

**STANDARD OPERATING PROCEDURE (SOP)**

**BARCODING OF WCED ASSETS**

Process Name	<b>1. BARCODING OF WCED ASSETS</b>		
Process Scope	To barcode tangible assets of the WCED.		
Applicable legislation/policy	<ul style="list-style-type: none"> <li>• The Constitution of the Republic of South Africa, Act 108 of 1996, section 217;</li> <li>• Public Finance Management Act (PFMA), 1999 (Act 1 of 1999);</li> <li>• Preferential Procurement Policy Framework Act (PPFA), (Act 5 of 2000);</li> <li>• Preferential Procurement Policy Framework Act Regulations, 2017;</li> <li>• Broad-Based Black Economic Empowerment Act, (Act 53 of 2003);</li> <li>• National Treasury Regulations issued in terms of the PFMA dated March 2005;</li> <li>• Provincial Treasury Regulations, 2019</li> <li>• Accounting Officer's System of the WCED;</li> <li>• Institutional Instructions; and</li> <li>• Standard Operating Procedures</li> </ul>		
Process Beneficiary	Responsibility Manager		
<b>Task no.</b>	<b>Task</b>	<b>Sub-Task</b>	<b>Responsibility</b>
Process Name	<b>To barcode of moveable assets of the WCED.</b>		
2.1	Administrative Officer: Asset Management	<ul style="list-style-type: none"> <li>• Obtain list of additions per month (major and minor assets) from the team that does the monthly reconciliations</li> <li>• Obtain copies of relevant documentation, e.g. invoice, delivery note and Log 1, to enable teams to identify and barcode the correct items</li> <li>• Liaise with the cost centre via email regarding the new assets (Receipt, Location and confirm date of barcoding)</li> </ul>	Administrative Officer

		<ul style="list-style-type: none"> <li>• Obtain correct quantity of barcodes and scanner from the system administrators (by booking the scanner out from system administrator)</li> <li>• Record barcode, serial, location and correct description manually on the above mentioned list and give a copy to reconciliation team</li> <li>• Paste the barcode on top front right hand side of the item/asset and write RSA mark on the asset</li> <li>• Ensure the setup in the scanner is correct (location, cost centre, description and custodian)</li> <li>• Scan the asset</li> <li>• Scanner is handed over to system administrator(booking in the scanner in the register)</li> <li>• System administrators download information from scanner to Hardcat</li> <li>• Verify the information on the scanner download report against list of assets barcoded</li> <li>• Investigate and resolve discrepancies</li> <li>• Communicate information to system administrators</li> </ul>	
2.2	Barcoding of location	<ul style="list-style-type: none"> <li>• Obtain control list of all locations( floor plan) in the Cost Centre from asset controller</li> <li>• Obtain correct quantity of barcodes and scanner from the system administrators (by booking the scanner out from system administrator)</li> <li>• Liaise with the cost centre via email regarding the new assets (Receipt, Location and confirm date of barcoding)</li> <li>• Where applicable make necessary arrangement to obtain GG vehicle from transport section</li> <li>• Paste the location barcode on the top right hand side of the door frame</li> <li>• Create the location on scanner by recording the barcode number, room number and the floor</li> <li>• Where applicable remove location barcode from offices where amalgamation are requested</li> <li>• Scanner is handed over to system administrator(booking in the scanner in the register)</li> </ul>	Administrative Officer