds received and FA number;
- Date sent to National SCM Demand Management of Acquisition Management; and
- Order number.

(ii) Demand Register for demands with value above the determined threshold

A Demand Register for demands as per family group (See definition in Chapter 1) must be kept with the following minimum requirements:

- Demand (request) number;
- General correspondence number;

- Description of goods, works or service;
 - Commodities per Annual Operational Plan;
 - ICN of item or service;
 - Type of sourcing;
 - Quantities;
 - Estimated Cost;
 - End user;
 - Date received;
 - Specification Number;
 - Date of specification meeting;
 - Date specification finalized where necessary;
 - Date requesting funds and request number;
 - Financial Authorization and date;
 - Date sent to national SCM: Demand Management;
 - Date sent to Procurement;
 - Date of Pre- advert meeting, if applicable;
 - Contract number, where applicable;
 - Order number; and
 - Status Report.
- (c) The Demand Register may be kept manually in a SAPS 21 register or it may be kept electronically in excel format in which case care must be taken to ensure archiving and retrieving of the document.
- (d) At the end of each financial year, all outstanding general correspondence and demands which have not been finalized must be carried over to the next financial year in red ink.

- (e) Official correspondence on demands must be written under reference of the correct registration filing system with the applicable general correspondence number of demand number from the Demand Register in brackets for identification and control purposes.

8. Provisioning and non-provisioning store items store items

The following process must be followed by divisions, provinces and provisioning stores in order to determine user requirements; compile needs assessments and demands for provisioning store items:

(1) Chief user

- (a) A Chief User must before 1 August of each financial year,
 - (i) complete a needs assessment for users within his or her sphere of responsibility for provisioning store items which must be procured against provincial budget for the next financial year; and
 - (ii) capture the quantities for each type or sub type of item for each family group on PAS.
(In the absence of a computerized module for needs assessments, the chief user must manually compile needs assessment lists and submit the needs assessment to the relevant accounting unit.)

- (b) In compiling a needs assessment, the Chief User must take into consideration —

- (i) the current and future needs of the users for the next financial year in view of strategic objectives, items currently available, condition of items, losses, disposals, items already ordered from a provisioning store, planned special projects, current personnel strength and expected increases in personnel strength;
- (ii) the business rules for the replenishment of items for each family group as set out in a circular from time to time issued by the Divisional Commissioner: Supply Chain Management;
- (iii) the average consumption figures for each item (determined by taking into account the quantities purchased and issued over the past three financial years);
and
- (iv) the results of an expenditure analysis done by the Chief User by comparing the allocated budget for the previous financial year with the budget that will be required to provide for the quantities needed for the next financial year and the impact this will have on the required budget for the next two years (for purposes of MTEF planning).

(2) **Accounting Unit**

- (a) An Accounting Functionary must, on the computerized module for needs assessments, —
 - (i) consolidate the needs assessments of the provisioning store items of all chief users under his or her command;
 - (ii) confirm whether, taking into account the allocated budget of the previous and current financial years, the needs are

- likely to be covered by the budget expected for the next financial year; and
- (iii) capture his or her confirmation (approval function on PAS) of the consolidated needs assessment on PAS.
- (b) In the absence of a computerized module for needs assessments, the Accounting Functionary must —
- (i) manually consolidate the needs assessments of the provisioning store items of all chief users under his or her command;
 - (ii) in writing record whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
 - (iii) in writing record his or her confirmation of the list of assessed needs.
- (c) An Accounting Functionary must, before the date determined in accordance with subparagraph (d), —
- (i) in the case of provincial accounting units, submit the consolidated needs assessment to the accounting station;
or
 - (ii) in the case of accounting units at Head Office, submit the consolidated needs assessment to the Section Head: Supply Chain Management Support of the division concerned.
- (d) The date before which the consolidated needs assessment

must be submitted by the accounting functionary, in accordance with subparagraph (c), —

- (i) in the case of provincial accounting units, be determined by the accounting station; or
- (ii) in the case of accounting units at Head Office, be determined by the Section Head: Supply Chain Management Support of the division concerned.

(3) **Accounting Station**

(a) The Section Commander: SCM at the accounting station must on the computerized module for needs assessments, —

- (i) consolidate the needs assessments of the provisioning store items of all accounting units under his or her command;
- (ii) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
- (iii) capture his or her confirmation (approval function on PAS) of the consolidated needs assessment on PAS.

(b) In the absence of a computerized module for needs assessments, the Accounting Functionary must —

- (i) manually consolidate the needs assessments of the provisioning store items of all accounting units under his or her command;
- (ii) in writing record whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for

- the next financial year; and
- (iii) in writing record his or her confirmation of the list of assessed needs.
- (c) A Section Commander: SCM at the accounting station must, before the date determined in accordance with subparagraph (d), submit the consolidated needs assessment to the Provincial Head: SCM.
- (d) The date before which the consolidated needs assessment must be submitted by the Section Commander: SCM, in accordance with subparagraph (c), must be determined by the Provincial Head: SCM.
- (4) **Provincial- or divisional approval**
- (a) The Provincial Head: Supply Chain Management or Section Commander: Supply Chain Management of the division concerned must on the computerized module for needs assessments, —
- (i) consolidate the needs assessments of the provisioning store items of all accounting units under his or her command;
- (ii) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
- (iii) capture his or her confirmation (approval function on PAS) of the consolidated needs assessment on PAS.

- (b) In the absence of a computerized module for needs assessments, the Accounting Functionary must —
- (i) manually consolidate the needs assessments of the provisioning store items of all accounting units under his or her command;
 - (ii) in writing record whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
 - (iii) in writing record his or her confirmation of the list of assessed needs.
- (c) A Provincial Head: Supply Chain Management or Section Commander: Supply Chain Management of the division concerned must, on or before 1 November of each financial year, submit the consolidated needs assessment to the provincial or divisional financial office.
- (d) The Provincial Head: Finances or Section Commander: Financial and Administration Services of the division concerned must —
- (i) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs of all accounting units in the province or division are likely to be covered by the budget expected for the next financial year; and,

- (ii) in writing record his or her confirmation of funds for the consolidated needs assessment of the province or division.
 - (e) The Provincial Head: Finances or Section Commander: Financial and Administration Services of the division concerned must, on or before 30 November of each financial year, submit the consolidated needs assessment and confirmation of funds for provisioning store items for all accounting units to Demand Management, Supply Chain Management on provincial or divisional level.
 - (f) A Provincial Head: Supply Chain Management or Section Commander: Supply Chain Management of the division concerned must, on or before 15 January of each financial year, submit the consolidated needs assessment to the Provisioning Store concerned.
- (5) **Provisioning Store Requirements**
- (a) The Section Head of the provisioning store concerned will determine its own warehouse management policy and procedures upon which the needs assessment or replenishment of items must be done.
 - (b) The Store Master of the provisioning store must before 31 October of each financial year —
 - (i) complete a needs assessment for provisioning store items or buffer stock which is purchased against national budget for the next financial year; and

- (ii) capture the quantities for each type of item for each family group on PAS.
(In the absence of a computerized module for needs assessments, the Store Master must manually compile needs assessment lists and submit the needs assessment lists to the relevant offices.)

- (c) The Store Master of the provisioning store must take the following into consideration when compiling the needs assessment:
 - (i) the business rules for the replenishment of items for each family group as determined in the policy document of the provisioning store concerned;
 - (ii) the business rules for the replenishment of items for each family group approved as buffer stock as set out in a circular from time to time issued by the Divisional Commissioner: Supply Chain Management;
 - (iii) the average consumption figures for each item (determined by taking into account the quantities purchased and issued over the past three financial years) as an indication of safety stock levels that must be kept by the provisioning store; and
 - (iv) the results of an expenditure analysis done by the Store Master by comparing the allocated budget for the previous and current financial year with the budget that will be required to provide for the quantities needed for the next financial year and the impact this will have on the required budget for the next two years (for purposes of MTEF planning).

- (d) The Section Head of the provisioning store concerned, on national level at division, Supply Chain Management, must -
- (i) in writing record whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
 - (ii) in writing record his or her confirmation of the list of assessed needs.
- (e) The Section Head of the provisioning store concerned must -
- (i) capture his or her confirmation (approval function on PAS) of the needs assessment of provisioning store items or buffer stock which must be purchased against national budget on PAS
(In the absence of a computerized module for needs assessments, the Section Head of the provisioning store concerned must in writing record his or her confirmation of the list of assessed needs); and
 - (ii) on or before 1 November of each financial year, submit the consolidated needs assessment for provisioning stores items to the Section Head: Finances, Supply Chain Management.
- (f) The Section Commander: Financial and Administration Services of the division SCM must —

- (i) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs of national for the provisioning store concerned are likely to be covered by the budget expected for the next financial year; and
 - (ii) in writing record his or her confirmation of funds for the consolidated needs assessment of provisioning store items for the Police Service.

- (g) The Section Commander: Financial and Administration Services of the division SCM must, on or before 1 December of each financial year, submit the consolidated needs assessment and written confirmation of funds for provisioning store items to the provisioning store concerned.

- (h) The Store Master of the provisioning store must before 31 January of each financial year —
 - (i) complete a needs assessment for all demands from provinces and divisions for provisioning store items which must be purchased against provincial budget for the next financial year; and
 - (ii) capture the quantities for each type of item for each family group on PAS.
(In the absence of a computerized module for needs assessments, the store master must manually compile needs assessment lists and submit the needs assessment lists to the relevant offices.)

- (i) The Store Master of the provisioning store must take the following into consideration when compiling the needs assessment:
 - (i) the business rules for the replenishment of items for each family group as determined in the policy document of the provisioning store concerned;
 - (ii) the business rules for the replenishment of items for each family group approved as buffer stock as set out in a circular from time to time issued by the Divisional Commissioner: Supply Chain Management;
 - (iii) the average consumption figures for each item (determined by taking into account the quantities purchased and issued over the past three financial years) as an indication of safety stock levels that must be kept by the provisioning store; and
 - (iv) the results of an expenditure analysis done by the Store Master by comparing the allocated budget for the previous and current financial year with the budget that will be required to provide for the quantities needed for the next financial year and the impact this will have on the required budget for the next two years (for purposes of MTEF planning).

- (j) The Section Head of the provisioning store concerned, on national level at division, Supply Chain Management, must -
 - (i) in writing record whether, taking into account the allocated budget of the previous and current

financial year, the needs are likely to be covered by the budget expected for the next financial year; and
(ii) in writing record his or her confirmation of the list of assessed needs.

(k) The Section Head of the provisioning store concerned must capture his or her confirmation (approval function on PAS) of the needs assessment of provisioning store items or buffer stock which must be purchased against national budget on PAS

(In the absence of a computerized module for needs assessments, the Section Head of the provisioning store concerned must in writing record his or her confirmation of the list of assessed needs)

(6) **National Approval**

(a) All needs assessments, whether purchased against national or provincial budget, for provisioning store items for all provinces, divisions and provisioning stores as per consolidated needs assessment must be submitted by Section Heads of provisioning stores on or before 1 February of each financial year to Demand Management: Supply Chain Management at national level.

(b) In order to compile a consolidated demand plan for provisioning store items for all the provinces, divisions and provisioning stores, Demand Management, Supply Chain Management on national level must, determine —

- (i) what the frequency of a need is (Since needs assessments and the procurement of provisioning store items will only be done once a year, it is important that divisions and provinces must ensure the correct quantities of items to fulfil their strategic obligations and annual performance plans); and
 - (ii) the critical delivery dates between September and February of each financial year for delivery of items in terms of existing contracts or newly concluded contracts.
- (c) In order to compile a consolidated needs assessment for new provisioning store items or provisioning store items on review, Demand Management, Supply Chain Management on national level must perform —
- (i) an industry analysis or conduct market research in order to determine manufacturers, importers or sole providers available in the market;
 - (ii) a commodity analysis in order to determine the best product available for item(s) required by the user;
 - (iii) a specification analysis in cooperation with the user, Supply Chain Management on national level or any other person or institution with specialized knowledge of the need; and
 - (iv) an expenditure analysis based on the compiled specifications of the new item in order to determine the cost involved for the introduction of

that item in the Service.

- (d) Demand Management: Supply Chain Management on national level must, on or before 20 February of each financial year, submit the consolidated needs assessment of provisioning stores items of all provinces, divisions and provisioning stores to Component: Finances: Supply Chain Management at national level.
 - (e) The Section Commander: Financial and Administration Services of Supply Chain Management at national level must, in respect of provisioning stores items, on or before 15 March of each financial year, —
 - (i) confirm the consolidated needs assessment;
 - (ii) in writing record his or her confirmation of funds for the consolidated needs assessment of provisioning stores items of all provinces, divisions and provisioning stores; and
 - (iii) submit the final needs assessment together with written confirmation of funds to the Chief Financial Officer (CFO) for approval.
- (7) **Changes to the needs assessment list**
- In the event of changes to the approved budget, the needs assessment lists must be returned to divisions and provinces for re-prioritization.

(8) **Referral for Procurement of Items**

- (a) After receiving the approved budget and needs assessments from the Chief Financial Officer, the Section Commander: Financial and Administration Services: Supply Chain Management at national level must submit the approved needs assessments and financial approvals to Demand Management: Supply Chain Management at national level.
- (b) Demand Management: Supply Chain Management at national level must submit the approved quantities, financial approval and applicable information in terms of paragraph 8(6) (b) and (c) to Procurement and Contract Management, Supply Chain Management at national level as from 1 April of each financial year.

(9) Placing of orders by Provisioning Stores

- (a) Official orders must be placed for all approved quantities as per Demand Plan against the financial authorization granted by Financial Services, SCM on national level and the procurement authorization granted by Procurement and Contract Management, SCM on national level in terms of Chapter 3 of National Instruction 6 of 2018.
- (b) The Section Head of the applicable Provisioning Store must ensure that items are issued to divisions and provinces as per the approved totals in the replenishment tool and the demand plan concerned.

(10) Requisitioning by accounting units/ chief users

- (a) Accounting functionaries and chief users must, at the start of the financial year, obtain financial authorizations in accordance with approved demands for provisioning store items from local financial offices.
- (b) Upon receipt of the financial authorizations from the financial office, the accounting functionary and chief users must complete and capture requisitions for the items concerned as per the approved totals in the demand plan against the Provisioning Store concerned in terms of Chapter 3 of National Instruction 6 of 2018.

9. Non-provisioning store goods, works, services or ad hoc requests

The following process must be followed by divisions and provinces in order to determine user requirements; compile needs assessments and demands for non-provisioning store goods, works, services or *ad hoc* requests:

(1) Chief User

- (a) A Chief User must before 1 August of each financial year also,
 - (i) complete a needs assessment for users within his or her sphere of responsibility for non-provisioning store goods, works, services or ad hoc requests for the next financial year; and
 - (ii) capture the quantities for each type or sub type of item for each family group on PAS.

(In the absence of a computerized module for needs assessments, the Chief User must manually compile needs assessment lists and submit the needs assessment to the relevant accounting unit.)

- (b) In compiling a needs assessment, the Chief User must take into consideration —
- (i) the current and future needs of the users for the next financial year in view of strategic objectives, items currently available, condition of items, losses, disposals, items already ordered from a provisioning store, planned special projects, current personnel strength and expected increases in personnel strength;
 - (ii) the business rules for the replenishment of items for each family group as set out in a circular from time to time issued by the Divisional Commissioner: Supply Chain Management;
 - (iii) the average consumption figures for each item (determined by taking into account the quantities purchased and issued over the past three financial years); and
 - (iv) the results of an expenditure analysis done by the chief user by comparing the allocated budget for the previous financial year with the budget that will be required to provide for the quantities needed for the next financial year and the impact this will have on the required budget for the next two years (for purposes of MTEF planning).

- (c) Requirements for professional or consultancy services must be submitted with the written approval of the Component: Organizational Development on national level and Division: Personnel Management. (This instruction must be read with paragraph 7 of Policy 4 of 2018: Cost Containment Measures for the SAPS).

(2) **Accounting Unit**

- (a) An Accounting Functionary must, on the computerized module for needs assessments, —
 - (i) consolidate the needs assessments of the non-provisioning store items of all chief users under his or her command;
 - (ii) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
 - (iii) capture his or her confirmation (approval function on PAS) of the consolidated needs assessment on PAS.

- (b) In the absence of a computerized module for needs assessments, the Accounting Functionary must —
 - (i) manually consolidate the needs assessments of non-provisioning store items of all chief users under his or her command;
 - (ii) in writing record whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget

- expected for the next financial year; and
- (iii) in writing record his or her confirmation of the list of assessed needs.
- (c) In order to compile a consolidated needs assessment for non-provisioning store goods, works, services or Ad hoc requests, Demand Management on Accounting Functionary level must perform –
- (i) an industry analysis or conduct market research in order to determine manufacturers, importers or sole providers available in the market;
- (ii) a commodity analysis in order to determine the best product available for items required by the end user;
- (iii) a specification analysis in cooperation with the user, Supply Chain Management on national level or any other person or institution with specialized knowledge of the need; and
- (iv) an expenditure analysis based on the compiled specifications of the requested item(s) or services in order to determine the cost involved for the introduction of that item or service to the Service.
- (d) Documents as proof must be submitted to the relevant offices, with the demand submission.
- (e) An Accounting Functionary must, before the date determined in accordance with subparagraph (f), —
- (i) in the case of provincial accounting units, submit the consolidated needs assessment with the proof of the

analysis done according to subparagraph (c), to the accounting station; or

- (ii) in the case of accounting units at Head Office with the proof of the analysis done according to subparagraph (c), submit the consolidated needs assessment to the Section Commander: Supply Chain Management of the division concerned.

- (f) The date before which the consolidated needs assessment must be submitted by the Accounting Functionary must, in accordance with subparagraph (e), —

- (i) in the case of provincial accounting units, be determined by the accounting station; or
- (ii) in the case of accounting units at Head Office, be determined by the Section Commander: Supply Chain Management of the division concerned.

(3) Accounting Station

- (a) The Commander: Supply Chain Management at the accounting station must on the computerized module for needs assessments, —

- (i) consolidate the needs assessments and verify the analyses as per paragraph (2)(c) of the non-provisioning store items of all accounting units under his or her command;
- (ii) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and

- (iii) capture his or her confirmation (approval function on PAS) of the consolidated needs assessment on PAS.

- (b) In the absence of a computerized module for needs assessments, the accounting functionary must —
 - (i) manually consolidate the needs assessments of the non- provisioning store items and verify the analyses as per paragraph (2)(c) of all accounting units under his or her command;
 - (ii) in writing record whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
 - (iii) in writing record his or her confirmation of the list of assessed needs.

- (c) A Commander: Supply Chain Management at the accounting station must, before the date determined in accordance with subparagraph (d), submit the consolidated needs assessment to the Provincial Head: Supply Chain Management.

- (d) The date before which the consolidated needs assessment must be submitted by the Commander: Supply Chain Management, in accordance with subparagraph (c), must be determined by the Provincial Head: Supply Chain Management.

(4) **Provincial- or divisional approval**

- (a) The Provincial Head: Supply Chain Management or Section Commander: Supply Chain Management of the division concerned must on the computerized module for needs assessments, —
- (i) consolidate the needs assessments of the non-provisioning store items of all accounting units under his or her command;
 - (ii) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
 - (iii) capture his or her confirmation (approval function on PAS) of the consolidated needs assessment on PAS.
- (b) In the absence of a computerized module for needs assessments, the Accounting Functionary must —
- (i) manually consolidate the needs assessments of the non-provisioning store items of all accounting units under his or her command;
 - (ii) in writing record whether, taking into account the allocated budget of the previous and current financial year, the needs are likely to be covered by the budget expected for the next financial year; and
 - (iii) in writing record his or her confirmation of the list of assessed needs.
- (c) A Provincial Head: Supply Chain Management or Section Commander: Supply Chain Management of the division

concerned must, on or before 1 November of each financial year, submit the consolidated needs assessment to the provincial or divisional financial office.

- (d) The Provincial Head: Finances or Section Commander: Financial and Administration Services of the division concerned must —
- (i) confirm whether, taking into account the allocated budget of the previous and current financial year, the needs of all accounting units in the province or division are likely to be covered by the budget expected for the next financial year; and
 - (ii) in writing record his or her confirmation of funds for the consolidated needs assessment of non-provisioning store items, services and *ad hoc* requirements before 30 November of each financial year.
- (e) The Provincial Head: Finances or Section Commander: Financial and Administration Services of the division concerned must, on or before 15 December of each financial year, submit the consolidated needs assessment and confirmation of funds for non-provisioning store items, services and *ad hoc* requirements for all accounting units to Demand Management, Supply Chain Management on provincial or divisional level.
- (f) In order to compile a consolidated needs assessment for non-provisioning stores items for all the divisions and provinces, Demand Management, Supply Chain Management on provincial or divisional level must, determine —

- (i) what the frequency of a need is (Since needs assessments and the procurement of provisioning store items will only be made once a year, it is important that divisions and provinces must ensure the correct quantities of items to fulfil their strategic obligations); and
 - (ii) the critical delivery dates between September and February of each financial year for delivery of items in terms of existing contracts or newly established contracts.
- (g) The Section Commander: Financial and Administration Services on provincial or divisional level must for non-provisioning stores items, on or before 15 December of each financial year, —
- (i) authorize the consolidated needs assessment;
 - (ii) in writing record his or her confirmation of funds for the consolidated needs assessment for non-provisioning store items, services and *ad hoc* requirements; and
 - (iii) submit the final needs assessments together with the concept budget (financial authorization) to the Chief Financial Officer (CFO), for approval.

(5) National approval

All needs assessments for non-provisioning store items for all provinces and divisions as per demand plan must be submitted on or before 15 January of each financial year to Demand Management: Supply Chain Management at national level.

(6) **Changes to Requirements**

In the event of changes to the approved budget, the needs assessment must be returned to divisions and provinces for re-prioritization.

(7) **Referral for Procurement of Items**

After receiving the approved budget and needs assessments from the Chief Financial Officer (CFO), the Section Commander: Financial and Administration Services: Supply Chain Management on national level **must submit the approved needs assessments and financial approvals to Demand Management: Supply Chain Management on national level.** Demand Management: Supply Chain Management on national level must submit the approved quantities, financial approval and applicable information in terms of paragraphs 8(4)(f) to Procurement and Contract Management, Supply Chain Management on national level as from 1 April of each financial year.

Chapter 3: Requisition and acquisition of goods and services

10. Background

The purpose of this chapter is to regulate the requisition and acquisition of goods from accounting units, provisioning stores and external suppliers as well as acquisition of services from service providers.

11. Needs assessment

- (1) The requisition must be placed according to the approved need assessment and budget allocation that was done in terms of Chapter 2.
- (2) The request must be made in writing, in duplicate, with the relevant information regarding, the inventory holder, the identification and specification of the equipment, items or service, as well as the reasons for the need.
- (3) The inventory holder must forward the original request to the inventory controller or chief user.
- (4) Upon receipt of the need the inventory controller or chief user must –
 - (a) consolidate all needs received from the respective inventory holders;
 - (b) complete a form SAPS 585 (as set out in paragraph 20); and
 - (c) send the form SAPS 585, including the original inventory holder's request, to the chief user, if applicable.
- (5) If the chief user recommends that the request be approved, the process outlined in paragraph 12 must be followed.

12. Requisitioning personal equipment, inventory items, expendable items or services

- (1) If the chief user recommends that a request, referred to in paragraph 11 be approved, the inventory controller or chief user must —
 - (a) make a copy of the form SAPS 585 and file the copy including the copy of the inventory holder's request in the VA 4 file at his or her office; and
 - (b) send the form SAPS 585, including the original inventory holder's request, to the accounting unit for processing.

- (2) If the form SAPS 585 is approved by the accounting functionary, he or she must sign the form SAPS 585 to indicate that it has been approved and determine whether the request can be satisfied from available stock.

- (3) If the request can be satisfied by transferring unused items from another inventory resorting under the accounting unit to the relevant inventory, the designated person at the accounting unit must transfer the said items to the inventory, according to Chapter 6.

- (4) If the request can be satisfied by issuing items from the accounting unit's SAPS 24 store to the relevant inventory, the designated person at the accounting unit must issue the items.

- (5) If the request can be satisfied by issuing items from the accounting unit's store to the relevant inventory, the designated person at the accounting unit must —

- (a) capture the form SAPS 585 on the PAS against the accounting unit with Requisition Code “S”;
 - (b) enter the allocated requisition number generated from PAS on the form SAPS 585;
 - (c) file the original form SAPS 585 numerically (according to the requisition number) in the VA 4 file of the chief user at the accounting unit;
 - (d) return a photocopy of the form SAPS 585 to the chief user to indicate that the form SAPS 585 has been processed to be filed in the VA 4 file held by the chief user; and
 - (e) follow the internal issue process after the internal issue voucher has been printed at the accounting unit.
- (6) If the request cannot be satisfied by transferring or issuing items from an accounting unit to the relevant inventory, the accounting functionary must determine whether the request can be satisfied by requisitioning the stock from a provisioning store or whether an order must be placed with an external supplier.
- (7) If the form SAPS 585 is approved and the need cannot be immediately satisfied, due to insufficient funds, the accounting functionary must —
- (a) capture the form SAPS 585 with Requisition Code “S”;
 - (b) enter the allocated requisition number generated from PAS on the form SAPS 585;
 - (c) file the original form SAPS 585 numerically (according to the requisition number) in the VA 4 file of the chief user at the accounting unit;

- (d) return the copy of the form SAPS 585, stating the reason why the need cannot be met and when it will be realized, to the chief user to be filed in the VA 4 file held by the chief user; and
- (e) as soon as funds become available the need should be satisfied according to approved processes.

13. Requisition of stock from the provisioning store

If stock is requisitioned from a provisioning store, the designated employee at the accounting unit must—

- (a) compare all the outstanding requests on PAS before capturing the form SAPS 585 to avoid recapturing an outstanding request. If an additional need has been identified, it must be processed as a new request and be dealt with accordingly;
- (b) obtain financial authorization from the local financial office before capturing the form SAPS 585 on the PAS, if the budget for the specific item lies within the province or division;
- (c) capture the form SAPS 585 on PAS and if necessary the financial authorization number;
- (d) enter the allocated requisition number generated from PAS on the form SAPS 585;
- (e) file the original form SAPS 585 numerically (according to the requisition number) in the VA 4 file of the chief user at the accounting unit; and
- (f) return the copy of the form SAPS 585 to the chief user to be filed in the VA 4 file, awaiting delivery of the requisitioned stock.

14. Acquisition of stock or services from an external supplier

- (1) If stock or services are requisitioned from an external supplier, the designated employee at the accounting unit must determine whether the requisitioned stock or services are available on an existing contract.
- (2) If the stock or services are available on an existing contract, the stock or services must be ordered directly from the contracted supplier.
- (3) If the stock or services are not available on contract, the designated employee at the accounting unit must follow the procedure as set out in the Acquisition Management Manual.
- (4) A designated employee must compile an official order upon receipt and according to the procurement authorisation, financial authorisation, valid contract or approved quotation, approved demand requirement and delivery schedule, as set out in paragraph 21.
- (5) After approval by the delegated employee, the ordering clerk must capture the order form on PAS or POLFIN before it is sent to the relevant supplier.

15. Price amendments

- (1) The original order amount may not be amended, even if the amount paid changes.
- (2) If the invoice amount differs from the original order amount, payment may only be effected, if the invoice amount is according to agreed price amendments on the current contract and it was affected according to the Acquisition Management Manual.

16. Amendments to an Electronic Order

- (1) When an approved written configuration is ordered by the delegated person on information on an electronic order, a linked item or information may be added or replaced or removed.
- (2) The Item Control Number (ICN) may be replaced, however the supplier part number may not be modified.
- (3) The delivery schedule for undelivered items may be modified based on the written agreement by both the Police Service and the supplier.
- (4) The contact details for SAPS may be modified.
- (5) The effective order date may be modified in cases of acquisitioning under emergency circumstances.
- (6) When any modification to information on an order has been made, the price will be recalculated and the total order value in PAS will be updated automatically.
- (7) When any modification to information has been made to an order, the order will be placed in a status of “unverified”.
- (8) If the status of the electronic order is “unverified”, an electronic order reference detail report must be re-printed for verification.
- (9) The electronic order reference detail report must be verified by the designated employee to ensure it complies with information as per modification.
- (10) The electronic order reference must be confirmed by the designated employee on PAS. When linked items and the delivery schedule are modified and the contact details for SAPS are modified, a new delivery

schedule must be submitted to the approved supplier, or to the employee responsible for the delivery of the new delivery schedule to the supplier.

- (11) Confirm on PAS that the supplier has received the amended delivery schedule.

17. Cancellation of an Official Order

An official order may only be cancelled if –

- (a) the need does not have to be satisfied anymore and the order has not been submitted to the approved supplier;
- (b) the need does not have to be satisfied anymore, the order has been submitted and written confirmation is obtained from the approved supplier that the order may be cancelled;
- (c) the incorrect information was used for the completion of the order and the order has not been submitted to the approved supplier;
- (d) the incorrect information was used for the completion of the order, the order has been submitted, and written confirmation is obtained from the supplier that the order may be cancelled; and
- (e) there are no deliveries or payments linked to the order.

18. Non delivery of items or services

A non-delivery of items or services may only be done if –

- (1) the supplier cannot meet their contractual obligations. This is not a cancellation and must be dealt with as follows:
 - (a) The ordering clerk must capture the non-delivery on PAS, and forward the relevant information pertaining to the non-compliance to contractual obligations to Acquisition Management; and

- (b) Acquisition Management must inform the accounting functionary as to the way forward to satisfy the initial need.
- (2) if, due to contractual obligations, the SAPS needs to take ownership of items in transit and those items are lost or stolen enroute, a non-delivery must be made for the items and a claim against the state must be registered at Loss Management; and
- (3) if there are deliveries or payments linked to the order and the need no longer exists to satisfy the outstanding deliveries, and written confirmation is obtained from the approved supplier.

19. Over deliveries

Over deliveries must be managed according to Chapter 6.

20. Form SAPS 585

(1) General

- (a) The form SAPS 585 is used to requisition goods or services from an accounting unit or provisioning store and to return items to an accounting unit.
- (b) The accounting functionary must allocate the function of completing a form SAPS 585 to a specific employee on his or her job description.
- (c) Requisitioned goods or services must be grouped into family groups and only one family group must be entered on a form SAPS 585.
- (d) Free issues and issues against clothing credit must be recorded on separate SAPS 585 forms.

(2) Completion of the form SAPS 585

The fields on a form SAPS 585 must be completed as follows:

Front

Field Description	Information
Requisition number	The number is allocated by PAS.
Provisioning store number	The accounting functionary records the number. If the accounting functionary – (a) decides to request items from the provisioning store, the applicable provisioning store number must be entered; or (b) issues items from his or her own store, the accounting unit number of the store must be entered.
Store name	Store name or description of the relevant accounting unit.
Store number	The chief user records the number of the accounting unit to which the requisition is sent.
Chief user number	The chief user who requisitions or returns the stock records his or her valid chief user number.
Chief user name	The chief user name must correspond with the chief user number in field E.

Requisition code	(a) if the chief user returns the stock to the accounting unit, code R is recorded; or (b) if the accounting unit issues stock to a chief user, code S is recorded.
Consumption based on	Consumption figures as provided by PAS or as per SAPS 24 register, must be written in here.
Requisition date	The date on which stock is requisitioned or returned is recorded.
Inventory number / Personnel number	(a) If the stock is issued to an inventory holder, the inventory number is recorded; or (b) If the stock is issued to a specific employee, the PERSAL number of the employee is entered.
I/P Indicator	This field is completed for capitalized and controlled assets. If the item is issued to – (a) an inventory, code I is recorded; or (b) a specific person, code P is recorded.
Work order / Project/Animal number	If the requisition or reversal is for a specific work order, project or animal, the number of the work order, project or animal is recorded.
Uniform category	If clothing is requisitioned for an employee, the employee's method of payment is recorded in this field.
Motivation	Record the reason for the requisitioning of the stock or service.

ICN, item description and AU	Record the item control number, item description and accounting unit from the stock item catalogue.
Quantity required	Record the quantity required by the inventory holder.
Approved: Chief user	Record the quantity approved by the chief user.
THE FOLLOWING FIELDS MUST BE COMPLETED BY THE ACCOUNTING FUNCTIONARY AND COMPLETION OF THE FIELDS IS COMPULSORY	
Approved: Store	The accounting functionary records the totals approved and may, in his or her discretion, deviate from the quantities approved by the chief user.
Objective	This is a six digit numeric field completed for deduction from the budget of the applicable organizational structure.
Receipt acknowledgement	Not applicable to accounting units.
Hash total	The total number of items requisitioned. NB: All the fields for quantities must be completed.
Signature:	
Functionary and date	The employee who initiated the request, signs the requisition.

Chief user and date	The chief user approves the quantity of stock that has been requisitioned by means of his or her signature.
Senior store official and date	The accounting functionary (delegated SCM officer) approved the requisition by means of his or her signature.
Entered and date	Signature of the designated posting clerk who captures the SAPS 585 on PAS.
Checked and date	Signature of the designated clerk at the accounting unit who compares the issue or receipt voucher with the SAPS 585 to ensure that the requisition was captured correctly.

Back

Field Description	Information
Responsibility, objective and SCOA code	Must be completed by the accounting functionary as per PERSAL, POLFIN and PAS structures.
Resource committee members	An indication of the approved quantities and priorities of the resource committee must be completed here.
Chairperson resource committee	Chairperson of the resource committee must complete the approval of the quantities and

	priorities indicated by the resource committee and sign the document.
Financial information	Allocated budget, the amount used and the available amount must be completed by the designated or delegated financial official.
Financial authorization	Financial authorization must be completed here.
Procurement authorization	Procurement authorization reference number/date and contract number, if applicable, must be written in here.
Supplier name, number and quotation amount	Details of the supplier such as name, number and quotation amount must be written in here.
Approval	Delegated procurement official must approve / not approve the document and submit comment, if any.

21. Order Form (Z 492) / Electronic order

(1) Delegation of Authority for the placing of an order

- (a) An accounting functionary or store master must designate an employee (ordering clerk) to complete order forms or compile electronic orders by allocating the function to the employee's job description.
- (b) Only an employee designated in writing, by a delegated functionary as determined by the delegation of powers for SCM, may sign an order form or give confirmation that an electronic order may be issued.
- (c) The designated employees in subparagraphs (a) and (b) may not be the same person.

(2) Completion of an order form (Z492)

A designated employee must complete an order form as follows:

- (a) The commitment copy of the order form must be completed in black ink with carbon copy paper between the other three copies.
- (b) An official date stamp must be stamped in the top right hand corner of the commitment copy as well as on three copies of the order form.
- (c) The fields on the order form must be completed as follows:

Field	Information
28 to 30	Not to be completed.
33 to 38	The date on which the order is placed must be recorded. The order date must always be before or on the date of the invoice. If not, steps must be taken in accordance with Standing Order (Financial) 62(7)(b).

39 to 44	The expected date of delivery of goods or services must be recorded.
45 to 50	If the order forms part of a contract or tender, or must specifically be authorized, the applicable contract or tender number must be completed.
51 to 58	The supplier number must be obtained from PAS or POLFIN and must be recorded. If the supplier is not registered on POLFIN, a fax with the details and a copy of the account statement must be sent to Suppliers Registration at the Divisional Commissioner: SCM.
59 to 100	Record the name of the responsible supplier as obtained from PAS or POLFIN.
101 to 184	Record the supplier's postal or street address with postal code obtained from PAS or POLFIN.
Invoice address	Record the address of the department and office to which the invoice must be submitted.
Delivery address	Record the correct and complete street address to which the goods or services must be delivered. If the goods will be collected by an employee, his or her name, rank and PERSAL number must be recorded.
Enquiries to	The initials, surname, rank and telephone number of the employee to whom enquiries may be directed must be recorded.

187 to 195	The total original order amount must be recorded. This amount may not be amended, even if the amount paid changes.
Item control number	The correct item control number obtained from the PAS must be completed.
Description	A brief description of the product or service on order, together with details of the accounting unit, quantity and tariff for the information of the supplier. If supplies or services are ordered on contract, the item number used by the supplier must be recorded together with a brief description of the product or service.
33 to 41	Fields not to be completed.
42	Field not to be completed.
43 to 60	Expenditure is allocated according to financial authorization which must be recorded in these fields.
43 to 46	POLFIN designated responsibility code.
47 to 52	SCOA code obtained from PAS item master.
53 to 60	POLFIN designated objective code.
61 to 64	Fields not to be completed.
Delivery instructions	Mark the method of delivery using an X and complete the authorization number and procurement authorization, if applicable.

Signature	Signature, PERSAL number and rank of the designated employee.
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(3) **Compilation and issuing of an electronic order(PAS)**

- (a) A designated employee can only compile the electronic order once the valid contract or quotation has been captured, approved and opened by Acquisition Management on POLFIN.
- (b) Once the order has been compiled, PAS will allocate a unique order reference number.
- (c) All documentation together with the printout or list of the electronic order reference detail report must be forwarded to the designated employee for verification to ensure that the information on electronic order reference detail report complies with information in par 14(4) of this Chapter.
- (d) Upon verification the designated employee must confirm the electronic order reference on PAS.
- (e) Once the electronic order has been confirmed, PAS will allocate a unique electronic order number and submit the electronic order, via e-mail or fax to the approved supplier, or to the employee responsible for the delivery of the order to the approved supplier.
- (f) The ordering clerk must confirm on PAS that the supplier did receive the electronic order.
- (g) All documentation must be filed in the 0 to 9 file awaiting delivery.

(4) **Cancellation of an order form(Z492)**

- (a) If an order form needs to be cancelled —

- (i) two parallel lines must be drawn diagonally across the order form in red ink;
 - (ii) the word CANCELLED must be written between the parallel lines; and
 - (iii) the employee responsible for the cancellation must sign all four copies and record his or her name, rank and PERSAL number and the date on which the order form is cancelled.

- (b) If an order form was cancelled, the accounting functionary or store master must ensure that the original order form and all three copies are accounted for in the order book.

- (c) If a copy of a cancelled order form is not in the order book —
 - (i) the accounting functionary or store master must investigate the matter and make a note to that effect on the covering page of the order form book;
 - (ii) a sworn statement by the employee responsible for the cancellation, stating the reasons for the cancellation and reasons for the absence of copies, must be attached to the cancelled copy;
 - (iii) if the official order was sent to the supplier, the suppliers written confirmation must be attached to the cancelled copy; and
 - (iv) appropriate steps must be taken if any irregularities are found.

- (d) If an order form(Z492) which has already been captured on PAS, is cancelled, the order form must be cancelled on PAS and the

cancellation report that is generated must be filed with the source documents in the order book.

(5) Cancellation of an electronic order

- (a) An electronic order may only be cancelled on PAS upon receipt of the written confirmation by the supplier.
- (b) If an electronic order needs to be cancelled, the ordering clerk must—
 - (i) capture the reason code for cancellation, upon which PAS will electronically submit a cancellation note to the approved supplier, or to the employee responsible for the delivery of the electronic order cancellation notice to the approved supplier;
 - (ii) the ordering clerk must confirm on PAS that the supplier has received the electronic order cancellation notice;
 - (iii) a sworn statement by the employee responsible for the cancellation, stating the reasons for the cancellation and the suppliers written confirmation must be attached to the cancelled copy; and
 - (iv) appropriate steps must be taken if any irregularities are found.

(6) Distribution and filing of order form copies (excluding electronic orders)

- (a) The commitment copy of the order form serves as the source document for transaction on PAS. The commitment copy together with the Simultaneous Receipt and Issue Voucher (SRIV) or External Receipt Voucher (ERV), approved form SAPS 585 and

quotations, must be filed in the 0 to 9 file at Transit In awaiting the delivery of the requisitioned goods or services.

- (b) The supplier's copy of the order form must be forwarded to the supplier.
- (c) The payment copy must remain with the book copy while the goods or services and invoice are awaited from the supplier.

(7) **Expediting Orders**

The employee designated in subparagraph (1) of this paragraph (ordering clerk) must expedite and follow up outstanding orders weekly to ascertain reasons for the delay and to institute the necessary steps for finalization of the orders.

(8) **Inspecting Orders**

The accounting functionary or store master or an officer delegated by him or her must check all orders under his or her control according to the instructions in Standing Order (Financial) 62.

(9) **Receiving Merchandise**

Employees of the Service responsible for receiving goods and services from private source (i.e. a contractor or local purchase) will be held responsible for the supervision of the goods/service in respect of quantity, mass, satisfactory condition and quality agreed upon in the contract. See Chapter 12 for instructions on receiving items for storage.

(10) **Requirements for Submitting Payment Copy (Z 492)**

The accounting functionary or store master must ensure that the following requirements are met before the payment copy is submitted:

- (a) The order form number on the invoice must correspond with that on the payment copy.

- (b) The description of the items or services on the invoice must correspond with that on the order form.
- (c) A procurement and financial authorization must be recorded on the payment copy.
- (d) Calculations on the invoice and order forms must be correct. If prices do not correspond with the price at which the merchandise was ordered, a note to this effect must be made on the order form and the price must be amended and the reason for the amendment must be stated, eg, if a contract amendment comes into effect, the amendment number and date on which it came into effect must be noted on the payment copy. If the order was placed according to a quotation, the reason why the prices have increased must be recorded.
- (e) If applicable, it must be accompanied and supported by the necessary documents or explanation for its absence.
- (f) The receipt voucher number must be recorded on the payment copy.
- (g) The schedule number, invoice number and date must be recorded on the book copy.
- (h) The appropriate certificate on the invoice must be signed according to instructions in Standing Order (Financial) 62.
- (i) If more than one invoice is attached to an order form, a calculator slip must be attached to the top copy to support the total of the invoices.
- (j) The postal address on the invoices, to which the treasury voucher must be remitted, must correspond with the postal address on the order form. If the address of the supplier does not appear on the invoice, a printout from PA with the details of the postal address of the supplier, must be attached to the invoice.

- (k) If an account is received from a firm or person in respect of an account previously rendered, it must immediately be ascertained on the POLFIN system whether the order form and invoice were included in the system. If this is not the case, the necessary steps must be taken for payment to take place.

(11) Requirements for submission of invoice for payment of electronic orders

- (a) All electronic invoices received from suppliers must be submitted for payment in PDF format.
- (b) The electronic order number on the invoice must correspond with that on the electronic order on PAS.
- (c) The goods or services must be received and certified on PAS and the delivery note number on the invoice must correspond with the supplier delivery note number (SDN) on PAS.
- (d) Validations between PAS and POLFIN will ensure correct prices on the system. If the price on the invoice and the order differs, the contract captured on POLFIN has to be updated with the contract amendments affected according to the Acquisition Management Manual.
- (e) The appropriate certificate on the invoice must be signed according to instructions in Standing Order (Financial) 62.

(12) Submission of documentation for payment(Z 492)

- (a) The ordering clerk must immediately upon receipt of the invoice for goods and services delivered to the Service, but not later than seven days after the receipt thereof, submit the claims for payment to the local financial office for payment as provided for in Standing Order (Financial) 62.

- (b) The payment copy of the order form must be kept at the office responsible for issuing the order form, until the item or service ordered or requisitioned is received or rendered. The necessary receipt certificates must then be completed by the designated Transit-In official and submitted together with the required documents for acceptance and payment.
 - (c) Accounting functionaries or store masters must ensure that claims submitted for payment have not already been paid and that they comply with the conditions of the contract.
 - (d) Order form numbers, names of suppliers and amounts to be paid as listed on the schedule (SAPS 167(B)) must be verified with the information on the order forms in the order books.
 - (e) Only a commissioned officer may approve schedules on POLFIN and sign the schedule and payment certificate on the official order form that is submitted to the local financial office.
- (13) **Submission of invoices for Payment of electronic orders**
- (1) The ordering clerk must immediately upon receipt of the invoice for goods and services delivered to the Service, but not later than seven days after the receipt of thereof, submit the claims for payment to the local financial office for payment as provided for in Standing Order (Financial) 62.
 - (2) Accounting functionaries or store masters must ensure that claims submitted for payment have not already been paid and that they comply with the conditions of the contract.
 - (3) The invoices must be immediately captured on POLFIN as provided for in Standing Order (Financial) 62. Validations on

POLFIN and PAS will ensure the correct prices of items or services.

(14) Payment of Goods and Services Delivered

The further completion of the payment copy and the actual payment of suppliers may only be done by financial officials in terms of the relevant financial instructions and Treasury Regulations.

(15) Requirements for Closure of Order Form Books (Z 492)

- (a) Control the sequence of the order form numbers and ascertain that all book copies are in the order form book.
- (b) If an order form was cancelled, all four copies must be accounted for. If copies are missing, a sworn statement by the official responsible for the cancellation, stating the reasons for the cancellation and reasons for the absence of copies, if the official order was sent to the supplier, the suppliers written confirmation must be attached to the cancelled copy.
- (c) A copy of the receipt voucher must be attached to the book copy. Ensure that all items ordered have been received and paid. Any discrepancies must receive attention.
- (d) If supplies were lost, correspondence relating to this incident together with the result of the claim must be attached to the order form book. If a claim has been paid, the receipt number and date together with the credit transfer transaction number and date must be noted on the book copy. If the total amount was not paid out, correspondence and the authorization of Supply Chain Management, stating that the amount was written off as a loss against the State, must be attached to the book copy.
- (e) All problems must be referred to the official responsible for payments, for correction before order books may be closed.

- (f) If books are checked and suppliers do not react to correspondence requesting invoices on items delivered, the order may be closed after the third and final reminder. The supplier must be notified accordingly and the necessary statements and correspondence must be filed with the order form books.

(16) **Closing of Order Form Books (Z 492)**

- (a) Order form books, of which the payment has already been carried out, must be closed by a commissioned officer and kept at the Registration Section for a five-year period, before they may be destroyed.
- (b) If an order form book is closed, the word **CLOSED** must be written in red on the front cover of the order form book, together with the date it may be destroyed. The officer responsible for closing the book, must sign the bookend record his or her official title as well as the date on which it was closed.
- (c) The officer responsible for the closing of the order books must ensure that the SAPS 186(a) register is updated accordingly.

(17) **Closing of Electronic Orders**

- (a) PAS in conjunction with POLFIN will automatically close an electronic order once deliveries and payments for all items or services have been finalized.
- (b) If items or services were not delivered or rendered, a non-delivery must be captured by the designated employee on PAS.
- (c) If items were lost before receipt and SAPS is liable for payment, a non-delivery must be made for the items.

- (d) A claim against the state must be registered at Loss Management. The further completion of the claim must be followed according to the relevant loss management instructions.
- (e) Suppliers must be reminded by the ordering clerk in writing on a monthly basis to submit invoices on items that were delivered to the Service. If suppliers do not react to correspondence requesting invoices on items delivered, after the third and final reminder, the delivery(s) must be marked as non-payable and the commitments must be released. The supplier must be notified accordingly.
- (f) If inventories or assets were received after deliveries were marked as non-payable, the inventories and assets, must be regarded as extra-ordinary receipts and reported separately in the financial statements of the Department.

Chapter 4: General instructions for provisioning administration

22. Background

The purpose of this order is to regulate the provisioning administration functions performed at provisioning stores and accounting units in the Service.

23. Designation of personnel

- (1) The appropriate delegated official in whose sphere of responsibility an accounting unit resorts must in writing designate an accounting functionary, chief user and inventory controller for every accounting unit in the Service
- (2) The following documents must be used to designate these officials :
 - (a) Accounting functionary: form SAPS 502;
 - (b) Chief user: Certificate (attached hereto as paragraph 27)
 - (c) Inventory controller: Certificate (attached hereto as paragraph 28)

24. Carrying out of provisioning administration at accounting units

The accounting functionary must —

- (a) obtain stock from the provisioning store or, in the case of non-stock items (C-items), from an external supplier (see in this regard the Delegation of power and authorization to perform duties: Supply Chain Management : Acquisition) and supply it to the relevant chief user if it cannot be delivered to the chief user directly;

- (b) keep record of all capital, controlled and uncontrolled assets under his or her control by updating the relevant registers, forms and the computerized provisioning administration system (PAS);
- (c) maintain and safe-keep all records of accounts and stock;
- (d) ensure that stocktaking is carried out; and
- (e) ensure that the chief user and inventory controllers are designated in writing, to control capital, controlled and uncontrolled assets issued to users.

25. Changes to provisioning administration

Before effecting changes to determined processes, structures and functions for provisioning administration, the accounting functionary must obtain the approval of the Divisional Commissioner: Supply Chain Management.

26. Change of command

- (1) **Handing-over certificates on change of accounting functionary**
 - (a) Handing-over certificates from one accounting functionary or store master to another, must be completed within a month from the handing over.
 - (b) When there is a change of employees who are directly in charge of stock, equipment or animals, a handing-over certificate (SAPS 342(b)) must be completed and forwarded to the relevant provincial or divisional commissioner. A copy of the certificate must be sent to the relevant office of Supply Chain Management. A third copy must be filed by the accounting functionary.

(2) **Handing-over certificates on change of chief users**

When there is a change of chief users, a handing-over certificate (SAPS 342(a)) must be completed and signed by both employees involved. The original certificate must be sent to the relevant accounting functionary to be kept on record. A copy of the certificate must be filed by the chief user.

(3) **The handing over of stock, equipment and animals from one employee to another**

- (a) If the accounting functionary transfers responsibility for stock, equipment or animals from one employee to another, a handing-over certificate (paragraph 29) must be completed and filed at the accounting unit. The handing-over certificate must be completed even irrespective of whether the transfer is permanent or temporary.
- (b) The employee who hands over stock, equipment or animals must, together with the employee who takes over, check and certify any discrepancies and complete and sign the handing-over certificate.
- (c) The word NONE must be noted on the certificate if there are no discrepancies.
- (d) If any discrepancies are found, this must be reported to the accounting functionary before a handing-over certificate can be signed. The certificate must be dealt with as a stock-taking or physical inventory report and the accounting functionary

must follow the instructions as set out in chapter 13 in order to deal with surpluses and shortages.

- (e) If the employee who hands over the stock, equipment or animals is, for whatever reason, not available, the accounting functionary or the store master must temporarily designate another employee in writing to check the stock, equipment or animals together with the employee taking over and to certify any discrepancies.
- (f) The employee who is temporarily designated to assist in checking the stock, equipment or animals together with the employee taking over and to certify any discrepancies, must sign next to the signature of the employee who takes over the stock, equipment or animals, to certify the correctness of the stock, equipment or animals taken over by that employee.

27. Certificate: Designation as chief user of accounting unit

CERTIFICATE / SERTIFIKAAT

AANWYSING AS VERBRUIKERSHOOF VAN VERREKENINGSEENHEID NO
.....

DESIGNATION AS CHIEF USER OF ACCOUNTING UNIT NO

Kragtens die bevoegdheid aan my verleen deur die Nasionale Kommissaris van die Suid-Afrikaanse Polisediens in sy hoedanigheid as die rekenpligtige beampte van die Suid-Afrikaanse Polisediens en die Departement van Polisie

By virtue of the power delegated to me by the National Commissioner of the South African Police Service in his capacity as accounting officer of the South African Police Service and the Department of Police

wys ek, die ondergetekende, hiermee, vir

I, the undersigned, hereby designate

..... (nr, rang en naam/no, rank and name)

aan as verbruikershoof van (eenheid/polisiestasie/kantoor)

as chief user of (unit/police station/office)

met verbruikershoofkode:

with chief user code:

ALDUS GETEKEN TE

OP HIERDIE

DAG VAN

SIGNED AT

ON THIS

DAY OF

HANDTEKENING/SIGNATURE

GEDELEGEERDE BEAMPTE: VOORSIENINGSLYNBESTUUR

DELEGATED OFFICIAL: SUPPLY CHAIN MANAGEMENT

NOMMER RANG NAAM

NUMBER _____ RANK _____ NAME

28. Certificate: Designation as an inventory controller of an accounting unit

SERTIFIKAAT/CERTIFICATE

AANWYSING AS INVENTARISKONTROLEUR VAN VERREKENINGSEENHEID NO

DESIGNATION AS INVENTORY CONTROLLER OF ACCOUNTING UNIT NO

Kragtens die bevoegdheid aan my verleen deur die Nasionale Kommissaris van die Suid-Afrikaanse Polisediens in sy hoedanigheid as die rekenpligtige beampte van die Suid-Afrikaanse Polisediens en die Departement van Polisie

By virtue of the power delegated to me by the National Commissioner of the South African Police Service in his capacity accounting officer of the South African Police Service and the Department of Police

wys ek, die ondergetekende, hiermee, vir

I, the undersigned, hereby designate,

..... (nr, rang en naam/no, rank and name)

aan as inventariskontroleur van (eenheid/polisiestasie/kantoor)

as inventory controller (unit/police station/office)

met verbruikershoofkode:

with chief user code:

ALDUS GETEKEN TE

OP HIERDIE

DAG VAN

SIGNED AT

ON THIS

DAY OF

HANDTEKENING/SIGNATURE

GEDELEGEERDE BEAMPTE: VOORSIENINGSLYNBESTUUR

DELEGATED OFFICIAL: SUPPLY CHAIN MANAGEMENT

NOMMER RANG NAAM

NUMBER _____ RANK _____ NAME

29. Handing-over certificate

OORHANDIGINGSERTIFIKAAT / HANDING-OVER CERTIFICATE

Rekenpligtige funksionaris / Accounting functionary

.....

Datum van oorhandiging / Date of handing over:.....

Hiermee sertifiseer ons dat ons die verifikasie van alle Staatseiendom onder beheer van die persoon belas met toesig oor hierdie rekening voltooi het en dat die verskille op die volgende aangehegte bladsye genoem en die diensbare items voorhande in ooreenstemming is met die balans van die grootboek of ander rekords.

We hereby certify that we have completed the verification of all Government property under the control of the person in charge of this account and that, subject to the discrepancies set out on the following pages and the serviceable property on hand are in accordance with the balances of the ledger or other records.

Voorts sertifiseer ons dat die lys van verskille, alle items insluit wat tot dusver nie vir magtiging tot verrekening voorgelê is nie.

We further certify that the list of discrepancies includes all items which, to date, have not been submitted for authorisation to be cleared.

DIE PERSOON WAT OORHANDIG SE HANDTEKENING, PERSAL NO, RANG,
VOORLETTERS EN VAN / SIGNATURE, PERSAL NO, RANK, INITIALS AND
SURNAME OF THE PERSON HANDING OVER

DIE PERSOON WAT OORNEEM SE HANDTEKENING, PERSAL NO, RANG,
VOORLETTERS EN VAN / SIGNATURE, PERSAL NO, RANK, INITIALS AND
SURNAME OF PERSON TAKING OVER

GETUIE / WITNESS:

Nommer / Number, Rang / Rank, Name / Naam:

GETUIE / WITNESS:

Nommer / Number, Rang / Rank, Name / Naam:

Chapter 5: Structures, ledgers and inventories

30. Background

The purpose of this chapter is to exercise control over the creation and maintenance of structures, ledgers and inventories in order to ensure uniformity, proper accounting and a complete asset register.

31. Supply Chain Management system structures

- (1) System structures must be created on PAS based on the approved organizational structure as created on PERSAL. Supply Chain Management system structures on provincial or divisional level must first be approved by the Provincial Head: Supply Chain Management or Section Head responsible for Supply Chain Management at the division. The Supply Chain Management system structures must be created on PAS by the division TMS on national level.
- (2) The Provincial Head: Supply Chain Management and Section Head responsible for Supply Chain Management at divisional level are

responsible for monitoring all structural changes in accordance with decisions by the divisional or provincial commissioner. The monitoring functions include stock taking, transfers and audits to confirm finalization of all administration and system transactions.

- (3) The accounting functionary or chief user must before any physical transfer of property from a structure to be closed or moved, may take place, must –
 - (a) update all transactions on PAS relating to that structure by capturing all outstanding transactions (receipts and issues) up to that date on PAS; and
 - (b) conduct a stocktaking as set out in Chapter 13, to determine the status of all government property at the structure.
- (4) The discrepancies (surpluses and losses) as identified in the stocktaking must be captured on PAS by the accounting functionary or chief user. Fictitious inventories created in order to disguise losses must be cleared and losses must be registered where they are supposed to be registered. All surplus transactions must be finalized, as these items must form part of the transfer process.
- (5) Outstanding requisitions for items from provisioning stores and official orders for items from suppliers may not be cancelled as these have already been budgeted for or committed against the structure. Upon receipt of the items, the items must be accounted for on PAS by the accounting functionary or chief user and then transferred on PAS to the identified place and accounting unit. No new requisitions or official

orders may be captured against the structure on PAS.

- (6) Transfers in terms of personal inventories of members, vehicles and other equipment may thereafter be effected in accordance with decisions by the relevant divisional or provincial commissioner. All transfer transactions must be captured accordingly on PAS.
- (7) The following rules must be complied with by the accounting functionary:
- (a) **Capitalized and controlled items**
- (i) Transfers may only be effected to active structures on PAS.
 - (ii) Transfers must be effected according to the following options:
 - Total personal inventory;
 - Total inventory or only certain items on an inventory;
 - Total chief user or only certain inventories of a chief user;
 - Total accounting unit or only certain chief users of an accounting unit.
 - (iii) In the case of hired equipment, the contractor must be informed of the new location for maintenance purposes. In the case of photocopy machines, the contractor must physically transfer the equipment to ensure that the contractor is liable for damages.
 - (iv) Cellular phones may not be transferred on personal inventory as they are allocated to a post.
 - (v) Serial controlled registers and face value forms must be dealt with in accordance with Chapter 9.

- (vi) If a number of firearms and ammunition, which do not form part of personal inventories, must be transported, an employee with a **top secret** security clearance must be approached to make the arrangements for the transport in strict compliance with the instructions set out in letter 18/3/1 over 18/4/1 dated 23 July 1998. This letter is classified as **top secret** and may only be viewed by employees with the necessary **security** clearance.
 - (vii) Safes must be moved and transferred in accordance with Chapter 8.
 - (viii) Registered boards of survey and cases of losses, must be finalized in the files and the transactions on PAS. These files and transactions are not transferrable.
 - (ix) The details of members must be transferred to the correct organizational structure on PERSAL in order to ensure that their personal inventory is transferred to the correct structure on PAS.
- (b) **Uncontrolled or consumable items:**
- The accounting functionary must —
- (i) transfer all uncontrolled or consumable items still in store, to the identified structure (accounting unit) on PAS. The receiving structure must then issue the items.
 - (ii) register all uncontrolled or consumable items in the SAPS 24 register, reconcile the final totals and record it in the register for stocktaking purposes.
- Uncontrolled or consumable items must be physically transferred to the identified structure for registration in the SAPS 24 register of the receiving structure.

Acknowledgement of receipt must be obtained by the transferring structure in the SAPS 24 register.

- (8) The designated personnel must keep the voucher series for all receipt and transfer transactions up to date in the applicable files.
- (9) After all transactions have been finalized, the closed structure, whether chief user or accounting unit, must be closed on PAS by division TMS on national level, once a certificate by the provincial or national inspection team indicates that all transactions have been audited.

32. Item master

- (1) The item master is a central register of all items and services that are available in the Police Service, irrespective of their classification. All items and services must first be codified before a ledger can be created for the item or service. The item master is centralized for the allocation of item control numbers.
- (2) Codification is the process of identification, classification and numbering of an item or services on a uniform basis.
- (3) In order to ensure the codification of an item or service before it is purchased, the user must obtain report R 0095 or make enquiries regarding item or service identification on the item master on PAS.
- (4) If the item or service is not codified, the user must apply for the codification of the item or service to the Divisional Commissioner: Supply Chain Management and the user must provide all information

regarding the item or service so that specifications can be verified during codification. The Divisional Commissioner: Supply Chain Management must notify the user, in writing, as soon as an Item Control Number has been allocated to the item or service.

33. Ledgers

- (1) A ledger is a record, approved by the National Treasury, in which all transactions in connection with an item or service are recorded.
- (2) The following are prerequisites for the creation of a ledger for an item or service on a structure:
 - The accounting unit or provisioning store must have been created on the system before a ledger for an item or service can be created.
 - the item(s) or service(s) must appear on the item master.
 - the accounting functionary or store master must approve the creation of the ledger.
- (3) Only one ledger may be created for one item or service on the item master. All stock or items received on the account of the accounting functionary or store master, must be accounted for in the ledger account, irrespective of whether it is a capitalized, minor, controlled current or uncontrolled asset.
- (4) Since uncontrolled or consumable items are expendable, further accounting after issuing thereof to chief users is not necessary. However, thorough control must be exercised over these items in a SAPS 24 register. All issues from provisioning stores, irrespective of classification, must be accounted for on the ledgers of accounting

units.

- (5) The purpose of a balance adjustment is to alter balances on the ledger if a shortage or surplus is discovered during stocktaking or if an item is subject to a board of survey.
- (6) Balance adjustments may only take place in the following instances:
 - Surplus
 - Shortages and losses
 - Unserviceable and obsolete items
- (7) All adjustments are subject to inspection for verification and reporting on reasons why the balance adjustments have been made in order to obtain approval for the transactions.
- (8) Approval for balance adjustments must be obtained from the Confirming Authority on a higher level in the Supply Chain Management structure in accordance with the delegation of powers for Supply Chain Management.

34. Inventories

- (1) Inventories may only be created under the structure of an accounting unit.

- (2) **Types of inventories**

An accounting functionary may only create room, vehicle and personal inventories under a chief user in his or her accounting unit structure.

The following must be noted regarding the inventories created under

a chief user:

(a) **Room inventories**

Room inventories must be created according to the physical layout of a building. No fictitious inventories may be created.

(b) **Vehicle inventories**

Vehicle inventories must be created according to the vehicles allocated to the structure. The serial number of the vehicle must be used to create an inventory.

(c) **Personal inventory**

(i) Every member of the Service is provided with a personal inventory on which approved equipment is accounted for when he or she is appointed. These instructions are also applicable to the personal inventory that is used for reservists.

(ii) Every employee appointed under the occupational group of security officials under the Public Service Act, is provided with a personal inventory on which approved equipment is accounted for when he or she is appointed.

(iii) The lists of approved equipment for members, reservists and security officials, will be circulated by Supply Chain Management from time to time.

(iv) The government supplies personal equipment for use by members, reservists and security officials but the items remain government property. The member, reservist and

security official to whom the equipment is issued, is responsible for the maintenance and safekeeping of the property.

- (v) No member, reservist or security official may exchange any item issued to him or her with that of another member without prior authorization by the accounting functionary.
- (vi) Station commanders, unit commanders or accounting functionaries are held responsible for checking the personal equipment of the members, reservists and security officials. Losses and damages must be reported without delay.
- (vii) Whenever personal equipment is inspected and at any time or for any reason, the member, reservist or security official must present his or her personal equipment. See Chapter 10, Chapter 13 and SO(G) 225 for further instructions on inspection of equipment.
- (viii) If a member, reservist or security official is suspended, discharged, retires or dies, all equipment that had been issued to him or her, must be handed in. The accounting functionary must compare the equipment with the personal inventory of the member, reservist or security official kept by the accounting functionary and special attention must be given to missing, damaged and unserviceable items.

- (ix) Members, reservists or security officials who retire or immediate family of deceased members, reservists or security officials may, in accordance with the delegations of Supply Chain Management, purchase personal equipment of the retired or deceased member, reservist or security official excluding firearms, ammunition and bullet resistant vests, against book value of the item on condition that the items are not required for operational use.
- (x) Unserviceable items, excluding firearms, must be disposed of by the accounting functionary on local level. **Unserviceable firearms must be returned to the Firearm Provisioning Store in Pretoria.**
- (xi) All serviceable equipment that is handed in, must be redistributed by the accounting functionary on local level according to operational need.

(3) Accounting of inventory items

- (a) All capitalized, minor and controlled current assets must be accounted for on inventory level.
- (b) An inventory must be assigned to a chief user at all times. More than one inventory may be assigned to a chief user.
- (c) An inventory may be assigned to an inventory controller.
- (d) The accounting functionary or chief user or inventory controller

must update inventories on the system when items are received or transferred.

(4) **Amendment to inventories**

Any amendment to the inventory must be dealt with according to the accounting source document. Amendments must be authorized and limited by the accounting functionary, to the minimum. A printout of the inventory report must be made after amendments have been made and the printout must be signed by the chief user or inventory controller and the responsible person in the office.

Chapter 6: Receipts and issues

35. Background

The purpose of this Chapter is to ensure the regulation of control over each receipt and issue transaction that takes place in the State Property Account.

36. General

- (1) All receipts and issues of State property must be accounted for immediately. No item may be taken on charge in the State Property Account without a receipt voucher having been completed and no item may be removed, withdrawn or issued from account before an issue voucher has been completed.
- (2) Voucher numbers are allocated by the provisioning administration system.
- (3) Receipt and issue vouchers must be kept separate in numerical sequence.
- (4) More than one item may be entered on one voucher. More than one line can be used for an item, but more than one item may not be entered on one line.
- (5) Receipt and issue vouchers may only be issued for one account. Items on different accounts must be indicated separately under the appropriate account. Categories must be listed in alphabetical order and the items of the category concerned in the sequence as they appear in the Vocabulary of Stores (a list issued by the Divisional Commissioner:

Supply Chain Management where all items and services are codified, described and classified).

- (6) If applicable, the serial number of an item must always be indicated on the voucher.
- (7) The store master or accounting functionary or the designated employee of the provisioning store or accounting unit and the person handing over or receiving the item, must sign all vouchers and must indicate their Personal numbers, names, ranks and the date.
- (8) If any State property that was forwarded by voucher is not received, the items not received must be indicated on the voucher and, without delay, be reported to the relevant Supply Chain Management and Loss Management office.
- (9) Issuing transactions may only be made on the production of an authorized requisition. Uniform Shops may only issue items if a member can show his or her appointment certificate.
- (10) Internal warehouse transactions (from the receipt of stock to after the issue of stock to accounting units, members or external bodies) are excluded from these instructions.
- (11) The agents in the agent structure must keep separate files for all accounting units in his or her structure.

37. Receipts

(1) External receipt at the provisioning store

- (a) The external receipt process on PAS must be followed when the store master receives stock at the provisioning store with an official order form. An external receipt voucher (ERV - R0055-1) must be printed by the system at the provisioning store. The ERV number starts with an O.
- (b) The extraordinary receipt process on PAS must be followed, for any of the following reasons:

Code	Reason	Source document
2	Donation/transfer receive	<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary Receipts. - An offer made for donation or transfer. - Approval according to delegation for SCM.
3	Regulation 80(6)	<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary Receipts - Identification documents for vehicles.

		- Approval according to delegation for SCM.
7	Over deliveries	<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary Receipts - Copy of applicable delivery note/invoice. - Approval according to delegation for SCM Approval by Financial Services.
8	Recovered, lost or stolen property	<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary Receipts. - Identification documents from Loss Management System.

- (c) The return process on PAS must be followed when a member wants to return uniform pieces to the Uniform Provisioning Store or the Uniform Shop. A return voucher (RV - R 0131) must be generated on and printed from the system at the provisioning store.

- (d) The faulty receipt process on PAS must be followed when stock, which is received from the supplier and already accounted for on PAS, is found to be faulty in terms of preconditions. The following reason codes must be utilized:

Code	Reason	Source document
1	Damaged	<ul style="list-style-type: none"> - Approved report R 0077. - Copy of applicable delivery note or invoice.
2	Quality	<ul style="list-style-type: none"> - Approved report R 0077. - Copy of applicable delivery note or invoice.
3	Over deliveries	<ul style="list-style-type: none"> - Copy of applicable delivery note or invoice. - Approval according to delegation of Supply Chain Management. - Approval by Financial Services. - Completed VAS 46 Extra Ordinary Receipts.

4	Under deliveries	<ul style="list-style-type: none"> - Copy of applicable delivery note/invoice. - Completed VAS 46 Extra Ordinary Receipts.

(2) **Internal and external receipt at accounting unit**

(a) **Internal receipt**

The internal receipt process on PAS must be followed when the inventory controller or the chief user wants to return items to the accounting unit. An internal receipt voucher (IRV - R 0055) must be printed from the system at the accounting unit. The IRV number will start with an O.

(b) **External receipt**

(i) The external receipt process on PAS must be followed when the accounting functionary receives stock with an official order form directly at the accounting unit. An external receipt voucher (ERV - R 0055-1) must be printed from the system at the accounting unit. The ERV number starts with an O.

- (ii) The simultaneous receipt and issue process on PAS must be followed when stock is received directly at the chief user or at the accounting unit, but simultaneously issued to the chief user with an official order form. Simultaneous receipt and issue vouchers (SRIV R 0055-2) must be printed from the system at the accounting unit. The SRIV will start with an S.
- (iii) The extraordinary receipt process on PAS must be followed for any of the following reasons:

Code	Reason	Source document
1	Cash purchase of durable items	<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary Receipts. - Application and request for cash purchase. - Approval by Procurement and Financial Services.
2	Donation/transfer receive	

		<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary Receipts. - An offer made for donation/transfer. - Approval according to delegation for SCM.
3	Regulation 80(6)	<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary Receipts. - Identification documents for forfeited items. - Approval according to delegation for SCM.
8	Recovered, lost or stolen	<ul style="list-style-type: none"> - Completed VAS 46 Extraordinary
9	Leased items	<ul style="list-style-type: none"> - Lease contract.

		- Completed VAS 46 Extraordinary Receipts.
10	Animals	- Copy of extract from breeding register. - Completed VAS 46 Extraordinary Receipts.

- (iv) Faulty receipts such as damaged items or items of inferior quality, may not be accepted at accounting unit level. Over and under deliveries may also not be accepted at accounting unit level. Any under deliveries must be handled as a partial delivery on the external receipt process.

38. Issues

(1) External issues at the provisioning stores

- (a) The store issue process on PAS must be followed when a provisioning store want to send stock to an accounting unit. A store issue voucher (SIV - R 0056) and a schedule issue voucher (SIV-R 0053-1) must be printed by the system. The SIV number starts with a U.
- (b) The extraordinary issue process on PAS must be followed for any of the following reasons:

Reasons	Source document
Cash sales	<ul style="list-style-type: none"> - Application or request for cash purchase. Approval according to delegation for SCM. - Completed VAS 47 Extraordinary Stock Issues.
Donation/transfer issued	<ul style="list-style-type: none"> - Application or request for donation/transfer. - Approval according to delegation for SCM. - Completed VAS 47 Extraordinary Stock Issues.

(2) **Internal and external issues at accounting units**

(a) **Internal issues**

The internal issue process on PAS must be followed when the accounting unit wants to send items to the chief user or inventory

holder. An internal issue voucher (IIV - R 0053) will be printed by the system at the accounting unit. The IIV number will start with a U.

(b) **External issues**

The external issuing process on PAS must be followed when an accounting unit wants to transfer items, vehicles or personal inventories to another accounting unit. Both accounting functionaries must agree to the transfer. An external issue voucher (EIV - R 0056) will be printed by the system at the accounting unit. The EIV number will start with a U.

(c) The extraordinary issue process on PAS must be followed by complying with the mentioned conditions, for the following reason:

Code	Reason	Source document
2	Items issued to external bodies (shooting practices)	<ul style="list-style-type: none"> - SAPS 39 and approval for shooting practices. - Completed VAS 47 Extraordinary Stock Issues.

3	Back to supplier (Items under guarantee /warrantee that must be	<ul style="list-style-type: none"> - Completed VAS 47 - Extraordinary Stock Issues. - Copy of guarantee/warrantee.
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39. Distribution and filing of vouchers

(1) External issues and receipts

- (a) The accounting functionary or store master must send a copy of the signed issue voucher to the accounting functionary where the need arose and file the original signed issue voucher in the VA 5 file.
- (b) The accounting functionary who received the stock, must do the necessary acknowledgement of receipt and file the original, signed receipt voucher with the copy of the issue voucher in the VA 6 file.
- (c) The accounting functionary who receives the stock, must return the copy of the signed receipt voucher to the accounting functionary or store master who issued it and who in turn, must file it with the original signed issue voucher in the VA 5 file.

(2) VA 5 file

- (a) This file is used for issue vouchers. All computer-printed issue vouchers (i.e. External, Internal, Extraordinary and Schedule

Issue Vouchers), use the same issue series at a store or unit. All printed issue vouchers must be filed in the same file.

- (b) In the case of shooting practices the extraordinary issue voucher (R 0165) must be filed together with the original SAPS 39 and VAS 47 forms, as well as the original approval for the shooting practices in the VA 5 file.

(3) **VA 6 file**

This file is used for receipt vouchers. All computer-printed receipt vouchers (i.e. **Eternal, Internal and Extraordinary Receipt Vouchers**) use the same receipt series at a store or unit. All printed receipt vouchers must be filed in the same file.

(4) **Simultaneous receipt and issue vouchers**

The simultaneous receipt and issue vouchers must be filed in a separate VA 6 file because the documents have their own sequence, starting with an S.

(5) **0-9 Control File**

The 0-9 control file serves as a suspense file at Transit-in where the commitment copy of orders are attached to receipt vouchers and filed according to the order form number in this file, until receipt of the stock is acknowledged.

(6) **Z 20 file**

Separate Z 20 files must be opened by the accounting functionary for his or her accounting unit for the filing of the following documents:

- Receipt voucher for items from other accounting units and provisioning stores;
- VAS 46 extraordinary receipts; and
- VAS 47 extraordinary stock issues.

Chapter 7: Appropriation of found, unclaimed and forfeited property by the SAPS

40. Purpose

The purpose of this Chapter is to exercise effective control over found, unclaimed and forfeited property which have been appropriated in accordance with Regulation 80(6) of the Regulations for the SAPS.

41. Delegation

- (1) The National Commissioner of the South African Police Service is, according to Regulation 80(6) of the Regulations for the South African Police Service, vested with the power to appropriate certain found, lost and unclaimed property that comes into possession of the Service and which can, in one way or another, be used for official purposes.
- (2) The National Commissioner has delegated the execution of these powers to Supply Chain Management. The identification of items and approval for the appropriation of items must be done in accordance with the delegations for Supply Chain Management.
- (3) Cellular telephones, firearms, ammunition and pyrotechnics may not be appropriated in terms of these instructions.

42. Pre-inspection to determine usefulness

Before found, unclaimed and forfeited property can be sold, the delegated functionary, with the aid of an expert, must ascertain the usefulness, suitability and serviceability of the property to be used by the Service.

43. Administrative procedure

- (1) The chief user or accounting functionary must compile an application for submission to the delegated official. The application must provide a detailed description of the item(s) as well as a motivated recommendation for the use thereof.

- (2) The following aspects must be addressed in the application:
 - (a) Is the Service satisfied with the quality and condition of the item?
 - (b) Is the item essential in terms of the existing need analysis and beneficial to the Service?
 - (c) Are there any financial implications involved with the appropriation of the item?
 - (d) Can the Service's budget accommodate the current running cost of the item as well as the carry-through cost for the following financial years?
 - (e) Are the specifications of the item compatible with similar property which is already in use by the Service?

- (3) A certificate which indicates the financial implications regarding the appropriation of the item, must be obtained from the local financial office. The certificate must clearly indicate that the divisional or provincial

budget can absorb the current running cost as well as the carry-through cost pertaining to the following financial years.

- (4) Determine the market-related value of the item(s).
- (5) Refer the complete motivated application and all supportive documents to the relevant Supply Chain Management office for approval. Cellular telephones, firearms, ammunition and pyrotechnics are excluded from these instructions.

44. Accounting of appropriated property

All Regulation 80(6) appropriated property must be accounted for on PAS through the prescribed extraordinary receipt process as stated in Chapter 6.

Chapter 8: Safes, vaults and portable gun safes

45. Purpose

The purpose of this Chapter is to regulate the control over and utilization of safes, vaults and portable gun safes in the Service.

In this Chapter, unless the context suggests otherwise, “safe” includes “vault or portable gun safe”.

46. Application for a new, additional, transfer or moving of a safe

- (1) An application for a new or additional safe must be forwarded to the relevant provincial or divisional SCM office for consideration and authorization as determined by the General Delegations of Powers and Authorization to Perform Duties document for SCM.
- (2) Written authorization must be obtained from the relevant SCM office as determined by the Delegations of Powers and Authorization to Perform Duties document for SCM, prior to the transfer or moving of a safe.

47. Serial numbers, registers and history files of safes

- (1) The serial number allocated to a safe by SCM must be quoted in all correspondence regarding the safe.
- (2) The accounting functionary must keep a register with the details of every safe under his or her control, excluding any portable gun safe. The details must include —

- (a) the serial number of the safe;
 - (b) street address of the office and office number where the safe is used; and
 - (c) details of the duplicate keys of the safe indicating the number of keys for exterior doors, interior doors, drawers and interior boxes.
- (3) The accounting functionary must maintain a history file for every safe under his or her control containing all the relevant documentation relating to the safe. The history file must be filed at the office of the accounting unit on whose State property account the safe is accounted for.

48. Use of safes

- (1) The general instructions on safes, VA 30 form issued and supplied by SCM, must be fixed to the inside of the safe door and be strictly complied with.
- (2) Private property may not be stored in an official safe.
- (3) Use of a safe should usually not be shared. If circumstances necessitate that a safe must be shared, arrangements must be made to ensure the determination of the responsibility for the safekeeping of money or property in the safe.

49. Safekeeping of safe keys

- (1) Strict precautions must be taken by commanders and the designated employee responsible for control over a safe for the safekeeping of

the keys of that safe.

- (2) The keys to safes and vaults where firearms are stored must be handled by the **station commander or unit commander** or his or her **delegate who must be a senior member of the Police Service**. The safekeeping of keys and vaults with firearms, may not be entrusted to clerks and junior members
- (3) The keys to safes and vaults where firearms, ammunition and pyrotechnical equipment are stored must be handled by the store master of the applicable store of the **Provisioning Store: Firearms and Ammunition Management**.
- (4) Safe keys must be **carried on the person of the designated member** and may not be left with an unauthorized person.
- (5) The station commander of an accounting station must retain the duplicate safe keys of all safes on the State property account of the stations, garages and Radio Technical Units falling under the accounting station.
- (6) **A provincial commissioner must retain the duplicate safe keys of the safes on the state property accounts of the accounting station and at provincial level.**
- (7) The Section Head: SCM, Head Office must retain the duplicate safe keys of all the safes on the state property accounts of Head Office; and the Section Head: Support Services at a division must retain the duplicate safe keys of all safes on the state property accounts of the division.

- (8) The Head: Movable Government Property at division Supply Chain Management must retain the duplicate safe keys of all the safes on the inventory of all the provisioning stores, SCM.
- (9) Upon receipt of the duplicate safe keys, the keys of each safe must be put in a separate envelope. The envelopes must be sealed with an official brass seal in the presence of an officer and two witnesses.
- (10) The serial number of the safe must be written on the sealed envelope.
- (11) The officer and two witnesses, in whose presence the envelopes were sealed, must sign next to the official seal and the officer must complete the following certificate:

I certify that I have sealed the duplicate keys, consisting of.....
(specify number and type), in respect of safe or vault number
..... (serial number of safe or vault) with official brass seal
number (number of seal).

.....
PLACE SIGNATURE OF OFFICER

.....
DATE WITNESS

.....
WITNESS

- (12) The sealed envelopes must be filed in numerical order in a suitable

container and kept in a safe. Access to safes where duplicate safe keys are kept must be limited and at least two persons must be present when the safe is accessed.

- (13) If a duplicate safe key is needed, a written application clearly stating the reason for the need, must be submitted to the employee responsible for the duplicate safe key. If the application is approved the duplicate key must be handed over in writing and when the duplicate safe key is returned it must again be sealed in an envelope as provided for in subparagraphs (9) to (11).
- (14) A duplicate safe key may only be made with written authorization as determined by the General Delegations of Powers and Authorization to Perform Duties document for SCM.

50. Safes issued on personal inventory

- (1) If a member resides in a private residence and a safe is issued to the member for the safekeeping of his or her official firearm, the safe must be issued on the personal inventory of the member.
- (2) If a safe is issued to a member on his or her personal inventory, the standards prescribed by the Firearms Control Regulations, 2004 must be complied with.
- (3) A safe issued on the personal inventory of a member remains the property of the Service.
- (4) A member is responsible for the control over and safekeeping of both the safe key and duplicate safe key of a safe issued to him or her on

his or her personal inventory.

- (5) If married members of the Service permanently reside in the same private residence, only one safe may be issued to them. The safe must be issued on the personal inventory of one of the members.
- (6) The Service is responsible for the cost of fitting and removing a safe at a private residence.
- (7) If a member resigns, is dismissed or passes away, the chief user or accounting functionary must, as soon as reasonably possible, take steps to remove a safe that was issued to the member on his or her personal inventory from the member's residence (if a member retires or passed away, he or she or the immediate family of deceased member may, in accordance with the delegations of Supply Chain Management, purchase such a safe, against its book value, on condition that it is not required for use by the Service).
- (8) If a member resides in a private residence in terms of an official rental or lease agreement between the Service and the landlord of the residence, the Service may negotiate with the landlord to install a safe issued to the member on his or her personal inventory. If the landlord refuses installation of a safe on the property, the member may not be issued with a safe on his or her personal inventory.

51. Safes issued to a member residing in single or married member's quarters or training colleges

- (1) If a member resides in single or married member's quarters, or a training

institution and he or she is issued with a safe for the safekeeping of his or her official firearm, the safe must be issued on the inventory of the relevant single or married member's quarters or training college.

- (2) A safe issued on the inventory of a single or married member's quarters or training college may not be removed when the residing member evacuates the quarters or training college. The safe must be inspected upon occupancy and evacuation.

Chapter 9: Face-value forms and serial number controlled books

52. Background

The purpose of this Chapter is to control the requisition, safe keeping and handling of face-value forms and serial number controlled books.

53. Classification of face-value forms and serial number controlled books

(1) The following are classified as *face-value forms*:

- (a) Z1512- Manual Receipt-book
- (b) Z492 - Commitment in respect of goods, services (order form books)
- (c) J70 - Admission of guilt receipt
- (d) J70(a) - Admission of guilt receipt
- (e) J398 - Bail
- (f) J399 - Bail receipt
- (g) SAPS 154- Exemption from payment of toll
- (h) Z356 - Warrant vouchers (computer)
- (i) Z353 - Warrant voucher book (hand writing)

(2) The following are classified as *serial number controlled books*:

- (a) SAPS 14(a) - Notice of Constitutional Rights
- (b) SAPS 14(b) - Receipt of release
- (c) SAPS 22 - Proof of prisoner's property
- (d) SAPS 43 - Register of exhibits
- (e) SAPS 70 - Hospitalization of prisoner
- (f) SAPS 263 - Motor vehicle engine clearance
- (g) SAPS 263(A) - Sales voucher: Vehicle/ bodywork/engine
- (h) SAPS 496 - Warning to appear in court
- (i) SAPS 497 - Notice to witness to appear in lower court
- (j) J 534 - Written notice to appear in court

54. Requisitioning of forms and books

Forms and books must be requisitioned as set out below:

Requisitioner	Form/book requisitioned	Requisition form	Issuing office
Head Office divisions/ Provinces	Par 53(1)(a) to (h) and 53(2)(a) to (j)	SAPS 585	The provisioning store, Supply Chain Management

Employee in capacity of clerk of the court	Par 53(1)(a) to (g) and 53(2)(a) to (j)	Z254	Magistrate's court in the province

55. Responsibility for books and forms

- (1) The *accounting functionary* or an employee designated by him or her has the following responsibilities with regard to *face-value forms* and *serial number controlled books*:
- (a) the receipt, safe keeping and issuing of reserve stock;
 - (b) the keeping of the SAPS 186 and 186(a) Registers; and
 - (c) the keeping of the SAPS 185 Register.
- (2) The designated employee must be appointed in writing to exercise the above-mentioned responsibilities.

56. Receipt of forms and books

On receipt of *face-value forms* or *serial number controlled books* by the accounting functionary, the accounting functionary or the employee designated by him or her, must follow the following procedure:

Step	Action
1	Check the forms and books that were received, making sure that forms or pages are not missing.
2	Number the pages of the SAPS 186(a) Register to the end and create an index on the first page and allocate a number of pages per individual <i>face-value form</i> or <i>serial number controlled book</i> .
3	Complete the SAPS 186(a) Register, using separate pages for each type of form
4	<p>Enter the certificate indicated below as follows:</p> <ul style="list-style-type: none"> - in the inner flyleaf of every <i>face-value form</i> and <i>serial number controlled book</i> received; or - on the office copy of the SAPS 185(a) or 185(b) where applicable, if the forms are not bound in book format. <p><u>Certificate</u></p> <p>Checked and no forms or pages are missing.</p>

	_____ Signature	_____ Name in print	_____ Date
5	Enter the certificate indicated below as follows: – on the cover page of the SAPS 186(a) Register. <div style="text-align: center;"><u>Certificate</u></div> <p>Checked and no pages are missing. Pages are numbered from to</p> <div style="text-align: center;"> _____ Signature </div> <div style="text-align: center;"> _____ Name in print </div> <div style="text-align: center;"> _____ Date </div>		
6	Report any inconsistencies immediately to the <i>accounting functionary</i> so that he or she can provide a statement for audit purposes setting out the inconsistencies that appear in the book.		
7	Obtain the statement of the <i>accounting functionary</i> and file it in the form or book in which the inconsistency appears.		
8			

	File the document(s) which confirm(s) the delivery / receipt with regard to the serial numbers in a Z20 file, which forms part of any inspection or audit.
9	Lock away all unused <i>face-value forms</i> and <i>serial number controlled books</i> received.

57. Issuing of forms and books

- (1) When a *face-value form* or *serial number controlled book* is issued by the *accounting functionary* or an employee designated by him or her, to a chief user, station or user office, such employee must —
 - (a) issue it in numerical sequence;
 - (b) complete a receipt (SAPS 185(a)) in duplicate for every issue of *face value forms*;
 - (c) complete a receipt (SAPS 185(b)) in duplicate for every issue of *serial numbered controlled books*;
 - (d) retain the copy of the receipts (SAPS 185(a) or (b)) in a Z20 file for inspection purposes; and
 - (e) not issue more forms or books than are needed by a clerk, user or a member.

- (2) *Face-value forms* and *serial number controlled books* may not be transferred from one chief user, station or user office to another without

a written permission of the responsible *accounting functionary* and the transfer must be recorded in the SAPS 186 Register.

- (3) The written permission must be filed together with SAPS 185(a) or (b) mentioned in sub-paragraph (1) above in the Z20 file.
- (4) All issues of forms and books must be carried out against the signature of the *accounting functionary* or an employee designated by him or her who receives them.
- (5) The receiver must receive the *face-value forms* or *serial number controlled books* in a similar manner in a SAPS 186 Register as described in paragraph 56 (steps 1 - 2) (above).
- (6) Issues between two accounting stores, must be dealt with in a same manner from the issuing SAPS 186(a) Register upon written approval by the issuing accounting functionary. The receiving accounting functionary must receive the *face-value forms* and *serial number controlled books* in the SAPS 186(a) Register at his office.

58. Safe keeping and inspection of forms and books

- (1) When not in use, *face-value forms* or *serial number controlled books* must be locked away in a strong room, safe or safe deposit at all times.

- (2) The *accounting functionary* or the commander of an office or an employee charged with this duty must balance the SAPS 186(a) or SAPS 186 Register on a regular basis, and verify it once a month on the basis of the stock on hand.

- (3) The *accounting functionary* or commander must ensure adequate safe guarding of *face-value forms* or *serial number controlled books* which are in daily use by employees.

59. Dealing with forms and books on change of commanders

- (1) On change of all levels of commanders and employees in control of *face-value forms* and *serial number controlled books*, the forms and books must be carefully examined and included in the relevant certificate of transfer.
- (2) If an employee is released from his or her duties with relation to *face-value forms* and *serial number controlled books*, the employee taking over the stock will be responsible for checking the books and forms, and signing the certificate.

60. Dealing with forms and books if user offices close

- (1) On the closing of a police station or office, all *face-value forms* and *serial number controlled books* recorded in the SAPS 186 Register, together with the SAPS 186 Register, must be returned intact to the responsible *accounting functionary*.
- (2) The *accounting functionary* must —
 - (a) take unused *face-value forms* and *serial number controlled books* on charge according to paragraph 56 and reissue them according to paragraph 57; and
 - (b) deal with all other *face-value forms* and *serial number controlled books* in accordance with paragraph 61.
- (3) Closure of an accounting functionary's office:

- (a) All closed *face-value forms* and *serial number controlled books* are to be dealt with in terms of the National Archives Act, 1996 (Act No. 43 of 1996).
- (b) All partly used *face-value forms* and *serial number controlled books* are to be cancelled and closed and stored at the Registry/Archives of the accounting functionary which is taking over.
- (c) All unused *face-value forms* and *serial number controlled books* must be transferred in terms of par 57(6) for further use.

61. Disposal of forms and books

- (1) Fully used *face-value forms* and *serial number controlled books* must be closed by an officer (the officer may be the direct commander of the employee or one of the personnel at the office of the accounting functionary) who must —
 - (a) write the word “closed” on the front page; and
 - (b) below it, apply his or her signature, name in print, the date of signature and the date (year) of disposal.
- (2) (Partially used, obsolete, damaged and unused or unusable *face-value forms* and *serial number controlled books* must be closed by the responsible *accounting functionary* who must —
 - (a) cancel all unused forms in the book;
 - (b) write the word “closed” on the front page; and
 - (c) below it, apply his or her signature, name in print, the date of signature and the date (year) of disposal.
- (3) All *face-value forms* and *serial number controlled books* must be retained for the periods prescribed in the Record Classification System and / or Treasury Regulations.

- (4) The manner of disposal is to tear or shred the paper in terms of the Waste Paper contract.
- (5) Before disposal, closed *face-value forms* and *serial number controlled books* are still subject to auditing.

62. Return of fully used and closed face-value forms and serial number controlled books to the accounting functionary

- (1) When a fully used *face-value form* or *serial number controlled book* is closed by an officer as described in paragraph 61(1)(a), he or she must make an entry in the "Remarks" column of the SAPS 186 Register to indicate the closure and return of the fully used or closed *face-value form* or *serial number controlled book* to the accounting functionary or designated employee.
- (2) The accounting functionary or designated employee must record the receipt of a fully used or closed *face-value form* or *serial number controlled book* in the "Disposal" columns of the SAPS 186(a) Register.
- (3) The final disposal column must be completed when physical disposal occurs.
- (4) The closed *face-value forms* or *serial number controlled books* must be filed at Registry / Archives until physical disposal.

Chapter 10: Official firearms and ammunition

63. Background

The purpose of this Chapter is to regulate control of official firearms and ammunition.

64. Categories of official firearms

- (1) The Firearms Standardization Board must categorize official firearms into standard and non-standard firearms and classify standard firearms as firearms intended for use in the performance of normal policing functions and firearms intended for use only by specialized units.
- (2) Only standard firearms classified as firearms intended for use in the performance of normal policing functions, may be used in the performance of such functions: Provided that members to whom non-standard official firearms have been issued in the past, may continue to utilize those firearms until the firearms are replaced with standard official firearms.
- (3) Standard firearms classified for use by specialised units, may only be issued to members of such units.
- (4) Non-standard firearms must not, without the approval of the Firearms Standardization Board, be —
 - (a) issued to members;
 - (b) kept in the Firearm Provisioning Store; or
 - (c) repaired.
- (5) Armourers may not stock spares for non-standard firearms that are still in use. If a non-standard firearm needs repairs or becomes unserviceable it must immediately be disposed of in terms of paragraph

65. Marking of official firearms

An official firearm must be marked by SCM armourers with a unique identification mark allocated by the Central Firearms Registry in terms of regulation 83 of the Firearms Control Regulations, 2004.

66. Training

- (1) Before an official firearm may be issued to a member the member must successfully complete training by the Division: Training as prescribed in regulations 79 and 80 of the Firearms Control Regulations, 2004.
- (2) If a member has successfully completed the training referred to in subparagraph (1), the Division: Training must provide the member with written confirmation of the successful completion of the training in the handling of a specific firearm.
- (3) Every member who is required to handle an official firearm as part of his or her official duties, must take part in practice shooting sessions arranged by the Division: Human Resource Development as prescribed in regulation 79 of the Firearms Control Regulations, 2004.
- (4) If a member has successfully completed the practice shooting sessions as required in sub-paragraph (3), the Division: Human Resource Development must provide the member with written confirmation that the member is competent to handle an official firearm.

67. Issuing of an official firearm

- (1) A member is not entitled to be issued with an official firearm on his or her personal inventory for use in his or her private capacity when off duty.

- (2) Chief users must ensure that enough firearms are available at police stations and units to issue firearms to members for the performance of their functions and duties.
- (3) The following process must be followed if a member needs a firearm on his or her personal inventory for the performance of his or her official duties:

Stage	Description
1	<p>The member must submit a written application to his or her immediate commander for the issuing of a firearm. The application must contain the following information:</p> <ul style="list-style-type: none"> (a) a statement by the member as set out in paragraph 80; (b) the reason why the member needs the firearm on his or her personal inventory for the execution of his or her duties; (c) the type and calibre of the firearm for which the member is applying; and (d) the need for an official safe or description of the storage facility where the firearm will be stored when not in use in compliance with paragraph 72.
2	<p>Upon receipt of the member's application the immediate commander must ascertain whether the member —</p> <ul style="list-style-type: none"> (a) is fit to possess a firearm; (b) is competent to handle the specific firearm the member is applying for; (c) needs a firearm on his or her personal inventory for the performance of his or her official duties; and (d) has a safe or applied for a safe that meets with the requirements set out in paragraph 72.

3	<p>If the immediate commander is satisfied that the member meets the requirements in stage 2 and recommends the member's application, the following must be attached to the member's application:</p> <ul style="list-style-type: none">(a) a certificate by the immediate commander that —<ul style="list-style-type: none">(i) the member is in possession of a prescribed safe; or(ii) if the member is not in possession of a prescribed safe, that an official safe has been applied for and subject to the approval of the member's application for the issuing of a firearm and upon issue of the prescribed safe, that a certificate to that effect will be issued;(b) the statement by the member as set out in paragraph 80; and(c) a certified copy of the written confirmation from Division: Human Resource Development that the member received the prescribed training in the handling of the specific type of firearm.
4	<p>The immediate commander must forward the member's recommended application with the supporting documents to the station commander, unit commander or component head for approval.</p>

5	<p>If the application is approved by the station commander, unit commander or component head, the immediate commander must —</p> <ul style="list-style-type: none"> (a) file the original application on the member's personal file; (b) forward a copy of the approved application to the accounting functionary; (c) forward a copy of the approved application to the chief user for the issuing of a firearm.
6	<p>Upon receipt of the approved application the chief user must obtain the firearm, magazines and rounds from the station inventory. If the items are not available from the station inventory, the chief user must requisition it from the Firearm Provisioning Store, SCM through the accounting unit against the PERSAL number of the member.</p>
7	<p>If the firearm, magazines and rounds have been obtained, the chief user, or a designated employee, must enter the following information on the member's personal inventory —</p> <ul style="list-style-type: none"> (a) the type, calibre, make, model, unique identification mark and serial number of the firearm; (b) two magazines per firearm; and (c) the number of rounds that is issued, based on the capacity of the magazines and packing unit.
8	<p>The firearm, magazines and rounds are handed over to the member against an acknowledgement of receipt.</p>

- (4) If a member is applying for a second firearm on his or her personal inventory, the member's immediate commander must obtain approval according to the relevant SCM delegation.

- (5) The following process must be followed if a member needs a firearm for a specific period for the performance of his or her official duties:

Stage	Description
1	The process in stages 1 to 5 of subparagraph (3) must be followed.
2	Upon receipt of the approved application the chief user must obtain the firearm, magazines and rounds from the station inventory. If the items are not available from the station inventory the chief user must requisition it from the Firearm Provisioning Store, SCM through the accounting unit against the relevant chief user code.
3	If the firearm, magazines and rounds have been obtained, the chief user, or a designated employee, must enter the following information in the Firearm Register (SAPS 457) — (a) number and rank of the member; (b) the type, calibre, make, model, unique identification mark and serial number of the firearm that is issued; (c) two magazines per firearm; (d) the quantity of rounds issued, based on the capacity of the magazines and packing unit; (e) period approved and for which a permit is issued; and (f) all other information required by the register against the signature of the member.
4	The firearm, magazines and rounds are handed over to the member for the specific period against an acknowledgement of receipt.

- (6) The following process must be followed if a member is issued with a firearm for the performance of his or her official duties when the

member is on duty:

Stage	Description
1	<p>Before issuing a member with a firearm when he or she is on duty, the member's shift commander or immediate commander must —</p> <p>(a) obtain a statement from the member as set out in paragraph 80;</p> <p>(b) ascertain whether the member is fit to possess a firearm; and</p> <p>(c) ascertain whether the member is competent to handle the specific firearm to be issued to him or her.</p>
2	<p>The shift commander or immediate commander must obtain a firearm, two magazines and rounds from the station inventory.</p>
3	<p>The shift commander or immediate commander must issue a firearm to the member when his or her shift starts and the member must return the firearm and ammunition at the end of that specific shift by way of an entry in the Firearms Register (SAPS 457).</p>

- (7) The following process must be followed if a member is issued with a firearm for the performance of special duties:

Stage	Description
1	<p>The officer who issues the order for special duties must designate a member, in writing, to oversee the safekeeping and control of the firearms and ammunition used during the specific special duties.</p>

2	The designated member must keep a Firearms Register (SAPS 457) for all the firearms and ammunition that are issued and returned during the specific special duties.
3	If a Firearms Register is already in place it must be used for the special duties. If not, a separate register must be instituted for use by members on special duties.
4	Firearms and ammunition must only be issued to members who are assigned to the special duties.
5	<p>Before issuing a member with a firearm the officer who issues the order for special duties must —</p> <ul style="list-style-type: none"> (a) obtain a statement from the member as set out in paragraph 80; (b) ascertain whether the member is fit to possess a firearm; and (c) ascertain whether the member is competent to handle the specific firearm to be issued to him or her.
6	A member performing special duties must be issued with the appropriate official firearm for the performance of the specific special duties only and the firearm must be handed back to the designated member after completion of the special duties.
7	Upon completion of the special duties, the designated member, together with the officer who issued the order for special duties, must reconcile the firearm register with the firearms on hand. The firearms must physically be handed over to the chief user or accounting functionary concerned against acknowledgement of receipt in the register.

8	Upon completion of the special duties, the officer who issued the instruction for special duties must issue — (a) a certificate to certify that all firearms and ammunition issued for the special duties have been returned; or (b) a qualified certificate with a statement that a loss or damage was reported in terms of paragraph 74(1) or 75(1).
9	The completed certificate must be submitted to the chief user or accounting functionary for filing for inspection purposes.

68. Declaring a member unfit to possess a firearm

- (1) If a member is declared unfit to possess a firearm in terms of Section 102 or 103 of Firearms Control Act, 2000 (Act No. 60 of 2000) , he or she may not possess, have control over or use an official firearm.
- (2) A member who becomes or is declared unfit to possess a firearm, must within 24 hours, hand in his or her firearm and ammunition to the relevant chief user or accounting functionary.
- (3) If the immediate commander of a member becomes aware that a member has become or been declared unfit to possess a firearm, he or she must ensure that the member hands in his or her firearm to the relevant chief user or accounting functionary within 24 hours.
- (4) If the accounting functionary or chief user becomes aware that a member has been declared unfit to possess a firearm he or she must take in the official firearm of the member as soon as reasonably possible.

- (5) The accounting functionary or chief user must obtain a copy of the certificate issued to the member in terms of section 105 of *the Act*, with regard to the declaration of unfitness to possess a firearm.

69. The withdrawal of official firearms

- (1) A station commander, unit commander or section head must withdraw an official firearm from the personal inventory of a member if the member —
- (a) no longer requires a firearm for the execution of his or her official duties;
 - (b) is not competent to handle a firearm in terms of regulation 79 and 80 of the Firearms Control Regulations, 2004;
 - (c) is suspended in terms of the Discipline Regulations;
 - (d) dies;
 - (e) is absent from duty without leave; or
 - (f) resigns from the Police.
- (2) A station commander, unit commander or section head must not approve the issuing of a firearm to a member on his or her personal inventory in the circumstances set out in subparagraph (1)(a) - (c).
- (3) The immediate commander of a member must physically remove the firearm from the possession of the member if subparagraph (1) is applicable.
- (4) If the firearm and ammunition are accounted for on the personal inventory of a member, the station commander, unit commander or section head concerned must inform the relevant accounting functionary, in writing, through the chief user to have the items removed from the member's personal inventory.

70. The use of official firearms and ammunition

- (1) A member who has reported on duty, may not use his or her private firearm in the performance of his or her functions or duties.
- (2) Only official ammunition may be fired with an official firearm.
- (3) If a firearm or ammunition issued to member becomes unserviceable, the firearm or ammunition may be replaced with another firearm or ammunition: Provided that the exchange must be done with the necessary accounting transactions in the register, PAS and Firearm Provisioning Store.
- (4) A member who is in possession of an official firearm must have his or her appointment certificate and permit to possess the official firearm with him or her at all times.

71. The maintenance, modification and repairs of official firearms

- (1) Maintenance or modification of an official firearm must be done by official armourers at SCM.
- (2) A member may under no circumstances modify or repair any part of an official firearm.
- (3) An official firearm must, at least once a month, be cleaned and lightly oiled by the member who has immediate control over the firearm. Only official gun cleaning oil may be used when cleaning the firearm.

72. The safe keeping of official firearms and ammunition

- (1) An official firearm must always be worn with a firearm retention cord attached thereto when worn on the person of a member,

unless the nature of his or her duties requires the firearm to be concealed.

- (2) An official firearm and ammunition that are not under the direct and physical control of a member must be stored in a safe or strong room that conforms to the prescripts of SABS Standard 953-1 and 953-2 as prescribed by the Firearms Control Regulations, 2004.
- (3) Only a member of the Police may be made responsible for the storage of firearms and ammunition.
- (4) Firearms and ammunition may not be dispatched by post or courier services. Firearms and ammunition must be transported and safeguarded in accordance with the directives from time to time issued in this regard by the National Commissioner.

73. The inspection of registers and firearms

- (1) The chief user must inspect —
 - (a) the firearm register (SAPS 457) once a week and physically compare it with the firearms in the safes or strong rooms on the station inventory. The inspection must be recorded in the firearm register; and
 - (b) all firearms and ammunition on a room inventory of a safe or strong room, or issued to a member on his or her personal inventory twice a year. The certification function on PAS must be used to capture information regarding the inspection.
- (2) The member must present a copy of the written confirmation by the Division: Training that the member is competent when his or her firearm is inspected.
- (3) The inspection in terms of subparagraph (1) must be done according to

the instructions on inspection of personal inventories, stock taking and parade inspections.

- (4) The chief user must forward the outcome of the inspection in terms of subparagraph (1)(b) to the accounting functionary who must file it for audit purposes.
- (5) The designated SCM armourers must annually inspect all firearms on the room inventory of a safe or strong room, or issued to a member on his or her personal inventory.
- (6) The store master of the Firearm Provisioning Store must inspect all firearms in stock once a year. The certification function on PAS must be used to capture the information regarding the inspection. The inspection and certification may coincide with the annual stock taking in accordance with the instructions on stock taking.

74. Reporting of lost or surplus firearms and ammunition

- (1) Any loss of an official firearm and ammunition must upon discovery, as soon as reasonably possible, be reported to —
 - (a) the nearest police station and a case docket must be opened (in respect of a firearm);
 - (b) the relevant Loss Management office, in writing, for registration of the loss and to commence with the loss recovery process; and
 - (c) the accounting functionary or store master, in writing, for registration of the loss of the asset on PAS and submission of the affidavit by the responsible member, affidavit by witness, if any, and copies of PAS documentation to the Loss Management office .
- (2) Any surplus official firearms and ammunition must be reported to the accounting functionary or store master in writing for verification in terms

of firearm identification and to account for the surplus.

75. Damaged or unserviceable official firearms

- (1) All damaged firearms must be reported in writing to the accounting functionary or store master and the relevant Loss Management office for registration of the damage and liability investigation.
- (2) If an accounting functionary or chief user is convinced that an official firearm is in need of specialized repairs or must be refurbished owing to normal wear and tear, the firearm and magazines must be handed in at the local SCM armourers.
- (3) The SCM armourers must register the firearm on the Workshop Accounting System (WAS) against acknowledgement of receipt for repairs.
- (4) The SCM armourers must not interchange firearm parts marked with the serial number of the firearm when firearms are repaired.
- (5) The local SCM Armourers must issue a certificate for all unserviceable official firearms indicating that the firearm is unserviceable. The certificate must be submitted to the chief user or accounting functionary who must attach the certificate to the PAS documentation for disposal purposes.
- (6) All unserviceable official firearms must be reported to the accounting functionary.
- (7) The accounting functionary must dispose of unserviceable firearms in terms of the procedure mentioned in paragraphs 76 and 77.

76. Redundant Firearms and safety stock

- (1) All redundant firearms on provincial or divisional level must be dispatched to the Firearms Provisioning Store, taking into account the safety stock levels of stations or units.
- (2) The Firearms Provisioning Store must maintain minimum stock levels on standardized firearms as from time to time determined by the Divisional Commissioner: SCM.
- (3) The accounting functionary must ensure that a reserve of standard firearms is maintained at a minimum stock level of five percent of the human resources allocated to the structure.

77. Disposal of Firearms and Ammunition

- (1) Redundant, obsolete and unserviceable firearms and ammunition must be dispatched by the accounting functionary to the Firearms Provisioning Store and Ammunition Provisioning Store respectively.
- (2) Only the relevant Provisioning Stores at the Division: SCM may dispose of official firearms and ammunition. The Division: SCM must dispose of the firearms and ammunition in accordance with Firearms Control Act, 2000 (Act No. 60 of 2000) and relevant government policy.
- (3) A transaction to sell, donate, exchange or transfer an official firearm or ammunition to another state department or government institution must be —
 - (a) authorized by the Divisional Commissioner: SCM or the relevant functionary to whom this power has been delegated by the National Commissioner; and
 - (b) approved in writing by the National Conventional Arms Control Council (NCACC).

78. The removal of ammunition on station inventory

- (1) The accounting functionary must remove from the station inventory all ammunition used during a shooting practice or in the execution of normal policing functions as soon as possible, but not later than one month after the incident.
- (2) The accounting functionary must remove the ammunition from the account without delay with the Extraordinary Issue procedure and a factual report, explaining the circumstances under which the ammunition was used, must be attached to the SAPS 39.

79. Disposal of discharged cartridges

All discharged cartridges must be transported to the Divisional Commissioner: Supply Chain Management (Ammunition Provisioning Store) for destruction.

The following procedure must be followed by provincial- and divisional offices for collection and transportation of the discharged cartridges:

Stage	Description
1	Shooting range officers must ensure that discharged cartridges are collected after each shooting practice.
2	The accounting functionary or a designated employee must then collect the discharged ammunition cartridges from the range officer after a shooting practice.
3	When sufficient quantities are reached, the discharged cartridges must be weighed and sent to the Divisional Commissioner: SCM for destruction.
	The discharged cartridges must not be sent via post or

4	delivery services. It must be transported by road by police members.
5	A designated employee at the Ammunition Provisioning Store must receive the discharged cartridges, weigh and compare it with the total weight on the packing note. The designated employee must then sign the document when in order as acknowledgement of receipt and give a signed copy to the person who handed in the cartridges.
6	The signed copy of the packing note must be filed at the accounting store for audit purposes. The original signed packing note must be used by the Ammunition Provisioning Store to consolidate a destruction intervention and filed for audit purposes.

80. Statement regarding firearm

STATEMENT

I, no.:, rank:,
name:, stationed at
....., after having had the
relevant provisions explained to me by no.:,
rank:,
name:, state
the following:

1.

I have taken note of the provisions of section 120(8)(a) and (b) of the Firearms Control Act, 2000 (Act No 60 of 2000). I know and understand that it constitutes an offence if I —

- (a) fail to lock away a firearm in my possession in a prescribed safe or strong-room when such firearm is not carried on my person or is not under my direct control; or
- (b) lose such firearm, or am otherwise dispossessed of such firearm owing to my failure to —
 - (i) lock the firearm away in a prescribed safe or strong-room;
 - (ii) failing to take reasonable steps to prevent the loss or theft of the firearm while the firearm is in my possession or under my direct control; or
 - (iii) keep the keys to such safe or strong-room in safe custody.

2.

I have taken note of the content of Chapter 10 of National Instruction 6 of 2018 regarding the use of official firearms and ammunition.

3.

I have also taken note that —

- (a) I may be criminally prosecuted and charged with misconduct for the loss of a firearm; and
- (b) I may be held liable for the loss of the firearm and the amount of the loss may be recovered from me in terms of the Treasury Regulations.

4.

I agree to be subjected to a polygraph test regarding any matter set out in this statement. I understand that should I fail to adhere to an instruction to submit to such polygraph test that it will constitute misconduct.

5

I declare that, according to my knowledge, there is no reason why I may not possess an official firearm and why I may be regarded as unfit to possess a firearm in terms of section 102 and 103 of the Firearms Control Act, 2000 (Act No. 60 of 2000).

*I know and understand the content of the this declaration; I have no objection to taking the prescribed oath; and

I consider the prescribed oath to be binding on my conscience. or

*I know and understand the content of the this declaration; and

I solemnly affirm that the contents of this declaration are true.

Signed at on..... 20

.....
SIGNATURE OF DEPONENT

*I certify that the deponent has acknowledged that her or she knows and understands the content of this statement. The deponent has no objection in taking the prescribed oath. This statement was sworn to me and the deponent’s signature was placed thereon in my presence at (Place), on (Date) at (Time). Or

*I certify that the deponent acknowledges that he or she knows and understands the content of the statement. This statement was affirmed before me and the deponent’s signature was placed thereon in my presence at (Place), on (Date) at (Time).

.....
COMMISSIONER OF OATHS

.....
FULL NAME

..... DESIGNATION
(RANK) AND AREA FOR WHICH APPOINTED

.....
.....
.....

BUSINESS ADDRESS
.....

PLACE

.....

DATE

.....

TIME

* Delete if not applicable

Chapter 11: Animals

81. Background

The purpose of this Chapter is to ensure proper control over the provisioning, procurement, accounting, maintenance and disposal of dogs and horses (hereinafter referred to as animals, unless specifically referred to) of the South African Police Service (hereinafter referred to as Police Service).

The purpose of this Chapter is not to replace any other national instruction or divisional directive on the operational utilisation and management of animals.

82. Demand of animals

The demand for animals must be determined and submitted to the division Supply Chain Management by the relevant designated authority in terms of Chapter 2.

83. Procurement of animals

- (1) Animals may be procured by the Police Service through purchasing, breeding, or accepting of donations to the Police Service.
- (2) The ordering of animals for breeding or operational purposes, from approved external suppliers must be done by the relevant designated authority.
- (3) An animal that is being considered for possible purchase by or accepting as a donation to the Police Service must meet the requirements as determined by the National Commissioner.
- (4) The written recommendations of the following authorities or their designated representatives must be obtained if an animal is being

evaluated for possible procurement:—

- (a) a Police Service veterinarian;
- (b) the relevant designated authority responsible for breeding and training; and
- (c) the relevant designated authority responsible for the operational utilisation of animals

84. Purchasing animals

- (1) If an animal is to be purchased, the prescribed procurement procedure for state property must be strictly adhered to.
- (2) If an animal(s) is purchased, it must, as soon as reasonably possible, but in any event within forty eight hours after receipt of the animal, be accounted for in the asset register on PAS against the purchase price (cost price) of the animal(s).

85. Breeding of animals for use by the Police Service

- (1) Animals may only be bred internally by the Police Service at SAPS K9 Academy Roodeplaat and SAPS Mounted Academy Potchefstroom with the written authorization of the relevant designated authority.
- (2) Stud animals belonging to private owners may be used for breeding provided that the internal directives of the relevant designated authority and the policy on lend- for use agreements in terms of Chapter 16, as from time to time determined by the National Commissioner, are complied with.
- (3) Under no circumstance may dog or horse breeding be undertaken with police animals for private gain.

- (4) If an animal is not needed for breeding purposes, it must be sterilized.
- (5) If a dog or a horse is bred by the Police Service, it must be accounted for in the Asset Register on PAS against the fair value of the animal, within the following time frames:
 - (a) a foal that was bred by the Police Service must be accounted for three weeks after birth; and
 - (b) a puppy that was bred by the Police Service must be accounted for three weeks after birth.
- (6) To determine the fair value of the animal, the following methods should be considered:
 - (a) A quotation must be obtained from the active market and if no quotation could be obtained, a market value for a similar animal must be obtained.
 - (b) If an active market is not available for the specific animal, accounting functionaries may consider using any of the following methods:
 - (i) the most recent market transaction price, provided that the economic circumstances between the date of the transaction and the reporting date has not changed significantly; or
 - (ii) the market price for a similar animal adjusted to reflect differences.
- (7) The bred animals will be revised on an annual basis against the item control number (ICN) for animals centrally at the Division: Human Resource Management and Development.
- (8) A complete breeding register must be kept by the relevant designated authority responsible for breeding.

- (9) The SAPS 56 stating that the information regarding the animal is correct and that the animal can be taken onto account must be filed on the history file SAPS 84.

86. Donation of animals to the Police Service

- (1) This Chapter must be read with instructions on donations in kind in terms of Chapter 17.
- (2) If a K9 or Mounted unit is approached by a member of the public to assess an animal that may possibly be donated to the Police Service, the animal must be assessed by a designated official and the official must compile a report on the physical condition of the animal and its potential suitability to be trained. A **SAPS 505(a) form (Deed of unconditional and irrevocable donation inter vivo entered into by and between)** must be completed in all instances.
- (3) If an animal is assessed and found to be unsuitable, the animal must be handed back to the donor and the donor must be provided with reasons for refusal of the donation. The relevant deed of donation documentation, form SAPS 505(a), where the assessment of the suitability of the animal is captured, must still be completed and kept for record purposes.
- (4) If the animal however meets the basic physical requirements and a provisional finding is made in terms of suitability, the donor must be informed that the final acceptance of the donation is subject to approval by the National Commissioner.
- (5) Within thirty (30) days of receipt of the donated animal, the relevant designated authority must collect the donated animal with the animal's

physical report and relevant donation documentation, from the K9 Unit or Mounted Unit.

- (6) As soon as the animal is received at the relevant designated authority a history file (SAPS 84) must be opened as per temporary number allocated on the Veterinary System for the animal.
- (7) The relevant designated authority must receive the animal, file its history file (SAPS 84) and proceed with further evaluation.
- (8) If, after evaluation at the designated authority, the animal is found to be unsuitable for training, it must be disposed of by means of the disposal process set out in this Instruction.
- (9) If the animal is found to be suitable for training, the relevant designated authority must submit an application to the applicable Supply Chain Management office for approval of the donation in terms of the Delegations of Power document for Supply Chain Management.
- (10) The relevant SCM office must consider the application in terms of —
 - (a) the availability of funds;
 - (b) the animal's physical report; and
 - (c) the conditions of the donation, if applicable.
- (11) The relevant SCM office must inform the designated authority of its decision.
- (12) The accounting functionary at the designated authority must, on receipt of the approval for the donation, account for the animal against the fair value (not the amount on the SAPS 505(a)), on the asset register on PAS, as soon as reasonably possible, but in any event within forty eight

hours after receipt of the approval.

- (13) The accounting functionary must register a serial number on PAS for the donated animal and change the temporary number on the history file (SAPS 84) of the animal to the permanent number as registered on PAS.
- (14) The accounting functionary must register the approved donation in the appropriate donation register against the fair value.
- (15) The price of the donated animal will be revised on an annual basis against the item control number (ICN) for the animals, centrally at the Division: Visible Policing and Operations.

87. Identification of animals

An animal taken onto the account by the Service must be identified by means of a microchip and branding in the case of a horse.

88. Files and registers

- (1) A history file (SAPS 84) must be opened for an animal as soon as reasonably possible after the animal has been received. A history file (SAPS 84) and veterinary record must be kept at the office where the animal is stationed.
- (2) The entries in the history file (SAPS 84) must be inspected by the designated official.
- (3) A copy of the source documents confirming the value of the animal on PAS, must be filed in the history file of the animal (SAPS 84).

- (4) If an animal is transferred to another division or unit, the history file (SAPS 84), which includes the veterinary record must accompany the animal to the division or unit and an acknowledgement of receipt must be completed by the receiving division or unit. In an instance where the animal is deployed for any detached duties, the original history file (SAPS 84) must accompany the said animal for the deployment period.

89. Feeding of animals

- (1) Food / feed for the animals must be procured in accordance with the procurement policy as from time to time determined by the Divisional Commissioner: SCM.
- (2) The quantity of the rations and feeding intervals must be in accordance with the requirements from time to time determined by SAPS Veterinary Services in consultation with the relevant designated officials in the K9 and Mounted environment.

90. Keeping of an animal of the Service at a private residence

- (1) An animal of the Police Service may only be kept at the private residence of a trained handler or rider with the authorization of the delegated official in terms of the Delegation of Powers for Supply Chain Management and in compliance with any directives relating thereto that may from time to time be issued by the National Commissioner.
- (2) The prescripts of National Instruction 10 of 2015 must be strictly adhered to.

91. Veterinary Services

- (1) If an animal of the Police Service is in need of veterinary care and a Police Service veterinarian cannot, for whatever reason, provide the service, the services of a State or private veterinarian may be obtained by the Police Service in accordance with the procurement instructions as issued from time to time by the Divisional Commissioner: Supply Chain Management. The cost of services by the State or private veterinarian will be for the account of the respective division or province.
- (2) If the service of a private veterinarian is obtained as provided for in sub paragraph (1), the member that obtains the treatment from the private veterinarian must ensure that the private veterinarian identifies the animal by electronically scanning the microchip of the animal and record the identification information.
- (3) If the private veterinarian cannot identify the animal by electronic scanning of a microchip, the commander of the K9 or Mounted unit or kennel- or stable official must issue a written request identifying the animal as a Police Service animal and requesting the services of the private veterinarian. A copy of the request must be filed on the history file of the animal.

92. Privately owned animals

- (1) Under no circumstance may privately owned animals be housed or kept with official animals on State premises such as K9 or Mounted units or at Academies of Division: Human Resource Management and Development.
- (2) If a privately owned animal is used by the Police Service for internal breeding purposes at the SAPS K9 Academy Roodeplaat or at the SAPS

Mounted Academy Potchefstroom, as provided for in paragraph 85(2), the lend-for-use agreement must stipulate where the privately owned animal will be kept.

- (3) If a privately owned animal is kept by the Police Service (e.g. while the animal is being assessed for procurement) it must be kept separate from animals that are state property. For this purpose such an animal can be housed only for a 30 day period at the designated K9 and Mounted units.
- (4) Animals which have been confiscated or forfeited must be kept separately from official animals that are accounted for as State property.

93. Transportation of animals

Animals must be transported in accordance with the relevant legislation and the directives. The prescripts as contained in divisional directive from Division: Visible Policing and Operations on Veterinary Services dated March 2017, must be strictly adhered to.

94. Death or injury of an animal

- (1) If an animal dies, a death certificate must be issued for the animal by a Police Service veterinarian or state veterinarian or private veterinarian as determined by the circumstances of the specific case.
- (2) If an animal is injured, killed, went missing or is mistreated and there are reasonable grounds to believe that a crime was committed a criminal case must be registered.
- (3) Disciplinary action must be taken against an employee if there is reason to

believe that the employee is guilty of misconduct relating to the death, injury, ill-treatment or disappearance of the animal.

- (4) A loss relating to the death, injury or disappearance of an animal as a result of deliberate or negligent conduct by a person must be reported to the relevant loss management office to determine liability and to recover the loss.

95. Disposing of animals not taken onto account

- (1) The following process for disposal will apply to foals and puppies not suitable for further utilization:
 - (a) Foals and puppies not suitable for further utilization at the relevant designated Training Academy must be examined by a Police Service veterinarian to determine its physical suitability and, where appropriate, a recommendation must be made as to the method of disposal.
 - (b) If a bred foal or puppy must be disposed of and the foal or puppy has not been taken onto account yet, the designated official at the Training Academy must —
 - (i) note the relevant recommendation from a Police veterinarian on the medical sheet in the history file (SAPS 84) of the mare or bitch (mother);
 - (ii) complete the disposal column in the breeding register;
 - (iii) obtain an affidavit from the employee responsible for the animal regarding the cause of death, disposal or missing animal; and
 - (iv) obtain a death certificate from the Police Service veterinarian, if applicable.

- (2) The process for disposal in paragraphs 99 or 101 will apply to donated dogs which is not suitable for utilization in the Police Service and which will not be taken back by the donor/owner.
- (3) The process for disposal in paragraph 100 or 101 will apply to donated horses which is not suitable for utilization in the Police Service and which will not be taken back by the donor/owner.

96. Disposing of animals taken onto account

- (1) An animal that was taken onto account may be, based on the written approval by the relevant designated authority, disposed of in the following manner:
 - (a) by means of selling the operational dog to the trained K9 handler of the dog; or
 - (b) by means of a transfer to another State department or government institution; or
 - (c) by means of a donation to the NSPCA (excluding horses); or
 - (d) by means of a board of survey.
- (2) If an animal that was taken onto account is no longer suitable for use in the Police Service, a board of inquiry must be requested by the relevant unit commander.
- (3) Once an opinion has been formed that the animal is no longer suitable for use in the Police Service, the relevant unit commander must obtain —
 - (a) a statement from the K9 handler or rider;
 - (b) a witness statement, if applicable;
 - (c) a statement from the kennel or stable official;
 - (d) the report by the Police veterinarian or state veterinarian.
 - (e) a completed SAPS 56 (history and veterinary record of the animal);
and

- (f) all assessment reports, training record and other relevant records and documentation of the animal.
- (4) The unit commander must submit the supporting documents, together with his or her report on the matter, under covering letter to the relevant provincial office.
- (5) The report of the unit commander must —
- (a) summarize the evidence contained in the supporting documents;
 - (b) indicate that relevant steps such as medical treatment, retraining, rotation between handlers or riders has failed or is not feasible;
 - (c) provide a clear recommendation that the animal is no longer suitable for use in the Police Service; and
 - (d) contain a recommendation on the method of disposal.
- (6) Copies of the applicable documentation for the request on a board of inquiry must be filed in the animal's history file (SAPS 84). The history file (SAPS 84) must not accompany the submission of the unit commander, but must remain at the relevant accounting functionary.
- (7) The provincial commander K9 or Mounted unit, Provincial Commander: PES and the Provincial Head: **Visible Policing** must study the report of the unit commander and the supporting documents and makes a recommendation –
- (a) whether the animal is still suitable for use in the Police Service or not; and
 - (b) regarding the method of disposal.
- (8) The Provincial Head: Visible Policing must convene a board of inquiry in terms of Section 34(1) of the Police Service Act, 1995 (Act No. 68 of

1995).

- (9) The board of inquiry is convened for the purpose of inquiring and obtaining evidence in order that a just conclusion may be arrived at concerning any matter in which it is necessary or advisable that the convening authority may be thoroughly informed.
- (10) The chairperson of the board of inquiry must consider the relevant evidence and make recommendations, clearly stating whether the animal is still suitable for use in the Police Service or not and regarding the method of disposal.
- (11) The chairperson of the board of inquiry must ensure that —
- (a) all supporting documents are filed together with the convening order and recommendation under cover of form SAPS 57;
 - (b) a diary is kept on the inside of the back page of the cover of SAPS 57 or depending on the circumstances, on a separate investigating diary, form SAPS 5. The diary must indicate the progress of the inquiry in chronological order, from date when the convening order was received to the date where the inquiry was completed and submitted to the convening authority; and
 - (c) notify the Section Head: K9 and Mounted Services at Division: Visible Policing and Operations of the outcome of the board of inquiry.
- (12) The unit commander must, if the finding was made that the animal is no longer suitable for use in the Police Service, submit the original serviceability certificate and copy of approval as made by the convening authority for the manner in which the animal must be disposed of to the relevant accounting functionary in order for the disposal of the animal to be conducted.

- (13) After receipt of the serviceability certificate of the animal and a copy of the approval made by the convening authority for the manner in which the animal may be disposed of, the accounting functionary must —
- (a) place the relevant documentation on the history file (SAPS 84) of the animal;
 - (b) follow the procedures of disposal and perform the applicable transaction on PAS; and
 - (c) obtain approval from the *Confirming Authority* to clear the suspense account on PAS, in accordance with the appropriate procedure.
- (14) All boards of survey must be finalized within 3 months after the decision of the Board of Inquiry on the disposal of the animal has been received by the unit commander.

97. Selling an operational dog unsuitable for use by the Police Service to a K9 handler

- (1) If a trained Police dog assigned to a trained K9 handler is found unsuitable for use by the Police Service in terms of a board of inquiry, the dog may be sold to its current K9 handler at a fixed amount as determined from time to time by the Divisional Commissioner: Financial and Administration Services.
- (2) The accounting functionary must use the extra-ordinary issue process with reason code for cash sale on PAS in order to remove the animal from the government property account and after receipt of proof of payment by the current handler by the relevant financial office.
- (3) Under no circumstance may a K9 handler buy a trained Police dog with

the intention of selling the dog to another person.

98. Transfer of animals to other State departments

- (1) An animal of the Police Service may be transferred to another State department or government institution.
- (2) The instructions relating to Chapter 17 on transfers by the Police Service must be complied with when transferring an animal to another State department or government institution.

99. Donation of dogs to the National Council of Societies for the Prevention of Cruelty to Animals (NSPCA)

- (1) No trained Police dog may be donated to the NSPCA.
- (2) A dog that is found to be unsuitable for use by the Police Service in terms of a board of inquiry or a dog that cannot successfully complete the socializing, pre- training or training programs of the Police Service, must be disposed of by means of being donated to the NSPCA.
- (3) If a dog will be disposed of by donating the dog to the NSPCA, the designated official at SAPS K9 Academy Roodeplaat must ensure that –
 - (a) all medical requirements for the dog must be finalized;
 - (b) the history file (SAPS 84) is updated and complete;
 - (c) the report by the Police veterinarian is compiled, if applicable;
 - (d) the SAPS 56 (history and veterinary record of the animal) is updated and complete; and
 - (e) all assessment reports, training records and other relevant records and documentation of the animal are filed.

- (4) The SAPS K9 Academy Roodeplaat must finalize the donation process in terms of Chapter 17 and deliver the dog to the NSPCA.

100. Informal tender to sell a horse unsuitable for use by the Police Service

- (1) A horse that is found unsuitable for use by the Police Service may be sold on an informal tender.
- (2) The instructions of the Police Service relating to auctions apply to an invitation and execution of an informal tender to sell a horse that is unsuitable for use by the Police Service.
- (3) The accounting functionary must obtain prior approval from the designated authority for an informal tender to sell a horse which is unsuitable for use by the Police Service.
- (4) The informal tender received must be evaluated by a committee as set out Chapter 15. The committee must keep minutes of the evaluation and acceptance of a bid.
- (5) The chairperson of the committee must issue a letter of acceptance to the bidder (whose bid has been accepted) informing him or her that his or her bid was accepted.
- (6) Upon completion of the sale, the accounting functionary must —
 - (a) reconcile the informal tender documents, including the letter of acceptance, copy of receipt of payment and the disposal report of the board of inquiry;
 - (b) file the documents together at his or her office for five (5) years, for auditing purposes;
 - (c) complete the R0068 report and authorize it;

- (d) clear the suspense register on PAS in accordance with Chapter 15.

101. Euthanasia

- (1) A Police Service animal may be euthanized based on —
 - (a) a finding in terms of a board of inquiry referred to in paragraph 96;
or
 - (b) upon recommendation of a Police Service veterinarian.

- (2) A Police Service animal may only be euthanized by a private veterinarian, State veterinarian or a trained member of the mounted unit (if the horse is critically injured), with the prior authorization of a Police Service veterinarian.

- (3) If an animal is euthanized upon recommendation of the Police Service veterinarian or died, the relevant unit commander must obtain —
 - (a) a statement by the K9 handler or rider, if he or she was present during the death of the animal;
 - (b) a statement of a witness, if applicable;
 - (c) a statement of the kennel or stable official, if he or she was present during the death of the animal;
 - (d) the report by the Police Service veterinarian;
 - (e) the report by trained member who put down the horse;
 - (f) a completed SAPS 56 (history and veterinary record of the animal);
and
 - (g) death certificate of the animal.

- (4) The unit commander or relevant designated official must submit the report of the Police Service veterinarian and the death certificate to the relevant accounting functionary for updating information of the animal on the Asset

Register on PAS.

- (5) If an animal is euthanized as a result of a board of inquiry or upon recommendation of the Police Service veterinarian, the accounting functionary must —
 - (a) do the balance adjustment for a board of survey in terms of Chapter 14 on PAS with reason code 06 in the case where the animal was found to be unserviceable and reason code 07 in the case where the animal has been injured;
 - (b) reconcile the report of the Police Service veterinarian and the death certificate with the disposal report;
 - (c) obtain approval from the *Confirming Authority* to clear the suspense register on the PAS; and
 - (d) submit a copy of disposal report to the relevant unit commander as proof that the animal has been removed from the Asset Register on PAS.

102. Post mortem and disposal of animal carcasses

- (1) If an animal of the Police Service dies, a post mortem must be performed by a Police Service veterinarian. If the post mortem cannot be done by a Police Service veterinarian, the post mortem may be done by a local State veterinarian or private veterinarian with the prior authorization of the Police Service veterinarian.
- (2) The carcass of a dog (including a dog that died or was euthanized at the practice of a private veterinarian or State veterinarian) must be incinerated by a registered waste management company that renders such services.

- (3) The carcass of a horse that died at the SAPS Mounted Academy Potchefstroom due to a contagious disease (such as anthrax or any other endemic horse disease), or that had been on medication may only be disposed of on the premises of the SAPS Mounted Academy Potchefstroom. The disposal method should consist of burial with a layer of lime placed over the affected carcass. Burning of the carcass is not permitted.
- (4) If a horse infected with an infectious disease is euthanized or dies at a mounted unit, the carcass must be disposed of in accordance with the relevant laws and bylaws of the local authority. The disposal of the carcass must also be carried out in consultation with a local State or private veterinarian, as well as the local health officer of the relevant local authority.
- (5) The carcass of a Police Service horse at the SAPS Mounted Academy Potchefstroom or a mounted unit that was not infected with a disease, may be disposed of by donating it to a zoo, lion or cheetah park that have a need for fresh meat to feed their animals, provided that all the costs relating to the transportation of the carcass must be carried by the relevant zoo, lion or cheetah park.

Chapter 12: Storage, safekeeping and control of stock and equipment

103. Background

The purpose of this Chapter is to ensure that effective control over stock and equipment is exercised by regulating the storage, preservation and care for stock and equipment in accordance with the Asset Management Framework, issued in terms of Treasury Regulations and to ensure its safekeeping.

104. Receipt of stock and equipment for storage

- (1) If an accounting unit receives stock or equipment from a provisioning store it must be issued to the user immediately. Stock or equipment may not be kept in storage on PAS by an accounting unit.
- (2) A functionary at the accounting unit, other than the functionary who signed the order form for the stock and equipment, must receive and acknowledge receipt of stock and equipment.
- (3) If stock and equipment are delivered directly to a section or a project, the transit function of receipt, verification and acknowledgement of receipt must be performed by a designated person at the point of delivery at the section or project.
- (4) All points of delivery for stock and equipment must determine a room or area where all incoming and outgoing stock and equipment must be checked and verified before taking it onto account.
- (5) The quantity and quality of all stock and equipment, including animals, received from a provider, must be verified by a designated employee stationed at the point of delivery, before the delivery note for the stock

and equipment is signed and before it is taken into stock or onto account.

- (6) If the quantity and quality of the stock or equipment that is received from a provider is in order, the designated employee that receives the stock or equipment, must take it onto account and provide the functionary at the accounting unit or store master with a certificate on the invoice or delivery note certifying that the quality, quantity and condition of the received items are in order.
- (7) If there is an indication of damage to packing units or under-delivery of stock and equipment, it must be investigated immediately and the details of the damage or shortage must be recorded on the delivery note.
- (8) Damaged stock and equipment must not, under any circumstance, be taken into stock or onto account.
- (9) If stock or equipment is found to be damaged, in a poor condition, or any query arises regarding quantity or quality, the accounting functionary or store master must return the stock or equipment to the provider and, if appropriate, take the necessary steps to institute a claim against the provider as soon as reasonably possible.

105. Marking of State property

- (1) The accounting functionary, chief user or store master must:
 - (a) Clearly mark all furniture and equipment received, as well as furniture and equipment listed on the inventory of the Service with the departmental stamp (SAPS) and the State property stamp (RSA).
 - (b) Register all capital and minor assets in the Asset Register on PAS with the individual item's asset serial number.
 - (c) Obtain the reports from PAS containing the asset serial numbers

that have been allocated to each minor and capital asset on account of the accounting functionary or store master.

- (d) Draw report R 0042 (store master) and report R 0181 (accounting functionary and chief user) for room inventories and report R 0171 for personal inventories of members and physically mark the minor and capital assets and spare parts thereof.
 - (e) Mark all capital and minor assets at a place that is easy accessible to read for inspection or stocktaking purposes but not visible when looking at the asset, with black permanent ink or if the material from which the asset is made of allows for it, engraving must be used.
 - (f) Mark all spare parts with the same unique serial number if the asset consists of spare parts.
- (2) The following items must be marked with the unique serial number as follows:
- (a) Equipment covered with fabric such as bullet resistant vests – inner side
 - (b) Furniture – underneath, on the wood / steel frame
 - (c) Machinery – at the back or engrave if possible
- (3) If any item is disposed of and the State's ownership ceases, the accounting functionary or chief user must superimpose a capital letter X onto the letter A of the RSA mark.
- (4) The Service may under no circumstance act as an advertising agency for a contractor, donor, firm or institution. State property must not have a sticker or identification mark of any kind affixed to it. If, out of necessity, a sticker or identification mark such as the Police Star, must be affixed to government property, only an officially prescribed sticker or mark supplied by SCM may be used.

- (5) If State property is used in a clandestine operation, prior written approval must be obtained from SCM to attach stickers or identification marks to the State property.
- (6) Stock or equipment that has been appropriated by the Service as prescribed by Regulation 80(6) of the Regulations of the Service for use as State property, must be stripped of all stickers or identification marks without damaging the stock or equipment. If the sticker or identification mark cannot be removed from the stock or equipment without incurring costs for the State, the sticker or identification mark must not be removed.

106. Requirements for official storerooms and warehouses

- (1) Stock and equipment not in use must be stored in an official storeroom or warehouse suitable for use as storage space. Approval for any deviation in this regard must be obtained from the relevant head of SCM.
- (2) The door(s) of the storeroom or warehouse must be locked securely and at least two keys must be available for each door.
- (3) Burglar proofing must be fitted to the windows of a storeroom or warehouse.

107. Securing of official storerooms and warehouses

- (1) The relevant chief user or an appointed store master or, in the absence of the chief user or store master, an employee designated in writing as his or her second in command, must ensure that the storeroom or warehouse under his or her control is securely locked in his or her absence.
- (2) Strict precautions must be taken for the safekeeping of the keys to a storeroom or warehouse. The keys to a storeroom or warehouse must

be carried on the person of the chief user or store master and may not be left with an unauthorized person.

- (3) The chief user and inventory controller, or the store master and his or her designated second in command, must seal the duplicate keys to a storeroom or warehouse in an envelope by signing the envelope over the sealed section. The sealed envelope must be kept in an official safe.
- (4) The chief user or store master must keep a proper record of all keys and duplicate keys of storerooms and warehouses under his or her control. A register must be kept to control the handing over of keys and duplicate keys.
- (5) A person entering a storeroom or warehouse must be accompanied by the chief user, store master or his or her second in command. Entry into a storeroom or warehouse by an unauthorized person is prohibited.

108. Storing stock and equipment in official storerooms or warehouses

- (1) Stock and equipment in a storeroom or warehouse must be stored and arranged to facilitate the checking and handling of the stock and equipment and to limit or prevent damage, exposure or deterioration.
- (2) Shelf space in a storeroom or warehouse must be used sensibly and shelves must not be overloaded.
- (3) Stock stored in a warehouse must be identified with a shelf card. The title and number of each shelf card must correspond with the relevant ledger. Each shelf card must be kept with the relevant item on the shelf or in a bin supplied for this purpose.

- (4) Information technology equipment in a warehouse must be stored per purchase per order number, as informed by the financial authorization, motivation and project and not according to the instructions as set out in subparagraph (3) above.
- (5) Private property may not be stored in an official storeroom or warehouse. Any deviation in this regard must be approved by the relevant head of SCM.

109. Safety in storerooms and warehouses

- (1) Smoking in a storeroom or warehouse is prohibited. Clearly visible notices to this effect must be displayed in storerooms and warehouses.
- (2) Firefighting equipment must be available in all storerooms and warehouses. Fire extinguishers must be serviced regularly by authorized personnel and the date of service must be indicated on the extinguishers. All firefighting equipment, including any equipment supplied by the Department of Public Works, must be accounted for on the room inventory.
- (3) Stockpiling in contravention of the fire regulations as set out in the Occupational Health and Safety Act, 1993 Act No. 88 of 1993 and SABS standard 0400-1990 is prohibited.
- (4) Stock of a dangerous nature, such as poison, must be stored separate from other stock and out of reach of unauthorized persons.

110. Safekeeping, use and control of stock and equipment

- (1) All commanders must on a continuous basis exercise control over the use

and safekeeping of stock and equipment.

- (2) A chief user or an appointed store master or, in the absence of the chief user or store master, an employee designated in writing as his or her second in command, must exercise control over the use and safekeeping of stock and equipment issued or delivered to the station, office, storeroom or warehouse under his or her control.
- (3) Every reasonable precaution must be taken by a commander and a chief user or store master to prevent theft, loss, damage, exposure, deterioration and unauthorized use of stock and equipment.
- (4) Stock and equipment that are State property must be used for official purposes only and may not under any circumstance be sold, lent, hired out or traded in, without written approval obtained well in advance, according to the delegation document for SCM.
- (5) Semi-official institutions must obtain authorization from the relevant authority to make use of State owned stock and equipment.
- (6) The employee responsible for the safekeeping of a durable item such as a portable radio, cellular phone, camera, laptop and brass seal must take all reasonable steps to secure the safekeeping of the item when not in use.
- (7) If an employee is entrusted with the safekeeping and issuing of equipment to an office under his or her command and circumstances do not permit the equipment, that was handed in, to be kept in a vault, armoury or reinforced storeroom while not in use, the person concerned must make use of a suitable storage facility at the office which can be locked securely.

- (8) Firearms must be stored, kept safe and controlled in accordance with Chapter 10.

111. Use of private property for official duties

- (1) An employee must obtain the written approval of his or her commander before using his or her private property for official duties.
- (2) A commander may only approve such an application in exceptional circumstances taking into account that if the use of an employee's private property in the performance of his or her duties is authorized by him or her and the property is damaged while the employee is performing his or her duties, the employee may submit a claim for compensation.
- (3) A commander may not authorize a member to use his or her private firearm and ammunition in the performance of his or her official duties.

112. Handing over of stock and equipment

- (1) If stock or equipment that are accounted for on the inventory need to be issued temporarily to an employee to enable him or her to perform his or her duties, the following process must be followed:
 - (a) the employee entrusted with the safekeeping and issuing of the stock and equipment must verify the identity of the person requisitioning the equipment, beyond any doubt;
 - (b) the employee entrusted with the safekeeping and issuing of the stock and equipment must determine whether the person requisitioning the stock and equipment is entitled to receive the stock or equipment before it is issued;
 - (c) the employee issuing the stock and equipment must hand it over by signing the Occurrence Book, or any other register kept for this

purpose, and the employee receiving it must acknowledge receipt by signing the Occurrence Book or the other register against the words "Issued Correctly" and "Received Correctly;

- (d) both employees must write their initials, surnames and Persal numbers in legible print under their signatures.
- (2) The process mentioned in subparagraph (1) must also be followed when the stock and equipment is returned to the office of issue.
- (3) If an employee hands over issued equipment to another employee for the performance of his or her duties, both employees must record the handing over in their pocketbooks (SAPS 206). The last employee to receive the stock and equipment, must return it to the office of issue.
- (4) If controlled items with serial numbers are issued or received, both employees must verify the serial number and record it on the handing over certificate.
- (5) If equipment must be transferred from one accounting unit or province to another or the equipment must be redistributed, the accounting functionaries concerned must agree to the transferring or redistribution transaction in writing.
- (6) If stock and equipment must be issued for mobilization, special duties or operational services, an officer, or in the absence of an officer, a competent non-commissioned officer, must be designated in writing by the officer who gave the instruction for the mobilization, special duties or operational services, to perform the duties of a store clerk. The designated member is responsible for the accounting, safekeeping and issuing of stock and equipment used during the mobilization, special duties or operational services.

113. Loss of or damage to stock and equipment

- (1) If stock or equipment gets lost, stolen or damaged, the loss management procedure must be followed to recover the loss.

- (2) Any defect or shortcoming of stock and equipment must not, under any circumstances, be rectified by the person concerned purchasing a replacement item.

Chapter 13: Stocktaking

114. Background

- (1) The purpose of this Chapter is to regulate stocktaking in the Police to ensure that accurate record is kept of the number of assets, including equipment and animals in the Police to ensure the correctness of the Government Property Account (ledgers or inventory records) and to determine the condition, use and financial performance of capital assets.
- (2) The Stocktaking Report that is generated in the process of stocktaking, must be available to the National Treasury and the Auditor-General to evaluate the administration of stock and assets in the Police.

115. Responsibility for stocktaking

- (1) An accounting functionary must —
 - (a) ensure that chief users and inventory controllers are designated in writing, as set out in Chapter 4, to exercise control over all assets, equipment and animals at the accounting unit; and
 - (b) ensure that the designation of a chief user is accompanied by a complete job description.
- (2) A Section Head of a provisioning store must –
 - (a) ensure that store masters are designated in writing to exercise control over all stock and inventories at the provisioning store; and
 - (b) ensure that the designation of a store master is accompanied by a complete job description.
- (3) A chief user and store master must —
 - (a) ensure that stock as well as assets, equipment and animals that were put in his or her care, are marked, used, maintained and properly

- secured as provided for in Chapter 12;
- (b) ensure that all capital and minor assets are physically inspected and certified with the applicable functionality on PAS as per interval or time frame determined from time to time by the Divisional Commissioner: Supply Chain Management.
 - (c) the above mentioned inspections may coincide with the annual stocktaking; and
 - (d) conduct a stocktaking of all the stock as well as assets, equipment and animals on the inventory before 31 December of each financial year.
- (4) An accounting functionary and Section Head of a provisioning store must ensure that a complete stocktaking is annually undertaken at his or her accounting unit or provisioning store respectively according to the approved programme of stocktaking.
- (5) Accounting functionaries must inspect all items issued to members on their personal inventories at least twice a year, of which one inspection may coincide with the annual stocktaking.
- (6) A store master is responsible for stocktaking of stock at a provisioning store, while the accounting functionary is responsible for the stocktaking of assets, equipment and animals at accounting unit level.
- (7) The Section Head of a provisioning store and accounting functionary must—
- (a) ensure that quarterly stocktaking spot-checks are carried out on store stock, assets, equipment and animals. If these spot-checks reveal many discrepancies, the store master or accounting functionary concerned must ensure that a complete stocktaking is done of the relevant store or inventory;
 - (b) evaluate the stocktaking report of the stocktaking board to determine

- whether or not proper control was exercised over assets, equipment and animals in the division, section or store. If it appears that insufficient control was exercised, the store master or accounting functionary must as soon as reasonably possible take steps to rectify the situation. The Divisional Commissioner: Supply Chain Management or Provincial Head: Supply Chain Management must be notified of the steps that were taken;
- (c) convene a board of inquiry, as set out in paragraph 121, if discrepancies larger than 10% between the total stock or assets found and those on the ledger, or if it is suspected that irregularities took place;
 - (d) indicate which measures were implemented or will be implemented to prevent a recurrence of a shortage or surplus that was identified;
 - (e) indicate on the stocktaking report which steps (eg disciplinary steps), were taken or will be taken against negligent employees, to ensure that efficient control over stock, assets, equipment and animals is maintained; and
 - (f) ensure the correctness of information on inventories, capital and minor assets for purposes of financial statements.
- (8) All stock as well as assets, equipment and animals must be subjected to stocktaking at least once during every financial year, unless —
- (a) an application for exemption or postponement has been submitted by the applicable Provincial Commissioner or Divisional Commissioner or Component Head: Moveable Government Property to the Divisional Commissioner: Supply Chain Management before 15 January of the financial year in question and the application has been approved; or
 - (b) the Divisional Commissioner: Supply Chain Management approves an extension to the cycle of stocktaking.

- (9) After the annual stocktaking has been completed for the Police, the National Commissioner must sign a stocktaking certificate before 31 March of each financial year to certify that a complete stocktaking has been completed by 31 January of the financial year. The stocktaking certificate must be filed and kept as documentary proof should the National Treasury or the Auditor-General require it.

116. Stocktaking programme

- (1) All store masters, accounting functionaries and chief users must in writing compile a stocktaking programme at the beginning of each financial year.
- (2) The programme of stocktaking must be compiled and may make provision for the following methods of stocktaking:
- (a) continuous (ie uninterrupted over a certain period);
 - (b) progressive (i.e. divided into cycles); or
 - (c) regular, random spot-checks.
- (3) Time schedules must be included in the stocktaking programme and must make provision for the following aspects:
- (a) preparation;
 - (b) the sequence of the stocktaking;
 - (c) the investigation of discrepancies; and
 - (d) the final return.
- (4) Chief users must present the programme to the accounting functionary and store masters must present the stocktaking programme to the Section Head of a provisioning store for approval before 15 April of each financial year.
- (5) Accounting functionaries of provinces and divisions must submit copies of the approved stocktaking programmes to the respective Provincial Heads:

Supply Chain Management and the Section Head: Support Services of a division before 30 April of each financial year.

- (6) All Section Heads of Provisioning Stores must submit copies of the approved stocktaking programmes to the Head: Movable Government Property: SCM before 30 April of each financial year.
- (7) All Section Heads: Support Services of divisions, all Provincial Heads: SCM and the Head: Movable Government Property: SCM must send copies of all the stocktaking programmes to the Divisional Commissioner: Supply Chain Management before 15 May of each financial year.

117. Stocktaking board

- (1) Stocktaking teams must be designated in writing, in accordance with the delegation of powers for Supply Chain Management, to conduct a stocktaking on store stock and inventories. A chairperson must be designated for every team and the functions referred to in paragraph 96 must be entrusted to the chairperson.
- (2) Employees who are responsible for the counting of stock, assets, equipment and animals as well as employees who have to verify the quantities with the ledgers, must be included in the stocktaking teams.
- (3) An employee who is in direct control of stock, assets, equipment and animals may not undertake the stocktaking, but may assist the designated member to perform a stocktaking.

118. Preparation for stocktaking

- (1) On the day of the stocktaking, all other activities should, if possible,

cease to enable the stocktaking team to perform their task thoroughly. Arrangements must be made beforehand to ensure that all stock as well as assets, equipment and animals that appear on the inventories are available for inspection on the day of the stocktaking.

- (2) The chief user and store master must ensure that —
 - (a) all store stock as well as assets, equipment and animals that appear on the ledgers and inventories respectively are available for inspection by the stocktaking team;
 - (b) vouchers and transactions pertaining to all, assets, equipment and animals that were moved permanently between inventories, and any assets or equipment that were sent away for repairs during the financial year and which have not been returned, are provided to the stocktaking team; and
 - (c) assets, equipment and animals that are temporarily used elsewhere, are brought and displayed at a central point before the stocktaking commences.

- (3) Store masters or accounting functionaries must ensure that —
 - (a) accounting transactions for all receipts and issues have been captured correctly to update the balances of items that appear on inventories or store stock;
 - (b) control is exercised over all accounting vouchers to ensure that no vouchers are lost and that they are all filed as provided for;
 - (c) all accounting vouchers are correctly captured and are up to date; (d) all stock, assets, equipment or animals that were disposed of, are removed from the relevant general ledgers and account;
 - (e) a list of all assets and equipment that were lent out or sent in for repairs, is drawn up;
 - (f) store stock is arranged correctly and stored according to their bin designations;

- (g) the stocktaking teams are provided with the relevant stocktaking reports (as set out in paragraph 119 which they must complete when conducting a stocktaking.
- (4) The designated chairperson of the stocktaking board must ensure that —
- (a) he or she is familiar with the stocktaking procedure set out in paragraphs 119 and 120;
 - (b) all instructions concerning stocktaking are followed;
 - (c) every employee involved in the stocktaking is aware of the approved stocktaking programmes ahead and be informed of their duties;
 - (d) stocktaking of all stock, assets, equipment and animals are carried out;
 - (e) the quantities of all stock, assets, equipment and animals that were counted, are compared with the balances on the relevant ledger. (Only actual counts must be accepted, and not the balances on the reports);
 - (f) all shortages and surplus are recorded and captured;
 - (g) all losses are reported and captured;
 - (h) all capital assets are certified in terms of condition, use and financial performance;
 - (i) a report on the result of the stocktaking is drawn up (see paragraph 122 regarding the content of the report);
 - (j) a certificate is issued confirming that all transactions pertaining to receipts and issues were captured correctly, and that the balances of stock, assets, equipment and animals indicated on inventories or store stock, correspond with the balances indicated on the general ledger. The certificate must accompany the final stocktaking report; and
 - (k) the stocktaking report is submitted to the relevant store master or accounting functionary.

- (5) The accounting functionary must prior to the stocktaking inform all chief users and inventory controllers in writing of the provisions of paragraph 118(2). Disciplinary steps must be taken against officials who do not comply with the provisions set out in paragraph 118(2).
- (6) The Section Head of a provisioning store must prior to the stocktaking inform all accounting functionaries and end users in writing under signature of the Divisional Commissioner: SCM of the closure of the applicable provisioning store for stocktaking purposes.

119. Conducting of stocktaking

(1) Accounting functionary

- (a) In order to conduct a stocktaking, an accounting functionary must —
 - (i) update all accounting transactions before the process of stocktaking takes place; and
 - (ii) request report R0047-1 (Inventory Count Sheet) and report R0047-2 (Inventory Control Sheet) from the system (PAS) and hand them to the chairperson of the Stocktaking Board in order for him or her to conduct the stocktaking.
- (b) The Stocktaking team must complete report R0047-1 and VAS 41/43 with regard to serial number-controlled items and face-value forms respectively. Report R0047-2 that reflects the actual ledger balances and serial numbers must stay in the possession of the chairperson until completion of the stocktaking. After completion of report R0047-1 and VAS 41/43 the stocktaking team must return report R0047-1 and VAS 41/43, if applicable, to the chairperson in order for him or her to compare it with report R0047-2.
- (c) The chairperson of the Stocktaking Board must compile a report, setting out all surpluses, shortages, and unserviceable, damaged and obsolete equipment and hand the report to the relevant accounting functionary.

- (d) The accounting functionary must take the following steps:

STEP	Action
1	Perform the necessary balance adjustments to place the relevant equipment on a suspense
2	ensure that if unserviceable technical equipment is found during a stocktaking an expert or technician completes a report of unserviceability before a balance adjustment is to be made;
3	as soon as the necessary balance adjustments have been completed ensure that reports R0047-1, R0047-2 and the VAS 41/43 are filed, together with the stocktaking report, in a Z20 file, marked: "Stocktaking: Inventories: Financial year..." and kept for a period of five years for auditing purposes; and
4	if there are no discrepancies between figures, all documentation (reports R0047-1, R0047-2 and VAS 41/43) and the stocktaking report, must be filed in a Z20 file marked: "Stocktaking: Inventories: Financial year..." and kept for a period of five years for auditing purposes.

- (e) The physical inspection and certification on PAS of capital and minor assets must be executed by chief users and accounting functionaries as mentioned in paragraph 118.
- (f) Chief users and accounting functionaries must certify that assets on inventory and in-store were physically inspected and that all the particulars, such as item codification number with description, SCOA codes, room/personal inventory where it is accounted for, marking of assets with the allocated serial number, as well as the condition of the assets is still serviceable, are correct and correspond with the

information on PAS.

- (g) Capital and minor assets may not be certified on PAS with the applicable functionality if it was not physically inspected.
- (h) The accounting functionary must take the following steps with the inspection of all capital and minor assets:

STEP	ACTION
1	Ensure that all capital and minor assets on the account are physically inspected as prescribed in Chapter 4, 5, 10 and 11.
2	Designate all chief users to conduct the physical inspection of all capital and minor assets as well as to execute the certification on PAS with the applicable functionality.

(2) Provisioning stores

- (a) In order to conduct a stocktaking, the store master must —
 - (i) update all accounting transactions before the process of stock-taking takes place; and
 - (ii) request reports R0024 (Compulsory stocktaking report), R0027 (Control Stocktaking Report) and R0049-2 (Serial Number Controlled Report) from the system (PAS) and hand them to the chairperson of the Stocktaking Board in order for him or her to conduct the stocktaking.
- (b) The Stocktaking team must complete report R0024 and VAS 41/42/43 with regard to serial number-controlled items, lot numbers and face-value forms respectively. Reports R0027 and R0049-2 that indicate the actual ledger figures and serial numbers must stay in the possession of the chairperson until completion of the stocktaking.

- (c) The Stocktaking team must return report R0024 and VAS 41/42/43, if applicable, to the chairperson for comparison with report R0027 and R0049-2, when the stocktaking has been carried out.
- (d) The chairperson of the Stocktaking Board must draw up a report that indicates all surplus, shortages and unserviceable (only firearms), damaged and obsolete stock and send it to the store master together with the reports referred to in paragraph 119(2)(ii) for the necessary balance adjustments to put all surpluses, shortages and unserviceable, damaged and obsolete stock on a suspense account.
- (e) If unserviceable firearms are found among technical equipment, an expert or technician must complete a report of unserviceability before a balance adjustment can be made.
- (f) After the necessary adjustments have been made by the store master to the balances or, if there are no discrepancies between figures, the store master must file reports R0024, R0027, R0049-2 and the VAS 41/42/43 together with the stocktaking report, in a Z20 file, marked: "Stocktaking: Store stock: Financial year ..." and must ensure that it is kept for a period of five years for auditing purposes.
- (g) The physical inspection and certification on PAS of capital and minor assets in stock in a provisioning store must be executed by store masters as mentioned in paragraph 115(4).
- (h) Store masters must certify that assets in stock in a provisioning store were physically inspected and that all the particulars, such as item codification number with description, SCOA codes, provisioning store where it is accounted for, marking of assets with the allocated

serial number, as well as the condition of the assets is still serviceable, are correct and correspond with the information on PAS.

- (i) Capital and minor assets in stock in a provisioning store may not be certified on PAS with the applicable functionality if it was not physically inspected.

120. Dealing with discrepancies with regard to stock and assets (shortages and surpluses)

- (1) If a shortage or surplus is found during a stocktaking, the chairperson of the Stocktaking Board must take the following steps:

STEP	ACTION
1	Ensure that the shortages and surplus that were identified, are not as a result of receipts or issues that were not recorded, or of calculation or other book errors:

2	address surplus or shortages that are identified in an office or section, against the surplus or shortages of another office or section in the same region, if the same accounting unit services both offices and sections. (The same applies for inventories of more than one office which are serviced by a central accounting unit. The necessary accounting actions must
3	investigate the existence of a surplus carefully. (In most cases, a surplus exists because receipts or issues were not captured. In other cases it may be that issue vouchers were captured, but the stock was not actually issued, or the calculations were done incorrectly. All the possible reasons for a surplus must be investigated carefully before it is reported because the same
4	investigate a shortage to determine whether it is a real loss; (Under no circumstance may any person be allowed to compensate for an asset by personally buying it and putting it in
5	indicate real shortages or surplus that were identified or submit a nil return if no real shortages or surplus were identified.
6	recommend that a Board of Inquiry be convened for discrepancies larger than 10% of the total stock or assets or if an irregularity is suspected. (If a stocktaking and a Board of Inquiry are conducted by the same persons at the same time, separate reports may be presented simultaneously).
7	compile a full report to explain the preliminary findings regarding the reason for the occurrence of shortages or surplus. Although the investigation may take some time, the final stocktaking report should not be held back; and

8	hand over the report to the accounting functionary or store master setting out the findings to enable the accounting functionary or store master to rectify surplus or shortages with a balance adjustment that will transfer the relevant details to the suspense register, if real shortages and surplus are confirmed.
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- (2) The accounting functionary or store master must —
- (a) rectify surplus or shortages with a balance adjustment that will transfer the relevant details to report R0073-N on the suspense register, if real shortages and surplus are confirmed. Each shortage and surplus must be dealt with during separate transactions (incidents) on PAS;
 - (b) ensure that an authorization for balance adjustments following a stocktaking with regard to surplus, shortages, obsolete, redundant and unserviceable items, is provided by an employee to whom this power has been delegated in terms of the delegation of powers document for Supply Chain Management;
 - (c) register any real loss on PAS and report this under covering letter with sworn statements from the person who discovered the loss and any witnesses to Loss Management for determination of liability in terms of the Loss Management process; and
 - (d) ensure that a Board of Inquiry is convened for discrepancies larger than 10% of the total stock or assets or if an irregularity is suspected.

121. Board of inquiry

- (1) A Board of Inquiry must be convened and appointed in terms of section 34(1)(i) and (j) of the South African Police Service Act, 1995, if

discrepancies larger than 10% of the total stock or assets are found or if it is suspected that irregularities had taken place.

- (2) A Board of Inquiry must be designated in writing by the functionary, to whom the power to make such a designation, has been delegated. At least two employees must be designated in the designation to serve on the Board of Inquiry. These employees may be the same as those who served on the Stocktaking Board.
- (3) A Board of Inquiry must report on —
 - (a) quantities and values or estimated values of surpluses or shortages;
 - (b) redundant, obsolete or unserviceable stock, assets, equipment and animals;
 - (c) reasons for the surplus or shortages and the condition of the stock, assets, equipment and animals (bearing in mind the activities of the relevant section or division);
 - (d) the possibility that shortages, damages, unserviceability, redundancy or obsolescence of the specific stock, assets, equipment and animals were caused by an oversight, negligence or misuse by a person;
 - (e) the possible disposal of stock, assets, equipment and animals;
 - (f) the possible destruction of stock, assets, equipment and animals that have no resale value;
 - (g) the suitability of stock, assets, equipment and animals with respect to quality and quantity for official or functional purposes;
 - (h) the general condition of stock, assets, equipment and animals;
 - (i) factors that may have given rise to an unacceptable condition; and
 - (j) any other matter that relates to stocktaking and which requires attention.
- (4) The chairperson of a Board of Inquiry must complete form SAPS 57 and

attach to it the report of the Board of Inquiry.

122. Final stocktaking report

The following details must be included in the final stocktaking report:

- (a) a full description of the factors that gave rise to any shortage or surplus; (b) the details of any unserviceable, obsolete or redundant items, equipment and animals that were identified;
- (c) the quantity and condition of inventory equipment that can be considered as reasonable considering the activities of the relevant office or section;
- (d) all assets that are kept in stock (eg if a large number of assets such as fertilizers, bricks, cement, etc., were not utilized);
- (e) any allegations that the negligence of an employee caused obsolete, unserviceable or redundant items, equipment and animals to be kept in stock;
- (f) whether all assets, equipment and animals meet the applicable requirements in terms of quality and quantity;
- (g) any other matter (eg difficulties with inventory control, insufficient storage space or the failure to make optimal use of storage space) which the chairperson of the Board wishes to bring to the attention of the store master or accounting functionary;
- (h) the final totals and values of shortages and surplus;
- (i) whether or not the shortages or surpluses were investigated in accordance with instructions and whether the completion of the investigation is not being unnecessarily delayed; and
- (j) whether preventative measures that were recommended in the previous year, have been implemented.

123. Stocktaking certificate

- (1) Every chief user and store master must complete a stocktaking

certificate. The report, referred to in paragraph 122, must be attached to the final stocktaking certificate.

- (2) All stocktaking certificates must be completed in duplicate.
- (3) The original stocktaking certificate must be presented to the relevant accounting functionary and Section Head of a provisioning store. The chief user and store master must keep the duplicate certificate for five years for purposes of auditing.
- (4) The stocktaking certificate, together with the report referred to in paragraph 122, must reach the relevant accounting functionary or Section Head no later than 31 December of each year.
- (5) Every accounting functionary must draw up a consolidated stocktaking certificate for all the chief users under his or her command. The original consolidated certificate must be sent to the Section Head: Support Services, Divisions (in the case of Head Office components) and to the Provincial Head: Supply Chain Management (in the case of provincial accounting units). The accounting functionary must keep a copy of the consolidated certificate for five years for auditing purposes.
- (6) The Section Head: Support Services, or Provincial Head: Supply Chain Management must draw up a consolidated stocktaking certificate for all the accounting units under his or her control. The original consolidated certificate must be presented to the relevant divisional commissioner or provincial commissioner, respectively, who must check and sign it before 31 January of each financial year. A copy of the consolidated certificate must be kept for five years for auditing purposes by the Section Head: Supply Chain Management, Head Office, or Provincial Head: Supply Chain Management.

- (7) Section Heads of provisioning stores must also draw up stocktaking certificates for all provisioning stores under their command. The original stocktaking certificate must be presented to the Head: Movable Government Property, Division Supply Chain Management. The copy of the certificate must be kept at the store for five years for auditing purposes.

- (8) The Head: Movable Government Property: SCM must draw up a consolidated stocktaking certificate for all the provisioning stores under his or her command before 31 January of each financial year. A copy of the consolidated certificate must be kept by the Head: Movable Government Property for five years for auditing purposes.

- (9) The consolidated stocktaking certificates of the respective divisions or provinces and provisioning stores must reach the Divisional Commissioner: Supply Chain Management **before 15 February of every year.**

- (10) The stocktaking certificate must be prepared as indicated in paragraph

124. Stocktaking certificate

STOCKTAKING CERTIFICATE

REFERENCE: 19/1/12 From:
ENQUIRIES:
TEL:
FAX:
E-MAIL:

The Divisional Commissioner: Supply Chain Management

South African Police Service

Private Bag X 254

PRETORIA

0001

STATE PROPERTY: STOCKTAKING CERTIFICATE: FINANCIAL YEAR:/.....: CHIEF USER / ACCOUNTING FUNCTIONARY / PROVISIONING STORE / DIVISIONAL COMMISSIONER / PROVISIONAL COMMISSIONER:

1. I, (full names and surname), hereby certify that —

1.1 all personnel, who are involved in the Supply Chain Management and asset management processes, are well acquainted with the delegated powers and conditions and that they apply them correctly;

1.2 the inventory controller(s) or chief user(s) and accounting functionary(ies) were designated in writing.

1.3 the following measures have been implemented to prevent a recurrence of shortages or surplus that were identified:

.....
.....
.....

2. I further certify that —

2.1. stocktaking of all stock, assets, equipment and animals was carried out during the present financial year at the inventory or warehouses indicated

below, and that the quantities found were compared with the totals in the ledgers:

Inventory controller/Chief User/ Accounting store/Provisioning store	Date
.....
.....

- 2.2 all aspects set out in Chapter 13 have been evaluated;
- 2.3 all vouchers are up to date and were filed correctly;
- 2.4 all redundant, obsolete and unserviceable stock, assets, equipment and animals have been dealt with by a board of inquiry;
- 2.5 all balance adjustments of surplus, shortages or losses found during the annual stocktaking have been completed and sent to your office under separate covering letters;
- 2.6 at least two inspections have been performed on equipment issued on personal inventories; and
- 2.7 the information that is provided is a true account of the position regarding asset administration by the chief user or accounting unit or divisional or provincial office.

DATE :

TIME .

PLACE :

.....

Chief User/Accounting Functionary/Store Master/Provincial Commissioner/ Divisional
Commissioner:

PERSAL number : Rank :

Surname and Initials :

Chapter 14: Disposal of stores and equipment

125. Purpose

The purpose of this Chapter is to regulate the process of disposal of stores and equipment.

126. Disposal of an item on the State Property Account

- (1) An item on the State Property Account may only be disposed of —
 - (a) through a donation or transfer of the item by the Service; or
 - (b) in accordance with the instructions of a Confirming Authority acting upon the recommendation of a Disposal Board on a board of survey.
- (2) A donation or transfer by the Service of an item on the State Property Account must be dealt with, subject to paragraph 176 of this instruction.
- (3) A Confirming Authority may only issue instructions regarding the disposal of an item on the State Property Account, after having considered the recommendation of a Disposal Board on a board of survey.
- (4) Only items on the State Property Account that are obsolete, redundant, unrepairable and unserviceable must be referred to a Disposal Board for a recommendation on their disposal.
- (5) A Disposal Board must be convened by the convening authority in accordance with paragraph 128 of this instruction. The Disposal Board must perform the functions set out in paragraph 129 in order to make a recommendation to the Confirming Authority on whether the stores or equipment are serviceable, repairable, obsolete or redundant and, if so, make a recommendation on the instructions relating to the method of disposal of the stores or equipment as set out in paragraphs 134 to 137.

The Disposal Board must oversee the disposal of obsolete, redundant, unrepairable and unserviceable stores or equipment after receiving the confirmation of the Confirming Authority on the findings and method of disposal.

- (6) Lost, stolen or damaged items and shortages must be dealt with in terms of paragraph 133 of this instruction.

127. Identifying items to be placed on a board of survey

- (1) An inventory controller, chief user, accounting functionary, store master or an inspecting official must identify obsolete stores or equipment or equipment that is unserviceable.
- (2) Identified obsolete stores or equipment or equipment that is unserviceable must be separated by the inventory controller, chief user, accounting functionary or store master from serviceable stores and equipment.
- (3) An inventory controller, chief user, accounting functionary, store master or an inspecting official who has identified obsolete stores or equipment or equipment that is unserviceable, must approach the relevant convening authority to convene a Disposal Board to consider disposing of such items.
- (5) A chief user, accounting functionary or store master must do a balance adjustment on PAS and the items are put on the suspense account on PAS pending the decision of the Disposal Board.

128. Convening a Disposal Board

- (1) The Convening Authority must in writing convene a Disposal Board in accordance with the delegation of powers for Supply Chain Management. (A Stocktaking Board may be convened as a Disposal Board.)

- (2) The Convening Authority must designate, in writing, a chairperson for the Disposal Board who is an employee of the Service and who holds the rank of at least Captain and is attached to Supply Chain Management.
- (3) A Disposal Board may be convened at any time but at least once during a financial year at an accounting unit or a provisioning store, in order to prevent the accumulation of large quantities of unserviceable, and obsolete items which will impact on the limited storage space of the Service.
- (4) A Disposal Board must, as far as possible, conclude its proceedings within the financial year in which it was convened.
- (5) The chairperson of the Board must —
 - (a) in writing designate at least two members to serve on the Disposal Board, one of which must be an employee who is familiar with the management of a Government Property Account and the disposal instructions;
 - (b) ensure that when the Disposal Board has to make a decision concerning technical and mechanical equipment, a qualified person who has the knowledge, training and experience draws up a certified serviceability report for specific equipment and is available to provide the Disposal Board with advice regarding the serviceability or further usefulness of an item (if an employee draws up a serviceability report for the specific equipment, his or her capacity (eg “qualified motor mechanic: workshop control”), must be indicated on the report and he or she must countersign the recommendation certificate).
 - (c) ensure that an official who is directly in charge of stores and equipment does not serve on the Disposal Board when items that are under the control of the official, are evaluated; and

- (d) in consultation with the accounting functionary or store master, determine the date of an inspection and in writing inform the members of the Disposal Board of the date the Disposal Board will be held.

129. Functions of a Disposal Board

- (1) The Disposal Board must make recommendations to the Confirming Authority regarding obsolete stores and equipment as well as unserviceable equipment.
- (2) The Disposal Board must —
 - (a) inspect an item presented to it to determine whether it —
 - (i) qualifies as obsolete stores or equipment or unserviceable equipment or whether it can be repaired economically;
 - (ii) is unserviceable as a result of normal wear and tear or not;
 - (iii) must be replaced; and
 - (iv) must be donated, sold or destroyed.
 - (b) obtain sufficient information or evidence on which to base its findings; and
 - (c) make recommendations on a board of survey (disposal schedule) to be submitted to the Confirming Authority.
- (3) If the Disposal Board finds that equipment cannot be repaired economically and is unserviceable as a result of reasons not ascribed to normal wear and tear, but the chief user or store master presenting the item for disposal did attend to the matter to the satisfaction of the Disposal Board, the Board must indicate this in their findings and make recommendations.

- (4) The Disposal Board must follow the following process when conducting its proceedings:

Stage	Description
1	Collect evidence and consider each item to determine whether it is obsolete, redundant or unserviceable.
2	Record its recommendations on the board of survey (disposal schedule) and attach all relevant documentation.

- (5) The chairperson of the Disposal Board must ensure that all members of the Disposal Board who agree with the recommendations of the Board sign the recommendation certificate. If a member disagrees with the recommendations, he or she must not sign the certificate and must record his or her objections in a memorandum which must be submitted to the Confirming Authority together with the disposal schedule.
- (6) The chairperson of the Disposal Board must submit to the Confirming Authority in duplicate the board of survey (disposal schedule) together with any memoranda, if applicable, and supporting documents.

130. Criteria used by a Disposal Board to determine whether an item is obsolete, redundant or unserviceable

- (1) A Disposal Board must take the following criteria into account to determine whether an item is repairable, obsolete, redundant or unserviceable:

Determination	Criteria
Serviceable	An item which is still suitable for the purpose for which it was purchased.
Repairable	An item that can be repaired economically and that will subsequently be usable or serviceable.
Unserviceable	An item which, owing to the usual wear and tear, has become obsolete and is no longer suitable for the purpose for which it was originally obtained.
Obsolete	An asset, excluding spoilt assets, that can no longer be used in the Service, but that can still be used by other State departments.
Redundant	A serviceable asset that is no longer required by the user, but which can still be used in the Service.

- (2) Redundant equipment must first be redistributed within the relevant province, division or elsewhere in the Service that are in need of the item and may not be placed on a board of survey. If there is uncertainty in a specific case, the matter must be referred to the Divisional Commissioner: Supply Chain Management for his or her decision.

131. The Confirming Authority

- (1) The Confirming Authority is an employee to whom the power to approve the disposal of movable government property of the Service has been delegated.
- (2) The Confirming Authority must, upon receipt of the board of survey (disposal schedule) from the Disposal Board, do the following:

Step	Action
1	Establish whether the recommendation certificate on the disposal schedule was signed by every member of the Disposal Board and study any memorandum attached to the disposal schedule.
2	If the expert, who had made the recommendation on the item to be disposed of, is not a member of the Disposal Board, check whether the unserviceability certificate is attached to the disposal schedule.
3	Refer the board of survey documentation back to the chairperson of the Disposal Board for rectification, if — (a) all the members of the Disposal Board have not signed the recommendation certificate on the disposal schedule or the objections of the members of the Disposal Board, that did not sign the recommendation certificate on the disposal schedule, have not been attached to the disposal schedule; or

	(b) the unserviceability certificate of the expert mentioned in step 2 is not attached to the disposal schedule.
4	If there is any doubt relating to types or quantities on the schedule, inspect the items physically.
5	Consider the recommendations of the Disposal Board. If the Confirming Authority does not concur with a recommendation, he or she must in writing make the necessary amendments thereto on the board of survey (disposal schedule).
6	Confirm the schedule by signing and dating the confirmation certificate, if he or she concurs with the recommendations of the Board or he or she has made amendments thereto.
7	Assign a confirmation number to the schedule, which must be registered in numerical order in a B16 register which must be inspected on a weekly basis by a designated person.
8	Return the disposal schedule in duplicate after it has been considered and confirmed, to the chairperson of the Disposal Board.

132. Duty of the Disposal Board upon receipt of a confirmed disposal schedule

The chairperson of the Disposal Board must, upon receiving the confirmed board of survey (disposal schedule) from the Confirming Authority, follow the following steps:

Step	Action
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1	Ensure that no item is added to or deleted from the board of survey (disposal schedule) after it has been approved by the Confirming Authority;
2	Provide the originally signed confirmed disposal schedule to the relevant accounting functionary or store master;
3	Ensure that the disposal instructions are carried out;
4	Ensure that the disposal of the items is completed within six months after confirmation by the Confirming Authority (a Board of Survey registered in the period April to September, must be finalized by 30 September of that financial year and a Board of Survey registered in the period October to March, must be finalized by 31 March of that financial year);
5	Ensure that all members of the Disposal Board sign the disposal certificate on the board of survey (disposal schedule).
6	Obtain a copy of the PAS report for disposals removed from suspense account.

133. Lost, stolen or damaged items and shortages

- (1) Lost, stolen or damaged items and shortages may not be disposed of by a board of survey.
- (2) The prescribed loss management process and the process for shortages on PAS must be followed for the items to be written off.
- (3) Only damaged items which cannot be repaired economically, may be written off by a board of survey once the loss has been registered on LMS and the disposal of the item has been confirmed in writing by the Disposal Board.

134. Methods of disposal

- (1) The disposal schedule must provide for instructions on the method of disposal of the items mentioned therein.
- (2) Measures must be put in place to prevent theft, loss of and damage to stores and equipment that have been boarded.
- (3) The Disposal Board must ensure that all boarded items are transported to a central location by the relevant accounting functionaries or store masters.
- (4) Stores and equipment that have been earmarked for disposal must be kept in their original form, and no part thereof may be removed and it must be handled with the same care as serviceable stock or equipment. If it is found that the stores or equipment are not in their original form, an investigation must be conducted into the possibility of malicious damage to property or theft.
- (5) If the transport costs exceed the potential value of the items, the items must preferably be sold locally to the advantage of the Service or destroyed locally.
- (6) Extreme care must be exercised to prevent items collected for disposal from coming into circulation again.
- (7) The relevant accounting functionary or store master must ensure that all official documents are removed from office furniture before they are disposed of. (A certificate to this effect, eg “contains no official documents” must be endorsed on the disposal schedule.)

135. Destruction as a method of disposal

- (1) Destruction of an item must take place in the presence of at least two members of the Board. The chairperson of the Disposal Board is responsible to ensure that these provisions are complied with before the Board signs the disposal certificate on the disposal schedule.
- (2) Boarded bullet resistant vests, firearms, ammunition, pyrotechnics which include pepper spray canisters must be transferred to the Divisional Commissioner: Supply Chain Management for destruction. The chief armourer must serve on the Disposal Board for firearms, ammunition and pyrotechnics and must counter-sign the disposal certificate.
- (3) All pepper spray canisters that are identified by the accounting functionary for disposal (empty, half used or full but expired) must be transferred on PAS and be transported to the Ammunition Store for destruction.
- (4) Dispatching of the pepper spray canisters must be dealt with as prescribed for ammunition, pyrotechnics and teargas in National Instruction 5/2010 and under no circumstance may it be dispatched by parcel or courier service.
- (5) Uniform pieces must be disposed of by destruction. Cloth may be taken from textiles that were boarded to be used for cleaning purposes. The items from which the cloth is obtained from, must be torn to such an extent that they cannot take on their original shape.
- (6) Boarded cellular telephones and rechargeable batteries must be disposed of in accordance with the instruction on official cellular telephones.
- (7) Items such as toxins that were boarded and that are potentially dangerous to humans or animals, must always be destroyed in the appropriate manner or as determined by applicable legislation.

- (8) The following procedure must be followed by all provinces and divisions when disposing of IS/ICT equipment:

Step	Action
1	All hard disk drives of PC workstations, notebooks and mobile connectivity devices must be removed and destroyed in terms of National Intelligence instructions based on the security risk for the retrieving of data;
2	As soon as the equipment has been identified for discontinuation or certified as unserviceable or uneconomically repairable, the attending IT technician must remove the hard disk drive and deliver it to the responsible Provincial Head: TMS
3	The provincial head: TMS needs to ensure that proper records are kept of all hard disk drives, including serial numbers, that must be disposed of;
4	The provincial head: SCM must destroy the hard disk drives by means of drilling, crushing or shredding in terms of prescribed processes
5	Boarded workstations and notebooks of which the hard disk drives have been removed and destroyed, must be disposed of as prescribed in Chapter 14;
6	All boarded mobile connectivity devices must be destroyed as data may be recoverable, even after wiping.

- (9) All riot equipment must be disposed of on national level at a central point by the division: ORS by destruction. The items must be destroyed to such an extent that it cannot take on their original shape. Instructions related to the disposal and destruction of riot equipment will be determined and communicated from time to time by the Divisional Commissioner: ORS.

- (10) Boarded animals must be disposed of in accordance with the instruction on animals as set out in Chapter 11.
- (11) The destruction of damaged and unserviceable tyres of serviceable vehicles, potentially has a negative impact on the environment and the health of persons.
- (a) When disposing unserviceable and damaged tyres, the Waste Tyre Regulations, 2017 made in terms of the National Environmental Management: Waste Act, 59 of 2008, must be adhered to.
 - (b) The Service is an end-user of tyres, and is not in any form a “Tyre Dealer”.
 - (c) Tyres that are suitable for re-tread or are partly worn, must be separated from *waste tyres*. The separated tyres are not *waste tyres*.
 - (d) The *Disposal Board* must make recommendations regarding the disposal of *waste tyres* to the *Confirming Authority*.
 - (e) The *Confirming Authority* must consider the recommendations made by the *Disposal Board* and other relevant factors.
 - (f) The *Confirming Authority* must further determine whether it is viable to sell the separated tyres under paragraph 135(11)(c).
 - (g) The *Disposal Board* and the *Confirming Authority* must follow the procedure set out in paragraph 130, 131 and 132 above when considering the disposal of unserviceable tyres or damaged tyres of serviceable vehicles.

- (h) After the *Disposal Board's* recommendation(s) have been considered, the *Confirming Authority* must clearly state or approve, whether the *waste tyres* can be transferred free of charge to a *waste processor*, as indicated by the Recycling and Economic Development Initiative of South Africa.
- (i) Chapter 15 of this National Instruction states that, if it is economically viable and approved by the *Confirming Authority*, the separated (not *waste tyres*) can be sold on auction or per informal tenders.
- (j) According to the Waste Tyre Regulations 2017, and the Integrated Industry Waste Tyre Management Plan (IIWTMP) of the Recycling and Economic Development Initiative of South Africa, the Service should not provide waste tyres to a waste processor or entity free of charge.
- (k) The decision to dispose *waste tyres* for free, lies with the *Confirming Authority*.
- (l) When the transfer of the *waste tyres* to a *waste tyre processor* is approved, the relevant *accounting functionary* must make arrangements for the transfer of the *waste tyres*.
- (m) The Service must not “stockpile” waste tyres to the extent that it requires compliance with the duties of the waste tyre stockpile owners, as set out in the Waste Tyre Regulations, 2017.
- (n) The Service may not pay any levy in respect of *waste tyres*.

136. Donation of an item to another institution

- (1) If boarded stores and equipment are of historical value and may be made available for sale to the public, the stores and equipment must first be

offered to interested institutions before considering the disposal thereof by selling it.

- (2) The procedure in respect of donations by the Service set out in the National Instruction on Donations, Gifts and Sponsorships must be adhered to in respect of the donation of obsolete or redundant stores and equipment.

137. The selling of boarded government property as well as found, unclaimed and forfeited items

- (1) The procedure in respect of the selling of items set out in the Chapter 15 must be adhered to in respect of the selling of boarded stores and equipment as well as found, unclaimed and forfeited items.

- (2) When the disposal of any stock or equipment ends the ownership of the Service, a capital X must be placed over the RSA mark.

Chapter 15: Selling of boarded government property as well as found, unclaimed and forfeited items

138. Background

The purpose of this Chapter is to regulate the selling of boarded government property as well as found, unclaimed and forfeited items by means of public auction or informal tenders.

139. Sending boarded items to the auction centre

- (1) Accounting functionaries may —
 - (a) transfer government property to a central collection point or auction centre, determined by the Provincial Head: Supply Chain Management, for disposal (in accordance with Chapter 14); or
 - (b) send already boarded items to an auction centre, in which case a separate issuing system must be maintained.
- (2) If an accounting functionary, a store master or a member in command of the SAPS 13-store has already conducted a disposal board and decided that an item must be disposed of by selling it, the relevant accounting functionary, store master or member in command of the SAPS 13-store must collect and transport items to be disposed of by selling, whether by auction or informal tender, to a central collection point or auction centre, determined by the Provincial Head: Supply Chain Management.
- (3) If a public auction is not cost-effective, the items must be sold by informal tender.
- (4) The sender must obtain an acknowledgement of receipt of the items taken to a central collection point or auction centre from the commander of the auction centre and, for record purposes, file the acknowledgement of

receipt from the auction centre in numerical order in a Z20 file marked for that specific auction.

- (5) The commander of the auction centre must upon receipt of the boarded or forfeited items verify their description and quantity.
- (6) The commander of the auction centre must not accept the items of which the description or quantity differ from the issuing voucher or sale list. These items must be returned to the sender.
- (7) Damaged items may only be accepted if accompanied by a written authorization for the sale of the item.

140. Restriction on sales

The following items may not be sold and must be disposed of at the office of origin:

- (a) an item of which the sale is prohibited in terms of law or any directive of the Service;
- (b) a boarded or found, unclaimed and forfeited item which has no market value;
- (c) a lent, leased or hired item;
- (d) an item which could pose a danger to the health and safety of the community;
- (e) an item that is damaged or faulty, unless the item is accompanied by a written authorization by the chairperson of the disposal board authorizing the sale of the item;
- (f) an item that cannot be reconciled with its description on the sale list or issuing voucher;
- (g) a part of an item which has been boarded, unless the item is accompanied by a written authorization for the sale of the item; and

- (h) an item which is still usable and suitable for use by the Service.

141. Actions at the Auction Centre

(1) Placement of items in lots

- (a) The commander of the auction centre must, upon receipt of items from accounting functionaries and SAPS 13 stores, ensure that the items are put in preliminary lots.
- (b) Non-related items must not be put into the same lot.
- (c) Similar items from various SAPS 13 stores may be included in one lot or separated into different lots.
- (d) Description of items in a lot:
 - (i) Boarded items must be described according to the description on the item master on PAS.
 - (ii) Found, unclaimed or forfeited goods must be described in accordance with the SAPS 13 entry.

142. Auction Sales list

- (1) The date, day, time and street address at which the auction will be held as well as the date, day, time and place at which the lists may be inspected and, in addition, the estimated realisable value of the auction, must be clearly indicated on the sales list.
- (2) A preliminary sales list must reach the relevant Supply Chain Management office at least 28 days before the date of the auction. Items received after the sales list has been sent to Supply Chain Management, may not be sold on the auction.

143. Numbering of lots

- (1) Lots must be numbered consecutively. Boarded items from the PAS must be listed first and found, unclaimed and forfeited items from the SAPS 13 register thereafter.
- (2) The exact quantity of each item must be indicated next to every item.
- (3) The serial number of those items that are controlled by serial numbers must be reflected on the sales list.

144. Auction committee

(1) Designation of the chairperson of the auction committee

- (a) The Provincial Head: Supply Chain Management must designate the chairperson of the auction committee. The chairperson must exercise control over the planning, organization and running of the public auction. (See paragraph 158 for an example of such designation.)
- (b) The chairperson of the auction committee must be at least a commissioned officer.
- (c) The chairperson must, in writing, designate employees who will be members of the auction committee. (See paragraph 159 for an example of such designation.)
- (d) The chairperson must designate a member of the auction committee to act as departmental representative during the auction.

(2) Responsibilities of the auction committee

The auction committee must —

- (a) implement the policy and procedure concerning disposals and selling of items on auction;
- (b) ensure that all auctions are planned, organized and carried out in accordance with this Chapter and that meetings are scheduled with the approved auctioneer to determine the date on which the auctioneer and potential purchasers may view the items, and the date of the auction;
- (c) ensure that an advertisement (in accordance with regulation 20 of the Consumer Protection Act Regulations, 2011) is drafted by the auctioneer and submitted to the committee for its approval;
- (d) ensure that the maximum amount, reflected on the official contract, that may be spent on advertising, is not exceeded;
- (e) determine the registration fee for potential purchasers;
- (f) ensure that the approved auctioneer advertises the auction in at least two newspapers that are distributed locally, in different official languages (of which one must be English);
- (g) ensure that the advertising costs are for the account of the auctioneer; and
- (h) group items of the same kind into manageable lots.

145. Approval of the auction

- (1) The commander of the auction centre must before an auction takes place obtain the approval from the Provincial Head: Supply Chain Management for the selling of the boarded government property as well as found, unclaimed and forfeited items.

- (2) The appointment of an auctioneer, whether through a contract or per individual case must be done in accordance with Acquisition Management directives. A written agreement must be entered into setting out that the Service appoints him or her as the auctioneer for sale of goods on behalf of

the Service and the terms and conditions upon which the auctioneer accepts the goods for sale.

- (3) The agreement contemplated in subparagraph (2) must as a minimum contain —
- (a) the name and physical address of the Service;
 - (b) if the goods are to be sold at a specific auction, the date of the auction or if the goods are to be sold at a number of auctions, a termination date of the agreement;
 - (c) the address of the premises where the auction is to be held;
 - (d) the rules of auction;
 - (e) a description of all of the fees to be charged by the auctioneer or the auction house, which must include commissions, storage, advertising and labour, or a method by which such fees will be determined;
 - (f) an explanation of the settlement of the auction that includes the disbursement of interest money, if applicable;
 - (g) a statement indicating whether the auction is an auction without reserve or not;
 - (h) a brief description of the goods to be sold;
 - (i) if the sale is of goods at auction without reserve, a statement affirming that the seller of the goods has a *bona fide* intention to transfer ownership of the property to the highest bidder;
 - (j) an exact copy of section 65 (2) of the Consumer Protection Act, 2008 (Act No. 68 of 2008); and
 - (k) an exact copy of subsections (1) to (5) of section 45 of the Consumer Protection Act, 2008 (Act No. 68 of 2008).
- (4) If the estimated proceeds of the intended auction is less than the amount determined by the Divisional Commissioner: Supply Chain Management, —
- (a) the informal tender process may be followed to sell the items; or

- (b) the Provincial Head: Supply Chain Management may in writing designate a member of the Service to act as auctioneer.
- (5) The conditions of sale for an auction, must provide that —
- (a) the highest bidder will be regarded to be the purchaser;
 - (b) the grouping of the lots are final and may not be changed;
 - (c) lots will be sold in the sequence determined by the auctioneer;
 - (d) an auction may be discontinued in certain (listed) circumstances;
 - (e) only certain methods of payment will be acceptable and the time allowed for payment to be made and the steps that will follow if a purchaser fails to pay the amount on which the bid was awarded;
 - (f) any participant in the auction is deemed to have agreed that no warranties or representations have been made relating to the state, quality, quantity, condition or fitness for use of any item or items on the auction and that the Service is not responsible for the repair of any item purchased at the auction and a purchaser agrees to accept all risks of whatsoever nature inherent in the item or items;
 - (g) the Service cannot be held liable for any loss or injury suffered by any person attending the auction, as a result of the auction or the use of any item bought at the auction; and
 - (h) items may only be removed from the auction after the closing of the auction and during office hours and the procedure to be followed regarding the removal of the items.

146. Advertisements

- (1) The appointed auctioneer is responsible for advertising the auction. The format and size of the advertisement must be determined by the chairperson of the auction committee in consultation with the auctioneer.
- (2) The costs of the advertisements must be carried by the auctioneer and

must be deducted from the proceeds based on the submission of the receipt. The Service shall receive the advantage of any discount allowed to the auctioneer on the printing of advertisements and the discount shall be indicated on the invoice. The costs of the advertisements as provided for in the contract, may not exceed the maximum amount determined by the Divisional Commissioner: Supply Chain Management.

- (3) Advertisements must —
- (a) be in a legible format and size;
 - (b) contain a reference to the Consumer Protection Act Regulations, 2011, together with the URL of an operational internet site where a copy of these regulations may be obtained;
 - (c) state the date, place and time of the auction;
 - (d) state the name of the auctioneer and the auction house, if any, and if registration or licensing of auctioneers or auction houses after the commencement of Consumer Protection Act Regulations, 2011, becomes mandatory, such registration or licensing number;
 - (e) state where the rules of auction can be obtained;
 - (f) state the particulars of the goods offered on auction;
 - (g) if applicable, state that the auction will be held over a number of days;
 - (h) state, if applicable, that the sale by auction is subject to —
 - (i) a reserved or upset price; or
 - (ii) a right to bid by or on behalf of the owner or auctioneer, in which case the owner or auctioneer, or any one person on behalf of the owner or auctioneer, as the case may be, may bid at the auction; and
 - (iii) contain a reminder that all prospective bidders must register as such prior to making bids during the auction and that such registration requires proof of identity and of residence;
 - (i) disclose as accurately as possible the total costs of advertising and

- conducting the auction;
 - (j) person responsible for enquiries.
- (4) Advertisements must be placed at least 14 days prior to the auction in order to afford interested persons, the opportunity to attend the auction.
- (5) The following copies of the advertisement and related documents must be filed in the Z20 file of the auction for audit purposes:
- (a) Quotation or invoices and receipts for the advertisement;
 - (b) the authorization of the auction committee; and
 - (c) the approved advertisements.

147. Pre-inspection

- (1) The commander of the auction centre must, together with the auction committee, perform the first pre-inspection on the items submitted by the accounting functionaries and SAPS 13 store commanders to —
- (a) ensure the correctness of information and the physical condition of the items;
 - (b) the provisions of paragraph 140 have been adhered to;
 - (c) items are grouped together in such a way that prospective purchasers can determine the value of the lots;
 - (d) non-related items are not in the same lot; and
 - (e) a purchaser of an individual lot is not disadvantaged.
- (2) The commander of the auction centre must perform a second pre-inspection after completion of the sales list to ensure the correctness of information and the suitable sizes of lots.
- (3) The person designated by the auction committee to audit the auction must perform a final pre-inspection on items to ensure the correctness of

information relating to the auction before the auctioneer and prospective purchasers may view the items.

148. Conducting the actual auction

(1) Responsibility of commander of the auction centre during the auction

The commander of the auction centre must ensure that —

- (a) control is exercised over all the functions at the auction for the duration of the auction. If necessary, he or she must make adjustments and draw the attention of the departmental representative to any irregularities;
- (b) at least two members, must, independently of each other, record the price that each lot realised and verify the total proceeds of the auction with the auctioneer;
- (c) an information official is available before, during and after the auction to deal with enquiries from the public; and
- (d) members who are not on duty at the auction centre, do not attend the auction in uniform during working hours.

(2) Responsibility of departmental representative of the Service for the duration of the auction

- (a) The departmental representative must —
 - (i) exercise control over the auction in order to prevent any irregularities at the auction;
 - (ii) ensure that an employee of the Service, who is performing duty in any official capacity at the auction, is aware that he or she is prohibited from making any bid himself or herself; and
 - (iii) ensure that the interests of the Service are protected while the auctioneer leads the auction.
- (b) The departmental representative must ensure that the auctioneer —
 - (i) provides a bank-guaranteed cheque to him or her as security

- for the total estimated income of the auction before the commencement of the auction;
- (ii) register all potential purchasers (on the bidders' record and issue a bidder number to the bidder before he or she may bid, as well as a paddle or other device to which that number is attached in such a way that it is clearly visible to the persons present at the auction) and repay the registration fee at the end of the auction if the purchaser concerned did not purchase anything, or deduct the registration fee from the amount payable by the purchaser, if he or she bought any item during the auction. In instances where the registered purchaser forfeits the registration fee, the fee accrues to the Service;
 - (iii) read to the purchasers, in English and, if necessary, in one other official language, the official conditions of sale for the auction as well as any "special conditions of sale" before the auction starts;
 - (iv) maintain an auction roll on which the purchasers' numbers per lot and the amount realised per lot, are noted;
 - (v) not accept telephone offers;
 - (vi) only accept a bid from a registered purchaser;
 - (vii) settle any dispute that may arise in consultation with the departmental representative;
 - (viii) is not allowed to keep any lots back without the consent of the departmental representative;
 - (ix) obtain payment from the purchasers before completion of the auction. Provision must be made for purchasers to pay before the end of the auction without interrupting the auction, and that receipts will only be issued to registered bidders. Purchasers must be informed that ownership of the goods bought and the risk in respect thereof pass to the purchaser

- as soon as the payment therefore has been received. Goods must be released by the departmental representative only after the last lot has been sold and after payment has been received and upon production of the auctioneer's receipt;
- (x) hand over copies of the sales letters issued to the purchasers and the departmental representative directly after the auction. The full details of the purchaser, as well as the lot numbers that had been bought, must appear on these letters;
 - (xi) complies with regulation 24 of the Consumer Protection Act Regulations, 2011.
- (c) No items may be put up for auction by the Service after the auction, and no items may be sold between purchasers on government premises.
 - (d) The auctioneer is responsible for paying VAT to the South African Revenue Service on the commission earned.
 - (e) The departmental representative must ensure that the auctioneer has a vendor's roll in which all the details of —
 - (i) the advertising of the auction;
 - (ii) the rules of auction;
 - (iii) the bidders' record;
 - (iv) the declarations contemplated in regulation 21(2)(h) and 27 of the Consumer Protection Act Regulations, 2011;
 - (v) a list of all goods on auction, including goods which were withdrawn from auction;
 - (vi) the names of the successful bidders, the goods or lots bought and the prices paid in respect thereof;
 - (vii) the details of any challenges to the validity of the auction or the conduct thereof, and the particulars of the persons making such challenges, if available;
 - (viii) any items or lots not sold; and
 - (ix) the details of any reserved price or any matter contemplated

in subsections (4) and (5) of section 45 of the Consumer Protection Act, 2008 (Act No. 68 of 2008); and

- (f) After the auction, the departmental representative must —
 - (i) receive a certificate from the auctioneer to certify that the proceedings of the auction were to the best of his or her knowledge conducted in accordance with the Consumer Protection Act Regulations, 2011, any other applicable law and the rules of auction; and
 - (ii) compile a report on the auction. (See paragraph 138 for an example of such a report.)

(3) Completion of sales lists

- (a) The following information must be completed on sales lists:
 - (i) The amount paid for each item or lot; and
 - (ii) the name and address of every person who purchased the item or lot concerned. If a television set was sold to a person, the person's television license number must be entered on the sales lists next to his or her name and address.
- (b) The amounts that have been entered on the sales list during the auction must be compared with the amounts on the list of auctioneer.
- (c) The completed sales list, lot list, copies of the receipt and credit transfer slip of the auction must be submitted to the relevant Supply Chain Management office after verification by the auction committee.

(4) Withdrawal of an item from the auction

- (a) If an item on the auction list is withdrawn for one of the reasons mentioned below, the withdrawal must be supported by the relevant documentation mentioned below the reason.
 - (i) The item is usable or suitable for use by the State.

(A copy of the authorization and the voucher through which the relevant accounting functionary took the item onto account.)

- (ii) The item is serviceable or economically repairable.

(A copy of the authorization and the voucher through which the relevant accounting functionary took the item onto account.)

- (iii) The description of the item and the item itself, are not reconcilable.

(An explanation in writing of the discrepancy.)

- (iv) The owner of the found or unclaimed goods is known.

(A copy of the indemnity form.)

- (v) The item cannot be produced.

(An explanation in writing of the reasons for its unavailability.)

- (b) Only the chairperson of the auction committee may withdraw boarded, found, unclaimed and forfeited items before or during the auction, once they have been listed on the sale's list. The departmental representative may withdraw a boarded, found, unclaimed and forfeited item during the auction in the circumstances provided for in paragraph 145(5)(d) (eg a reserve value was placed on an item as a condition of sale and the value was not reached during the auction).

149. Payment

- (1) The chairperson of the auction committee must ensure that the auctioneer submit payment in the form of cash or a bank-guaranteed cheque to the chairperson, for the net income of the auction within three hours after the auction has come to an end.

- (2) In instances where items were auctioned by members of the Service

or by means of informal tenders, the gross amount must be paid in at the relevant financial office as soon as reasonably possible, but no later than 10:00 of the first working day after completion of the auction or tender.

- (3) The commander of the auction centre or relevant accounting functionary must take measures to keep the money safe until it is paid in, but no later than 10:00 of the first working day after completion of the auction or tender, at the relevant financial office.
- (4) The commander of the financial office must ensure that —
 - (a) a receipt (Z 271) is issued to the auctioneer or purchaser for the amount paid in;
 - (b) the income generated from the sale of boarded State property and found, unclaimed and forfeited property (SAPS 13) for purposes of financial reporting must be separated, as determined by the Divisional Commissioner: Financial and Administration Services; and
 - (c) a copy of the receipt and credit transfer slip is provided to the commander of the auction centre or accounting functionary.

150. Termination of the auction

- (1) If the auction is cancelled, the advertising expenses already incurred by the auctioneer (up to the amount determined by the Service), must be refunded to the auctioneer on presentation of documentary proof of the expenses: Provided that the auction had not been cancelled due to the wrongful action of the auctioneer.
- (2) Only two hours after the last bid had been awarded, or as determined by the departmental representative, the auction will be deemed to have been closed: Provided that the closure falls on the same day the auction took place.

151. Verification of completed sales list

- (1) Upon receipt of a sales list at the provincial Supply Chain Management office, the designated person, responsible for auctions at the provincial Supply Chain Management office, must verify that the —
 - (a) list corresponds with the lots on the auction list;
 - (b) gross proceeds are correct by adding up the individual amounts;
 - (c) amount that had been spent on advertising, is correct;
 - (d) credit transfer slip number and date on which the money was deposited, is recorded on the list;
 - (e) accounting functionary or an employee, designated by him or her, signed the list; and
 - (f) names and addresses of persons, who had bought television sets, were recorded on the list and that the relevant licence numbers were recorded.

- (2) Any discrepancy or missing information found during the verification referred to in subparagraph (1) must be referred to the relevant accounting functionary in order for him or her to resolve the matter or to provide the relevant information, where after the list must be resubmitted to the relevant provincial Supply Chain Management office.

- (3) If the completed list is correct, it must be submitted for reporting purposes.

152. Filing of documentation

- (1) The commander of the auction centre must inform all accounting functionaries and commanders of SAPS 13 stores, who had sent boarded government property or found, unclaimed and forfeited items, to the auction centre, that the items had been sold and provide documentary proof. The relevant accounting functionary must then close the relevant boards of

survey on PAS.

- (2) If an auction centre was responsible for the board of survey, the commander of the auction centre must close the boards of survey on PAS.
- (3) All the correspondence and documentation relevant to the auction, must be filed at the auction centre in a Z20 file, marked for that specific auction.

153. Reporting

(1) Annually

- (a) Before the end of each financial year, each provincial Supply Chain Management office must submit to the Divisional Commissioner: Supply Chain Management a programme with the details of every auction planned for the next financial year.
- (b) The programme must contain details with regard to the date and venue of the auction as well as the estimated proceeds of every auction.

(2) Quarterly

- (a) Before the end of each quarter (June, September, December and March) the provincial Supply Chain Management office must evaluate the annual programme and confirm it or submit new dates for the next quarter.
- (b) The programme must contain details with regard to the date on which every auction will take place, the venue (place) where the auction will take place as well as the estimated proceeds thereof.

(3) Monthly

- (a) The provincial Supply Chain Management office must submit a monthly report on income generated through auctions and informal tenders to the Divisional Commissioner: Supply Chain Management

in the following format:

Auction/tender date	Venue	Time	Gross income	Income from Government property	Income from SAPS 13	Advertising cost	Commission of auctioneer	Net income
TOTAL								

NOTE: The income generated from Government property and SAPS 13 property must be recorded separately.

- (b) A copy of the following documents must also be attached:
- (i) The credit transfer slip; and
 - (ii) the receipt (Z271).
- (c) A programme for the next month must be included in the monthly report.
- (d) It must be reported if no auction is planned for a specific month.

154. Special provisions relating to the sale of vehicles at auctions

The departmental representative must ensure that the auctioneer attaches a notice to the vehicle and has been attached to the vehicle at all times when the vehicle was available for inspection by prospective bidders, which must include —

- (a) the name and business address of the auctioneer;
- (b) if the auctioneer or auction house is conducting the sale on his, her or its own behalf, whether the auctioneer or auction house is liable to discharge

- the duty of repair, or not;
- (c) a statement that the Service does not have a duty to repair the vehicle;
 - (d) the vehicle's year of manufacture, if known;
 - (e) the vehicle's year of first registration;
 - (f) the vehicle's manufacturer and model designation;
 - (g) the vehicle's registration number;
 - (h) the vehicle's engine number;
 - (i) the vehicle's identification number (VIN);
 - (j) a statement whether or not the reading of the odometer of that vehicle is guaranteed; and
 - (k) a statement contemplated in regulation 21(2)(l) of the Consumer Protection Act Regulations, 2011.

155. Controlled metals

- (1) Controlled metals (as provided for in the Second-hand Goods Act, 2009 (Act No. 6 of 2009)) may only be sold at closed auctions.
- (2) Regulation 19(1) of the Consumer Protection Act Regulations, 2011 (mandatory advertising) is not applicable to closed auctions.
- (3) Only a recycler registered in terms of section 25 of the Second-hand Goods Act, 2009, that is a juristic person whose asset value or annual turnover, at the time of the transaction, equals or exceeds the threshold value determined by the Minister responsible for consumer matters in terms of section 6 of the Consumer Protection Act, may be invited to the auctions regarding controlled metals (legal services may be approached to establish what the threshold value is).
- (4) The conditions of sale for an auction of controlled metals must provide that the controlled metal must be melted, smelted or granulated before it may be resold or used.

156. Informal tenders

- (1) If a public auction is not cost-effective, the items must be sold by informal tender.

- (2) At least the following must be contained in the invitation to provide informal tenders to buy items or goods from the Service:
 - (a) the name and physical address of the Service and the address where and date when the items can be viewed;
 - (b) the date when tenders will be received and the termination date of receiving tenders;
 - (c) the address where the tenders will be received;
 - (d) the rules of informal tender;
 - (e) a statement indicating whether a reserve applies to the tenders or not;
 - (f) a brief description of the goods to be sold; and
 - (g) when and how the result of the tenders will be made known.

- (3) At least the following must be contained in rules for items to be sold by informal tender:
 - (a) the person with the highest tender will be regarded to be the purchaser;
 - (b) the informal tender process may be discontinued in certain (listed) circumstances;
 - (c) only certain methods of payment will be acceptable and the time allowed for payment to be made and the steps that will follow if a purchaser fails to pay the amount on which the tender was awarded;
 - (d) no warranties or representations have been made relating to the state, quality, quantity, condition or fitness for use of any item or items sold by informal tender and that the Service is not responsible for the repair of any item purchased and a purchaser agrees to

accept all risks of whatsoever nature inherent in the item or items;
and

- (e) the Service cannot be held liable for any loss or injury suffered by any person as a result of the use of any item bought by informal tender.

157. Armoured vehicles

- (1) Armoured vehicles of the Service may only be sold with the approval of the Divisional Commissioner: Supply Chain Management.
- (2) The conditions of sale as provided for in the National Conventional Arms Control Act, 2002 (Act No. 41 of 2002) must be observed.
- (3) The vehicles may only be sold by informal tender or at a closed auction to persons possessing a valid Armaments Development and Manufacturing (ADM) permit.
- (4) All markings relating to the Service must be removed from the vehicle before it is sold.
- (5) The purchaser must provide a formal undertaking –
 - (a) that the colour of the vehicle will be changed to the extent that it will not be confused with a vehicle of the Service;
 - (b) describing the purpose for which the vehicle is being acquired;
 - (c) to comply with the “ Conditions of Ownership /Disposal”.
 - (d) that the vehicle will not be employed for purposes of endangering the security of the State, the violation of human rights, resolving labour disputes, quelling unrest or committing any unlawful act;
 - (e) describing the measures taken to prevent theft of the vehicle; and
 - (f) that the vehicle will not be resold or leased without NCACC approval.

158. Example designation of the chairperson of an auction committee

EXAMPLE

REF: "Address of provincial SCM"

TEL:

FAX:

DATE.....

DESIGNATION: CHAIRPERSON OF A SOUTH AFRICAN POLICE SERVICE AUCTION COMMITTEE AT THE AUCTION CENTRE

In terms of Chapter 15 of National Instruction # of 2017, No Rank

Name is hereby designated as the chairperson of the South African Police Service Auction Committee at(Place).

PROVINCIAL HEAD: SUPPLY CHAIN MANAGEMENT

DATE:

ACKNOWLEDGEMENT OF DESIGNATION

I, No Rank Name

acknowledge herewith my designation as chairperson of the South African Police Service Auction Committee at(Place) and have familiarized myself with the duties and responsibilities of a chairperson of the South African Police Service Auction Committee as set out in Chapter 15 of National Instruction # of 2017.

.....

SIGNATURE

DATE:.....

159. Example of the designation of a member of the auction committee

EXAMPLE

REF: "Address of chairperson"

TEL:

FAX:

DATE.....

DESIGNATION OF A MEMBER OF THE SOUTH AFRICAN POLICE SERVICE

AUCTION COMMITTEE: NO RANK NAME

.....

In terms of Chapter 15 of National Instruction # of 2017, I hereby designate No Rank Name as a member of the South African Police Service Auction Committee at(Place).

CHAIRPERSON: AUCTION COMMITTEE

DATE:

ACKNOWLEDGEMENT OF DESIGNATION

I, No Rank Name

acknowledge hereby my designation as a member of the South African Police Service Auction Committee at(Place) and have familiarized myself with the duties and responsibilities of a member of the South African Police Service Auction Committee as set out in Chapter 15 of National Instruction # of 2017

.....

SIGNATURE

DATE:.....

160. Report by the South African Police Service representative at South African Police Service auction

EXAMPLE

REPORT BY THE SOUTH AFRICAN POLICE SERVICE REPRESENTATIVE AT SOUTH AFRICAN POLICE SERVICE AUCTION

1. This serves as confirmation that I, No Rank Name, visited the auction centre situated at and conducted a pre-inspection as prescribed. The conditions as prescribed have, to the best of my knowledge, been complied/ not complied with, and I found everything in order/not in order. (delete which is not applicable)

2. The auction was held on and was attended by myself as representative of the South African Police Service. The proceedings took place in accordance with the instructions and, to the best of my knowledge, no irregularities occurred/the following deviations from the procedures and irregularities occurred (give information on deviations/irregularities).
.....
.....
.....
.....

3. I received a bank-guaranteed cheque to the amount of R from the auctioneer (name of the auctioneer) as security for the total estimated income of the auction before the commencement of the auction.

4. I performed the duties as set out in Chapter 15 of National Instruction # of 2017.

5. Kindly find attached hereto the sales list, lot list, copies of the receipt and credit transfer slip for the above-mentioned auction.

.....

SIGNATURE

.....

DATE

Chapter 16: Accounting of leased and lent items

161. Purpose

The purpose of this Chapter is to ensure proper control over items that are leased by or lent to the Service in terms of a contract between the Service and the owner of the item.

This Chapter must be read with Treasury Regulation 13.2.

162. Needs assessment and procurement of leased or lent items

- (1) The needs assessment for a leased item must be done in accordance with the Demand Management directives of the Service.
- (2) The procurement of a leased item must be done in accordance with the directives on Acquisition Management. The contract for leased items is concluded through the official procurement process.

163. Offers to lend an item

- (1) If a private entity offers an item to the Service for use on a lend for use-basis, the following aspects must be considered before proceeding with the offer to lend:
 - (a) Does the Service want to be associated with the institution?;
 - (b) is the Service satisfied with the *bona fides* of the owner?;
 - (c) is the owner trying to obtain an advantage for himself or herself?;
 - (d) is the owner trying to procure a tax advantage, or to gain unfair policing services from the Service?;
 - (e) can the budget of the Service absorb the current running cost pertaining to the lending of the item as well as the carry-through cost to the next financial year, if any?;

- (f) are the specifications of the offered item compatible with similar items (eg computer equipment) already in use in the Service?; and
 - (g) is the lending of the item acceptable in the broader interest of the Service?.
- (2) A certificate setting out the financial implications of the lending of the item on offer, must be obtained from the Divisional - or Provincial Head: Financial Services. This certificate must clearly indicate that the divisional- or provincial budget can absorb the current running cost as well as the carry-through cost pertaining to the next financial year, if applicable.
 - (3) An official letter must be obtained from the lending institution or owner. The terms and conditions for the lending of the item, must be stated clearly in the letter.
 - (4) The offer, together with the relevant supporting documents, must be forwarded to the relevant Supply Chain Management office for consideration.
 - (5) The delegated official (referred to in the delegations for Supply Chain Management) must sign the lend for use-contract.

164. Lend for use agreements

- (1) The terms and conditions of the loan and the rights and responsibilities of the Service and the owner of the item, must be set out in an agreement drafted by a legal official.
- (2) Once the agreement is finalised, the relevant legal official must forward the proposed agreement to the relevant Supply Chain Management office for approval.

- (3) The relevant Supply Chain Management office must ensure that the terms and conditions of the agreement are in the best interest of the Service and compliant with the official directives of the Service.
- (4) The relevant Supply Chain Management must submit the proposed agreement to the delegated official for signature on behalf of the Service.
- (5) An agreement signed by both the Service and the owner of the item, must be returned to the office of origin.

165. Receipt of leased or lent items

- (1) Once the agreement has been signed, Supply Chain Management must receive the item and in writing certify that the item had been received. The date on which the item was received must be indicated in the certificate. The certificate must be forwarded to the Confirming Authority (delegated official).
- (2) The delegated official referred to in paragraph 163(5), must close its file as soon as the certificate referred to in subparagraph (1) has been received and the item has been accounted for on PAS.

166. Accounting for leased or lent items

- (1) A leased or lent item may not be accounted for as Government Property.
- (2) The loan item must be accounted for by following the Extraordinary Receipt - procedure on PAS.
- (3) A leased item must be accounted for with the extra ordinary receipt process, with the reason code: "leases", and certified as a leased item on PAS in accordance with the relevant lease agreement.

- (4) A lent item must be accounted for with the extra ordinary receipt process, with the reason code for lent items, on PAS in accordance with the relevant loan agreement.
- (5) The relevant office of Supply Chain Management may only close its file once the item has been accounted for and the receipt voucher and all other relevant documents have been filed in the VA6 file.

167. Operation and use of leased or lent items

- (1) A leased or lent item must be operated and used in accordance with the owner manual and training provided in terms of the lease - or loan agreement.
- (2) The official directives applicable to the use of government property will *mutatis mutandis* apply to the use of a leased or lent item by an employee of the Service.
- (3) Only an employee of the Service who is authorized to drive a state vehicle may be allowed to drive a vehicle that was leased or lent in terms of a lease - or loan agreement. The official directives applicable to the driving of State vehicles will *mutatis mutandis* apply to the use of a leased or lent vehicle by an employee of the Service.

168. Maintenance, loss or damage

- (1) A leased or lent item must be maintained in accordance with the provisions set out in the lease - or loan agreement.

- (2) Damage or loss of a leased or lent item must be dealt with in accordance with the Loss Control Manual.
- (3) The owner of the damaged item must, in writing, as soon as reasonably possible, be informed of any damage to or loss of the item, to enable the owner to make the necessary arrangements to deal with the loss or damage.

169. Return of lease items

- (1) A leased or lent item must be returned to its owner upon the expiry of the lease or loan period.
- (2) The item must be removed from PAS by making use of the Extraordinary Issue - procedure set out in the Supply Chain Management directives.

Chapter 17: Transfers and donations in kind and services

170. Background

The purpose of this Chapter is to regulate the procedures relating to transfers and donations in kind and services to and by the Service.

This Chapter must be read with Treasury Regulation 21.

171. Offer and acceptance of real estate as a donation

In terms of Treasury Regulation 21.3, the approval of the National Treasury must be obtained via the office of the Divisional Commissioner: Supply Chain Management, before offering or accepting any gift of immovable property.

172. Information in addition to the Chapter

- (1) Any donation or transfer which must be done from a provisioning store, must be done from the provisioning stores at Divisional Commissioner: Supply Chain Management.
- (2) All donations to be made by the Service to foreign governments, must be dealt with by the Divisional Commissioner: Supply Chain Management.
- (3) When items are to be taken overseas as gifts, the request therefore must reach the Divisional Commissioner: Supply Chain Management **at least 30 days** before departure.
- (4) No transfer or donation may be accepted or made without prior written approval.
- (5) Transfers and donations may only be accounted for or issued with the prescribed process on PAS.

173. Conventional arms

- (1) If it is intended to transfer or donate any conventional arms, a written application must be made to the Divisional Commissioner: Supply Chain Management for approval of the transfer or donation. Any such application must indicate the country and end-user of the items to be donated, the number of conventional arms involved, as well as the serial- or chassis number of the arms.
- (2) Once approval for such transfer or donation has been granted, the Divisional Commissioner: Supply Chain Management must ensure that all licences and permits required for the transfer or donation and the exportation (where applicable) of items to be transferred or donated, are applied for and obtained.
- (3) If firearms and ammunition are to be transferred or donated, application must be made for licences, permits and export permits in terms of the Firearms Control Act, 2000 (Act No. 60 of 2000), at the Central Firearms Register.
- (4) If the number of firearms for which application is made, does not exceed 10 per type and the quantity of ammunition does not exceed 20 000 per calibre, the Central Firearms Register may issue the necessary export permit.
- (5) If the number of firearms for which application is made exceeds 10 per type and the quantity of ammunition per calibre exceeds 20 000 per calibre, the Head of the Central Firearms Register must submit the application under the signature of the National Commissioner to the Directorate for Conventional Arms Control (DCAC), for consideration by the National Conventional Arms Control Committee (NCACC).

- (6) Upon confirmation that the NCACC has approved an application, the Central Firearms Register may issue the required export permits.
- (7) If approval has been granted for the transfer or donation of items such as smoke grenades, stun grenades or explosives, export permits must be applied for at the DCAC as well as the Chief Inspector of Explosives of the South African Police Service.
- (8) If approval has been granted for the transfer or donation of tear-(smoke) gas (CS) grenades, or canisters, export permits must be applied for at the DCAC, the Non-Proliferation Council, as well as the Chief Inspector of Explosives. Different formats of end-user certificates are prescribed by the DCAC and the Non-Proliferation Council.
- (9) If any other item which can be used for military application, such as radio equipment are involved, the Divisional Commissioner involved must establish from the DCAC whether the item involved is controlled under the National Conventional Arms Control Act, 2002 (Act No. 41 of 2002), and if so, that application is made for the permit required for transfer or export.
- (10) Application for export permits for the transfer or export of armoured vehicles must be made at the DCAC.
- (11) Any transfer or export referred to above, may only be executed once all relevant permits or licenses have been obtained. The Divisional Commissioner: Supply Chain Management must only release the items upon production of all required permits or licences.
- (12) Transfers or donations of firearms to the Service must be in accordance with the Firearm Standardisation Plan of the Service and approval can only be granted by the Divisional Commissioner: Supply Chain Management.

174. Delegations

The approval of transfers and donations to and by the Service must be executed in terms of the Delegation of Powers: Supply Chain Management approved by the National Commissioner.

175. Procedure for donations and transfers to the Service

The following process must be followed when a donation is made to the Service by any person, private body or private institutions, as well as for transfers from another department or other government institution to the Service.

Step	Action
1	The chief user or accounting functionary receives an offer, in writing, for a transfer or donation to the Service.
2	<p>The following aspects must be considered by the chief user or accounting functionary before proceeding with the transfer or donation:</p> <ul style="list-style-type: none"> (a) Does the Service want to be associated with the transferring department or other institution or donor? (b) Is the Service satisfied with the BONA FIDES of the donor? (c) Is the donor not trying to bargain for an advantage for him or herself? (d) Is the donor not trying to procure a tax advantage or to gain unfair policing services from the Service? (e) Can the budget of the Service absorb the current running cost pertaining to the transfer or donation as well as the carry-through cost to the next financial year? (f) Are the specifications of the transfer or donation compatible with similar items i.e. computer equipment, already in use in the Service?

	<p>(g) Is the transfer or donation acceptable in the broader benefit of the Service?</p> <p>(h) Does the Service obtain ownership of the transfer or donation?</p>	
3	<p>The chief user or accounting functionary, must obtain —</p> <p>(a) a certificate from the Divisional or Provincial Head: Financial Services, indicating that the divisional- or provincial budget can absorb the current running cost as well as the carry-through cost pertaining to the next financial year, if applicable.</p> <p>(b) an official letter from the donor, indicating whether the donation is unconditional or conditional.</p>	
4	<p>The chief user or accounting functionary must determine the estimated value of the transfer or donation from the donor and refer all necessary documents to the relevant Supply Chain Management office.</p>	
5	<p>A designated employee at the relevant Supply Chain Management office must register the transfer or donation in a register established for the purpose of control and reporting (hereafter referred to as the donation register).</p>	
6	<p>The designated employee must determine whether the transfer or donation is conditional or unconditional, after studying the documents and if —</p>	
	the donation is unconditional ...	the donation is conditional ...
	<p>(a) make a recommendation and refer the application to the delegated official for consideration in accordance with the Delegation of</p>	<p>(a) refer the documentation to Legal Services for a recommendation and drafting of a contract, if applicable.</p>

Powers: Supply Chain Management;	
(b) the delegated official considers the application in accordance with the Delegation of Powers: Supply Chain Management, and submits the decision to the Supply Chain Management office of origin.	(b) the relevant legal official refers the application to the delegated official for consideration in accordance with the Delegation of Powers: Supply Chain Management (All the relevant documentation and the contract, if applicable, must be attached).
(c) if the delegated official approved the transfer or donation, the designated employee at the relevant Supply Chain Management office completes the rest of the donation register;	(c) the delegated official considers the application in accordance with the Delegation of Powers: Supply Chain Management, and submits the decision to the Supply Chain Management office of origin. (the delegated official and the transferring department, institution or donor must sign the contract, if the donation or transfer was approved);
(d) the designated employee at the relevant Supply Chain Management office informs the	(d) if the delegated official approved the transfer or donation, he or she informs the transferring
(e) the designated employee at relevant Supply Chain Management office must, after approval has been granted, and the items have been received, certify in writing that the items have been	(e) if the delegated official approved the transfer or donation, the designated employee at the relevant Supply Chain Management office completes the rest of the donation register

<p>received. (The actual date on which the items were received, must be indicated on the certificate. The certificate must be forwarded to the delegated official.);</p>	<p>and after the items have been received, certify in writing that the items have been received. (The actual date on which the items were received, must be indicated on the certificate. The certificate must be forwarded to the delegated official);</p>
7	<p>The accounting functionary must account the transfer or donation on the PAS using the Extraordinary Receipt procedure.</p>
8	<p>Supply Chain Management closes the file as soon as the items have been accounted for and the receipt voucher and all other relevant documents have been filed in the VA6 file of the office concerned.</p>
9	<p>the delegated official closes his or her file as soon as the certificate has been received.</p>

176. Procedure for donations or transfers by the Service

The following process must be followed when a donation is made by the Service to any person, institution or external body, as well as when a transfer is made by the Service to another department or institution.

Step	Action
1	A written request for a donation or transfer must be forwarded to the accounting functionary together with the relevant documentation. The accounting functionary must refer the request together with the relevant documentation and a recommendation to the relevant Supply Chain Management office.
2	The designated employee at the relevant Supply Chain Management office must deal with the request and register it in the relevant donation register.
3	The designated employee must refer all the relevant documentation together with a written recommendation on whether the donation should be approved or not, to the delegated official for a decision.
4	<p>If the delegated official approves the donation, the designated employee must —</p> <ul style="list-style-type: none"> (a) complete the relevant donation register; (b) in writing, inform the accounting functionary or store master of the approval to enable him or her to remove the item(s) from the property account or ledger on the PAS; (c) if the donated item has been handed over, ensure that the accounting functionary or store master issue a voucher and

	<p>certifies in writing that the item has been handed over, with a clear indication of the date on which it was handed over;</p> <p>(d) forward the certificate and copy of the voucher to the delegated official who closes the file on receipt of the certificate; and</p> <p>(e) the item(s) must be taken off the account with the Donation Process on PAS.</p>
5	The item as well as the relevant documents must be collected by or be sent to the receiving person or institution.
6	An acknowledgement of receipt of the item must be signed by the receiving person or institution when the item is collected or received.
7	If the item is sent by post, the designated employee must post it by registered post. The postal cost is carried by the Service and must be reported in terms of paragraph 157 on a monthly basis.
8	The designated employee at Supply Chain Management must attach the acknowledgement of receipt or the registration slip to the voucher and close the file.

177. Transfers from and to the Service

- (1) Requirements set out in Section 42 of the Public Finance Management Act, 1999 (Act No. 1 of 1999), must be complied with by the National Commissioner when items are transferred between government departments.
- (2) The processes as described in paragraph 174 and 175 must be followed when items are transferred from and to the Police Service.

- (3) The accounting officer of the transferring department or his delegate must file a copy of the signed inventory with the relevant Treasury and the Auditor-General within 14 days of the transfer.

178. Register

- (1) Every Supply Chain Management office must keep a Donation register in which all donations and transfers to or by the Service are registered.
- (2) The registers must be kept in the following prescribed format.

DONATIONS TO THE SOUTH AFRICAN POLICE SERVICE

Annual serial no. and date on which the offer was received	Description of items or service	Donation or transfer received from	Estimated value	Date forwarded for approval and to whom	Date received after approval	Receipt no. of PAS

DONATIONS BY THE SOUTH AFRICAN POLICE SERVICE

Annual serial no. and date on which	Description of items or service	Organization to whom the item was	Estimated value	Date forwarded for approval	Date received after approval	Issue no. of PAS

the request was received		donated or transferr ed to		and to whom		

179. Reporting

- (1) At the end of every month before or on the 5th working day of the next month, the relevant office at Divisional Commissioner: Supply Chain Management must draw the relevant reports with regard to all transfers and donations on PAS for reporting purposes.
- (2) All transfers and donations to and by the Service must be reported by the Divisional Commissioner: Supply Chain Management to the Head: Financial and Administration Services, before or on the 9th of the next month and in the prescribed format.
- (3) Services are not yet accounted for on PAS and must, therefor, still be reported manually as prescribed by all provincial heads: Supply Chain Management and the Section Head: Supply Chain Management, Head Office.
- (4) Every month all donations of services to the Service must be reported to the Divisional Commissioner: Supply Chain Management via the Provincial Supply Chain Management, before or on the 5th working day of the next month and in the prescribed format.
- (5) The format for reporting of donation of services is as follows:

REPORT: DONATIONS OF SERVICES TO THE SOUTH AFRICAN
POLICE SERVICE

Date on which Service was received	Service received from	Description of Service	Value	Place where Service was received and for what purpose	The person who approved the donation and the date of authorization

Chapter 18: Stationery

180. Purpose

The purpose of this Chapter is to provide internal control over stationery and other consumable items in the Service.

181. Needs assessment

- (1) The chief user must compile a needs assessment for stationery and consumable items at the beginning of each financial year, and the needs must be captured on the Provisioning Administration System.
- (2) The instructions contained in Chapter 2 must be followed when the chief user compile a needs assessment for stationery and consumable items.

182. Requisition and acquisition of stationery and other consumable items

- (1) The chief user and accounting functionary must follow the generic processes that are set out in Chapter 3, for the acquisition of goods and services to obtain stationery and other consumable items from the provisioning stores or from external suppliers. Items that are kept in the provisioning stores must be requisitioned from the provisioning stores.
- (2) Stationery and other consumable items must be requested on separate SAPS 585 forms. A separate SAPS 585 form must be completed for all contract items that must be obtained from an external supplier.
- (3) If a rubber stamp that is not listed on the computerized code list, but that

is available on the Provisioning Administration System is required by a chief user, a clear example of it must be printed or drawn in duplicate on blank paper, and must be attached to the SAPS 585 form. The accounting functionary must follow the Acquisition Management process to obtain the rubber stamps.

- (4) Controlled items, publications, face value forms and serial number-controlled books may only be requested by accounting functionaries. These items may not be requisitioned together with other items on the same SAPS 585 form.

183. Receipt of stationery and other consumable items

- (1) The SIV (Simultaneous Issue Voucher) process on the Provisioning Administration System must be followed when items are requested from the provisioning store and the ERV (External Receipt Voucher) or SRIV (Simultaneous Receipt Issue Voucher) process on the Provisioning Administration System must be followed when items are bought from external suppliers.
- (2) If items that have been supplied by the provisioning store and cannot be used by the chief user or by other chief users in the province or division, the items must be returned to Supply Chain Management by means of a SAPS 585 form through the IRV (Internal Receipt Voucher) process.
- (3) Damaged or defective items received from external suppliers must be dealt with according to the instructions in Chapter 6 for items received and issued.

184. Accounting of stationery and other consumable items

- (1) If stationery and other consumable items that are classified as

uncontrolled assets are received by an accounting unit or a chief user, an entry must be made in the SAPS 24 Register for control purposes.

- (2) The employee who issues consumable items, must make an entry at the back of the SAPS 24 Register if an item was issued to an employee. The receiver must sign for the items that are issued.
- (3) At the end of each month, the items issued daily must be added up and the register must be balanced. The balance figure must be used as the starting figure of stock for the following month.
- (4) The stock on hand must be reconcilable with the figure that is reflected in the SAPS 24 Register.
- (5) The chief user must inspect the SAPS 24 Register monthly. The inspection must be entered in the SAPS 24 Register against the signature of the chief user and the date on which the inspection is conducted.
- (6) The SAPS 24 Register must be used from the front to the back for the receipt of stock and from the back to the front for issuing stock.
- (7) Separate SAPS 24 Registers must be maintained for stationery and other consumable stock.

185. Utilization of stationery and other consumable items

- (1) The chief user may not accumulate stationery and must ensure that government items are used cost-effectively.
- (2) No standard official forms may be reproduced unless approval in writing has been obtained from the Divisional Commissioner: Supply Chain Management.

- (3) The chief user and inventory controllers must use their discretion to determine the number of consumable items requested and issued. The chief user must exercise proper control to prevent wastage and losses.

186. Control over official stamps and seals

- (1) All official rubber stamps that are classified as controlled assets must be locked, safeguarded and kept out of the reach of unauthorized persons.
- (2) Yellow copper seals must be regarded as a serial number-controlled item, as it is provided with a serial number.
- (3) Yellow copper seals that are not used, must be locked away in a safe. Any addition or replacement of these seals must be reported to the Divisional Commissioner: Supply Chain Management for record keeping.
- (4) Any loss of controlled rubber stamps and seals must be thoroughly investigated and dealt with according to the Loss Management Manual.

187. Disposal of stationery and other consumable items

- (1) Subject to sub-paragraph (2) and (3), all stationery and other consumable items must be disposed of in terms of Chapter 14.
- (2) Obsolete forms or registers must be dealt with according to the contract applicable for the recycling of waste paper and must not be sent to the provisioning store.
- (3) A board of survey must be convened for unserviceable and obsolete official stamps and seals that are classified as controlled assets and must be

disposed of by means of destruction.