

STANDARD OPERATING PROCEDURE (SOP)

ADMINISTERING OF LOSSES

Process Name	1. Administering of Losses		
Process Scope	To administer Losses in the directorate		
Applicable legislation/policy	<ul style="list-style-type: none"> • The Constitution of the Republic of South Africa, Act 108 of 1996, section 217; • Public Finance Management Act (PFMA), 1999 (Act 1 of 1999); • Preferential Procurement Policy Framework Act (PPFA), (Act 5 of 2000); • Preferential Procurement Policy Framework Act Regulations, 2017; • Broad-Based Black Economic Empowerment Act, (Act 53 of 2003); • National Treasury Regulations issued in terms of the PFMA dated March 2005; • Accounting Officer's System of the WCED; • Institutional Instructions; and • Standard Operating Procedures 		
Process Beneficiary	Responsibility Manager (RM)		
Task no.	Task	Sub-Task	Responsibility
Process Name	2. Obtain relevant documents from user/custodian		
2.1	The Loss Control Officer is informed that assets have been stolen / missing.	<ul style="list-style-type: none"> • Ensure that incident has been reported to the SAPS and that a case number has been allocated. • Obtain all details, statements, etc. in connection with the incident. • Ensure that a WCED 028 form (Report on burglary/theft/fire/vandalism) and WCED 030 form (Application for a compensation order in respect of unlawful damage or loss as a result of burglary, theft, fire and/or vandalism) are duly completed and signed by all parties. 	Loss Control Officer

2.2	Enter request in Departmental Losses register.	<ul style="list-style-type: none"> • Enter particulars concerning the case (serial numbers, barcodes, value, quantity, description of item, summary of incident) of the case in the Departmental Losses Register. • Assign a unique loss register number to the case. • Submit Loss Report as well as other supporting documentation to the Central Loss Control Officer (CLCO) in the Directorate: Financial Accounting. • Await approval from CLCO 	Loss Control Officer
2.3	Update Loss Control register.	<ul style="list-style-type: none"> • After a copy of the approved memo is received from the CLCO, update Loss Control Register. • Supply copy of memo to Database team to update the Departmental Asset register. • File documents on official file for record purposes. 	Loss Control Officer