

STANDARD OPERATING PROCEDURE (SOP)

BARCODING OF MOVEABLE ASSETS (excluding library materials and mobile units)

Process Name	1. BARCODING OF DEPARTMENTAL MOVEABLE ASSETS (excluding library materials and mobile units)		
Process Scope	To barcode tangible assets of the WCED.		
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; • Provincial Treasury Regulations, 2019 • Accounting Officer's System of the Department; • Institutional Instructions; and • Standard Operating Procedures 		
Process Beneficiary	Responsibility Manager		
Task no.	Task	Sub-Task	Responsibility
Process Name	2. To barcode of moveable assets (excl. library materials and mobile units) of the Department.		
2.1	Barcoding of moveable asset	<ul style="list-style-type: none"> • Obtain list of additions per month (major and minor assets) from the team that does the monthly reconciliations • Obtain copies of relevant documentation, e.g. invoice, delivery note and Log 1, to enable teams to identify and barcode the correct items 	Administrative Officer

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