

ADDENDUM 25

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 (PPPFA), (Act 5 of 2000); • Preferential Procurement Policy Framework Act Regulations, 2022; • 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 Department; • 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
Process Name	3. Recording and Reporting of Losses		
3.1	Enter request in Departmental Loss 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
3.2	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