Asset Register and MIPMIS System Training

Municipal Infrastructure Support Agent

2017

BACK TO BASICS : SERVING OUR COMMUNITIES BETTER

cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Presentation Outline

1.	Welcome and Introductions	08h30-08h45
2.	Course Expectations	08h45-09h00
3.	Asset Register Baseline Assessment	09h00-09h15
4.	MIPMIS Brief	09h15-09h45
5.	Assets and Asset Registers	09h45-10h00
6.	Legislative Framework	10h00-10h15
7.	Body Break	10h15-10h30
8.	Challenges in developing standardised AR's	10h30-10h45
9.	MISA Assistance	10h45-11h00
10.	AR information as per key institutions	11h00-11h45
	1. National Treasury	
	2. DPLG	
	3. CIDB	
	4. GRAP 17	
11.	Information required for a compliant Asset Register	11h45-12h30
12.	Working lunch	12h30-13h00
13.	Content required for MIPMIS AR	13h00-13h30
14.	MIPMIS AR Reports	13h30-14h00
15.	MIPMIS User Access form	14h00-15h00
16.	End of Day 1	

Welcome and Introductions

- Hello my name is…
- I am from…
- My primary role is…
- In my spare time I like to…

Baseline Survey

- Stay CALM – do not panic
- The results will not be published on the internet
- Place a tick in the box that best describes the question or statement
- You have 15 minutes

Course Expectations

- When I heard about this course I thought that…
- At the end of this course I would like to be able to…
- I hope this course can assist me with…

MIPMIS in Brief

Municipal Infrastructure Performance Management Information System

A promise to assist municipalities in managing infrastructure efficiently

MIPMIS Users' Training

Presenter: Tahir Choudhury

Project Manager, MIPMIS, MISA

Presentation Outline

- Genesis in developing the MIPMIS
- Importance of Asset Register in managing the Basic Service Delivery Infrastructure
- Infrastructure Project Life Cycle
  - A section of Infrastructure Implementation Process
  - Infrastructure Implementation Plan: Example
- MIPMIS Modules
- MIPMIS does and doesn't
- Why should we use MIPMIS?

Genesis in developing the MIPMIS

Municipal Support Agent (MISA), as an agent to DCoG, has been mandated to support municipalities in achieving the Medium Term Strategy Framework (MTSF) 2014-19 outcomes. One of the out comes is '**Outcome 9: A responsive, accountable, effective and efficient local government system'**. MISA is expected to execute this mandate through supporting and assisting municipalities.

- In effective **infrastructure planning** to achieve sustainable service delivery;
- In the **implementation of infrastructure projects** as determined by the municipal Integrated Development Plan (IDP);
- In the **operation and maintenance** of municipal infrastructure;
- In building their capacity to undertake **effective planning, delivery, operations and management of municipal infrastructure**;
- In having a **national depository of municipal infrastructure** for the whole country; and
- In executing any function that may be deemed ancillary to those listed above.

The task of **effective planning, delivery, operations and management of municipal infrastructure** is mainly dependent on

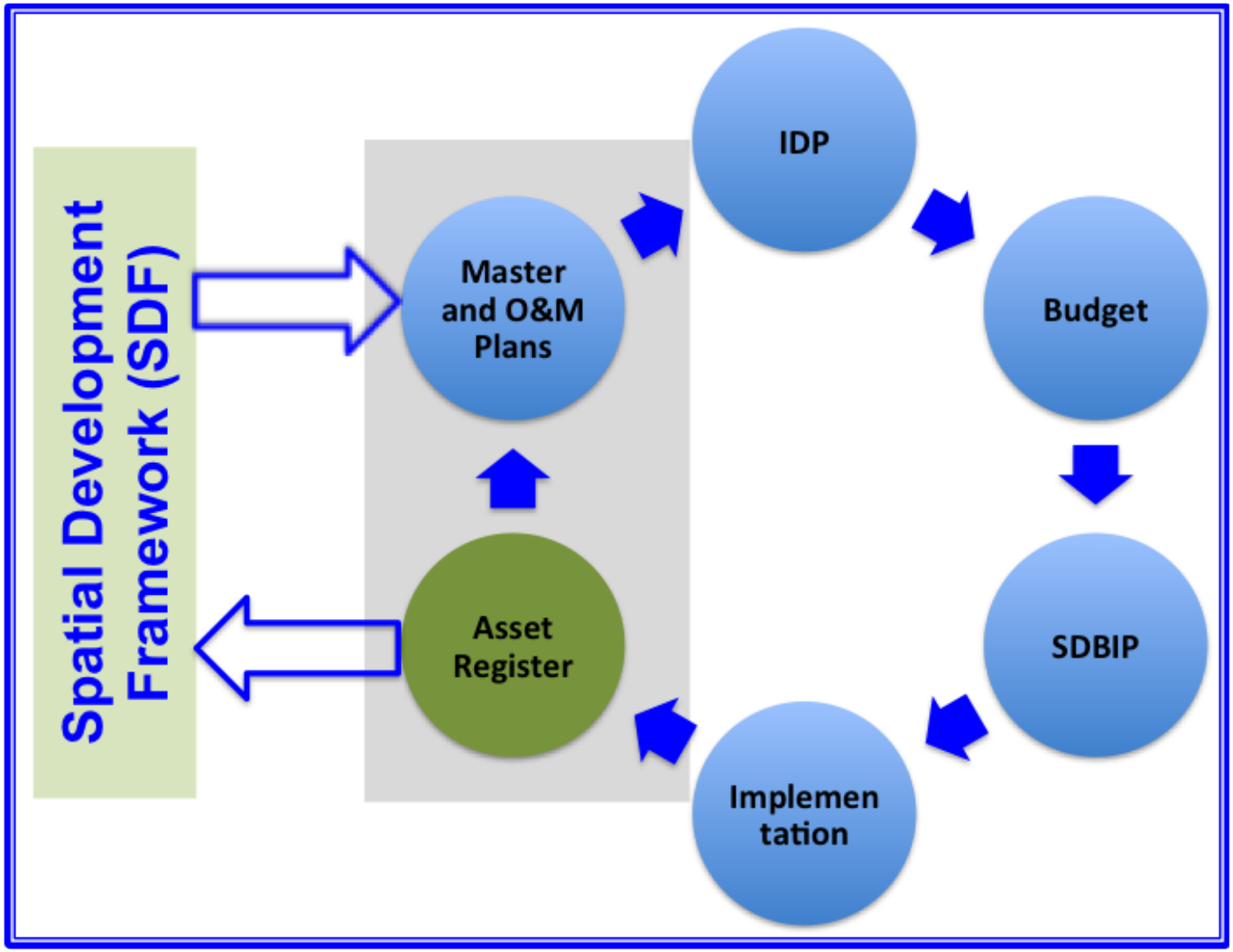
- Knowledge of existing infrastructure;
- Management of service delivery infrastructure project life cycle; and
- Sustainably effective service delivery to the people (all citizens).

MIPMIS is one of the MISA supports in fulfilling its mandate

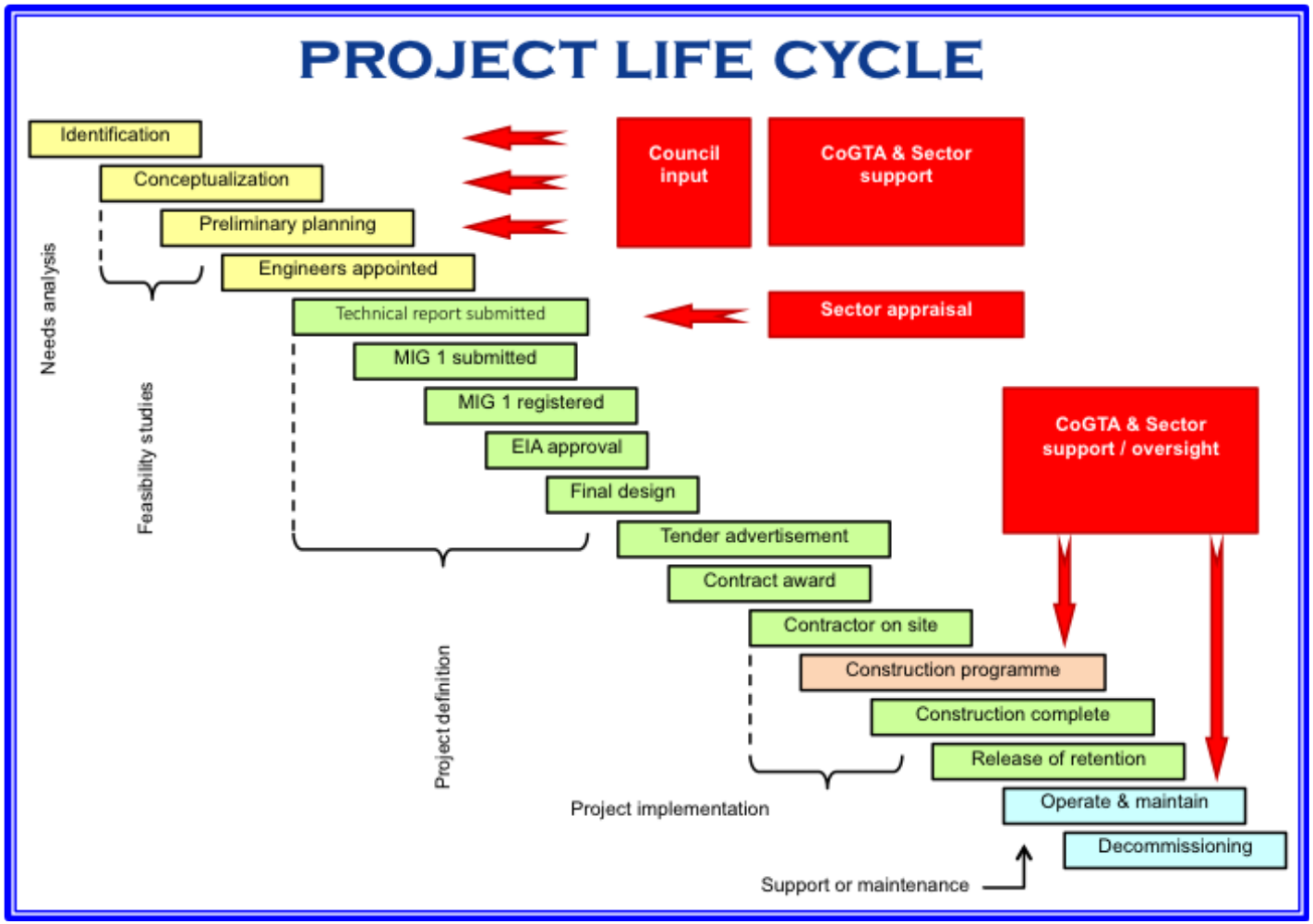
Importance of Asset Register in managing the Basic Service Delivery Infrastructure

The development and operation & maintenance planning of infrastructure require a proper knowledge of existing infrastructure.

Municipality should have a proper asset register in this view. The influence of Asset Register in planning is shown at the right.

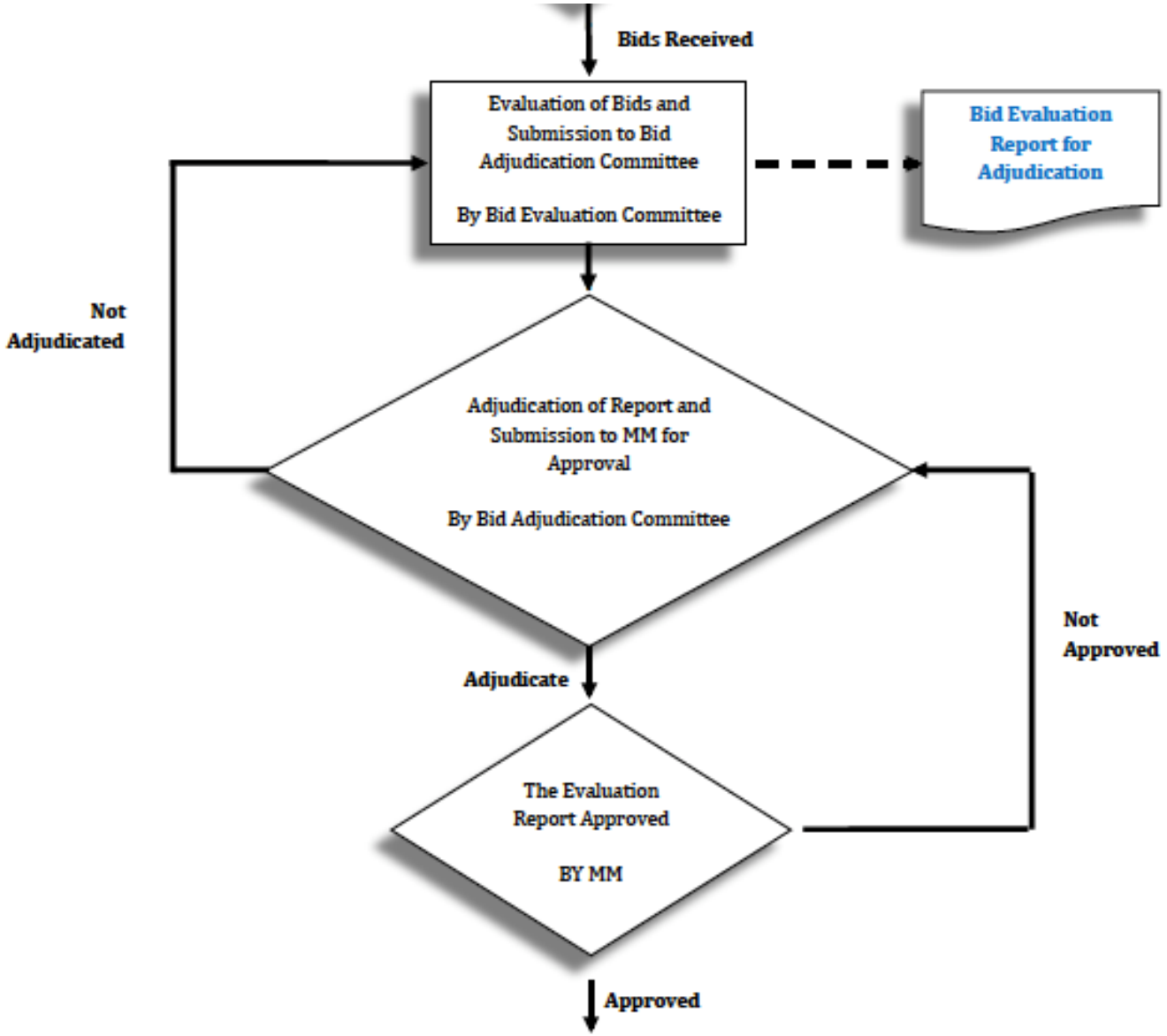


Infrastructure Project Life Cycle (Ref: DPLG 2008)



Proper and efficient management of development and operation & maintenance of infrastructure are dependent on how best the relevant projects' implementation are managed. The phases of project life cycle according to the Municipal Infrastructure Grant guidance of Department of Cooperative Governance is presented at the left.

A section of Infrastructure Implementation Process



Infrastructure Implementation Plan- Time Schedule and identified audit Evidences

Project Type: Water Supply Development

Implementation Phases	8	**IDP Approved**	31-May-12		
Milestones	16	**Start of Project**	15-Jun-12	15	days, to start after IDP
Total time required	3 y 10 m 20 d	**Construction Starts**	9-Apr-14	1.84	year, pre-construction
		Practical Completion	10-Apr-15	1.00	year, construction
		Final Completion	9-Apr-16	1.00	year, defect liability

Id	Project Phase	Activity/ Task Description	Responsible	Assisting	Duration (days)	Start	Completion	Remarks/ Deliverables/ Audit Requirements
1	**Registration for Feasibility Study**				**15**			
1.1		Prepare BP-MIG 1 for Feasibility Study			5	15-Jun-12	20-Jun-12	FS business plan/ Technical Report
1.2		Process MIG 1 Approval			8	21-Jun-12	29-Jun-12	MIG 1- MIG-MIS business plan
1.3		Funds Secured for Feasibility Study			0	30-Jun-12	30-Jun-12	Milestone, MIG approval letter
2	**Appoint Feasibility Study Consultants/PSP**				**102**			
2.1		Prepare TD (Scope of Services) for appointing Feasibility Study PSP			5	5-Jul-12	10-Jul-12	gather info during IDP; Tender document
2.2		Evaluation of TD by Bid Spec Committee			3	11-Jul-12	14-Jul-12	Approved Tender document
2.3		Advert Tender			30	21-Jul-12	20-Aug-12	Copy of published advert
2.4		Receive and open Bids			0	20-Aug-12	20-Aug-12	Milestone, bid opening sheet. Opened bids
2.5		Evaluation by Bid Evaluation Committee			14	25-Aug-12	8-Sep-12	Bid evaluation report

Infrastructure Implementation Plan- Bar Chart

Resulting implementation Plan

Implementation Milestones	Responsibility	Assistance/ Supervision	Time Line (Ideal Condition)*
			YEAR 1 - PLANING & PREP. (O N D J F M A M J) / YEAR 2 - CONSTRUCTION PREPARATION (J A S O N D J F M A M J) / YEAR 3- YEAR OF CONSTRUCTION (J A S O N D J F M A M J)
Approval of (Reviewed) IDP	IDP Coordinator	Ubuntu, Council, MM, Heads	FOR YEAR 4 - INFRASTRUCTURES
Preapring Business Plan - MIG 1 (incl. Technical Report) and Approval of Funds	PMU Manager, MIG	TS, Concillors, Sector Deptt, DAC	
Appointment of Professional Service Provider (PSP)	SC & PMU Managers, Committees, MM	TS	
Finalizing design and tender documents for (construction) Project	PSP, PMU Manager	TS, SC Manager, MM, Sector Deptt.	
Appointment of Contractor	SC & PMU Managers, Committees, MM	PSP	
Practical Completion of Project and Handover	Contractor, PSP	PMU Manager, CFO, MM, Sector Deptt.	
Defects Liability, Final Completion and Closing of Project (entered into O&M)	Contractor, PSP	PSC, PMU Manager, CFO, MM	

MIPMIS Modules

Module 1: Infrastructure Asset Module

To obtain a national view of municipal infrastructure assets and to assist municipalities in establishing an electronic asset register for moveable and immoveable assets and in generating GRAP 17 reports compliant to MFMA requirement and any other required reports.

Module 2: Project Life Cycle Management

To capture project lifecycle data and in generating GRAP 11 reports compliant to MFMA requirement and any other required reports for management and grantors (MIG, RBIG, INEP, etc.).

Module 3: Public Fault Reporting

To use by municipalities for infrastructure and services fault reporting and management for their compliance to regulations on development of Call Centre and service delivery standards.

MIPMIS Modules .. Contd.

Module 4: Back to Basic Reporting

To use by municipalities and provincial and national Back to Basic team for progress reporting on Back to basic interventions.

MIPMIS Library

Storing all relevant Guidelines, Templates etc. relevant to Municipal Infrastructure delivery process for easy access by the municipalities and any other relevant stakeholders.

MIPMIS Link

Providing various departments' web site links relevant to Municipal Infrastructure delivery process for easy access by the municipalities and any other relevant stakeholders.

Why should both Asset Manager and Project Manager use MIPMIS?

- X

MIPMIS does and doesn't

- **Not a magic tool to answer our question as we like to ask**

  Unless we develop appropriate computer program to process the fed data prior to asking;

- **Can't correct wrong, incorrect and inappropriately fed data**

  But able to report on these if programmed appropriately;

- **Can't generate reports itself**

  Unless we design our report templates and fed it into the system appropriately;

- **Can't generate credible report**

  Unless we fed it with credible data;

Why should we use MIPMIS?

It is an web-enable system developed with IT capabilities, which has _

- ✓ Speed of analyzing and generating reports;
- ✓ Capacity of handling multiple users in one go;
- ✓ Capacity to store data/ information, as it is using appropriate hardware;
- ✓ Correctness of analysis, as it is programmed correctly;
- ✓ Many more we are experiencing in managing the Service Delivery Infrastructure.

And it is FREE to use by Municipalities and CoGTA is responsible for its Operation and Maintenance.

Day 1 – Asset Register Training

Municipal Infrastructure Support Agent

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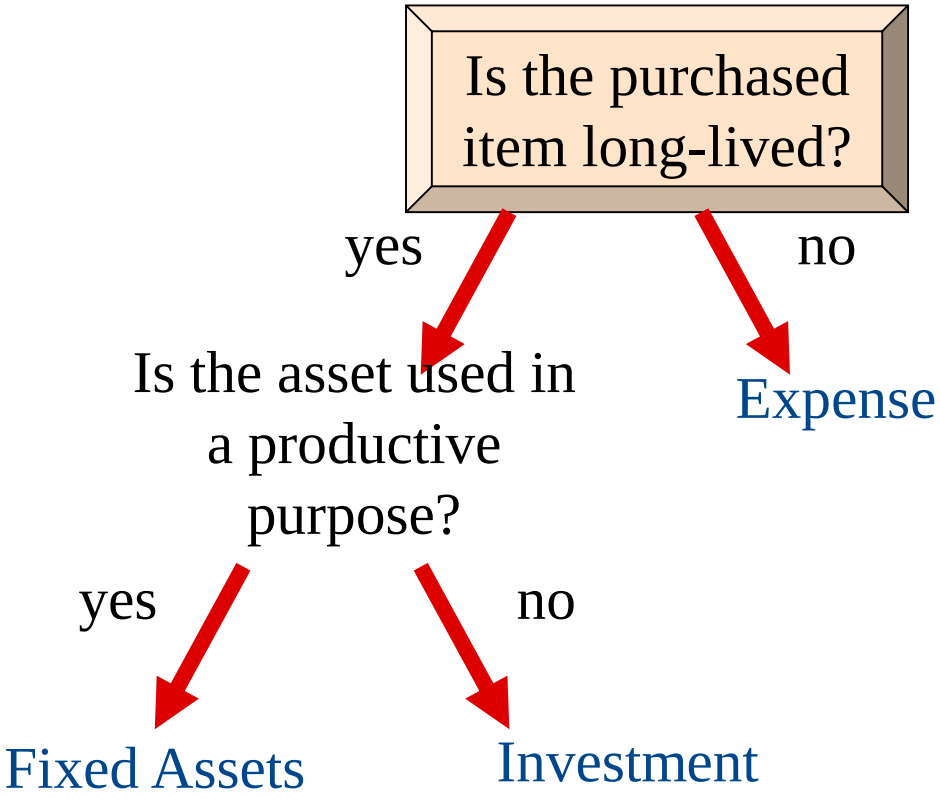
Define, classify, and account for the cost of fixed assets.

Nature of Fixed Assets

- Fixed assets are long-term or relatively permanent assets.
- They are tangible assets because they exist physically.
- They are owned and used by the business and are not offered for sale as part of normal operations.

Classifying Costs



Cost of Acquiring Fixed Assets

LAND

- Purchase price
- Sales taxes
- Permits from government agencies
- Broker's commissions
- Title fees
- Surveying fees
- Delinquent real estate taxes
- Razing or removing unwanted buildings, less any salvage
- Grading and leveling
- Paving a public street bordering the land

BUILDING

- Architects' fees
- Engineers' fees
- Insurance costs incurred during construction
- Interest on money borrowed to finance construction
- Walkways to and around the building
- Sales taxes
- Repairs (purchase of existing building)
- Reconditioning (purchase of existing building)
- Modifying for use
- Permits from government agencies

Cost of Acquiring Fixed Assets

MACHINERY AND EQUIPMENT

- Sales taxes
- Freight
- Installation
- Repairs (purchase of used equipment)
- Reconditioning (purchase of used equipment)
- Insurance while in transit
- Assembly
- Modification for user
- Testing for use
- Permits from government agencies

LAND IMPROVEMENT

- Trees and shrubs
- Fences
- Outdoor lighting
- Paved parking areas

Cost of Acquiring Fixed Assets Excludes:

- Vandalism
- Mistakes in installation
- Uninsured theft
- Damage during unpacking and installing
- Fines for not obtaining proper permits from government agencies

Capital and Revenue Expenditures

Expenditures that benefit only the current period are called ***revenue expenditures***. Expenditures that improve the asset or extend its useful life are ***capital expenditures***.

REVENUE EXPENDITURES	CAPITAL EXPENDITURES
Normal and ordinary repairs and maintenance	1) Additions 2) Improvements 3) Extraordinary repairs

Ordinary Maintenance and Repairs

On April 9, the firm paid R300 for a tune-up of a delivery truck.

Apr.	9	Repairs and Maintenance Exp.					300	00			
		Cash								300	00

This is a revenue expenditure

Asset Improvements

On May 4, a R5,500 hydraulic lift was installed on the delivery truck to allow for easier and quicker loading of heavy cargo.

May	4	Delivery Truck						5	500	00
		Cash								
									5 500	00

This is a capital expenditure

Leasing Fixed Assets

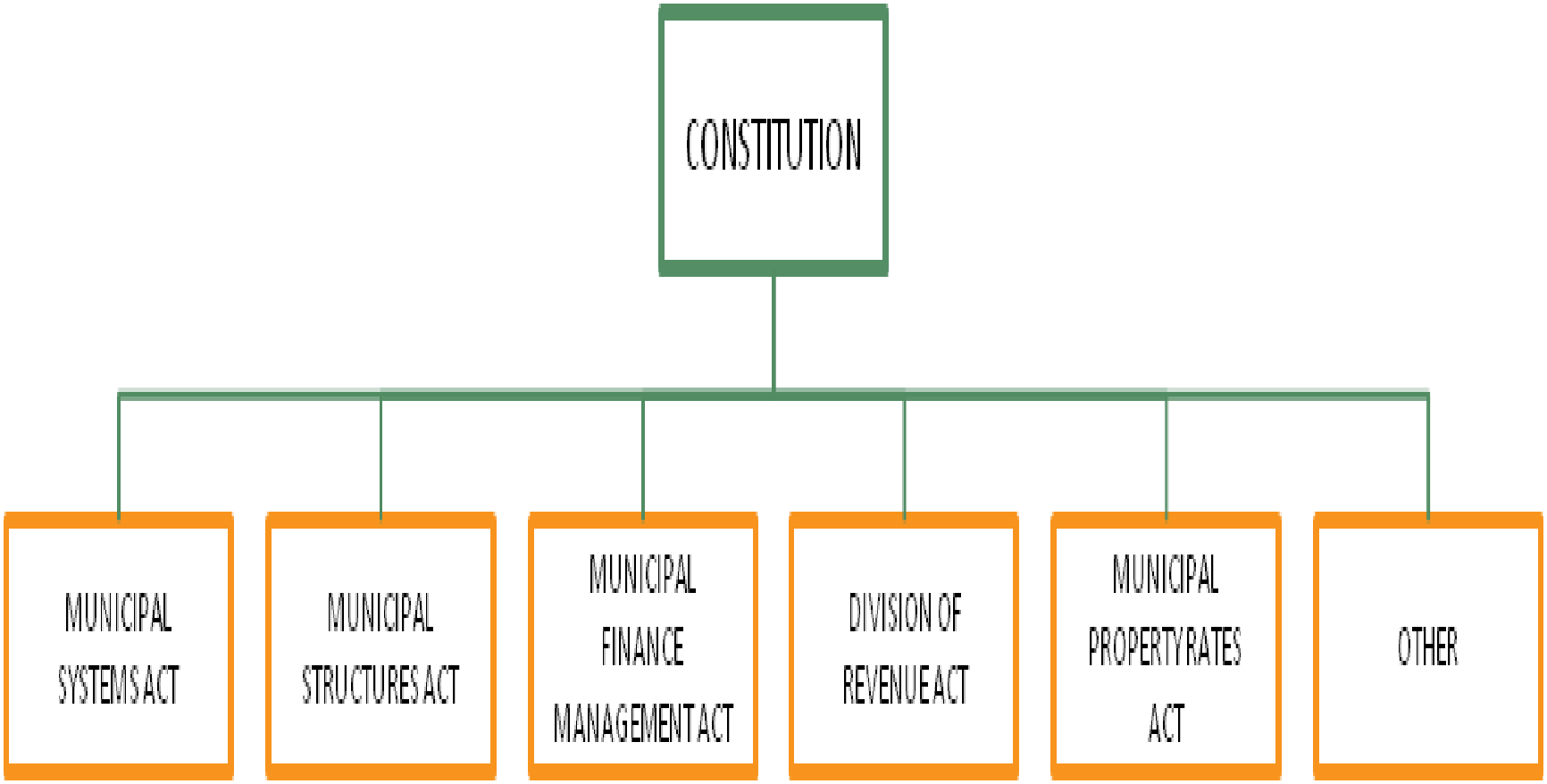
A ***capital lease*** is accounted for as if the lessee has, in fact, purchased the asset. The asset is then amortized over the life of the capital lease.

A lease that is not classified as a capital lease for accounting purposes is classified as an ***operating lease*** (an operating leases is treated as an expense).

Legislative Framework

- The Constitution indicates the following objectives of local government:
  - provide democratic and accountable government for local communities;
  - ensure the provision of services to the community in a sustainable manner;
  - promote social and economic development;
  - promote a safe and healthy environment; and
  - encourage the involvement of communities and community organisations in the matters of local government.
  - The Constitution however cites an important caveat: municipalities should strive for the above objectives within their financial and administrative capacity. This highlights capacitating of municipalities as a fundamental and core need and places responsibility on all spheres of government to promote, monitor and support the building of such capacity.

Legislative Framework



Municipal Systems Act

- The Municipal Systems Act establishes the IDP of a municipality as the principal strategic planning instrument that guides and informs all planning and development, and all decisions with regard to the planning, management and development in the municipality. It links, integrates, and coordinates all municipal plans into a single strategic plan for the development of the municipality. It provides a basis for determining the level and extent of municipal resources and capacity required, and for formulating budgets.

Municipal Systems Act

- Every municipal council has to approve an annual municipal budget that includes provision for capital expenditure on projects over not more than 3 years. In terms of the Municipal Systems Act, the Council must also approve a financial plan linked to an IDP that is prepared for a period of 5 years (and updated annually).

Municipal Systems Act

- The preparation of an IDP is a legal requirement, and in terms of the Municipal Systems Act, it must include the following:
- the municipal council's long-term development vision;
- the existing level of development, identifying communities that do not have access to basic municipal services;
- the municipal council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- the municipal council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;

Municipal Systems Act

- The preparation of an IDP is a legal requirement, and in terms of the Municipal Systems Act, it must include the following:
- a spatial development framework which includes the provision of basic guidelines for a land use management system for the municipality;
- the council's operational strategies;
- applicable disaster management plans;
- a financial plan, which must include a budget projection for at least the next three years; and
- the key performance indicators and performance targets.

Municipal Systems Act

- The Municipal Systems Act (section 78 & 79 processes) deals with infrastructure investment planning in the sense that the cost of ownership must be known and appropriate delivery strategies identified and implemented. DPLG, which is the custodian of this Act, views the preparation of a Comprehensive Municipal Infrastructure Plan (CMIP) as a key mechanism to achieve this end

Occupational Health and Safety Act

- The Occupational Health and Safety Act (85 of 1993, Construction Regulations) requires the owner of any “structure” (including municipal infrastructure such as bridges, waterworks, reservoirs, buildings, drainage works and roads) to maintain such structure in such a manner that “the structure remains safe for continued use and such maintenance records shall be kept and made available to an inspector upon request.”

Sector Specific Legislation

Sector	Legislation
Water and Sanitation	Water Services Act, 1997 (Act No. 108 of 1997)
	National Water Act, 1998 (Act No. 108 of 1998)
Electricity	Electricity Act, 1987 (Act No. 41 of 1987)
	Electricity Distribution Industry Restructuring Bill, 2003
Roads and Stormwater	National Land Transport Transition Act, 2000 (Act No. 22 of 2000)
	Urban Transport Act, 1977 (Act No. 78 of 1977)
Waste Management	National Environmental Management Act, 1998 (Act No. 107 of 1998)
	Environment Conservation Act, 1989 (Act No. 73 of 1989)

Body Break

Challenges – Standardised AR's

- **Legislation and Regulations**

With the wide variety of legislation in place that affects the Asset Register, confusion can be created if municipalities don't have a clear understanding of all the legislation and regulations.

Challenges – Standardised AR's

- **Cross Sectoral**

To achieve a standardised Asset Register across sectors can be challenging as each sector has their own unique legislation, regulations and needs.

Challenges – Standardised AR's

- **Capacity**

Capacity within municipalities differs and to achieve the same quality and accuracy of Asset Registers is currently a major challenge.

Challenges – Standardised AR's

- **Standardisation**

- There is still a lack in nationwide standards for/ or the use of existing standards related to;
- Terminology,
- Category - Sub-category, Asset Class and Asset Descriptors,
- Replacement equivalents,
- Expected useful life,
- Measurement criteria for condition of assets and
- Risk indicators

MISA assistance to Municipalities

- Municipal Infrastructure Support Agent (MISA), a government component, accountable to the Executive Authority of the Cooperative Governance and Traditional Affairs (COGTA) was formed as a Special Purpose Vehicle (SPV) as part of implementing the Local Government Turn Around Strategy (LGTAS) in May 2012.
- Thus MISA's priorities and imperatives are directly aligned to the strategic objectives of Outcome 9 in achieving ***"A Responsive, Accountable, Effective and Efficient Local Government System"*** in South Africa.

MISA assistance to Municipalities

- As part of achieving the set strategic objectives and as part of continuation of MISA's intervention to support municipalities that was initiated since MISA's establishment, MISA has developed a web-enabled Asset Register residing in its Municipal Infrastructure Performance Management Information System (MIPMIS).
- It is expected that municipalities will enjoy this completely free service from MISA in managing their basic service delivery and assist in better planning in infrastructure development and Operations and Maintenance.

Accounting Guideline – AR - NT

- **Acquisition**

- Transaction Date
- Amount
- Supplier / Contractor
- Reference (invoice/contract/payment/order number).

Accounting Guideline – AR - NT

- **Identification**

- Asset class: should facilitate GRAP financial reporting requirements, e.g. PPE, investment property, intangible asset, etc..
- Asset sub-class: should facilitate management and reporting, e.g. motor vehicle, furniture, road infrastructure, etc..
- Asset functional group (if relevant): e.g. clinic, warehouse, hall.

Accounting Guideline – AR - NT

- **Identification**

- Parent asset or standalone asset: if parent then must have links to separately depreciable parts. For separately depreciable parts: link to parent asset.
- Asset number: a unique system-generated identifier, bar code or other unique number so that the individual asset can be distinguished from others.

Accounting Guideline – AR - NT

- **Identification**

- Asset specific identifiers (where applicable): e.g. serial numbers, registration number, erf number.
- Asset description: e.g. 2005 Toyota Corolla 140i, brown wooden six-seater boardroom table, etc..
- Asset dimensions/capacity (if relevant): e.g. 200 litre (tank), 4000 sq metre (building/land)
- Asset construction (if relevant): e.g. brick, wood, cast iron

Accounting Guideline – AR - NT

- **Identification**
- Location: e.g. Office 123, Store Abc, Erf. Xyz
- Zoning: residential, agricultural, industrial, etc..
- GPS: recommended for easy location (where relevant).

Accounting Guideline – AR - NT

- **Accountability**

- Department / division; Section / unit ; Sub-section (depends upon organisation). Cost centre
- Custodian: e.g. user of the asset or person responsible for safeguarding the asset
- Restrictions (if any) in use or changing of an asset
- Ownership (if legal title is not with the municipality)
- Licence or permits
- Transfers: (to record date and transferor).

Accounting Guideline – AR - NT

- **Performance**

- Capacity (where relevant), e.g. 2 tonne, 2000 sq metres, 200 ml/day
- Performance measures (where relevant)
- Condition Assessment (date, rating, person doing assessment, file no – for details)
- Warranties, guaranties or certification
- Useful life: e.g. years/hours/units/mileage, etc.. of expected use
- Residual value: to be evaluated annually.

Accounting Guideline – AR - NT

- **Disposal**

- Date
- Amount: proceeds received
- Capacity: at date of disposal
- Condition: e.g. good, fair, bad, etc..
- Remaining useful: if sold earlier than originally planned
- Residual value: to compare with proceeds
- Reason for disposal.

Accounting Guideline – AR - NT

- **Accounting**

- Historical cost (or fair value where cost not available for initial recognition)
- Funding source
- Useful life: (original)
- Remaining useful life: (assessed, date of assessment)
- Residual value: (original, assessed and date of assessment)
- Depreciation method: (straight line, sum of units, diminishing balance, etc..)

Accounting for Depreciation

Over time, fixed assets such as equipment, buildings, and land improvements lose their ability to provide services. The periodic transfer of the cost of fixed assets to expense is called ***depreciation***.

Physical depreciation occurs from wear and tear while in use and from the action of the weather ***Functional depreciation*** occurs when a fixed asset is no longer able to provide services at the level for which it was intended.

Factors in Computing Depreciation

The three factors in determining the amount of depreciation expense to be recognized each period are: (a) the fixed asset's initial cost, (b) its expected useful life, and (c) its estimated value at the end of the useful life.

The fixed asset's **estimated value** at the end of its useful life is called the ***residual value***, ***scrap value***, ***salvage value***, or ***trade-in value***. A fixed asset's residual value and its ***expected useful life*** must be estimated at the time the asset is placed in service.

Straight-Line Method

The ***straight-line method*** provides for the same amount of depreciation expense for each year of the asset's useful life.

$$\text{Annual depreciation} = \frac{\text{Cost} - \text{estimated residual value}}{\text{Estimated life}}$$

A depreciable asset cost R24,000. Its estimated residual value is R2,000 and its estimated life is 5 years.

$$\text{Annual depreciation} = \frac{\text{Cost} - \text{estimated residual value}}{\text{Estimated life}}$$

$$\text{Annual depreciation} = \frac{\text{R24,000} - \text{R2,000}}{\text{5 years}}$$

Annual depreciation = **R4,400**

The straight-line method is widely used because it is simple and it provides a reasonable transfer of cost to periodic expenses if the asset is used about the same from period to period.

A depreciable asset cost R96,000. Its estimated residual value is R12,000 and its estimated life is 7 years.

$$\text{Annual depreciation} = \frac{\text{Cost} - \text{estimated residual value}}{\text{Estimated life}}$$

$$\text{Annual depreciation} = \frac{\text{R96,000} - \text{R12,000}}{\text{7 years}}$$

Annual depreciation = **R12,000**

The straight-line method is widely used because it is simple and it provides a reasonable transfer of cost to periodic expenses if the asset is used about the same from period to period.

Accounting Guideline – AR - NT

- **Accounting**

- Revaluation: (amount, date, method, by whom): if revaluation model adopted by entity, should continue revaluing for subsequent measurement.
- Impairment. (amount, date assessed)
- Depreciation: value and rate: current year
- Accumulated depreciation: life to date
- Carrying amount
- Disposal (where relevant): (date, realised amount, details on disposal, Council resolution).

Accounting Guideline – AR - NT

- **Management and risk information**

- Criticality rating: prioritisation in terms of service delivery within a programme or Service type: e.g. Administration, Water, Electricity
- Maintenance history: (summarised from maintenance systems)
- Operational history: (summarised from maintenance systems)
- Risk assessment: (may reference other documentation).

Accounting Guideline – AR - DPLG

- Identification Reference (using a documented referencing convention)
- General Ledger Code
- Movable or Immovable Asset
- Asset Category and Sub-category (PPE: land, infra, community, heritage, or other; investment property; or inventory property)

Accounting Guideline – AR - DPLG

- Heritage status (indicate if culturally, environmentally, or historically significant)
- Asset Class (in accordance with a documented convention)
- Asset Group (group of assets for reporting purposes e.g. network in a particular area, or a specific facility)
- Description of Asset (clear description e.g. name of facility, asset type, make and model/file ref to plans)

Accounting Guideline – AR - DPLG

- Ward Number
- Asset Location (Erf, street, room – as applicable)
- Take-on Date (date of delivery or beneficial use)
- Municipal ownership or lease (owner or lessee and file ref for title deed/lease/rights/restrictions details)
- Supplier (company name, contact details)

Accounting Guideline – AR - DPLG

- Work-in-progress (capital expenses prior to beneficial use of the asset)
- Original Cost (check treatment of VAT – e.g. invoice ref)
- Funding Source (name and type of funding of original construction – surplus cash, loans, grants, donations, reserves)
- Responsible Department (name of department)

Accounting Guideline – AR - DPLG

- Asset Custodian (name of person)
- Effective Date of Custodianship (date person became custodian)
- Basic Municipal Service (Yes or No, based on municipal policy)
- Applicable Contracts (encumbrances, warranties, guarantees, maintenance contracts, etc.)
- Date Asset Last Renewed (full renewal - not partial)

Accounting Guideline – AR - DPLG

- Expected Useful Life (years)
- Age (years from take-on or last renewal)
- Remaining Useful Life (years - initially, expected useful life minus age – superceded by RUL determined on latest renewal or on re-valuation)

Accounting Guideline – AR - DPLG

- Method of depreciation (usually straight line)
- Residual Value (usually taken as zero for infrastructure assets)
- Capitalised Costs (expenses incurred in asset enhancement)
  - This month
  - This Financial Year
  - Since take-on/re-valuation
- Depreciation (original cost or re-valued amount plus subsequent capitalised expenses/RUL)
  - This month
  - This Financial Year
  - Since take-on/re-valuation

Accounting Guideline – AR - DPLG

- Impairment losses (as assessed in re-valuation exercise or ad-hoc impairment event)
  - This month
  - This Financial Year
  - Since take-on/re-valuation
- Carrying value (original cost or re-valued amount plus subsequent capitalised expenses, less subsequent depreciation and impairment)
- Disposal method (disposed, alienated, lost, stolen, destroyed, or decommissioned)
- Disposal expense/revenue
- Date of write-off (date asset physically removed or decommissioned)

Accounting Guideline – AR - DPLG

- Re-valuation data (immovable assets only)
  - Latest re-valuation date
  - Next re-valuation date
  - Re-valuation method
  - PPE: DRC (or market valuation for applicable buildings)
  - Unit measure of asset extent (e.g. m; sqm, kW, Mℓ, etc.)
  - Extent of asset (number)
  - Latest unit rate for replacement (Rand per unit)

Accounting Guideline – AR - DPLG

- Re-valuation data (immovable assets only)
  - Replacement value (current replacement cost: Unit Rate x Extent)
  - Latest re-valued amount (PPE*: Replacement value x remaining useful life/expected useful life)
  - Change in value in current financial year due to re-valuation (latest re-valued amount minus carrying value on date of re-valuation)
  - Re-valuation reserve (accumulated change in value due to re-valuations)

*Property, Plant and Equipment

Accounting Guideline – AR - DPLG

- Infrastructure Management Data (immovable assets only)
  - Criticality (based on documented grading convention)
  - Asset Condition (based on a documented grading convention and linked to remaining useful life)
  - Maintenance history (key information to support lifecycle decisions or link to Maintenance System)
  - Asset performance (based on a documented grading convention)
  - Asset utilisation (based on a documented grading convention)
  - Data accuracy (based on a documented grading convention)

Accounting Guideline – AR - CIDB

- Each entity shall establish, maintain and update asset registers supportive of asset care planning, in the following manner:
- Segment and classify its immovable asset portfolio(s) to at least the level of maintenance-significant item in accordance with a predetermined asset hierarchy, and shall furthermore, for purposes of maintenance and renewals planning, determine and record the following information against each asset in its asset register:

Accounting Guideline – AR - CIDB

- asset identification number;
- physical description;
- physical parameters;
- estimated useful life;
- actual and minimum acceptable asset failure mode ratings (condition, performance, capacity and cost-of-operations);
- remaining useful life;
- current and depreciated replacement cost;
- asset criticality rating;

Accounting Guideline – AR - CIDB

- asset criticality rating;
- any statutory obligations regarding the operation and maintenance of the asset; and
- responsible person(s).

- The entity shall, in maintaining and updating asset registers, update asset failure mode status and current replacement cost data for each asset on an annual basis.

Accounting Guideline – AR – GRAP 17

- In order to comply with above, a GRAP compliant asset register should be prepared which should consist of the following information as a minimum:
  - Detail asset description;
  - Bar code, unique identifier, serial number (where applicable), erf number (where applicable) (or other number to distinguish it from other assets);
  - Location;
  - Purchase price;
  - Acquisition date;

Accounting Guideline – AR – GRAP 17

- In order to comply with above, a GRAP compliant asset register should be prepared which should consist of the following information as a minimum:
  - Estimated useful life (original);
  - Estimated residual value;
  - Remaining useful life;
  - Depreciation;
  - Accumulated depreciation;
  - Disposal – date, proceeds, depreciation up to date of disposal;

Accounting Guideline – AR – GRAP 17

- Information on a change in accounting estimate as a result of change in useful life or residual value – date reassessed, etc.;
  - Impairment loss recognised or reversed;
  - (NT, Accounting Guideline - Property, Plant and Equipment - GRAP 17, 2012)Carrying amount at the beginning and end of the reporting period;
  - Funding source;
  - Condition of the asset – this can assist in determining the remaining useful life of an asset and whether it may possibly be impaired; and
  - Person responsible for safeguarding and maintaining the asset(s).

Accounting Guideline – AR – GRAP 17

- This information should be provided for each type of asset e.g. property, plant and equipment, intangible assets, investment property, and each class e.g. buildings, office equipment, computer equipment, and preferably for the current and prior period simultaneously.

Accounting Guideline – Compliant AR

- **Asset Identification**
  - **Unique Asset Identification Number**

- Every asset must have a unique number that is used across all departments with no duplication.
- It is recommended that this number has a meaningful structure that can ensure no duplication and makes the assets easy to identify. The Department of Provincial and Local Government's guidelines for the Unique Asset Identification Number as follows;
- *Category - Sub-category / Asset Class / Asset Descriptor - Sequential Number for the asset type*

Accounting Guideline – Compliant AR

Category	ID	Sub-Category	ID
Land	LA	Sub-categories based on zoning	
Infrastructure Assets	IA	Roads Network	RDS
		Storm-water Network	STW
		Water Network	WAT
		Sanitation Network	SAN
		Solid waste disposal	SOW
		Electricity Network	ELE
Community Assets	CA	Sport & Recreation Facilities	SPR
		Community Facilities	COF
Heritage Assets	HA	Sub-categories as necessary – e.g. nature reserves, memorials, historic sites etc.	
Other Assets	OA	Buildings	BUI
		Vehicles	VEH
		Operational Plant and Equipment	OPE
		Office Furniture and Equipment	OFE

Accounting Guideline – Compliant AR

- Assets (both movable and immovable) are further classified according to asset class. The classifications need to be reviewed to ensure they cover all the types of assets in the municipality, and are defined in such a way that will enable effective management reporting.
- An asset class will often comprise a number of similar assets that can be grouped together for ready identification using an asset descriptor. In the case of movable assets, this can be on the basis of asset type (e.g. vehicle types), and, for immovable assets, location (e.g. reticulation in Aganang, boreholes in village 6, mechanical plant at Pump Station 3).

Accounting Guideline – Compliant AR

- Examples:

- **“IA-WAT/MEC/PS6 – 9”** is the identification for: Infrastructure Assets - Water Network / Mechanical Plant / at Pump Station No6 – Asset number nine;
- **“CA-SPR/BG/SEL – 2”** is the identification for: Community Assets – Sport & Recreation / Bowling Green / Seleka – Asset number two; and
- **“IA-SAN/RET/MA2 – 3”** is the identification for: Infrastructure Asset – Sanitation Network / Reticulation / Marapong Extension 2 – Asset number 3

Accounting Guideline – Compliant AR

- **Detailed Asset Description**

Every asset must have a detailed description. This includes;

- Asset Name
- Model
- Serial Number
- Material Type
- Size
- Asset Class
- Location
- Zoning

Accounting Guideline – Compliant AR

- ***Asset Class***

- The asset class makes use of a hierarchy to portray a clear, holistic and logical breakdown of infrastructure in each of the services, using a structure that is consistent with the asset categories and classes used in financial management. Financial reporting will typically be required at the Facility/Asset Group level.

Accounting Guideline – Compliant AR

Network	Facility or Asset Group	Asset
Roads	Paved Arterial and Distributor Roads	Formation
		Pavement structure
		Pavement surface
		Kerbs and channels
	Paved Collector and Residential Roads	Formation
		Pavement structure
		Pavement surface
		Kerbs and channels
	Gravel Roads	Formation
		Gravel surface
	Structures	Bridges
		Retaining walls
		Major culverts and subways
		Overhead gantries
	Footpaths	Hardened footpath surface
	Traffic Management	Street signs
		Traffic lights
	Street Lights	Street lights
	Street furniture	Commuter shelters
		Guard rails
	Buildings	Buildings
	Fences	Fences

Accounting Guideline – Compliant AR

- **Acquisition**
- Transaction Date
- Amount
- Supplier / Contractor
- Reference (invoice/contract/payment/order number).

Accounting Guideline – Compliant AR

- **Accountability**

- Department / division: (depends upon organisation). Section / unit (depends upon organisation). Sub-section (depends upon organisation). Cost centre
- Custodian: e.g. user of the asset or person responsible for safeguarding the asset in his/her possession: for laptop, custodian is Mr Jones (Financial Manager).
- Restrictions (if any) in use or changing of an asset
- Ownership (if legal title is not with the municipality)
- Licence or permits
- Transfers: (to record date and transferor).

Accounting Guideline – Compliant AR

- **Performance**

- Capacity (where relevant), e.g. 2 tonne, 2000 sq metres, 200 ml/day
- Performance measures (where relevant)
- Condition Assessment (date, rating, person doing assessment, file no – for details)
- Warranties, guaranties or certification
- Criticality
- Useful life: e.g. years/hours/units/mileage, etc.. of expected use
- Residual value: to be evaluated annually.

Accounting Guideline – Compliant AR

- ***Condition***

- The approach adopted for determining condition needs to:
- be standardised so that it can be consistently applied across all municipalities to enable effective benchmarking, trend monitoring, and data aggregation;
- be cost effective, repeatable and objective;
- be linked to the expected failure pattern of the specific assets (wherever practicable);
- modelled on performance criteria rather than visual inspection of condition where such is not practicable or inappropriate (e.g. pipelines, power cabling);
- align with existing industry norms in each sector;
- support robust valuation; and
- support the modelling of renewal budget needs.

Accounting Guideline – Compliant AR

A simple generic five-point grading can be adopted.

Grade	Description	Detailed description	Indicative RUL
1	Very good	Sound structure, well maintained. Only normal maintenance required.	71-100% EUL
2	Good	Serves needs but minor deterioration (<5%). Minor maintenance required.	46-70% EUL
3	Fair	Marginal, clearly evident deterioration (10-20%). Significant maintenance required.	26-45% EUL
4	Poor	Significant deterioration of structure and/or appearance. Significant impairment of functionality (20-40%). Significant renewal/upgrade required.	11-25% EUL
5	Very poor	Unsound, failed needs reconstruction/ replacement (> 50% needs replacement)	0-10% EUL

Accounting Guideline – Compliant AR

- **Disposal**

- Date
- Amount: proceeds received
- Capacity: at date of disposal
- Condition: e.g. good, fair, bad, etc..
- Remaining useful: if sold earlier than originally planned
- Residual value: to compare with proceeds
- Reason for disposal.

Accounting Guideline – Compliant AR

- **Accounting**

- Historical cost (or fair value where cost not available for initial recognition)
- Funding source
- Useful life: (original)
- Remaining useful life: (assessed, date of assessment)
- Residual value: (original, assessed and date of assessment)

Accounting Guideline – Compliant AR

- **Accounting**

- Depreciation method: (straight line, sum of units, diminishing balance, etc..)
- Revaluation: (amount, date, method, by whom): if revaluation model adopted by entity, should continue revaluing for subsequent measurement.
- Impairment. (amount, date assessed)
- Depreciation: value and rate: current year
- Accumulated depreciation: life to date
- Carrying amount
- Disposal (where relevant): (date, realised amount, details on disposal, Council resolution).

Accounting Guideline – Compliant AR

- **Management and risk information**

- Criticality rating: prioritisation in terms of service delivery within a programme or Service type: e.g. Administration, Water, Electricity
- Maintenance history: (summarised from maintenance systems)
- Operational history: (summarised from maintenance systems)
- Risk assessment: (may reference other documentation).

Accounting Guideline – Compliant AR

- ***Criticality***

- Identifying critical assets is often the first step in managing asset risk. It is necessary to have some form of measurement of the consequence of failure, and therefore an indicator of the "criticality" of the assets. This will enable the following:
- focusing of the level of detail and accuracy of data collection exercise;
- crafting of focused maintenance responses;
- prioritisation of asset renewal;
- prioritisation of asset-level risk mitigation actions; and
- measurement of the overall risk exposure of each network.

Accounting Guideline – Compliant AR

Area of Impact	Measure	Rating
Public and municipal employees' health and safety	Loss of life or multiple illness/injury	15
	Single illness/minor injury	5
	No effect	0
Financial losses (cost of repairs and/or loss of revenue)	More than R100,000	6
	Between R20,000 and 100,000	4
	Less than R20,000	2
Service delivery performance	Major impact	8
	Minor impact	4
	No effect	0
Environment	Major	10
	Minor	5
	No effect	0

Accounting Guideline – Compliant AR

Criticality Grading

Consequence of Failure Score	Description	Criticality Grading
≥15	Critical	1
11 – 14	Important	2
≤10	Non-critical	3

Accounting Guideline – Compliant AR

- ***Risk Assessment***
  - **Risk Identification**

- Risk events should be identified by officials who are familiar with the assets and their operating environment. This can be done by an individual, but there are benefits in discussing potential risk events on a collective basis. A schedule of commonly encountered risks that can be used to stimulate discussion of potential risk events.

Physical	Condition-based failure
	Vandalism
	Theft/illegal connections
	System losses

Accounting Guideline – Compliant AR

- **Consequences of Risk Events**

- A consequence rating has to be allocated to each risk event. Whilst sophisticated techniques exist that attempt to quantify these consequences, a more qualitative approach is often more practical, using a guide such as shown in the table below. Consequence tables are very specific to the size and type of assets, and organisational needs – thus the table should be developed with inputs from senior management of the municipality.

Accounting Guideline – Compliant AR

Consequence Rating		Qualitative Description	Direct costs (repair, lost income, third party damage)	Service delivery performance	Effect on public health, safety and property	Environmental Damage	Municipal Image
1	Insignificant	Is readily absorbed under normal operating conditions	<R20,000	Less than 50 customers without potable water for up to 8 hrs	No health or safety impact, minor property damage	Minor transient environmental damage, visual effects only	Individual interest only, no community concern
2	Minor	Can be managed under normal operating conditions	R20,000-R100,000	Less than 50 customers without water for up to 24 hours	Minor health impact on small number of people	Minor damage to environment, longer effect	Minor community interest, minor local media report
3	Moderate	Can be managed but requires additional resources and management effort	R100,000-R500,000	Less than 50 customers without potable water for up to 48 hrs	Serious health impact on small number or minor impact on large number of people	Moderate environmental damage, local importance	Public community discussion, major local media interest
4	Major	Will have a prolonged impact and extensive consequences	R500,000-R5,000,000	More than 50 customers without potable water for a period of over 48 hours	Extensive injuries or significant health impacts, single fatality	Major long term environmental impact. Prosecution expected	Major loss in community confidence
5	Catastrophic	Irreversible and extensive impacts, or significantly undermining key business objectives	>R5,000,000	More than 500 customers without potable water for a period of over 48 hours	Multiple fatalities	Serious damage of national importance and irreversible impact. Prosecution expected.	National media

Accounting Guideline – Compliant AR

- **Probability of Risk Events**

- A probability rating is allocated for each risk event. Whilst statistical probabilities may be used, municipalities may find it more practical to use subjective criteria.

Rating	Probability	Condition
A	Rare	Very Good
B	Unlikely	Good
C	Moderate	Fair
D	Likely	Poor
E	Almost certain	Very Poor

Accounting Guideline – Compliant AR

- **Risk Exposure**

- The risk exposure of a municipality to a particular event can be considered to depend on the consequences and the probability of that event. A matrix such as the one indicated in Table can be used to rank events as low, moderate, significant or high risk exposure to the municipality.

			Consequence				
			1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Probability	A	Rare	L	L	L	M	M
	B	Unlikely	L	L	M	M	S
	C	Moderate	L	M	M	S	H
	D	Likely	M	M	S	H	H
	E	Almost certain	M	S	H	H	H

Risk Exposure	
L	LOW
M	MODERATE
S	SIGNIFICANT
H	HIGH

Working Lunch

MISA developed Asset Register

- **Organisation –** This is the organisation responsible for the Infrastructure Asset.
- **Number** - All infrastructure assets must have a unique identification reference number. A common approach must be used across all departments in the municipality, such as the following:
- *Category - Sub-category / Asset Class / Asset Descriptor - Sequential Number for the asset type*
- **Model** - The model of an asset must be inserted. E.g. 2500 Ford.

MISA developed Asset Register

- **Serial Number** - Standard serial number of an asset. E.g. serial numbers, registration number, erf Number or other number to distinguish it from other assets.
- **Description** - A Descriptive name for the asset.
- **Material Type** - The type of material of an asset. E.g. brick, wood, cast iron, pvc.
- **Class Description/Nature** - This field is a dropdown, where you are able to select the required Class Description/Nature from a pre-loaded list.
- **Size** - The size of an asset must be inserted. E.g. 150mm pipe, 240l Wheelie Bin.

MISA developed Asset Register

- **Capacity** - The capacity of the asset. E.g. number of kiloliters, 200 litre (tank), 4000 sq metre (building/land), 65 l/s (water pipe)
- **Quantity** - Quantity of the asset. E.g. 100m of pipe, 1 Solid Waste Truck.
- **Utilisation** - The extent to which an asset is being productively used – measured as a percentage of its capacity.
- **Replacement Equivalent** - The replacement equivalent of an asset must be inserted. E.g. A 300mm clay sewer pipe needs to be replaced and the replacement equivalent will be a 300mm concrete pipe.
- **Year Constructed/Purchase Date –** The date the asset was completed or purchased.

MISA developed Asset Register

- **Supplier Name** - The supplier name.
- **Criticality Grade** - This field is a dropdown, where you are able to select the required Criticality Grade from a pre-loaded list.
- **Condition** - This field is a dropdown, where you are able to select the required Condition Grade from a pre-loaded list.
- **Condition Index/Grade** - Once the condition is chosen, this field is displayed according to the selected condition.
- **Ward** - This field is a dropdown, where you are able to select the required Ward from a pre-loaded list.

MISA developed Asset Register

- **Latitude** - GPS coordinates to be inserted in these fields, the format should be as follows: -26.7627 Decimal Degrees (DD), but MIPMIS also caters for Degrees Minutes Seconds (DMS) as well by pressing the
  the user can capture the latitude in the DMS format.
- **Longitude** - GPS coordinates to be inserted in these fields, the format should be as follows: 35.1627 Decimal Degrees (DD), but MIPMIS also caters for Degrees Minutes Seconds (DMS) as well by pressing the

  the user can capture the longitude in the DMS format.

MISA developed Asset Register

- **Custodian** - The person responsible for safeguarding the asset.
- **Replacement Cost per Item** - A Rand Value. The cost of replacing an existing asset item with a modern asset item of equivalent capacity.
- **Purchase Price** - A Rand Value. Costs should be used for newly or recently acquired assets for which clear evidence of costs can be determined from transactional records, e.g. Invoices.

MISA developed Asset Register

- **Actual/Deemed Cost** - A Rand Value. If the Purchase Price for an asset is not available Deemed Cost should be selected, and the measured value should be inserted, the date on which the measurement was made should then be inserted in the Year Constructed/Purchase Date. Deemed Cost is determined by using the guidance and provisions in Directive 7 on The Application of Deemed Cost on the Adoption of Standards of GRAP.
- **Depreciated Replacement Cost** (DRC) - A Rand Value. A measure of current value of an asset, based on its current replacement cost less an allowance for deterioration of condition to date (based on the fraction of Remaining Useful Life/Expected Useful Life).
- $DRC = CRC * \left(\frac{RUL}{EUL}\right)$
- CRC – Current Replacement Cost
- RUL – Recommended Useful Life
- Estimated Useful Life

MISA developed Asset Register

- **Current Replacement Cost** (CRC) - A Rand Value. The cost of replacing an existing asset with a modern asset of equivalent capacity.
- **Addition Amount** - A Rand Value. Capex on additions made to an asset.

MISA developed Asset Register

- **Risks**

- **Description** - Enter a short description of the Risk. This description could be the same as the Risk Type.
- **Risk Type** - This field is a dropdown, where you are able to select the required Risk Type from a pre-loaded list. E.g. Insufficient skills and Capacity, Condition-based failure, Vandalism, etc..
- **Risk Consequence** - This field is a dropdown, where you are able to select the required Risk Consequence from a pre-loaded list. E.g. Insignificant, Minor, Moderate, etc..
- **Risk Probability** - This field is a dropdown, where you are able to select the required Risk Probability from a pre-loaded list. E.g. Rare, Unlikely, Moderate, etc..
- **Risk Exposure** - This is a calculated field using; Consequence and Probability. According to the selection you made for Risk Consequence and Risk Probability, this field is calculated automatically.
- **Cost of Risk** – This field is to indicate the cost if this risk will happen.
- **Risk Response** - Insert a Risk response in this field.

MIPMIS Reports – Asset Register

- **Asset Overview Report**

Brick Structure,PUBLIC OPEN SPACE / PARK SEBOKENG EXT 21

Description

Infrastructure Number	INF_ELE_LVN13978_MUN_ELE.1146
Model	
Serial Number	

Type

Material Type	
Class Description/Nature	Parks
Size	0
Capacity	
Quantity	
Utilisation (%)	0
Repacement Equivalent	
Year Constructed / Purchase Date	1905-03-16T00:00:00
Supplier Name	

Classification

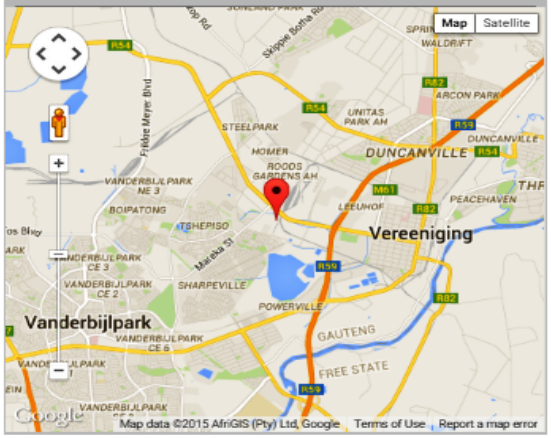
Criticality Grade	Non-critical
Condition	Fair
Condition Index	3
Ward Id	
Custodian	

Costs

Purchase Price	22000
Deemed Cost	0
Depreciated Replacement Cost	14666.67
Current Replacement Cost	22000
Addition Amount	0

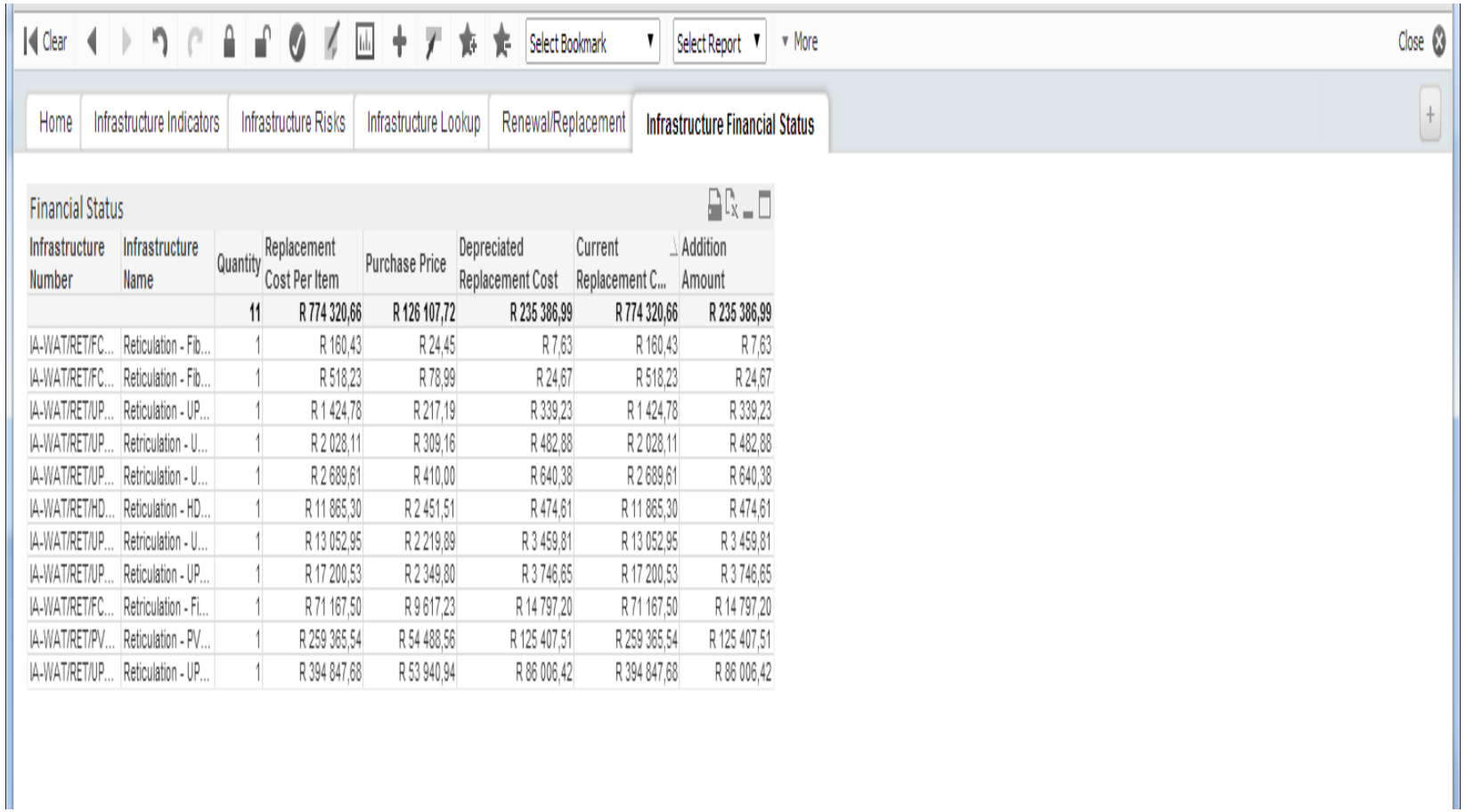
Risks

Location



MIPMIS Reports – Asset Register

- **Asset Financial Status**

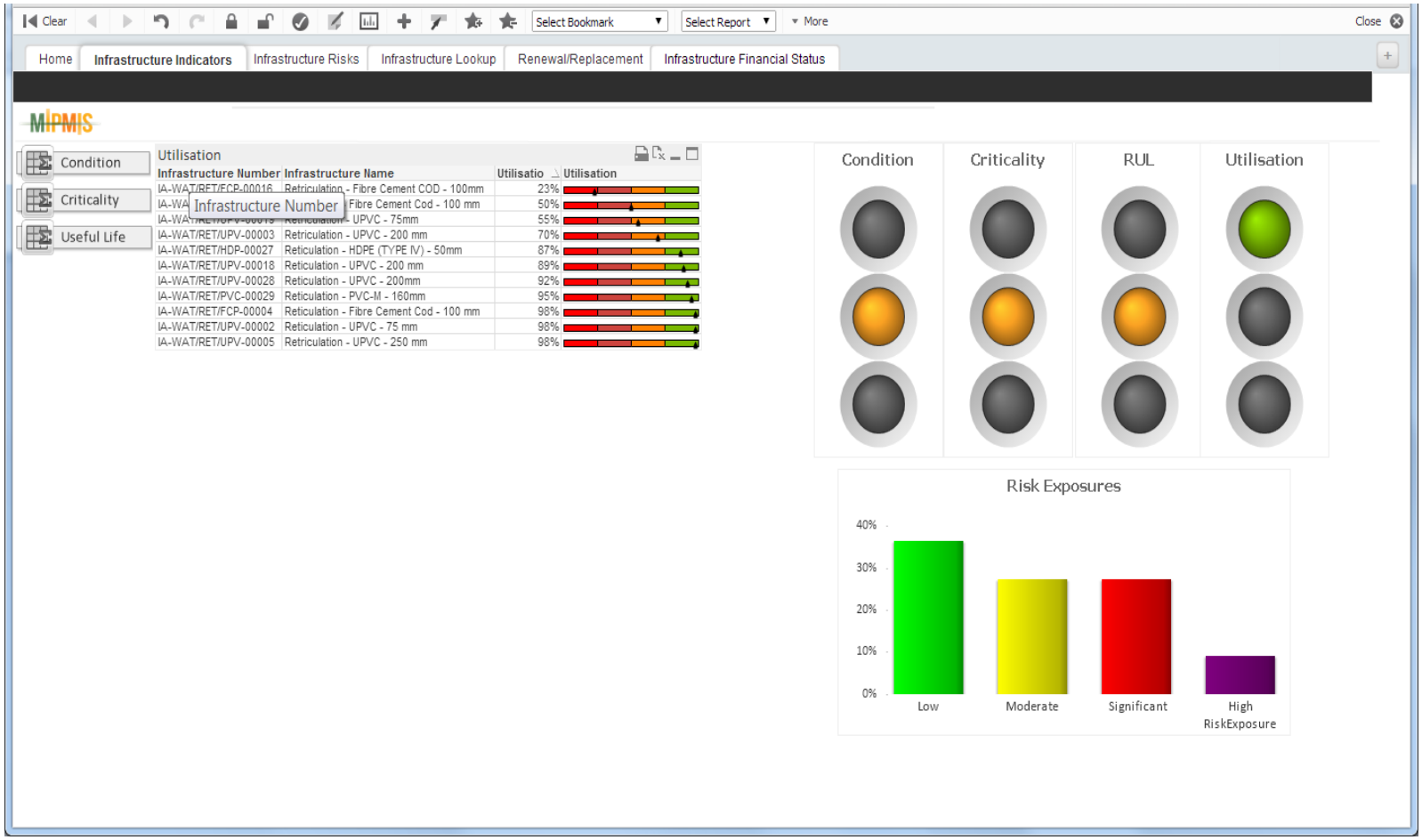


Financial Status

Infrastructure Number	Infrastructure Name	Quantity	Replacement Cost Per Item	Purchase Price	Depreciated Replacement Cost	Current Replacement C...	Addition Amount
		11	R 774 320,66	R 126 107,72	R 235 386,99	R 774 320,66	R 235 386,99
IA-WAT/RET/FC...	Reticulation - Fib...	1	R 160,43	R 24,45	R 7,63	R 160,43	R 7,63
IA-WAT/RET/FC...	Reticulation - Fib...	1	R 518,23	R 78,99	R 24,67	R 518,23	R 24,67
IA-WAT/RET/UP...	Reticulation - UP...	1	R 1 424,78	R 217,19	R 339,23	R 1 424,78	R 339,23
IA-WAT/RET/UP...	Retriculation - U...	1	R 2 028,11	R 309,16	R 482,88	R 2 028,11	R 482,88
IA-WAT/RET/UP...	Retriculation - U...	1	R 2 689,61	R 410,00	R 640,38	R 2 689,61	R 640,38
IA-WAT/RET/HD...	Reticulation - HD...	1	R 11 865,30	R 2 451,51	R 474,61	R 11 865,30	R 474,61
IA-WAT/RET/UP...	Retriculation - U...	1	R 13 052,95	R 2 219,89	R 3 459,81	R 13 052,95	R 3 459,81
IA-WAT/RET/UP...	Reticulation - UP...	1	R 17 200,53	R 2 349,80	R 3 746,65	R 17 200,53	R 3 746,65
IA-WAT/RET/FC...	Retriculation - Fi...	1	R 71 167,50	R 9 617,23	R 14 797,20	R 71 167,50	R 14 797,20
IA-WAT/RET/PV...	Reticulation - PV...	1	R 259 365,54	R 54 488,56	R 125 407,51	R 259 365,54	R 125 407,51
IA-WAT/RET/UP...	Reticulation - UP...	1	R 394 847,68	R 53 940,94	R 86 006,42	R 394 847,68	R 86 006,42

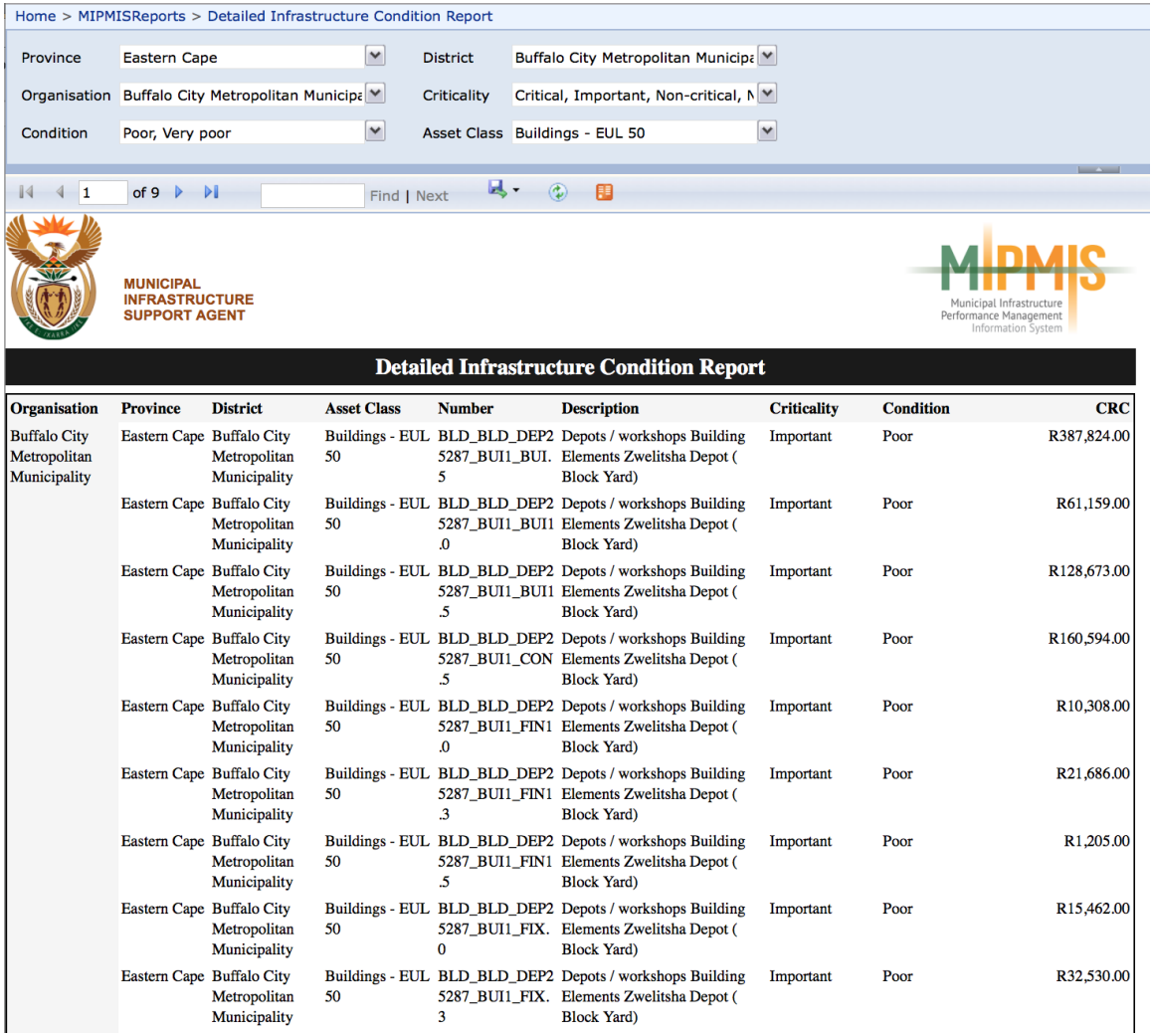
MIPMIS Reports – Asset Register

- **Asset Indicators**



MIPMIS Reports – Asset Register

- **Detailed Asset Condition Report**



Home > MIPMISReports > Detailed Infrastructure Condition Report

Province: Eastern Cape | District: Buffalo City Metropolitan Municipa
Organisation: Buffalo City Metropolitan Municipa | Criticality: Critical, Important, Non-critical, N
Condition: Poor, Very poor | Asset Class: Buildings - EUL 50

1 of 9 | Find | Next

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

MIPMIS Municipal Infrastructure Performance Management Information System

Detailed Infrastructure Condition Report

Organisation	Province	District	Asset Class	Number	Description	Criticality	Condition	CRC
Buffalo City Metropolitan Municipality	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_BUI.5	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R387,824.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_BUI1.0	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R61,159.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_BUI1.5	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R128,673.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_CON.5	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R160,594.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_FIN1.0	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R10,308.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_FIN1.3	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R21,686.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_FIN1.5	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R1,205.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_FIX.0	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R15,462.00
	Eastern Cape	Buffalo City Metropolitan Municipality	Buildings - EUL 50	BLD_BLD_DEP25287_BUI1_FIX.3	Depots / workshops Building Elements Zwelitsha Depot (Block Yard)	Important	Poor	R32,530.00

MIPMIS Reports – Asset Register

- **Value of Assets**

Home > MIPMISReports > Values of Assets

Report Level: Municipal | Province: Eastern Cape

District: Alfred Nzo District Municipality | Organisation: Alfred Nzo District Municipality

1 of 2 | Find | Next

Report Date: 2017-08-09

Municipal Report

Eastern Cape

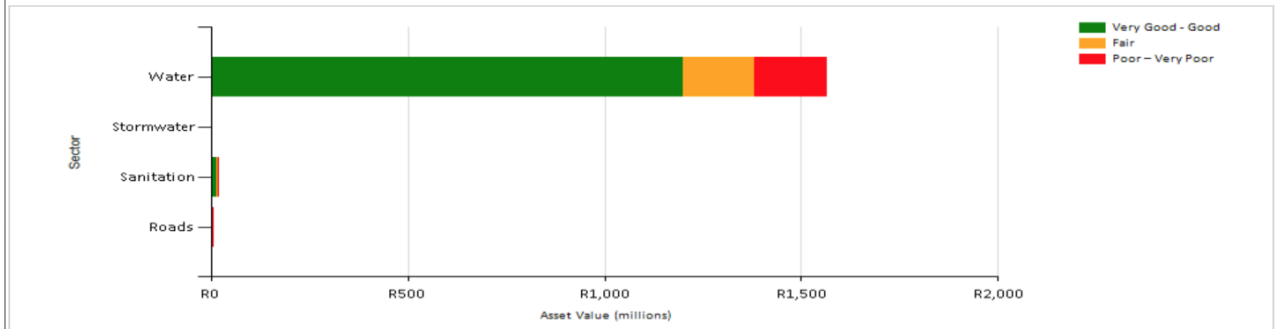
Alfred Nzo District Municipality

Alfred Nzo District Municipality

MIPMIS
Municipal Infrastructure Performance Management Information System

A promise to assist municipalities in managing infrastructure efficiently

Values of Assets



Sector	Criticality	Condition: Very Good - Good	Condition: Fair	Condition: Poor – Very Poor
Roads	No Specified		R1,633,716.76	R5,745,483.48
	Total		**R1,633,716.76**	**R5,745,483.48**
Sanitation	No Specified	R13,365,460.97	R6,059,579.18	R1,031,014.18
	Total	**R13,365,460.97**	**R6,059,579.18**	**R1,031,014.18**
Stormwater	No Specified	R1,018,523.96	R30,551.76	R545,180.39
	Total	**R1,018,523.96**	**R30,551.76**	**R545,180.39**
Water	No Specified	R1,198,723,273.10	R182,835,871.04	R182,984,639.29
	Total	**R1,198,723,273.10**	**R182,835,871.04**	**R182,984,639.29**

MIPMIS Reports – Asset Register

- **Infrastructure Replacement and Renewal Cost**

Home > MIPMISReports > Infrastructure Replacement and Renewal cost

Report Level: Municipal | Province: Eastern Cape
District: Alfred Nzo District Municipality | Organisation: Alfred Nzo District Municipality
Sector: Water

1 of 2 | Find | Next

Report Date: 2017-08-09

Municipal Report

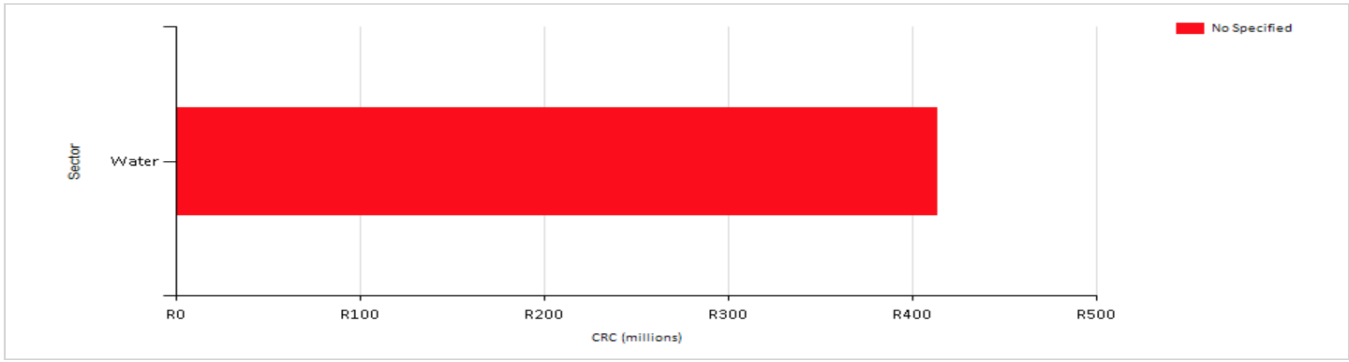
Eastern Cape

Alfred Nzo District Municipality

Alfred Nzo District Municipality

MIPMIS
Municipal Infrastructure Performance Management Information System
A promise to assist municipalities in managing infrastructure efficiently

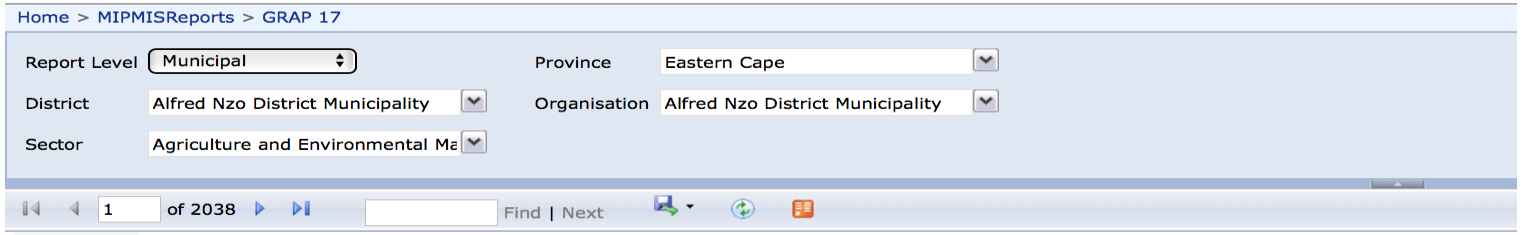
Infrastructure Replacement and Renewal cost



Sector	Condition		
	Criticality	Poor	Very poor
Water	No Specified	R138,934,918.08	R274,305,123.20
	Total	**R138,934,918.08**	**R274,305,123.20**

MIPMIS Reports – Asset Register

- **GRAP 17**



Report Date: 2017-08-09

GRAP 17

Municipal Report

Eastern Cape

Alfred Nzo District Municipality

Alfred Nzo District Municipality

MIPMIS
Municipal Infrastructure Performance Management Information System

A promise to assist municipalities in managing infrastructure efficiently

Number	Description	Serial Number	Purchase Price	Acquisition Date	Estimated Useful Life	CRC	DRC	Condition	Custodian	Location
Alf 26046	MOUNT FRERE Reticulation Pipeline 1766	Unknown	R5923.56	2003-06-30	120	R12148.65	R10731.31	Good	Unknown	Not Available
Alf 25712	MOUNT FRERE Reticulation Pipeline 1432	Unknown	R3452.29	1991-06-30	120	R17527.74	R13730.06	Fair	Unknown	Not Available
Alf 6906	CHANI Bulk Pipeline 7	Unknown	R65035.05	1988-06-30	120	R494822.92	R375240.71	Fair	Unknown	Not Available
Alf 0040	Mount Alif Sewage Treatment Works-Aerator Tank 1/Sewage Treatment Works	Unknown	R906206.49	2006-06-30	50	R1545263.92	R1205305.86	Very good	Unknown	-30.813593 S, 29.344907 E
Alf 4088	Spring at Pump Station Sinyanqa 2-Inlet Structure	Unknown	R11457.42	2010-06-30	30	R14228.47	R10908.49	Very good	Unknown	-30.792000 S, 29.016000 E

How to use MIPMIS Reports

MIPMIS provides a Viewer that is used to display reports on demand as they are requested from the MIPMIS server. It includes a report toolbar, a parameter section, a credentials section, and a document map.

The report toolbar includes features you can use to work with your report, including export options so that you can view your report in formats other than HTML. The parameter section and document map appear only when you open reports that are configured to use parameters and a document map control.

How to use MIPMIS Reports

Report Toolbar

- The report toolbar provides page navigation, zoom, refresh, search, export, print, and data feed functionality for reports.
- Print functionality is optional. When it is available, a Printer icon appears on the report toolbar. Clicking the Printer icon opens a Print dialog box so that you can select from the printers that are configured for your computer.

How to use MIPMIS Reports

- **Page navigation controls -** Open the first or last page of a report, scroll through a report page by page, and open a specific page in a report. To view a specific page, type the page number and press ENTER

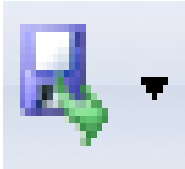
How to use MIPMIS Reports

- **Page display controls -** Enlarge or reduce the size of the report page. In addition to percentage-based changes, you can select **Page Width** to fit the horizontal length of a report page in the browser window, or **Whole Page** to fit the vertical length of a report in the browser window. A **Zoom** option is supported by Microsoft Internet Explorer 5.5 and later.

How to use MIPMIS Reports

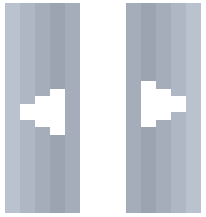
- **Search field -** Search for content in the report by typing a word or phrase that you want to find (the maximum value length is 256 characters). The search is case-insensitive and starts at the page or section that is currently selected. Only visible content is included in a search operation. To search for subsequent occurrences of the same value, click **Next**.

How to use MIPMIS Reports



- **Export formats -** Open a new browser window and render the report in the selected format. The formats that are available are determined by the rendering extensions that are installed on the report server. Click **Export** to view the report in the selected format.

How to use MIPMIS Reports



- **Document map icon -** Show or hide the document map pane in a report that includes a document map. A document map is a report navigation control similar to the navigation pane on a Web site. You can click on items in the document map to navigate to a specific group, page, or sub-report.

How to use MIPMIS Reports

Printer icon - Open a Print dialog box so that you can specify print options and print a report. On first use, clicking this icon prompts you to download the print control.

 **Report refresh icon -** Refresh the report. Data for live reports are refreshed. Cached reports are reloaded from where they are stored.

How to use MIPMIS Reports

- **Parameters**

- Parameters are values that are used to select specific data (specifically, they are used to complete a query that selects the data for your report, or to filter the result set). Parameters that are commonly used in reports include dates, names, and IDs. When you specify a value for a parameter, the report contains only the data that matches the value; for example, employee data based on an Employee ID parameter. Parameters correspond to fields on the report. After you specify a parameter, click **View Report** to get the data.
- The report author defines the parameter values that are valid for each report. A report administrator can also set parameter values. To find out which parameter values are valid for your report, ask your report designer or administrator.

How to use MIPMIS Reports

- **Credentials**

- Credentials are user name and password values that grant access to a data source. After you specify your credentials, click **View Report** to get the data. If a report requires you to log on, the data that you are authorized to see might differ from the data that another user sees. Consequently, two users can run the same report and get different results. In addition, some reports contain hidden areas that are revealed based on user logon credentials or selections made in the report itself. Hidden areas in the report are excluded from search operations, producing different search results than when all parts of the report are visible.

MIPMIS User Access Forms

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT
Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0046
Private Bag X105, Centurion, 0046 Tel: 012-8485300

MIPMIS USER ACCESS REQUEST

(Please print this form after filling online and getting Supervisor's signature, scan and email this form to mipmis@misa.gov.za)

Section A: **APPLICANTS DETAILS**

Title	Click here
Surname	Click here to enter your Surname
First Name	Click here to enter your First Name.
ID №	Click here to enter your ID or Passport Number.
Type of ID	☐ Passport ☐ SA National ID

Section B: **JOB DETAILS**

ORGANIZATION

Municipality	Click here to display dropdown list
Other than Municipality	Click here to type in the name of your Organization.
Type of Organization	Click here to display dropdown list
Position Held	Click here to type in your position at your Organization.
Section/Department	Click here to display dropdown list and choose your Section

MIPMIS User Access Forms

Section C: **ACCESS REQUESTED**

		Edit	View
Modules	Projects Module (Asset Register)	☐	☐
	Infrastructure Module (Project Life Cycle)	☐	☐
	Incident Reporting Module	☐	☐
	Back 2 Basics	☐	☐

Section D: **SIGNATURE**

Applicant _____ **Date** Click to choose a date

Section E: **SUPERVISOR'S AUTHORIZATION**

The undersigned hereby declares that the applicant is working within my department and will be allowed to use the MIPMIS after getting the training for using the MIPMIS for the benefit of the Municipality. Hence the applicant is authorized to be issued with MIPMIS username and password.

Signature _____ **Date** _____

Full Name _____

Position _____

FOR MISA USE ONLY

Section F: **APPROVAL**

Approved ☐ Not Approved ☐

Signature _____ **Date** _____

Project Manager, MIPMIS

Thank You!

cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Day 2 – MIPMIS System Training

Municipal Infrastructure Support Agent

2017

BACK TO BASICS : SERVING OUR COMMUNITIES BETTER

cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Presentation Outline

1.	Recap of Day 1 (Expectations)	08h00-08h15
2.	MIPMIS:	08h15-08h30
	1. Standards and Guidelines	
	2. Framework	
	3. Deployment	
3.	MIPMIS Modules (Discussion)	08h30-09h15
4.	MIPMIS Login (Training Portal / Training Server)	09h15-09h45
5.	Body Break	09h45-10h00
6.	Infrastructure Module	10h00-11h30
7.	Incident Reporting Module	11h30-12h30
8.	Working Lunch	12h30-13h00
9.	Project Management Module	13h00-15h00
10.	Post Training Survey and Course Evaluation	15h00-15h30

Re-Cap – Day 1

- Expectations highlighted
- Parking lot…

Standards and Guidelines Used within MIPMIS

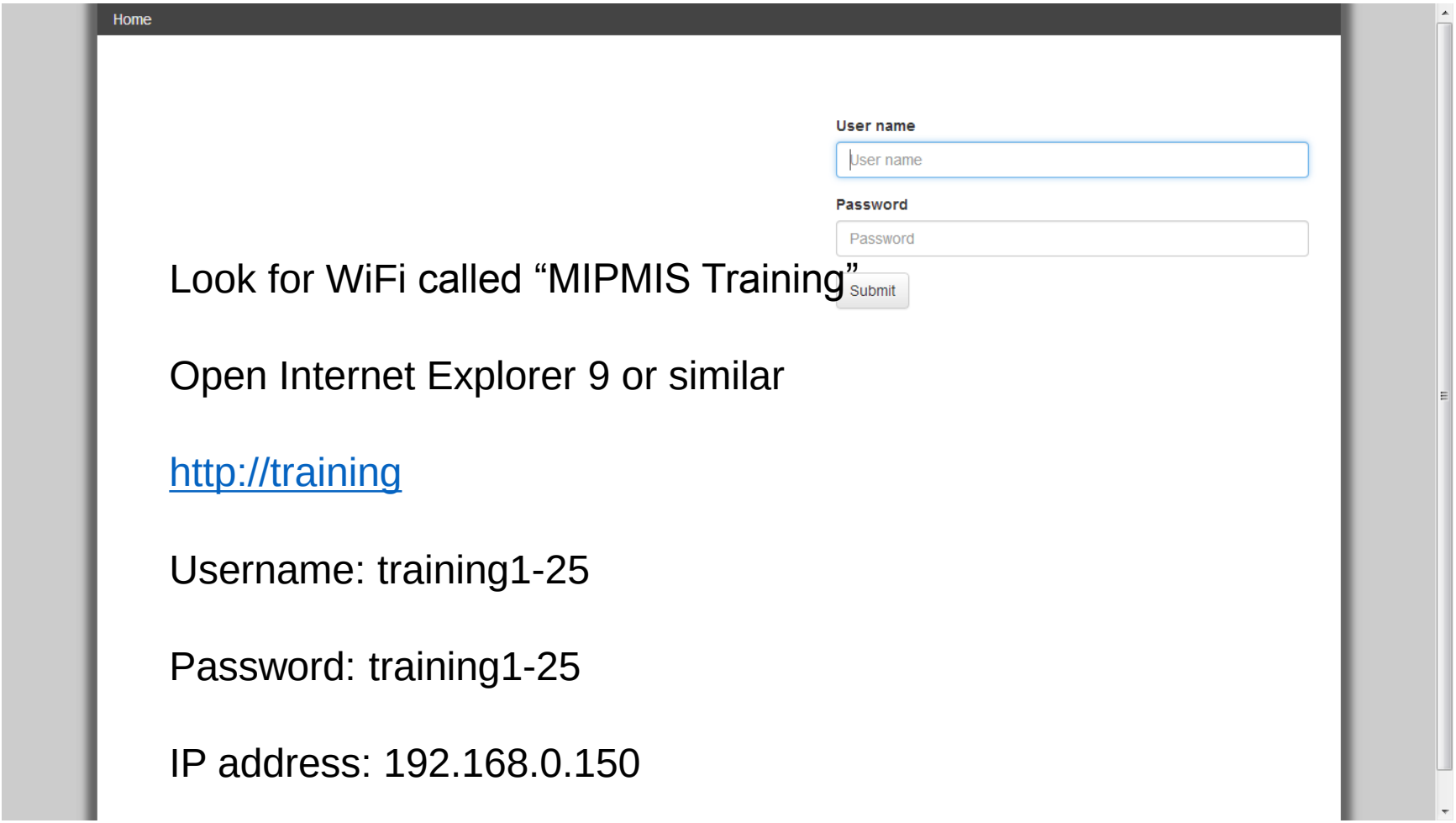
- MFMA - Municipal Finance Management Act
- GRAP Implementation Guide for Municipalities
- GRAP 11 - Construction Contracts
- GRAP 17 - Property, Plant and Equipment
- **Guidelines for Infrastructure Asset Management in Local Government**
- **IDM Toolkit**
- MIGMIS
- Demarcation Board

MIPMIS Modules

- Home
  - User Personalised Homepage
- Infrastructure Module
  - Infrastructure Control Centre
  - Infrastructure Overview
  - **Infrastructure Register** (Capture/Edit)
  - Infrastructure Risks Summary
  - **Infrastructure Risks** (Capture/Edit)
- Projects Module
  - Project Control Centre
  - Project Overview
  - **Project** (Capture/Edit)
  - Project Risks Summary
  - **Project Risks** (Capture/Edit)
  - **Project Financials** (Capture/Edit)
  - Project Indicators Summary
  - **Project Indicators** (Capture/Edit)
  - **Project Activities** (Capture/Edit)
  - **Project Check List** (Capture/Edit)
  - Project Site Visit Schedule Summary
  - **Project Site Visit Schedule** (Capture/Edit)
  - Project Issues Summary
  - **Project Issues** (Capture/Edit)
  - **Project Quality Control** (Capture/Edit)

- MIPMIS Reports
  - Infrastructure
    - Reports
    - Dashboard
  - Projects
    - Reports
    - Dashboard
- Administration
  - People Management
    - People
    - User Access
    - MISA Supported Agents
  - Miscellaneous
    - Asset Classes
    - Cross Cutting Programmes
    - Developmental Locations
    - Funding Sources
    - MIG Components
    - Sector Programmes
  - Indicators
    - Indicators
    - Indicator Items
    - Indicator Standards
    - Indicator Types
    - Units of Measure
  - Delete
    - Delete Project
    - Delete Infrastructure

LOGIN



Look for WiFi called “MIPMIS Training”

Open Internet Explorer 9 or similar

http://training

Username: training1-25

Password: training1-25

IP address: 192.168.0.150

MIPMIS LOGIN SCREEN : HELP

Overview

This screen is called the Login screen, and is used for Logging into the system.

Fields

User Name

The user will be issued with a User Name by the System Administrator, to Login to the system.

Password

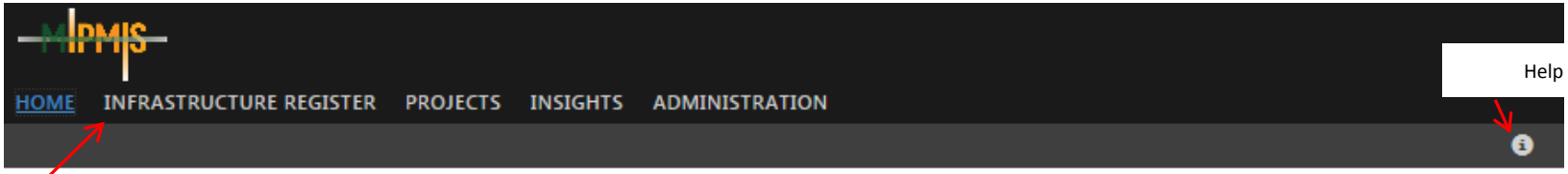
The user will be issued with a Password by the System Administrator, to Login to the system.

Submit Button

Once the user has completed the fields above, the user will click on the Submit button to enter the system.

- *Please note that both the User Name and Password is case sensitive*
- *Tab can be used to move from one field to another*
- *The selected field will be highlighted*

PERSONALISED HOMEPAGE



Navigation bar to access other modules

My Tasks

February 2014

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Description	Due Date
Progress Site Visit	2014-02-27
My Site Visit	2014-02-28

Displays tasks, red indicates passed tasks, blue indicates upcoming tasks

My Projects

To **Add** a new project record directly from your homepage

- Test 2
- Surfacing of Stormsriver Sportfield
- Greytown bulk water project
- Giyani Water Works - Extension & Upgrading
- Umtamvuna Water Works Raw Water Upgrade
- Khutsong south ext 1,2&3
- Hlimbithwa 2 water Scheme
- Rehabilitate Phase 1 of Carletonville Landfill Site
- Lusizini internal streets
- Zaaiplaas village upgrading of public road (police station) PH3 (1.3)

To see an **Overview** of an infrastructure record directly from your homepage

To **Add** a new infrastructure record directly from your homepage

My Infrastructure

- Reticulation - HDPE (TYPE IV) - 50mm
- Retriculation - UPVC - 250 mm
- Retriculation - UPVC - 75mm
- Reticulation - Fibre Cement Cod - 100 mm
- Reticulation - UPVC - 75 mm

To see an **Overview** of an infrastructure record directly from your homepage

PERSONALISED HOMEPAGE : HELP

Overview

Once your Login was successful your Personalised Homepage will be displayed.

Use the top menu bar to navigate to the different MIPMIS modules. Blue indicates on which module you are currently.

Your Personalised Homepage displays a summary of the following pertaining you:

- My tasks
- My Infrastructure
- My Projects

Sections

My Tasks – It displays a list of user tasks.

- You will be able to click on a task to view.
- Red task – passed task.
- Blue task – upcoming task.
- By clicking thought the calendar you will be able to view tasks per day and month.

My Infrastructure - It displays a list of the user's Infrastructure Register Records.

- Summary of infrastructure register loaded on the system.
- Infrastructure register will be displayed by latest IR record added and or edited.

Add new Infra:ture Register records using the plus sign.

-  - Add new IR records.
-  - To edit IR records move your mouse over the relevant record and click on the icon that appears on the right hand side of the record.

My Projects – It displays a list of the user's Projects.

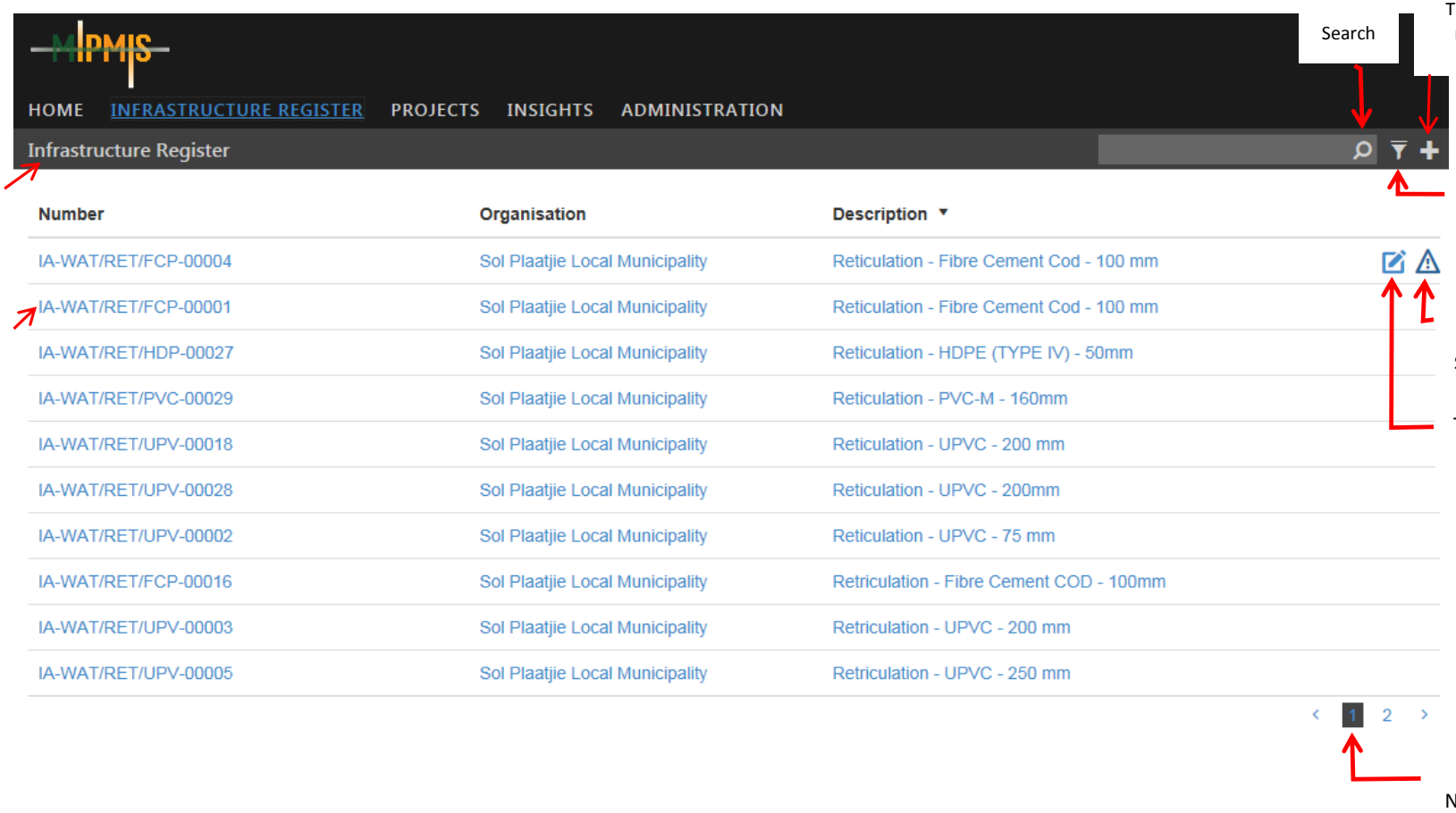
- Summary of projects loaded on the system.
- Projects will be displayed by latest project added and or edited.

Add new projects using the plus sign.

-  - Add new project.
-  - To edit projects move your mouse over the relevant record and click on the icon that appears on the right hand side of the record.

•Tab can be used to move from one field to another
•The selected field will be underlined

INFRASTRUCTURE REGISTER CONTROL CENTER



INFRASTRUCTURE CONTROL CENTER: HELP

Overview

By using the top Navigation bar and clicking on the Infrastructure Register, the Infrastructure Control Centre will be displayed. This screen gives a list of all Infrastructure Register records. On this screen an existing records can be edited, or a new record can be added.

Fields and Icons

- Add new IR records.

Search

- The user will be able to search for a specific record. Once the user has entered the information, for the search, the search results will be displayed below.

Filter

- The user will be able to search for a specific record. Once the user has entered the information, for the search, the search results will be displayed below.

Number

- All infrastructure assets must have a unique identification reference number. A common approach must be used across all departments in the municipality, such as the following:

Category - Sub-category / Asset Class / Asset Descriptor - Sequential Number for the asset type
Example: IA-WAT/RET/FCP-00004
Infrastructure Assets - Water Network / Reticulation / Fibre Cement Pipe – Asset number four

Organisation

- The organisation responsible for the Infrastructure Asset.

INFRASTRUCTURE CONTROL CENTER: HELP (Continues)

Description

- This will be a short description, of the Infrastructure Asset. The user will be able to filter the description ascending or descending by clicking the arrow next to the description.

Edit

-  When the user click on the Edit icon, the system will open the Infrastructure record that needs to be edited.

Risks

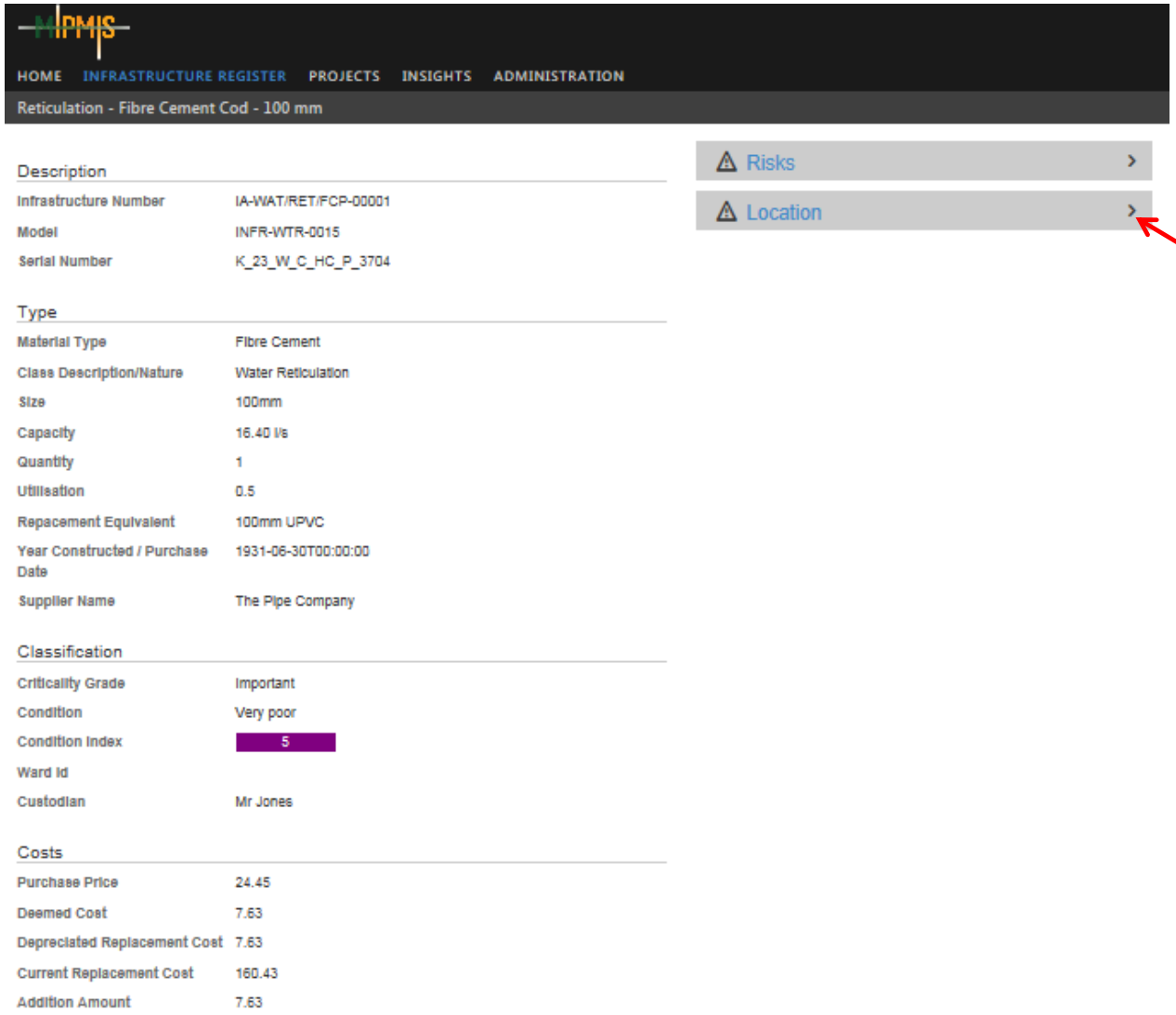
-  When the user click on the Risks icon, the system will open the Summary of Risks associated to the Infrastructure record. Details regarding Risks will be fully explained in the Risks section.

Overview

- When the user click on the Overview, the system will open an overview of the specific record.
- Refer to Overview section for more detail.

- For more detailed information regarding the unique numbering please refer to the hardcopy manual. (Link to Manual).
- Once a specific record is selected the selected record will be underlined.

INFRASTRUCTURE OVERVIEW



Click to expand

INFRASTRUCTURE OVERVIEW: HELP

Overview

On this screen you will be able to have a holistic view of the Infrastructure Asset.

Content

The Overview screen is divided into 3 areas

- Infrastructure Asset Information
- Risk Information
- Mapped GIS Information

Infrastructure Asset Information

- Left side of the screen from top to bottom.
- Here you will be able to have a quick view of an existing Infrastructure Asset's information.

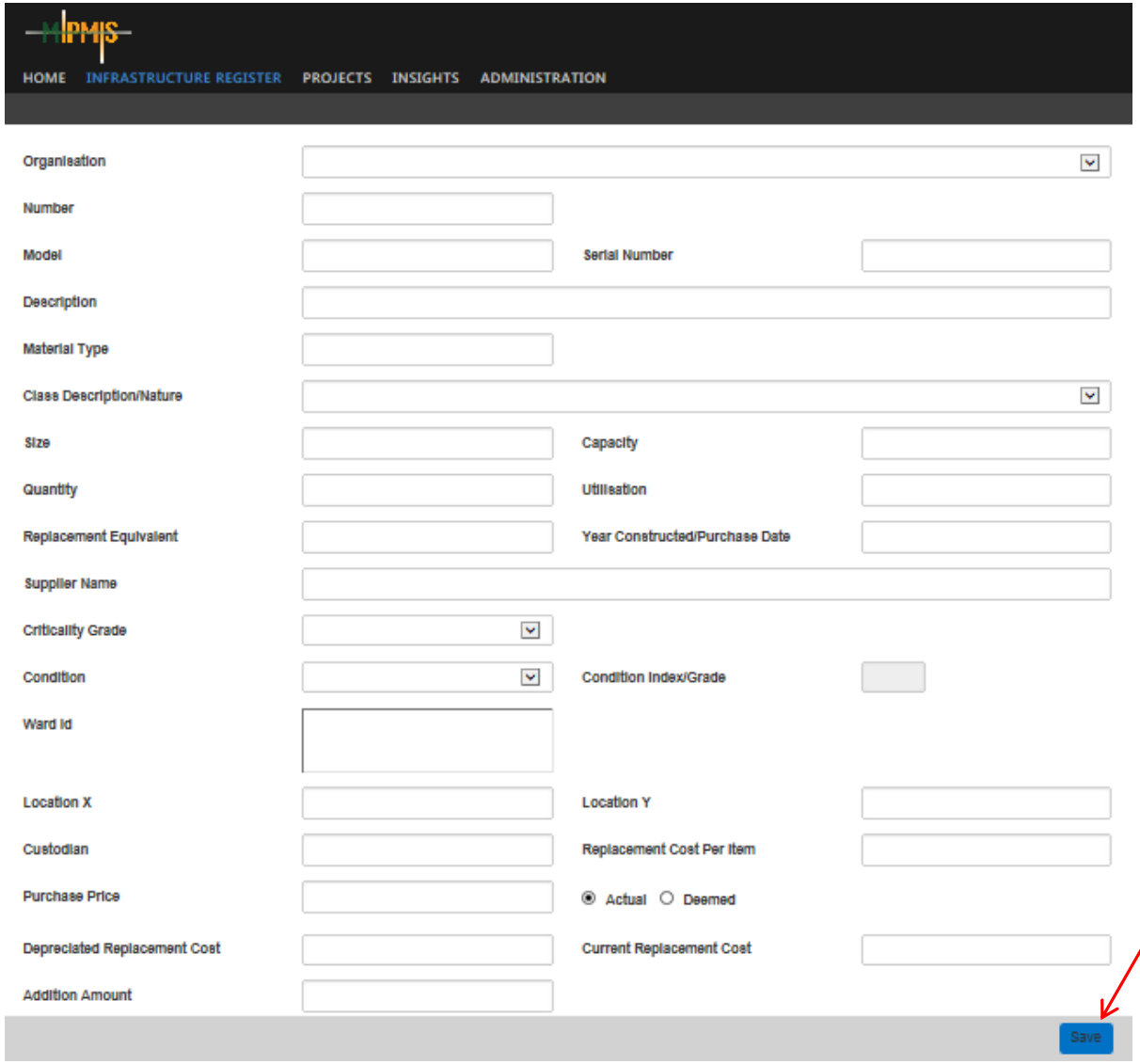
Risk Information

- Top right side of the screen, under Risk.
- Click on the arrow to expand.
- Here you will be able to have a quick view of the Risks associated to the project.
- Details regarding Risks will be full explained in the Risks section.

Mapped GIS Information

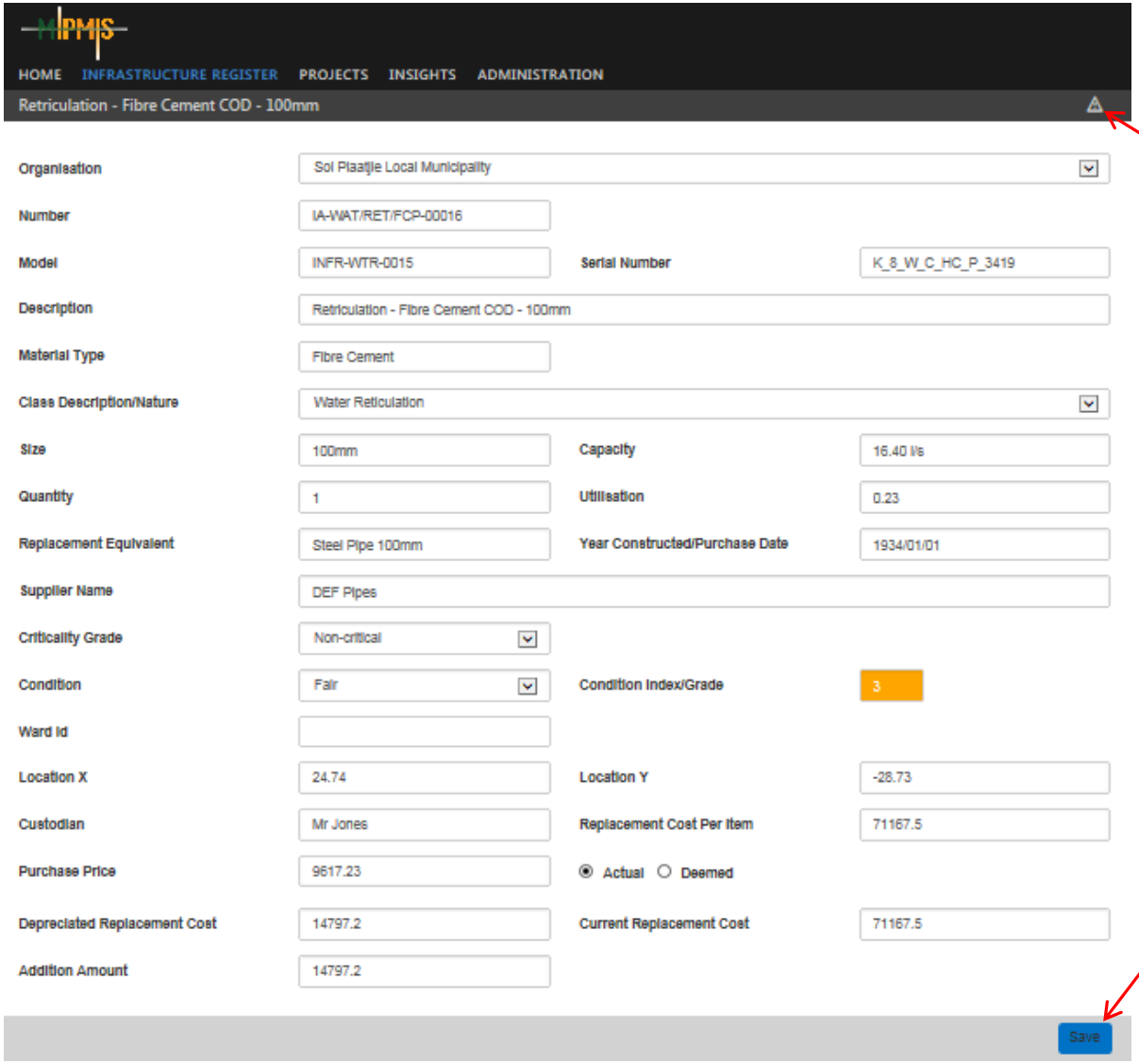
- Map of the Infrastructure Assets location.
- Click on the arrow to expand.
- You will be able view, the location of the Infrastructure Asset on a map.

INFRASTRUCTURE REGISTER CAPTURE



To **Save** a new infrastructure record

INFRASTRUCTURE REGISTER EDIT



To view the Risks

To **Save** a new infrastructure record

INFRASTRUCTURE REGISTER : HELP

Overview

On this screen you will be able to add or edit an Infrastructure Register record.

Fields and Icons

-  Add new IR records, click on the add icon.

Organisation

- The organisation responsible for the Infrastructure Asset. This field is a dropdown, and you will be able to select the required organisation from a pre-loaded list.
- This is a mandatory field.

Number

- All infrastructure assets must have a unique identification reference number. A common approach must be used across all departments in the municipality. Please see explanation in the Infrastructure Control Centre section.
- This is a mandatory field.

Model

- The model of an asset will be inserted.
- E.g. 2500 Ford.

Serial Number

- Standard serial number of asset. E.g. serial numbers, registration number, erf. Number or other number to distinguish it from other assets.

Description

- A Descriptive name for the asset.
- This is a mandatory field

Material Type

- The type of material of an asset.
- E.g. brick, wood, cast iron, pvc.

Class Description/Nature

- This field will be a dropdown, where you will be able to select the required Class Description/Nature from a pre-loaded list.
- This is a mandatory field.
- Information regarding the pre-loaded list is available in the hardcopy manual. (Link to manual).

Size

- The size of an asset will be inserted.
- E.g. 150mm pipe, 240l Wheelie Bin.
- This is a mandatory field.

Capacity

- The capacity of the asset.
- E.g. number of kiloliters, 200 litre (tank), 4000 sq metre (building/land), 65 l/s (water pipe)
- This is a mandatory field.

INFRASTRUCTURE REGISTER : HELP (Continues)

Quantity
- Quantity of the asset.
- E.g. 100m of pipe, 1 Solid Waste Truck.
- This is a mandatory field.

Utilisation
- The extent to which an asset is being productively used – measured as a percentage of its capacity.
- Capture a percentage (%) value.
- This is a mandatory field.

Replacement Equivalent
- The replacement equivalent of an asset will be inserted.
- E.g. A 300mm clay sewer pipe needs to be replaced and the replacement equivalent will be a 300mm steel pipe.
- This is a mandatory field.

Year Constructed/Purchase Date
- You will be able to select the required date form a calendar.
- This is a mandatory field.

Supplier Name
- The supplier name and contacts will be inserted.

Criticality Grade
- This field will be a dropdown, where you will be able to select the required Criticality Grade from a pre-loaded list. (Link to manual).
- This is a mandatory field.

Condition
- This field will be a dropdown, where you will be able to select the required Condition Grade from a pre-loaded list. (Link to manual).
- This is a mandatory field.

Condition Index/Grade
- Once the condition is chosen, this field will be displayed according to the selected condition.
- (Link to manual).

Ward
- This field will be a dropdown, where you will be able to select the required Ward from a pre-loaded list.
- Multiple selections of wards will be available.
- This is a mandatory field.

INFRASTRUCTURE REGISTER : HELP (Continues)

Latitude

- GPS coordinates to be inserted in these fields, the format should be as follows:
- 35 16.27 S (Decimal Degrees).

Longitude

- GPS coordinates to be inserted in these fields, the format should be as follows:
- 35 16.27 S (Decimal Degrees).

Custodian

- The person responsible for safeguarding the asset.

Replacement Cost per Item

- A Rand Value.
- The cost of replacing an existing asset item with a modern asset item of equivalent capacity.
- This is a mandatory field.

Purchase Price

- A Rand Value.
- Costs should be used for newly or recently acquired assets for which clear evidence of costs can be determined from transactional records, e.g. Invoices.
- This is a mandatory field.

Actual/Deemed Cost

- A Rand Value.
- If the Purchase Price for an asset is not available Deemed Cost should be selected, and the measured value should be inserted, the date on which the measurement was made should then be inserted in the Year Constructed/Purchase Date.
- Deemed Cost will be determined by using the guidance and provisions in Directive 7 on The Application of Deemed Cost on the Adoption of Standards of GRAP.
- This is a mandatory field, if the Purchase Price is not available.

Depreciated Replacement Cost

- A Rand Value.
- A measure of current value of an asset, based on its current replacement cost less an allowance for deterioration of condition to date (based on the fraction of Remaining Useful Life/Expected Useful Life).
- DRC = CRC x $\frac{RUL}{EUL}$
- This is a mandatory field.

Current Replacement Cost

- A Rand Value.
- The cost of replacing an existing asset with a modern asset of equivalent capacity.
- This is a mandatory field.

Addition Amount

- A Rand Value.
- Capex on additions made to an asset.

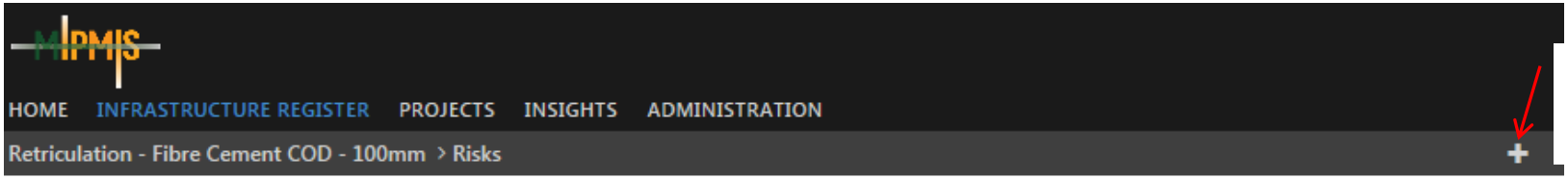
Save Button

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

Risks Button

- Only visible once record was saved.
- By clicking on the Risks, it will open the Infrastructure Risk Screen.

INFRASTRUCTURE RISK SUMMARY



To **Add** a new infrastructure Risk record

Description	Risk Type	Risk Consequence	Risk Probability
Under or over utilisation	Under or over utilisation	Minor	Moderate

To **Edit** a existing infrastructure Risk record

INFRASTRUCTURE RISK SUMMARY: HELP

Overview

This is a summary of risks associated with a specific Infrastructure Asset.
By clicking on the selected Risk you will be able to edit a record.

Fields and Icons

 - Add new Risk records, click on the add icon.

Description

- A description of the Risk

Risk Type

- The Risk type

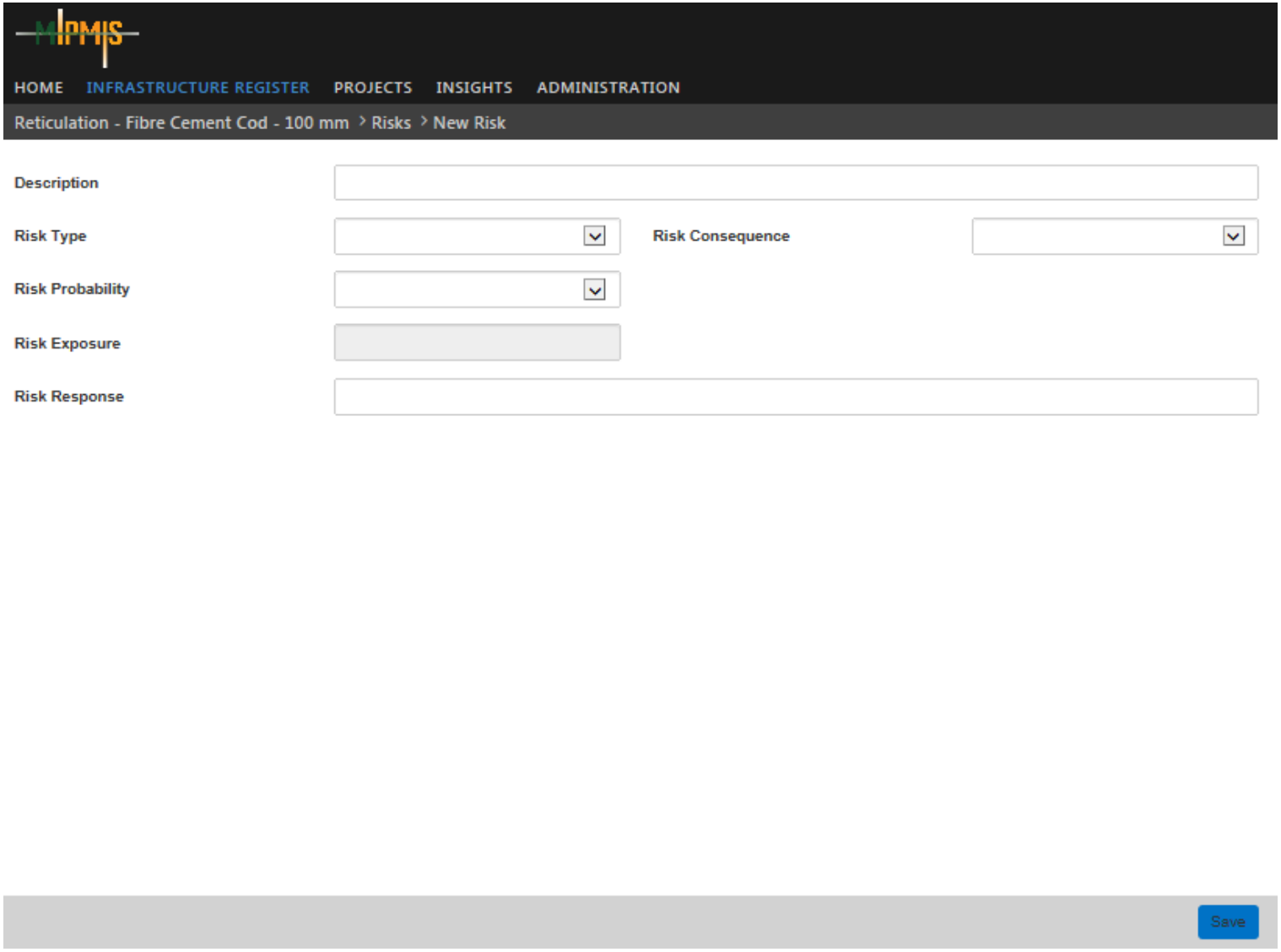
Risk Consequence

- The Risk consequence

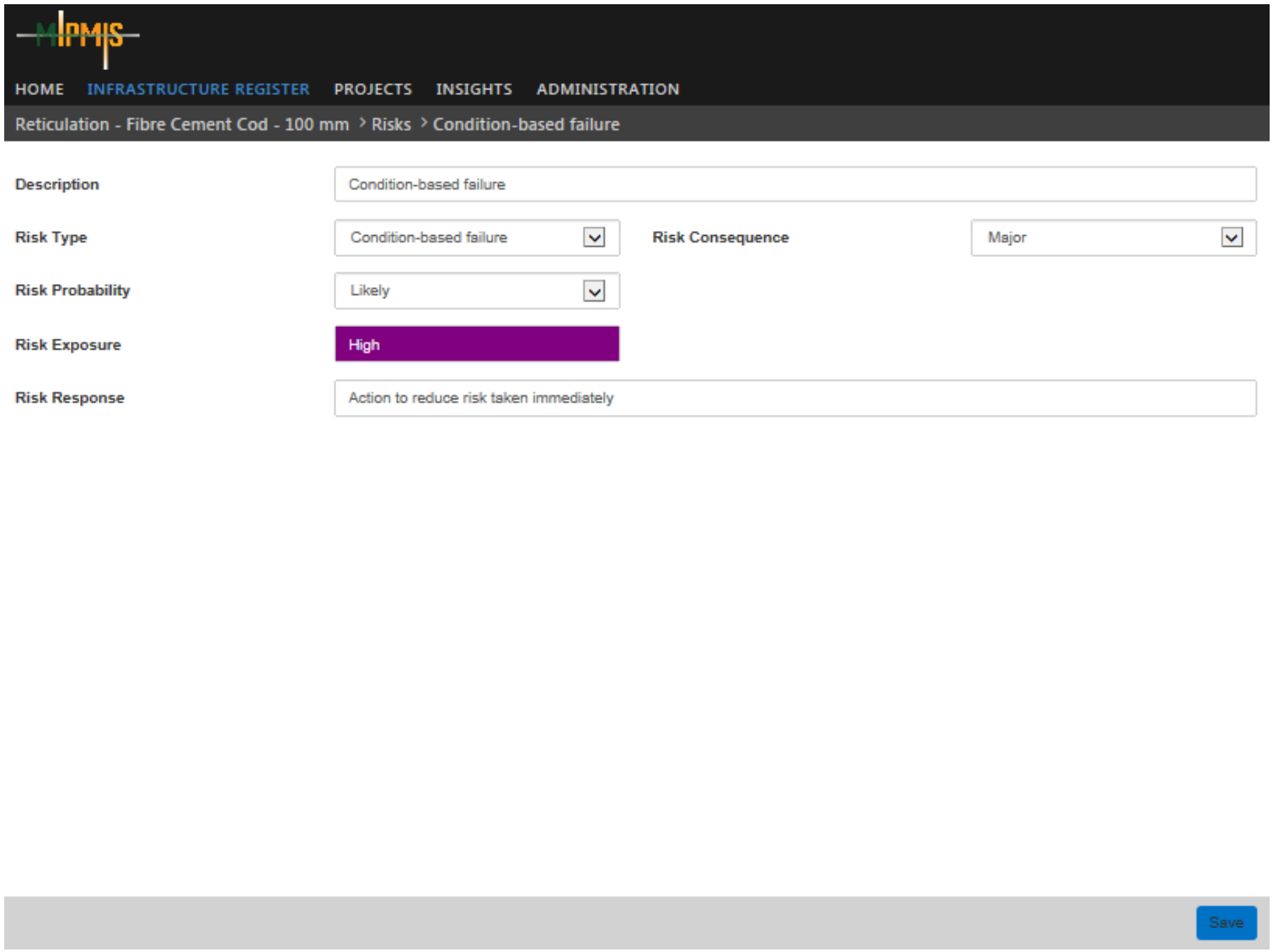
Risk Probability

- The Risk probability

INFRASTRUCTURE RISK CAPTURE



INFRASTRUCTURE RISK EDIT



INFRASTRUCTURE RISK : HELP

Overview

On this screen you will be able to add or edit Risks for an Infrastructure Asset.

Fields and Icons

Risks

-  By clicking on the Risks icon, a list of Risks will open.

  - Add new Infrastructure Risks records, click on the add icon.

Description

- Enter a short description of the Risk.
- This description could be the same as the Risk Type.
- This is a mandatory field.

Risk Type

- This field will be a dropdown, where you will be able to select the required Risk Type from a pre-loaded list. (Link to manual).
- E.g. Insufficient skills and Capacity, Condition-based failure, Vandalism, etc.
- This is a mandatory field.

Risk Consequence

- This field will be a dropdown, where you will be able to select the required Risk Consequence from a pre-loaded list. (Link to manual).
- E.g. Insignificant, Minor, Moderate, etc.
- This is a mandatory field.

Risk Probability

- This field will be a dropdown, where you will be able to select the required Risk Probability from a pre-loaded list. (Link to manual).
- E.g. Rare, Unlikely, Moderate, etc.
- This is a mandatory field.

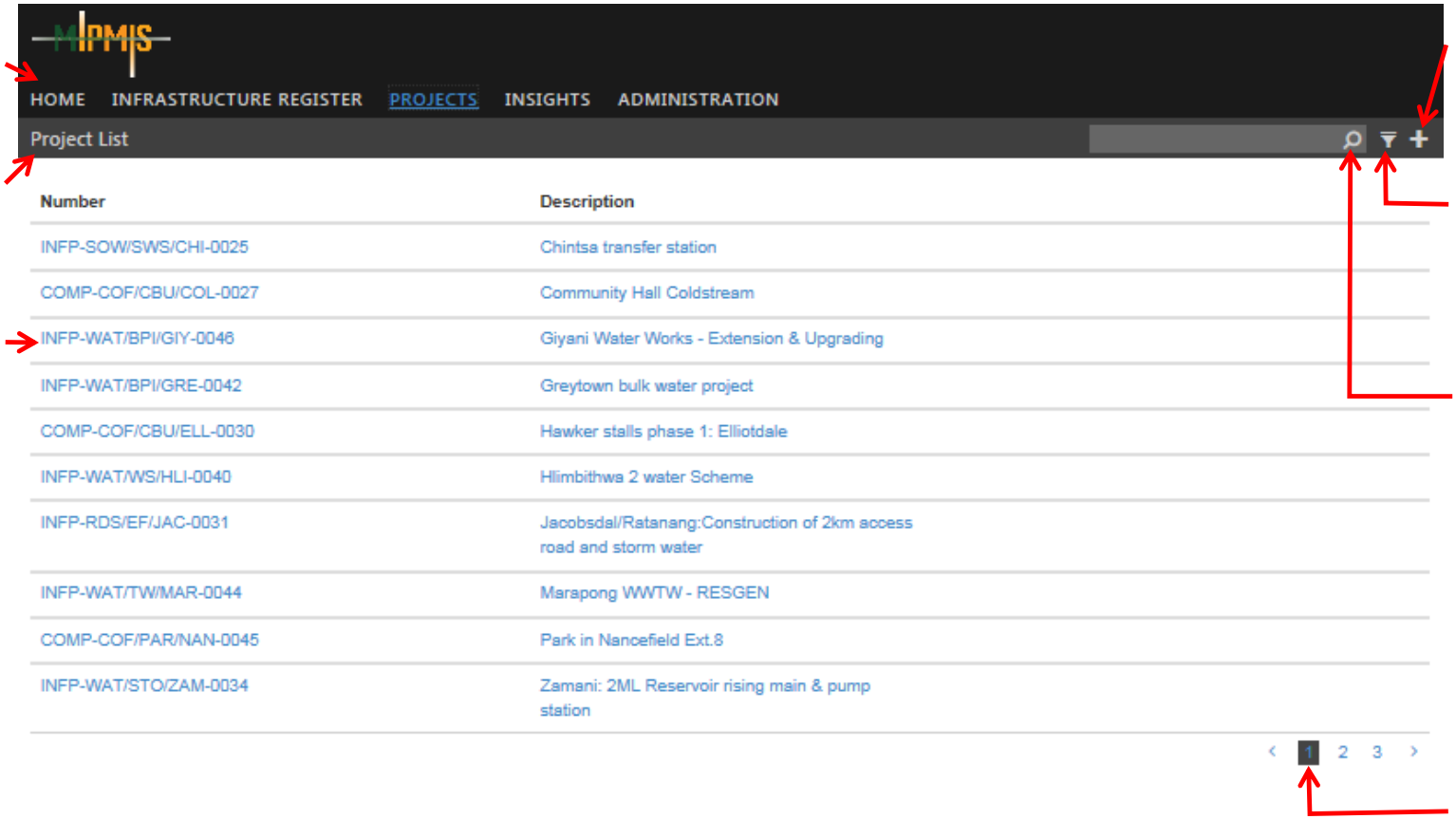
Risk Exposure

- This is a calculated field using; Consequence and Probability.
- According to the selection you made for Risk Consequence and Risk Probability, this field will be calculated automatically.

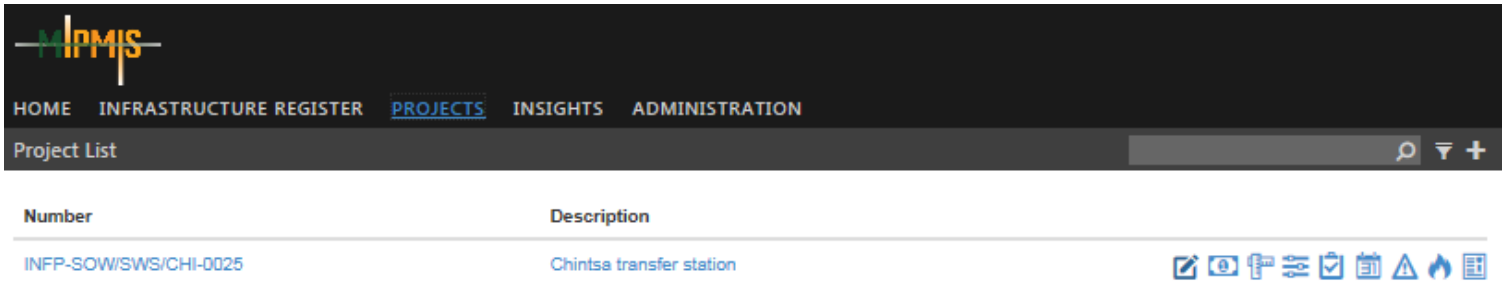
Risk Response

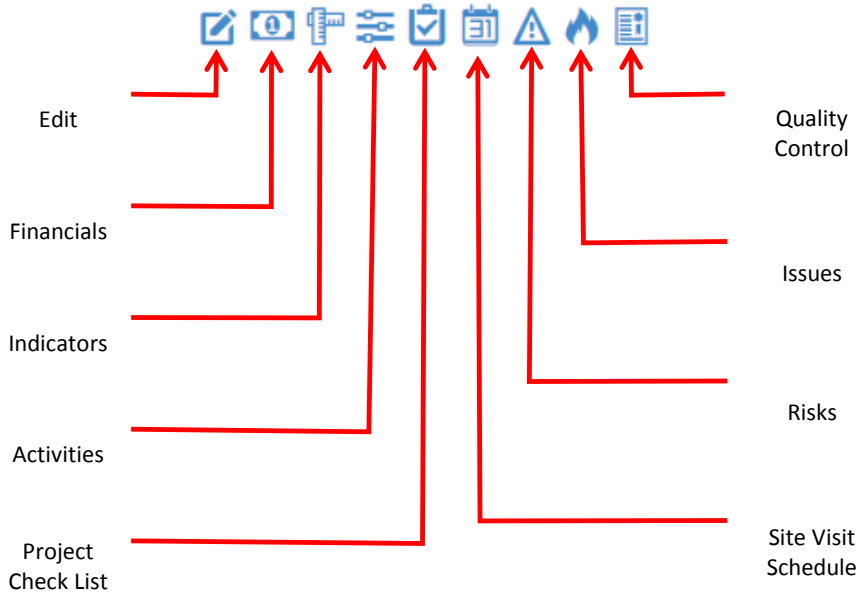
- Insert a Risk response in this field.
- Common Risk responses will be available in the manual. (Link to manual).
- This is a mandatory field.

PROJECT CONTROL CENTRE



PROJECT CONTROL CENTRE (Continues)





PROJECT CONTROL CENTER: HELP

Overview

By using the top Navigation bar and clicking on the Projects, the Project Control Centre will be displayed. For ease of knowing where in the system you are, the selected screen name will change from white to blue in the navigation bar. This screen gives a list of all captured Projects. On this screen the following functions are available:

- Add new projects
- Overview of a project
- Editing of existing projects
- Capturing Financials
- Updating Activities
- Updating Project Check List and loading documents
- Scheduling and updating of Site Visits
- Risk Summary
- Issues Summary, and
- Updating Quality Control and uploading of documents

Fields a  cons

 - Search Button

 - Filter Button

- Add new IR records

Search

- You will be able to search for a specific record, by number or by description. Once you have entered the information, for the search, the search results will be displayed below.

Number

- As with the unique reference number of the Infrastructure number, the projects also needs a unique reference number, for quick descriptive identification, please see an example below:

Category Project-Sub Category/Asset Class/Descriptor - Sequential Number for the Project
Example: *INFP-WAT/RET/MAR-00002*
Infrastructure Project - Water Network / Reticulation / Marapong – Asset number two

PROJECT CONTROL CENTER: HELP (Continues)

Description

- This will be a short description, of the Project

Overview

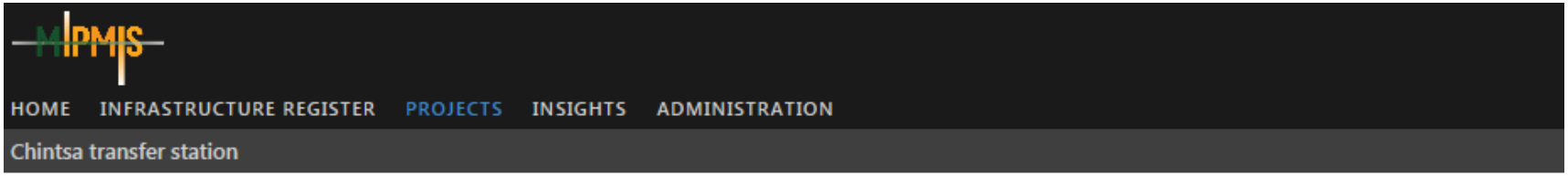
- When you move your cursor over a project number or project description the selected project will be underlined, once you click on the selected project number or project description, the system will open an overview of the specific project.
- Refer to Overview section for more detail.

When you moves your cursor over a project eight icons will appear on the right hand side of the selected project.

- Edit
- Financials
- Indicators
- Activities
- Project Check List
- Site Visit
- Risks
- Issues
- Quality Control

Each Icon will be explained in detail in their own section.

PROJECT OVERVIEW

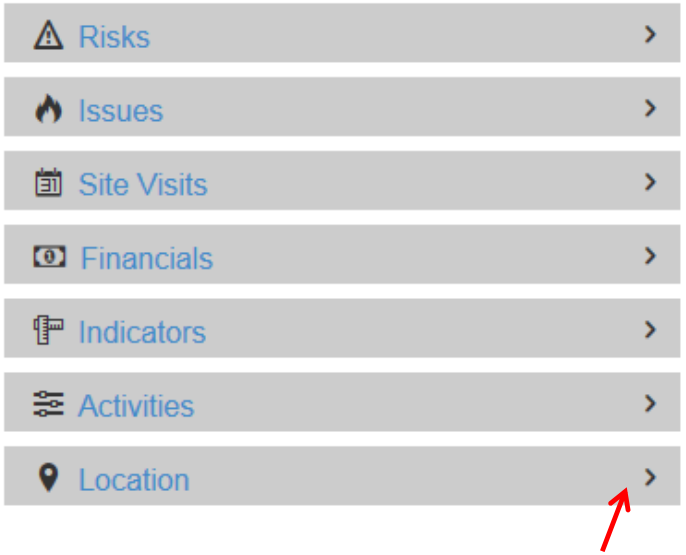


Project Identification

MIPMIS Project Number	INFP-SOW/SWS/CHI-0025
MISA Supported Project	Yes
National Project Number	
Project Name	Chintsa transfer station
Project Description	Chintsa transfer station

Project Details

Start Date	2012/11/27
End Date	2013/04/17
Parent Project Number	
Sector Programme	Solid waste
Infrastructure Lifecycle	Renewal: Replacement
Infrastructure Number	
MISA Support Agent	
Implementing Agent	Local Municipality
MIG Component	Basic residential infrastructure
Project Status	Construction
Anchor Project	true
Completion Certificate	false



Click to expand

PROJECT OVERVIEW: HELP

Overview

On this screen you will be able to have a holistic view of the Project. Below the navigation bar the selected project name is displayed. All project information on the right side of the screen, will expand using the bigger as icon >.

Content

The Overview screen contains the following information

- Project Identification
- Project Details
- Risks
- Issues
- Site Visits
- Financials
- Indicators
- Activities
- Location - Mapped GIS Information

Project Identification

- Information regarding project identification.
- Top left side of the screen.
- Here you will be able to have a quick view of the Project Identification details.
- Information regarding project identification will include items like the following:
- Project Number
- Project Name, etc

Project Details

- Left side of the screen, under Project Identification.
- Here you will be able to have a quick view of the Project details.

Risks

- Top right side of the screen, under Risk.
- Here you will be able to have a quick view of the Risks associated to the project.
- Details regarding Risks will be full explained in the Risks section.

PROJECT OVERVIEW: HELP (Continues)

Issues

- Right side of the screen, under Issues.
- Here you will be able to have a quick view of the Issues associated to the project.
- Details regarding Issues will be full explained in the Issues section.

Site Visit

- Right side of the screen, under Site Visits.
- Here you will be able to have a quick view of the Site Visits associated to the project.
- Details regarding Site Visits will be full explained in the Site Visit section.

Financials

- Right side of the screen, under Financials.
- Here you will be able to have a quick view of the Financials associated to the project.
- Details regarding Financials will be full explained in the Financials section.

Indicators

- Right side of the screen, under Indicators.
- Here you will be able to have a quick view of the Indicators associated to the project.
- Details regarding Indicators will be full explained in the Indicators section.

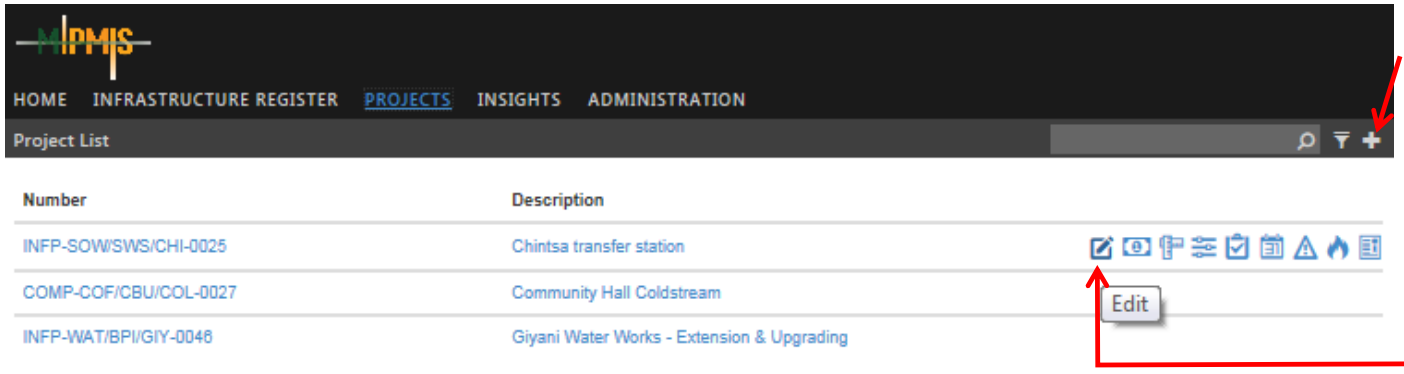
Activities

- Right side of the screen, under Activities.
- Here you will be able to have a quick view of the Activities associated to the project.
- Details regarding Activities will be full explained in the Activities section.

Location - Mapped GIS Information

- Map of the Infrastructure Projects location.
- You will be able to view, the location of the Infrastructure Project on a map.

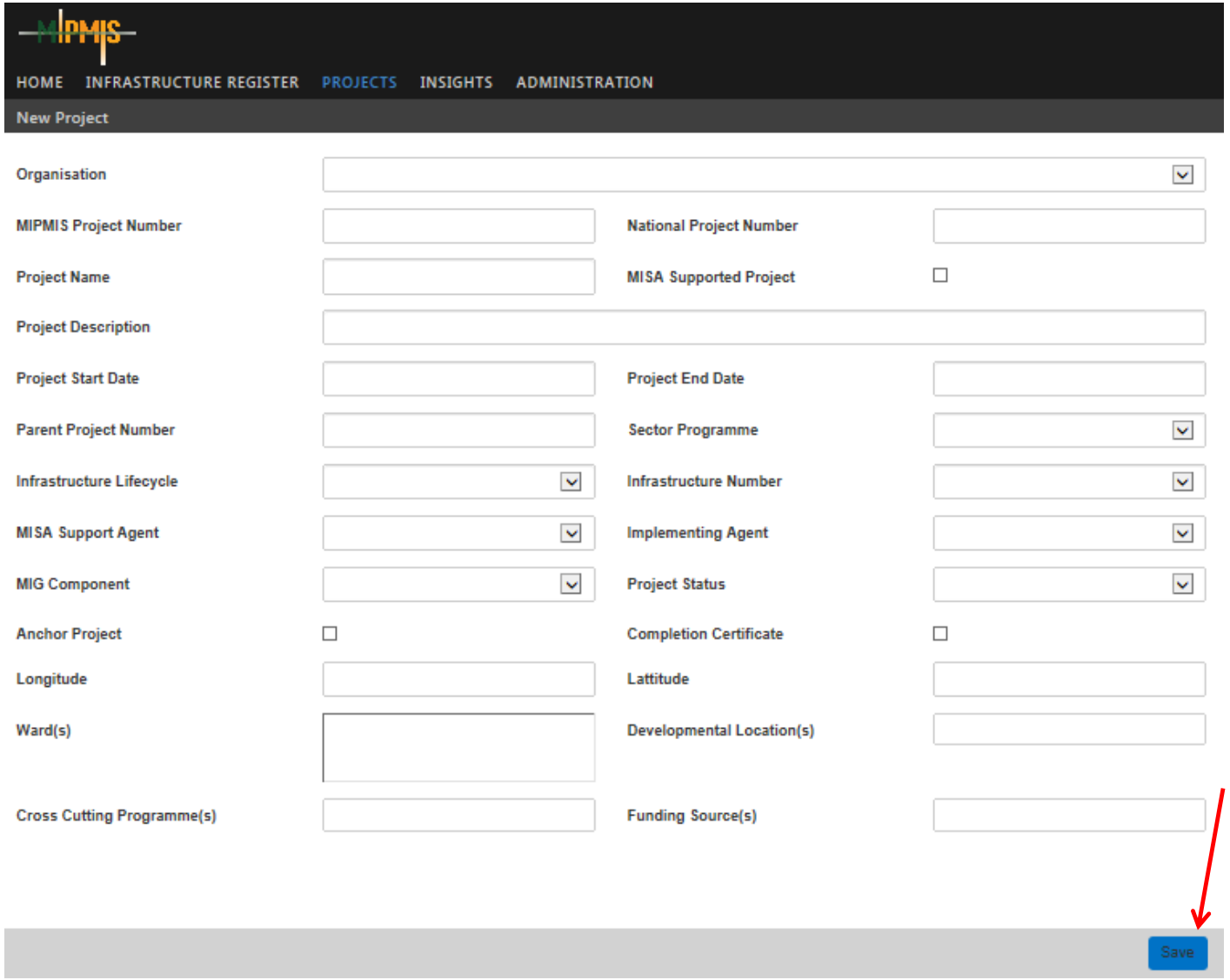
PROJECT CAPTURE AND EDIT



To Add a new project

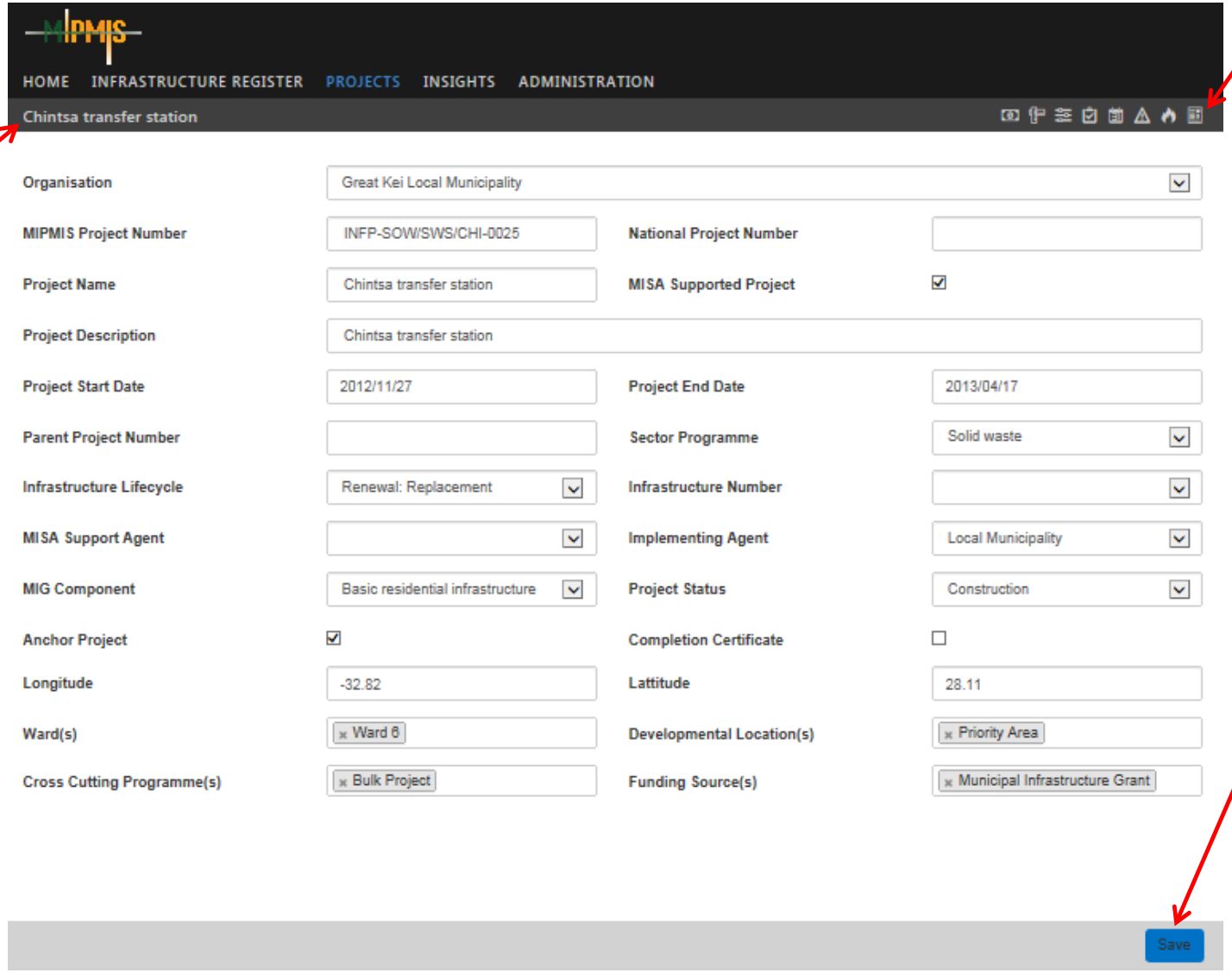
To Edit a project

PROJECT CAPTURE



To **Save** a new project

PROJECT EDIT



Project name busy editing

Navigation icons

To **Save** an edited project

PROJECT : HELP

Overview

On this screen you will be able to add or edit a Project.

Fields and Icons

 - Add new Project , click on the add icon.

Organisation

- The organisation responsible for the Project. This field is a dropdown, and you will be able to select the required organisation from a pre-loaded list.
- This is a mandatory field.

MIPMIS Project Number

- All projects must have a unique identification reference number. A common approach must be used across all departments in the municipality. Please see explanation in the Project Control Centre section.
- This is a mandatory field.

National Project Number

- *Example: C/LP0477/W/03/04.*
- This is a mandatory field if MIG funded
- Number supplied by National, should be captured here.
- Only MIG funded projects will have a number.

Project Name

- Descriptive name for the project.
- This is a mandatory field.

MISA Supported Project

- Tick box.
- Tick if yes, leave blank if no.

Description

- Short description of the project.
- This is a mandatory field.

Project Start Date

- Project start date.
- You will be able to select the date from a calendar.
- This is a mandatory field.

Project End Date

- Project end date.
- You will be able to select the date from a calendar.
- This is a mandatory field.

Parent Project Number

- In cases of programs where parent child relationship exists between projects.
- This will enable an hierarchical view of the entire program.
- This is a mandatory field if there is a parent child relationship.

PROJECT : HELP (Continues)

Sector Programme
- Sector Programme/s the Project are contributing to.
- E.g. Roads, Storm-water, Water.
- This field is a dropdown, and you will be able to select from a pre-defined list.

Infrastructure Lifecycle
- The lifecycle of the project.
- E.g. New, Upgrading, Renewal etc.
- This field is a dropdown, and you will be able to select from a pre-defined list.
- This is a mandatory field.

Infrastructure Number
- Yes for existing Infrastructure.
- Mandatory if it is an existing Infrastructure.
- No for “New” infrastructure.
- Not mandatory for new infrastructure.
- Select the Infrastructure number associated with this project.
- This field is a dropdown, and you will be able to select from a pre-defined list.

MISA Support Agent
- This field is a dropdown, and you will be able to select from a pre-defined list.
- This is a mandatory field if it is a MISA supported project.

Implementing Agent
- Agent responsible for implementing the project.
- This field is a dropdown, and you will be able to select from a pre-defined list.

MIG Component
- This field is a dropdown, and you will be able to select from a pre-defined list.

Project Status
- This field is a dropdown, and you will be able to select from a pre-defined list.
- Where the project are in the process, e.g. Registered, Design & Tender, Construction and Completed.
- This is a mandatory field.

Anchor Project
- Tick box.
- Tick if yes, leave blank if no.

Completion Certificate
- Tick box.
- Tick if yes, leave blank if no.
- This field is mandatory if in possession of a completion certificate.

PROJECT : HELP (Continues)

Latitude

- GPS coordinates to be inserted in these fields, the format should be as follows:
- 35 16.27 S (Decimal Degrees).

Longitude

- GPS coordinates to be inserted in these fields, the format should be as follows:
- 35 16.27 S (Decimal Degrees).

Ward

- This field will be a dropdown, where you will be able to select the required Ward/s from a pre-loaded list.
- Multiple selections of wards will be available.

Developmental Location(s)

- This field will be a dropdown, where you will be able to select the required Developmental Location/s from a pre-loaded list.
- Multiple selections will be available.

Cross Cutting Programme(s)

- This field will be a dropdown, where you will be able to select the required Cross Cutting Programme/s from a pre-loaded list.
- Multiple selections will be available.

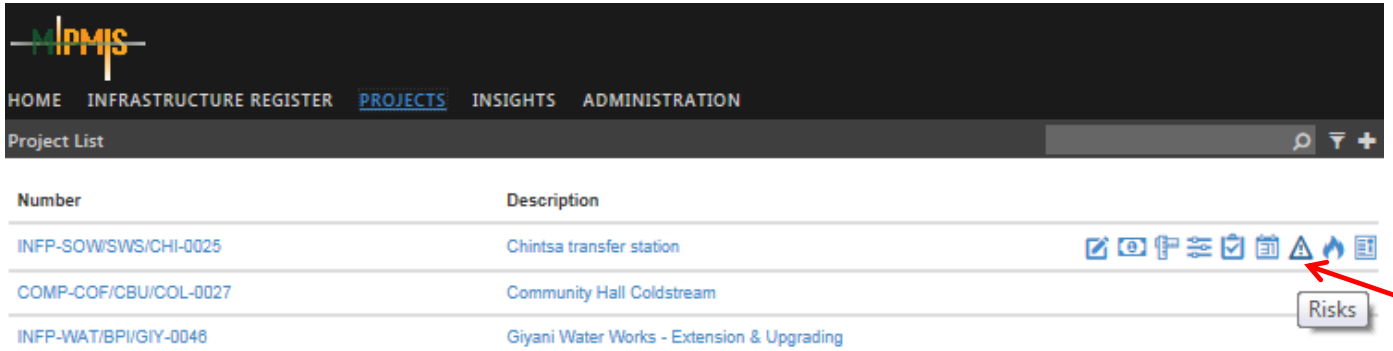
Funding Source(s)

- This field will be a dropdown, where you will be able to select the required Funding Source/s from a pre-loaded list.
- Multiple selections will be available.

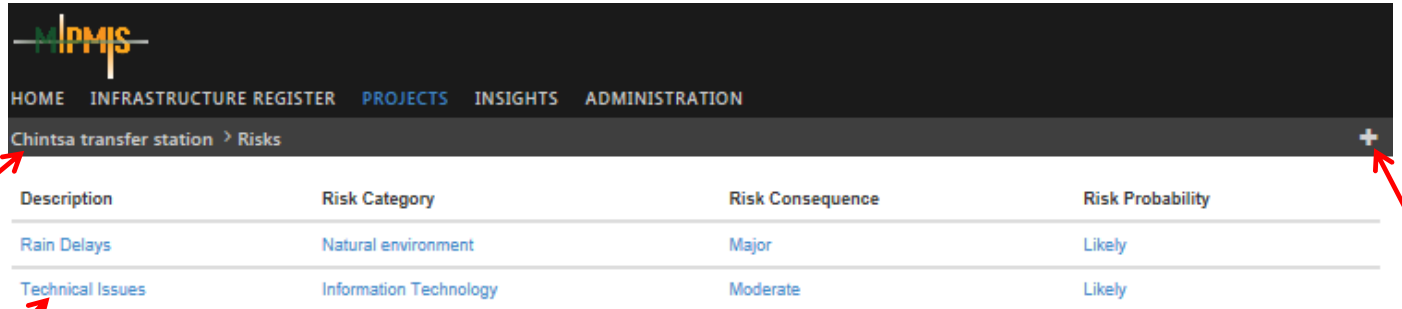
Save Button

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT RISK SUMMARY



From the Project Summary screen – click on the Risks icon



Project Name and Screen Name

To **Edit** a existing project risk

To **Add** a new project Risk record

PROJECT RISK SUMMARY: HELP

Overview

This is a summary of risks associated with a specific Project. By clicking on the selected Risk you will be able to edit a record.

Fields and Icons

 **-** Add new Risk records, click on the add icon.

Description

- A description of the Risk

Risk Category

- The Risk category.

Risk Consequence

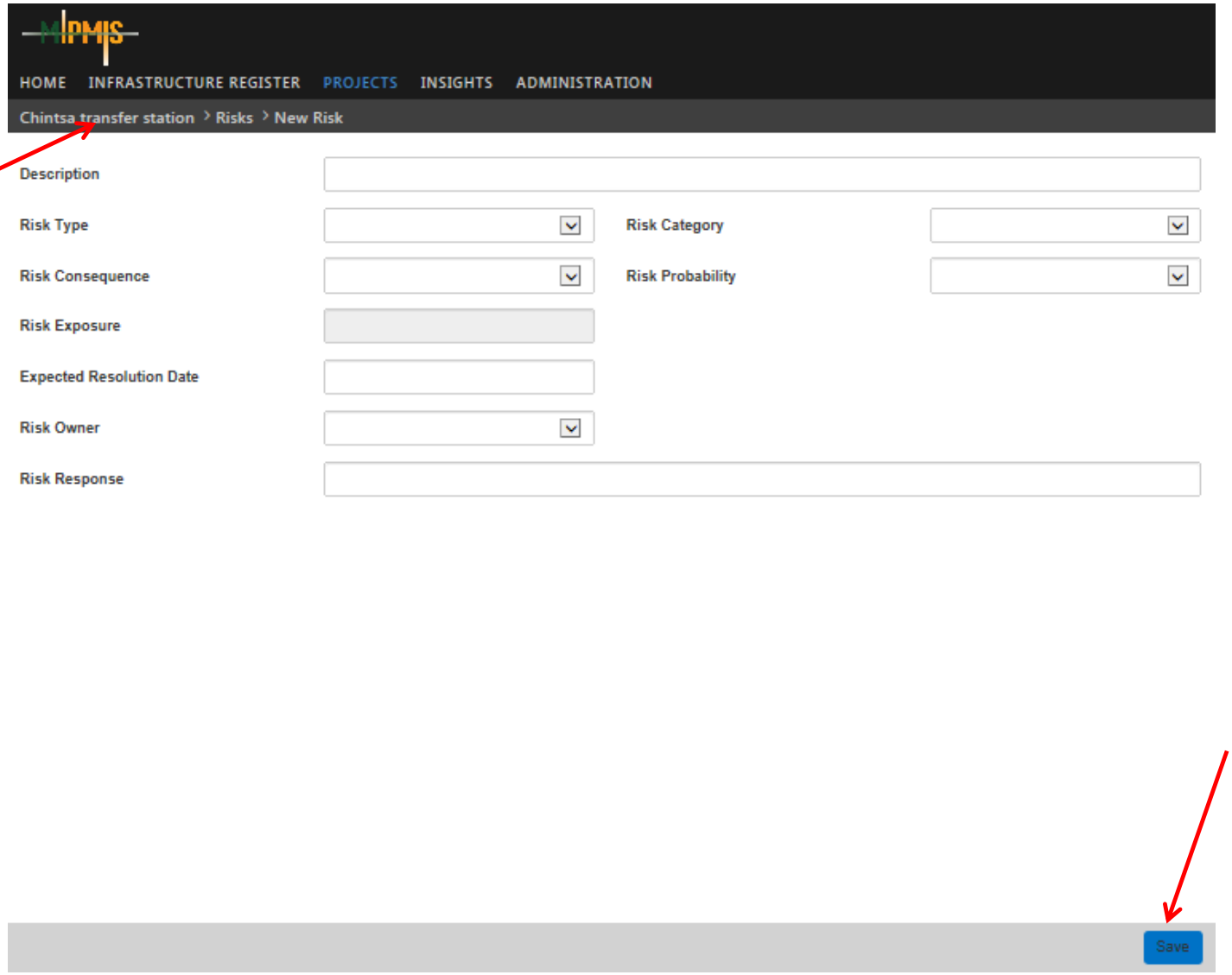
- The Risk consequence

Risk Probability

- The Risk probability

PROJECT RISK CAPTURE

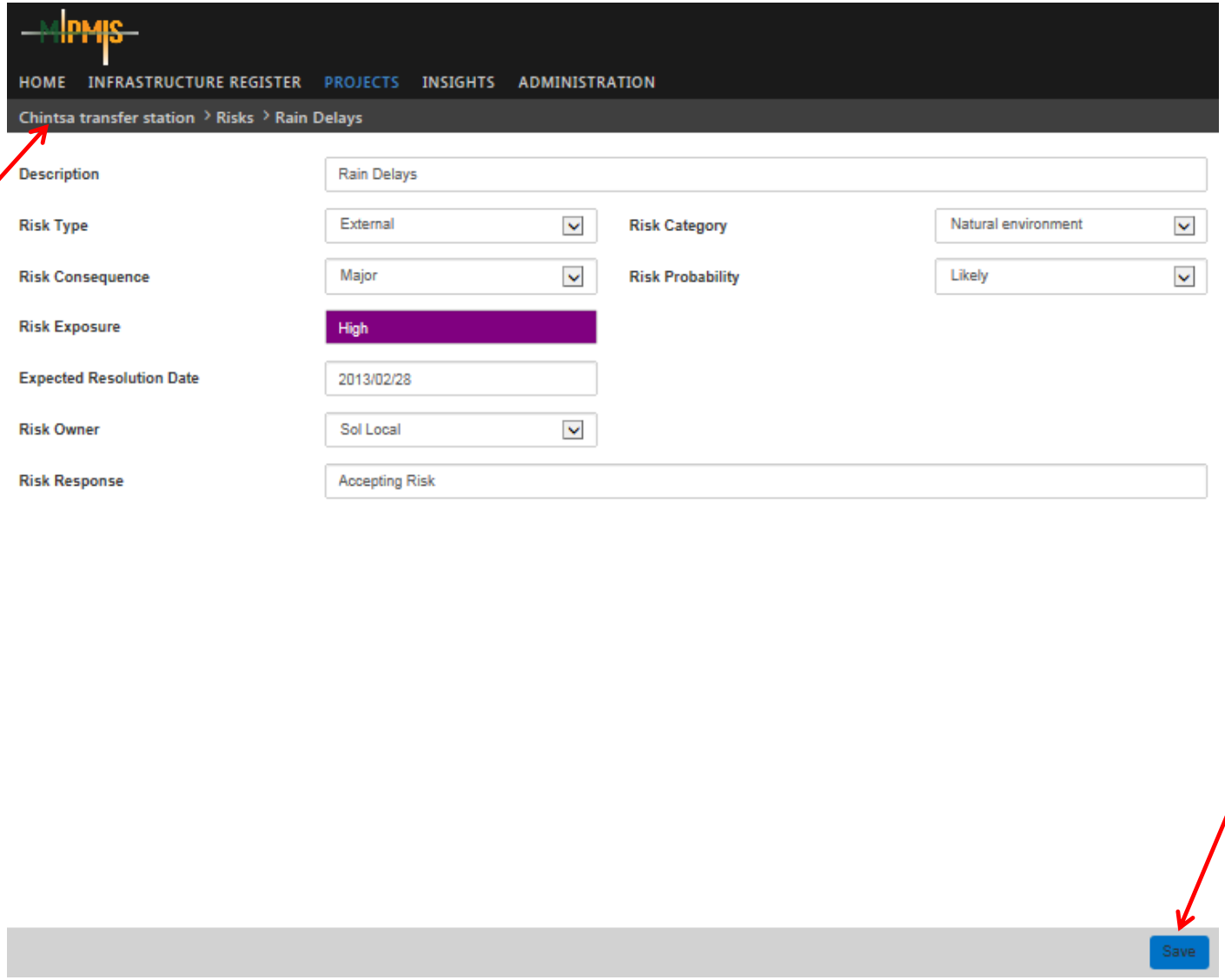
Project Name, Screen Name and New Risk



To **Save** a new project Risk record

PROJECT RISK EDIT

Project Name, Screen Name and Risk Name



To **Save** an edited project Risk record

PROJECT RISK : HELP

Overview

On this screen you will be able to add or edit Risks for a Project.

Fields and Icons

Risks

- By clicking on the Risks icon, a list of Risks will open.
  - Add new Project Risks records, click on the add icon.

Description

- Enter a short description of the Risk.
- This is a mandatory field.

Risk Type

- This field will be a dropdown, where you will be able to select the required Risk Type from a pre-loaded list. (Link to manual).
- E.g. Internal, external.
- This is a mandatory field.

Risk Category

- This field will be a dropdown, where you will be able to select the required Risk Category from a pre-loaded list. (Link to manual).
- This is a mandatory field.

PROJECT RISK : HELP (Continues)

Risk Consequence

- This field will be a dropdown, where you will be able to select the required Risk Consequence from a pre-loaded list. (Link to manual).
- E.g. Insignificant, Minor, Moderate, etc.
- This is a mandatory field.

Risk Probability

- This field will be a dropdown, where you will be able to select the required Risk Probability from a pre-loaded list. (Link to manual).
- E.g. Rare, Unlikely, Moderate, etc.
- This is a mandatory field.

Risk Exposure

- This is a calculated field using; Consequence and Probability.
- According to the selection you made for Risk Consequence and Risk Probability, this field will be calculated automatically.

Expected Resolution Date

- Select a date from the calendar.
- This is a mandatory field.

Risk Owner

- Owner of the risk

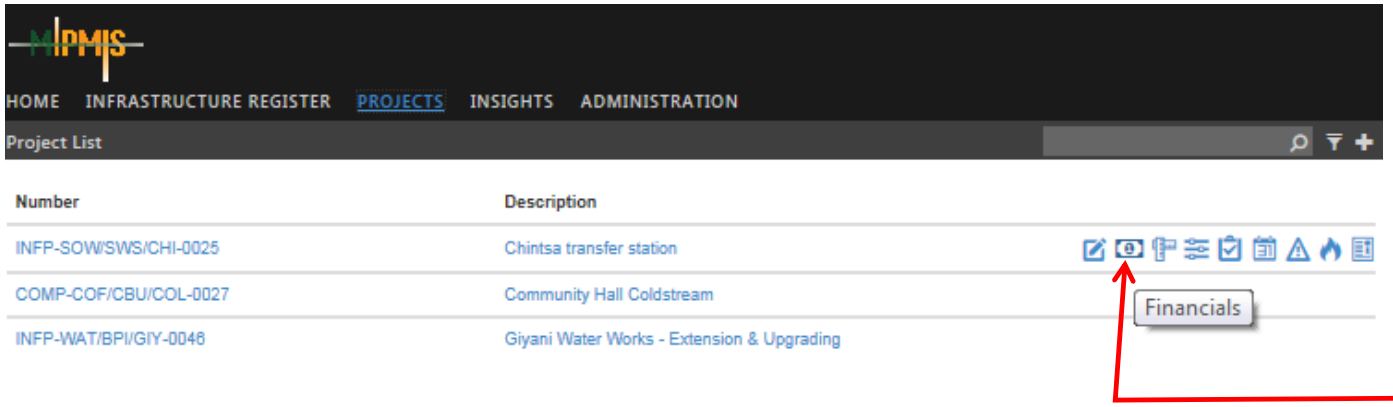
Risk Response

- Insert a Risk response in this field.
- Common Risk responses will be available in the manual. (Link to manual).
- This is a mandatory field.

Save Button

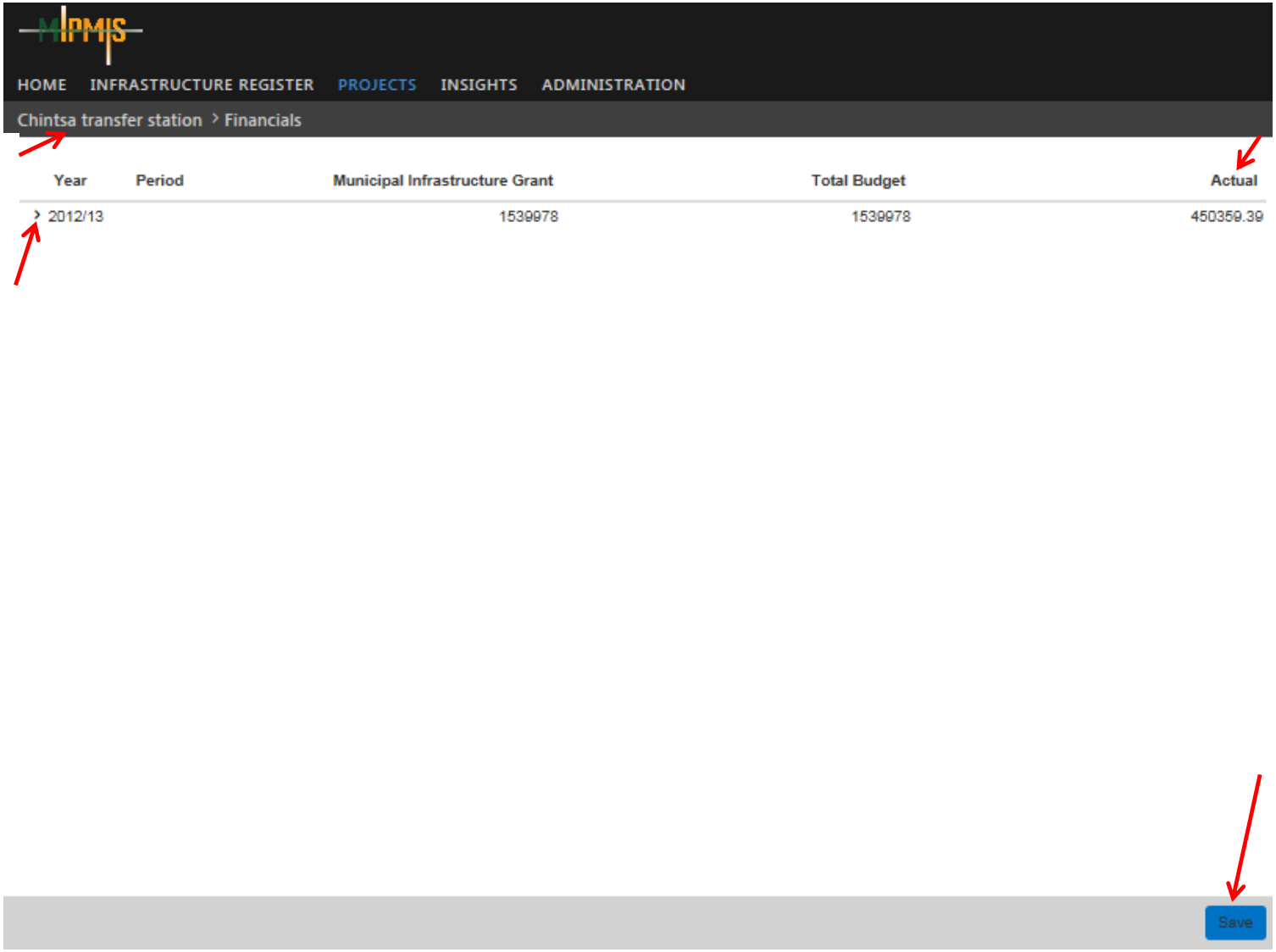
- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT FINANCIALS



From the Project Summary screen – click on the Financials icon

PROJECT FINANCIALS (Continues)



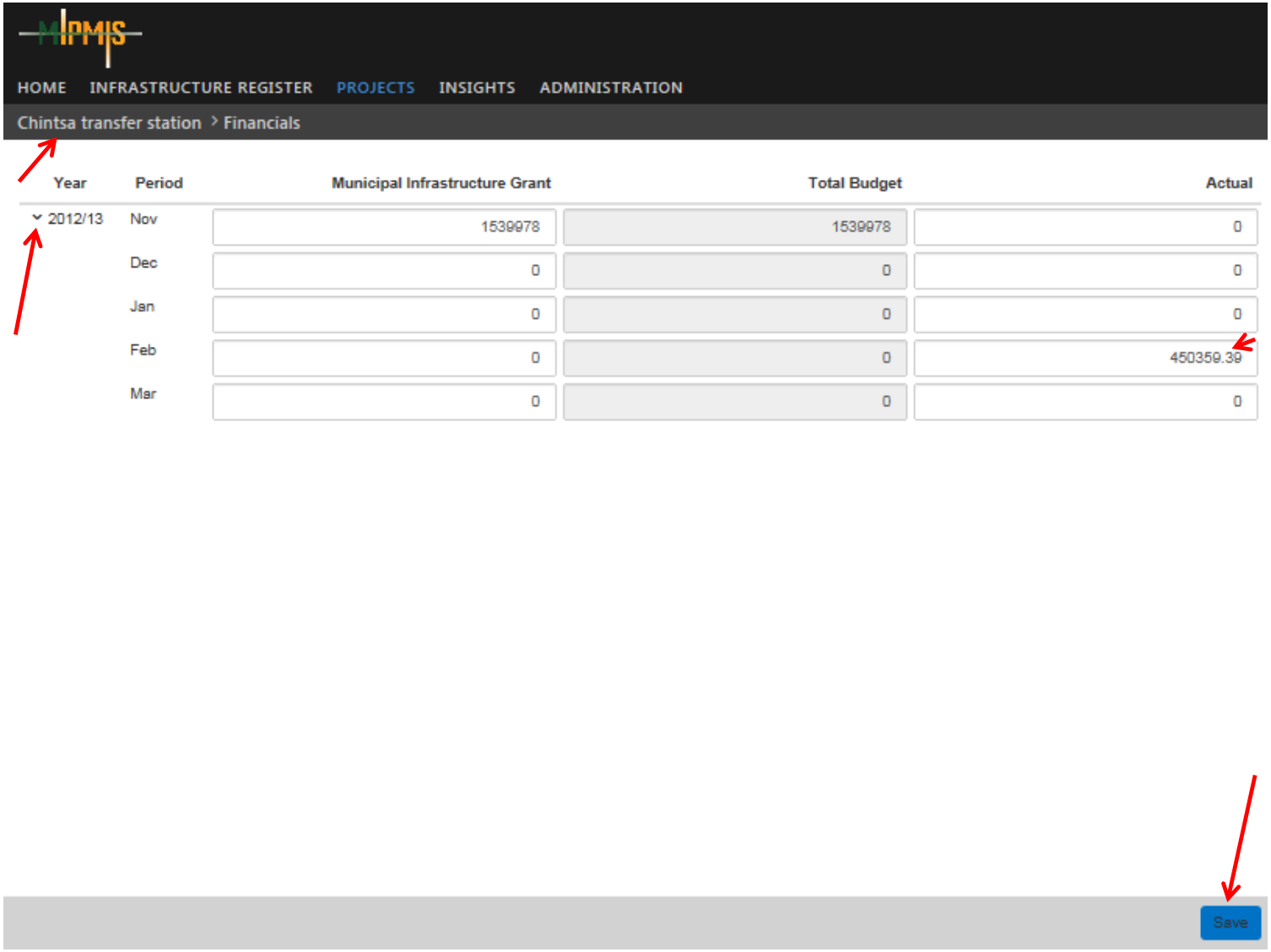
Project Name, and Screen Name

Maximise and minimise financial years

Actual spend total per financial year and period

To **Save** a new or edited project Financial record

PROJECT FINANCIALS (Continues)



Project Name, and Screen Name

Maximise and minimise financial years

Actual spend per period

To **Save** a new or edited project Financial record

PROJECT FINANCIALS : HELP

Overview

On this screen you will be able to add or edit Financials for a Project.

Fields and Icons

Year

- Financial Years.
- By clicking on the maximise button the periods for the selected financial year will be displayed.
- By clicking on the button again will minimise the financial periods.

Period

- Periods in the financial years.
- The periods will only be displayed once the maximise button is clicked.

Funding Source Name(s)

- Name of funding source/s.
- The funding source/s you selected on the project screen, will be displayed here.
- By clicking in the field under the funding source, you will be able to capture the amount/s.

Total Budget

- Total budget for this project.
- The total budget for the project will show here.
- This field can not be changed.

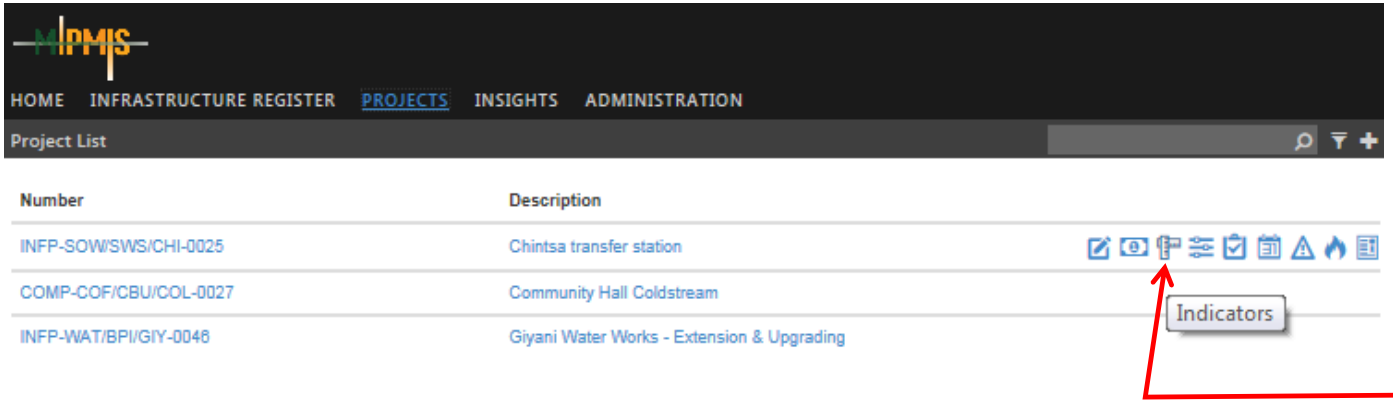
Actual

- Actual spend for this project.
- Actual spend can be captured quarterly or monthly.
- By clicking in the field under actual, you will be able to capture actual spend.
- The total spend will per financial year will be

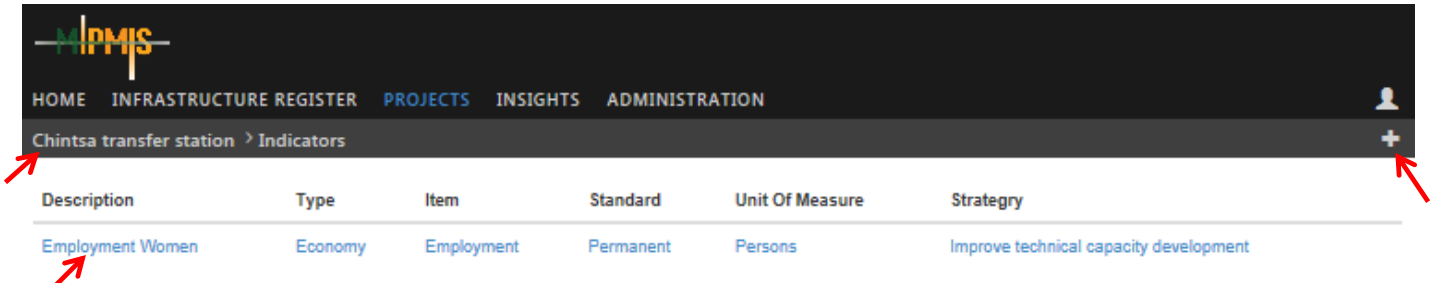
Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT INDICATORS



From the Project Summary screen – click on the Activities icon

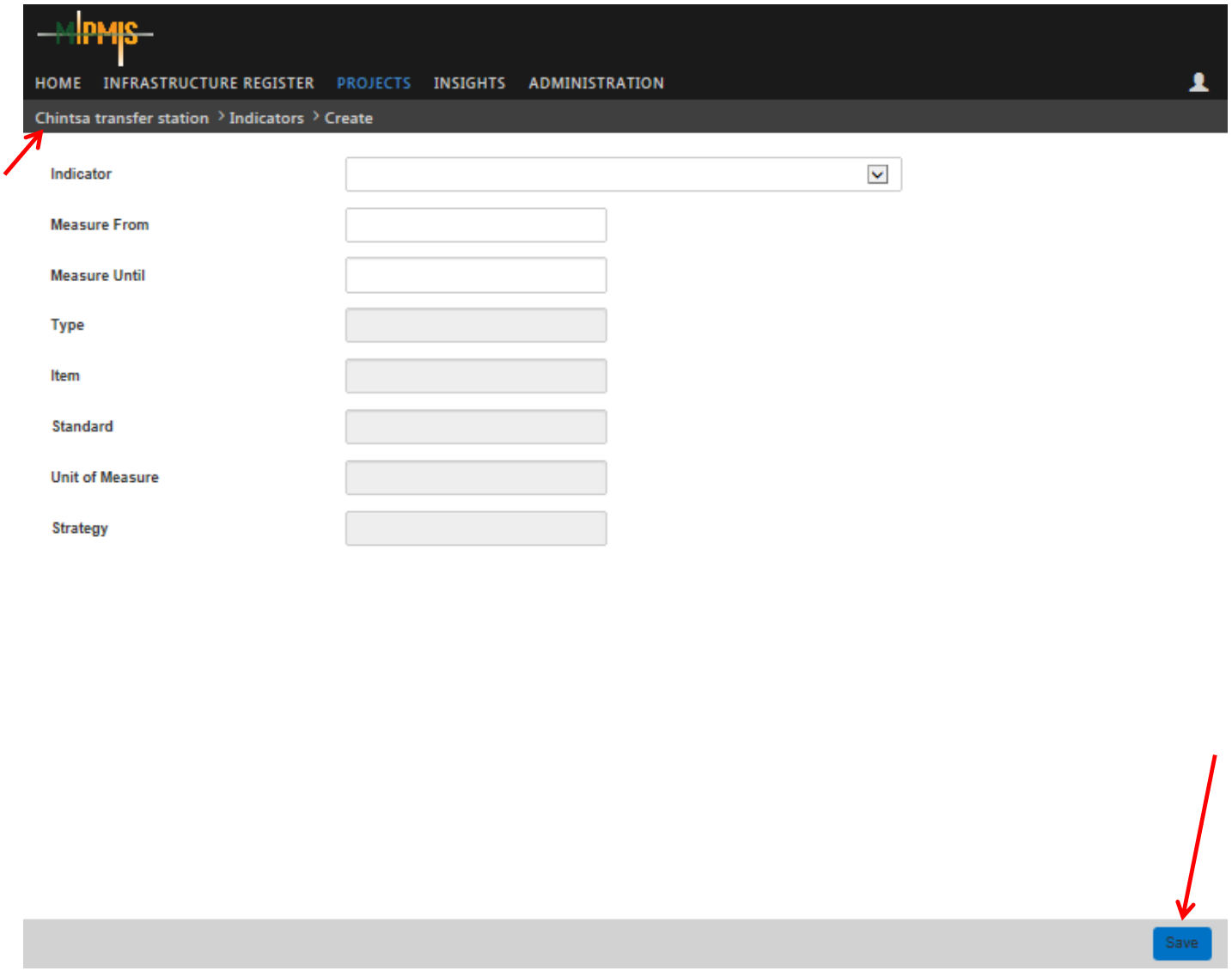


Project Name, and Screen Name

To Edit a existing indicator

To Add a new indicator

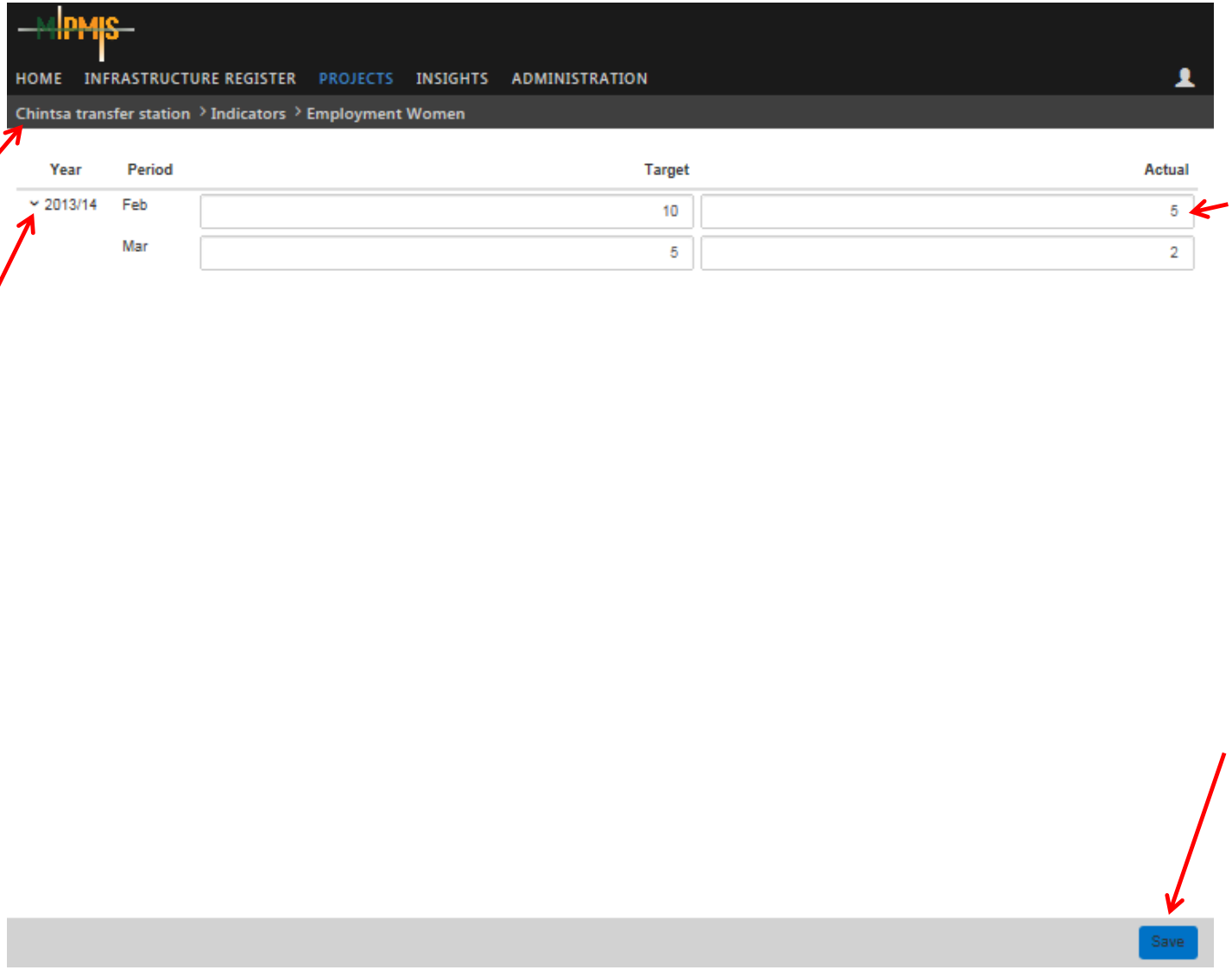
PROJECT INDICATORS ADD NEW (Continues)



Project Name, and Screen Name

To **Save** a new or edited Activity record

PROJECT INDICATORS UPDATE (Continues)



Project Name, and Screen Name

Maximise and minimise financial years

Actual targets per period

To **Save** a new or edited Activity record

PROJECT INDICATORS SUMMARY: HELP

Overview

On this screen you will be able to add or edit Indicators for a Project.

Fields and Icons

Description

- Short description of the indicator.

Type

- High level descriptive grouping of the indicator's purpose e.g. Service delivery.

Item

- Descriptive sub categories of the indicator type e.g. Sanitation

Standard

- Standard of the indicator that must be achieved e.g. Pit toilet with ventilation (VIP).

Unit of Measure

- The unit that the indicator is measured by.

Strategy

- Strategic goal of the organisation that the indicator is associated with.

PROJECT INDICATORS ADD NEW: HELP

Overview

On this screen you will be able to add Indicators for a Project.

Fields and Icons

Add new Indicator, click on the add icon.

Indicator

- This field will be a dropdown, where you will be able to select the required Indicator from a pre-loaded list.
- This is a mandatory field.

Measure From

- Project start date.
- You will be able to select the date from a calendar.
- This is a mandatory field.

Measure Until

- Project start date.
- You will be able to select the date from a calendar.
- This is a mandatory field.

Type

- This is a display field only.

Item

- This is a display field only.

Standard

- This is a display field only.

Unit of Measure

- This is a display field only.

Strategy

- This is a display field only.

Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT INDICATORS UPDATE: HELP

Overview

On this screen you will be able to update Indicator Targets for a Project.

Fields and Icons

Year

- Financial Years.
- By clicking on the maximise button the periods for the selected financial year will be displayed.
- By clicking on the button again will minimise the financial periods.

Period

- Periods in the financial years.
- The periods will only be displayed once the maximise button is clicked.

Target

- Indicator target for the selected indicator can be entered here.
- Indicator targets can be captured per financial year and period.

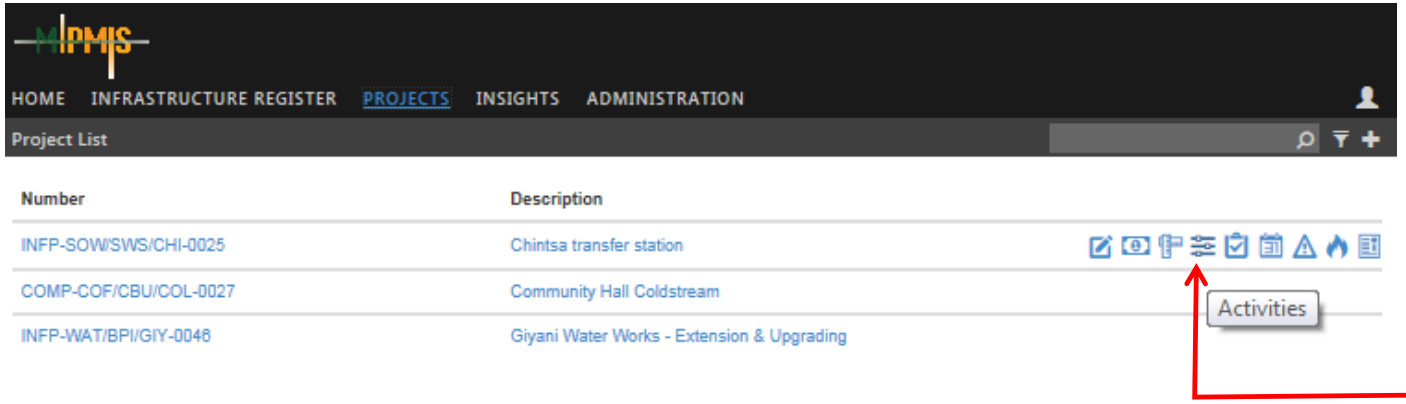
Actual

- Indicator actuals for the selected indicator can be entered here.
- Indicator actuals can be captured per financial year and period.

Save

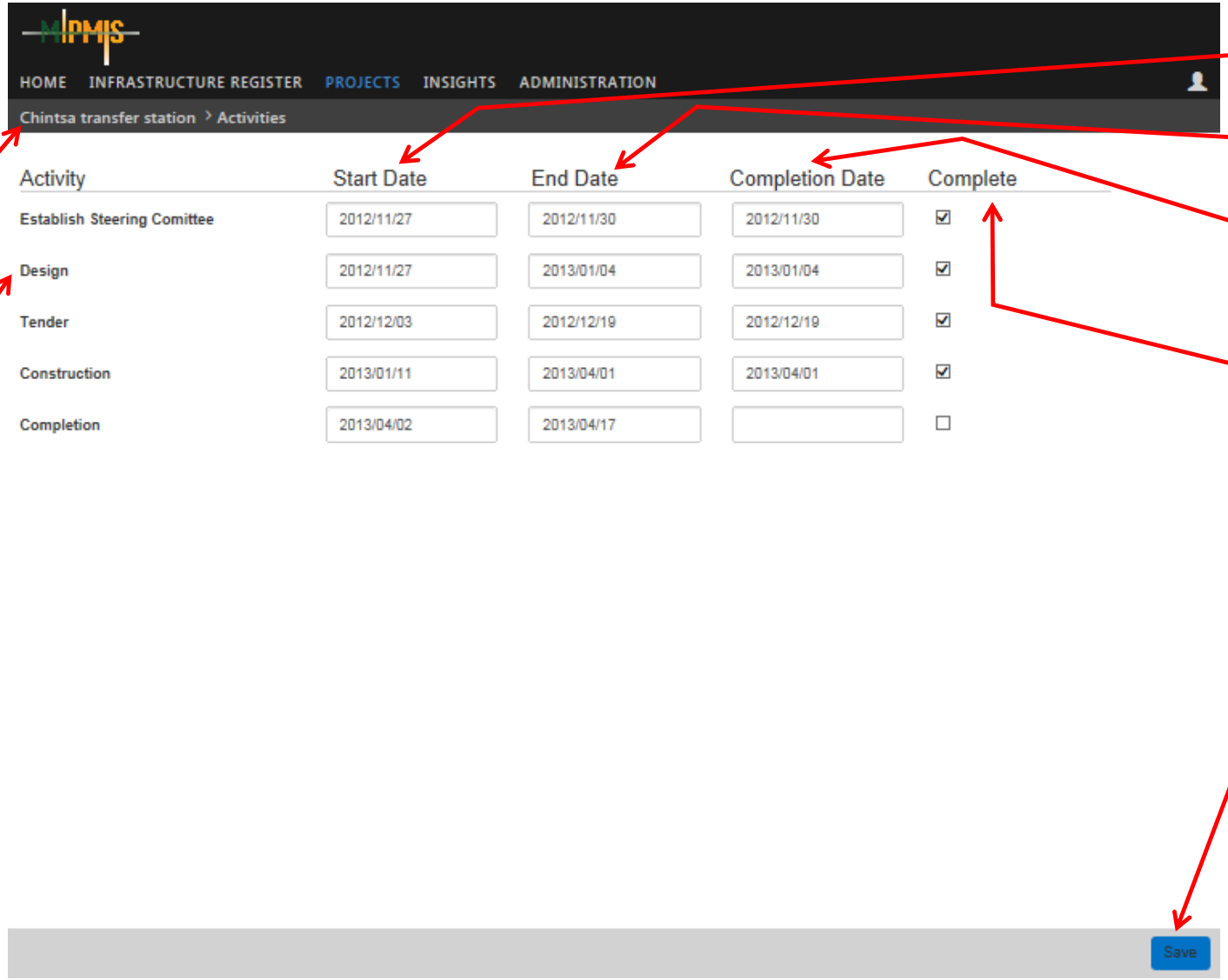
- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT ACTIVITIES



From the Project Summary screen – click on the Activities icon

PROJECT ACTIVITIES (Continues)



Project Name, and Screen Name

List of Activities

Start date of Activity

End date of Activity

Actual completion date of Activity

End date of Activity

To **Save** a new or edited Activity record

PROJECT ACTIVITIES : HELP

Overview

On this screen you will be able to add or edit Activities for a Project.

Fields and Icons

Activity

- Pre-loaded list of activities available on this screen..

Start Date

- Start date of the activity.
- By clicking on this field, you will be able to select the date from the calendar.

End Date

- End date of the activity.
- By clicking on this field, you will be able to select the date from the calendar.

Completion Date

- Actual completion date of the activity.
- Sometimes in projects the estimated end date differs from the actual completion date, if so the system caters for this here.
- By clicking on this field, you will be able to select the date from the calendar.

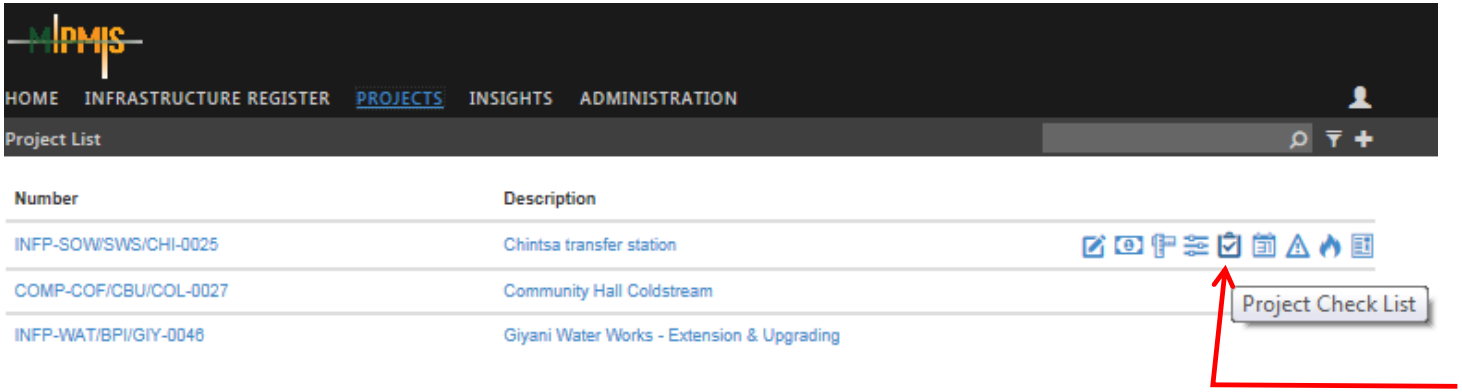
Complete

- Once the activity are completed, this field will be ticked.

Save

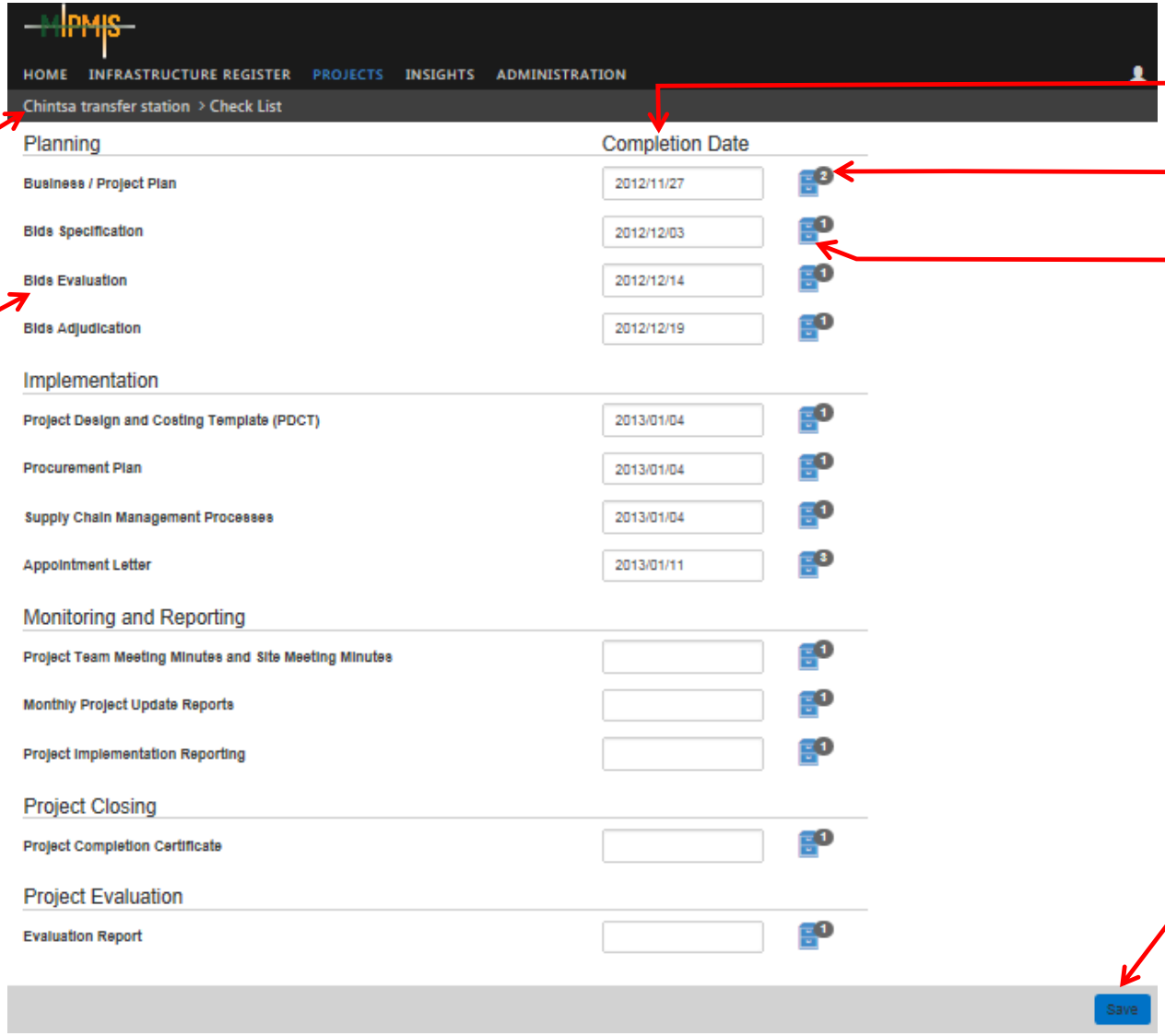
- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT CHECK LIST



From the Project Summary screen – click on the Project Check List icon

PROJECT CHECK LIST (Continues)



Project Name, and Screen Name

Project check list

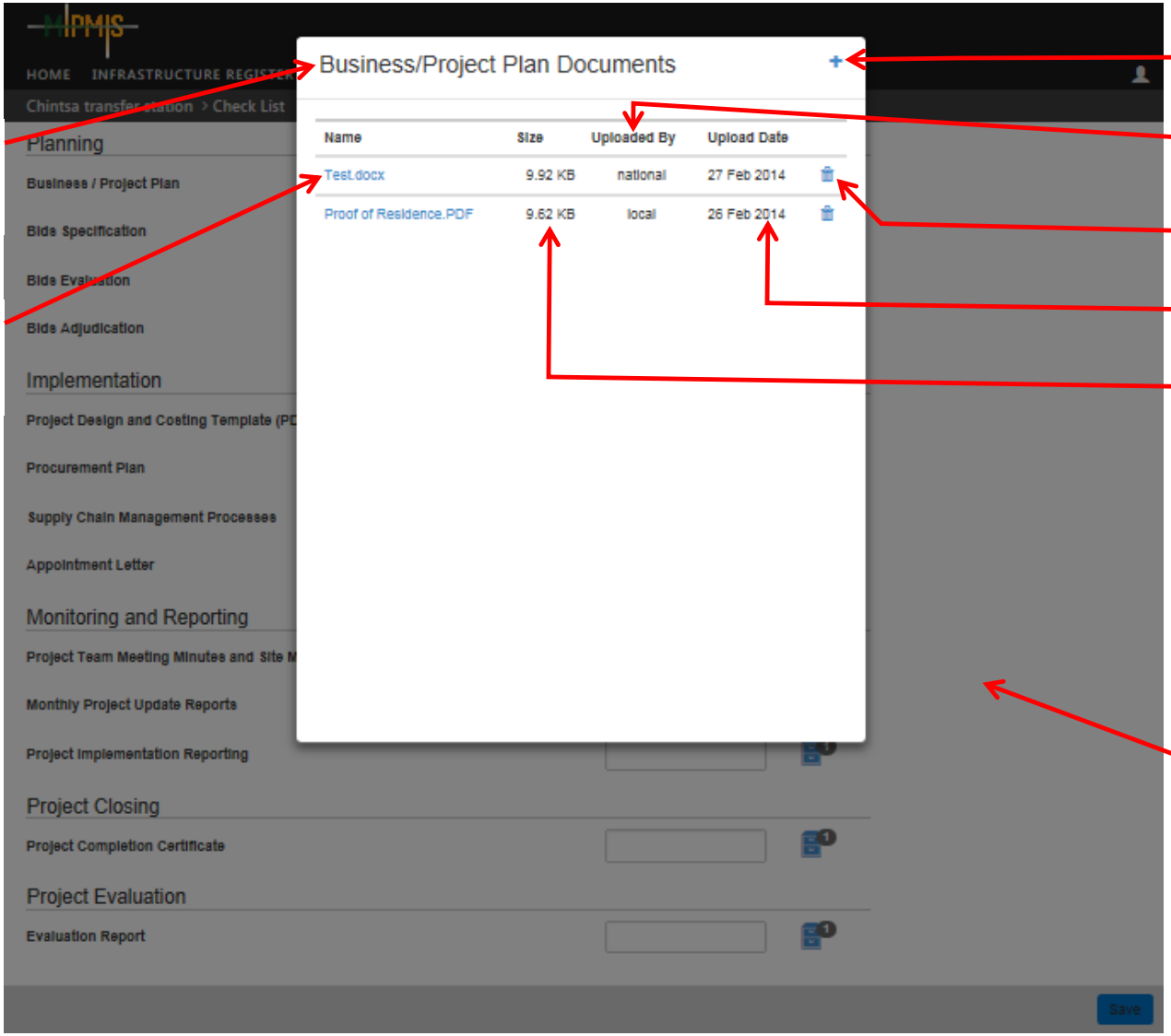
Completion date

Amount of documents uploaded

Documents upload

To **Save** a new or edited project check list record

PROJECT CHECK LIST (Continues)



Document Name

Uploaded document name

Add new document

Uploaded by

Delete document

Date of upload

Size of the document

To exit this screen click anywhere on the black part of the screen

PROJECT CHECK LIST : HELP

Overview

On this screen you will be able to add or edit the Project Check List for a Project.

Fields and Icons

Required Documents and Reports

- This page is divided into 5 sections:
  - Planning
  - Implementation
  - Monitoring and Reporting
  - Project Closing; and
  - Project Evaluation

Under each of the sections is a list of required documents and reports that needs to be completed and uploaded onto the system.

Completion Date

- The date the document or report has been finalised and approved by the authorised person.
- By clicking on this field, you will be able to select the date from the calendar.

Upload Documents and Reports

- By clicking on the file cabinet icon, you will be able to upload documents and reports to the system.
- Once you clicked on the icon above, a new window will open
- The following is on this screen
  - Add document
  - Document Name
  - Name
  - Size
  - Uploaded By; and
  - Upload Date

PROJECT CHECK LIST : HELP (Continues)

Add New Document

- By clicking on the add icon your computer browser will open.
- Select the files you want to add and click open.
- Your computer browser will close and the upload screen will appear, showing the progress of your upload.
- Once the upload has finished, the document will show on the upload screen.

Document Name

- The document name at the top of the upload screen, is the document you selected from the Project Check List screen.

Name

- Name of your document.

Size

- Size of your document.

Uploaded By

- This will be linked to your login, and will show your name.

Upload Date

- Date the document was uploaded.

Delete Icon

- By clicking this icon, you will be able to delete a document.

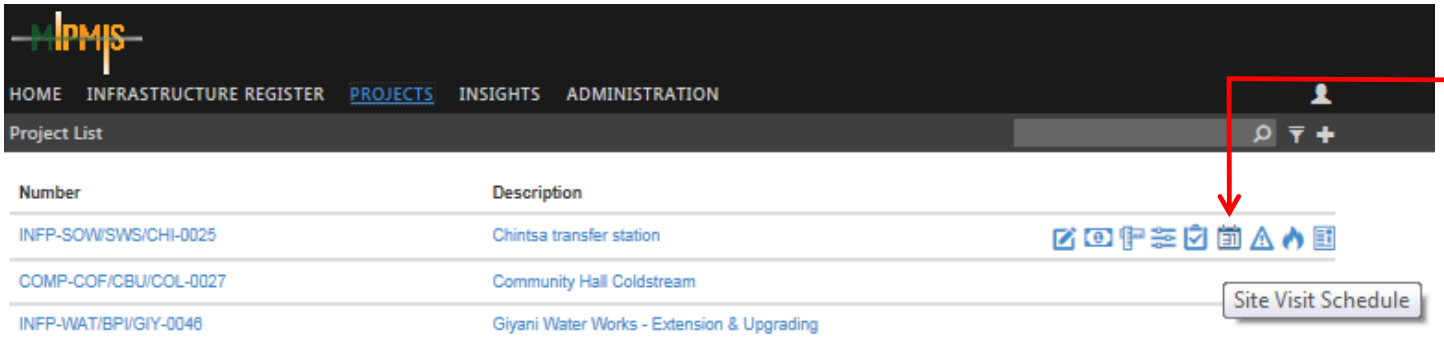
To return to the Project Check List screen, click anywhere on the black part of the screen.

Once back on the Project Check List screen, there will be a number next to the filling cabinet, which indicates how many documents are uploaded.

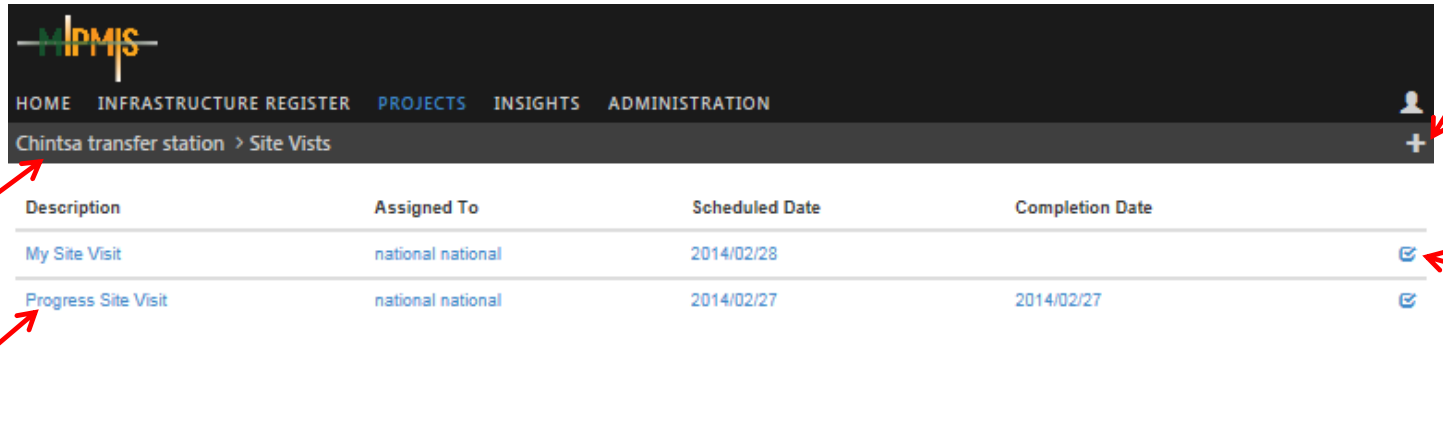
Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT SITE VISIT SCHEDULE



From the Project Summary screen – click on the Site Visit Schedule icon



To **Add** a new Site Visit

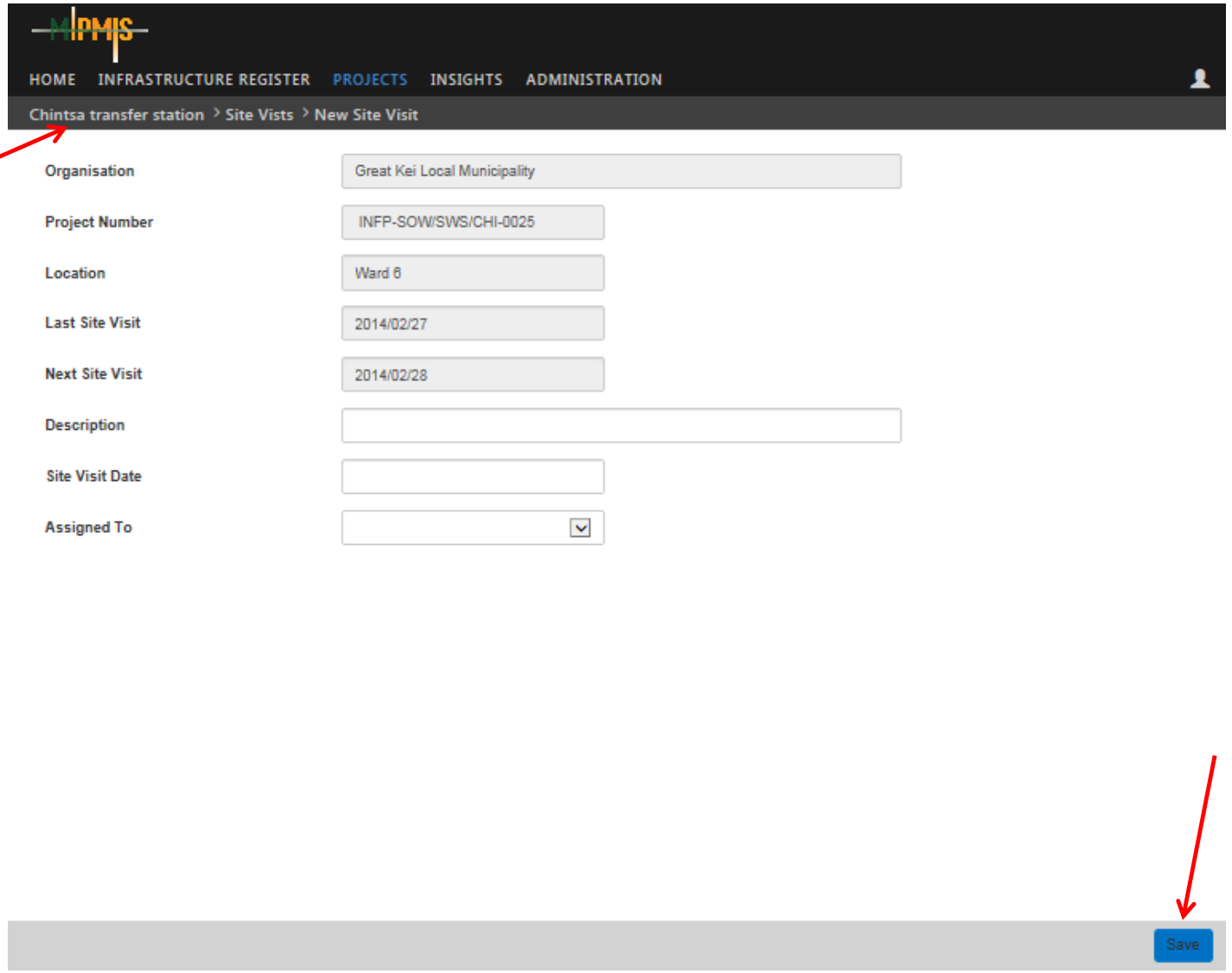
Project Name, and Screen Name

To **Edit** a Site Visit

Summary of Site Visits scheduled

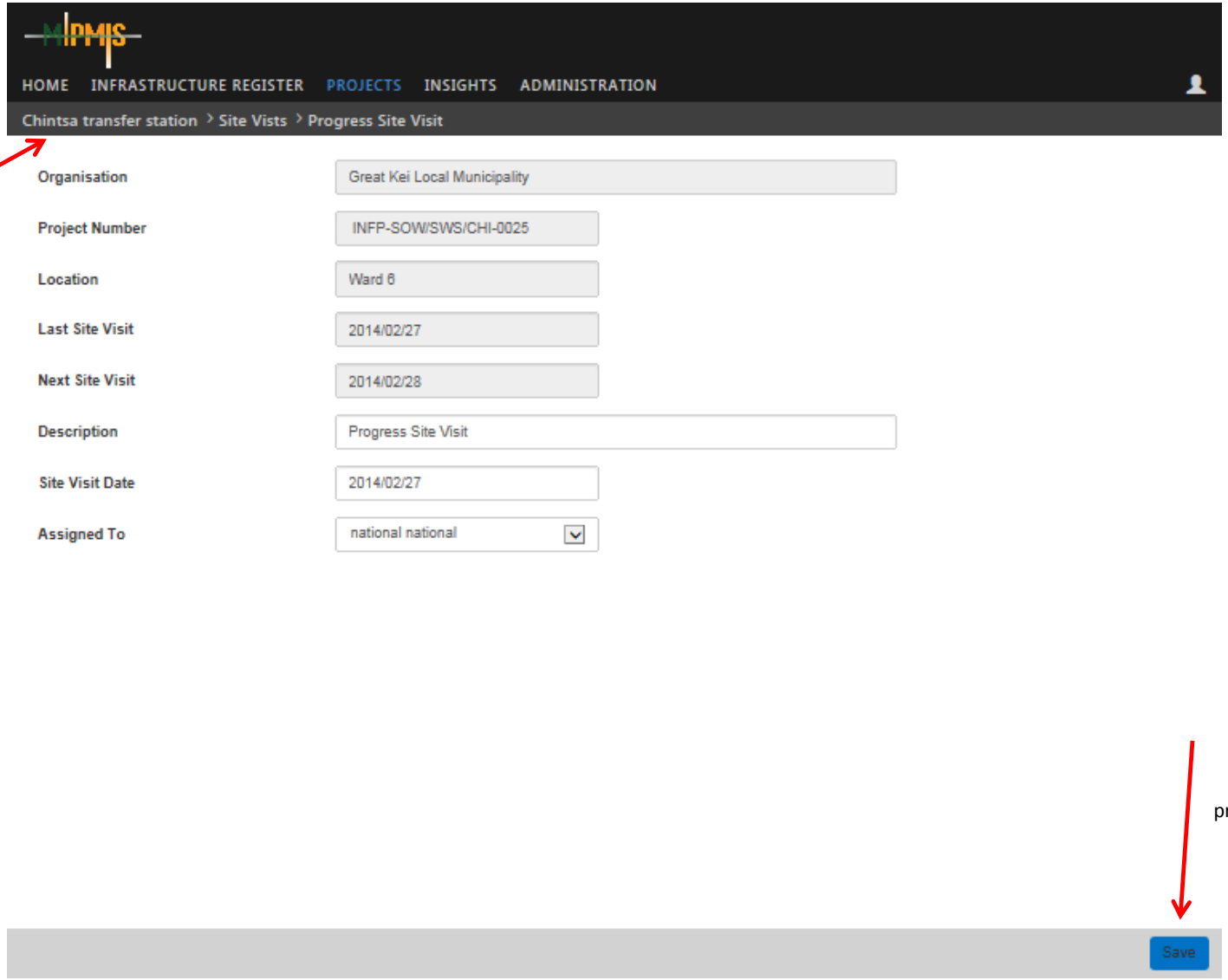
PROJECT SITE VISIT SCHEDULE – ADD NEW (Continues)

Project Name, and Screen Name



To **Save** a new or edited project check list record

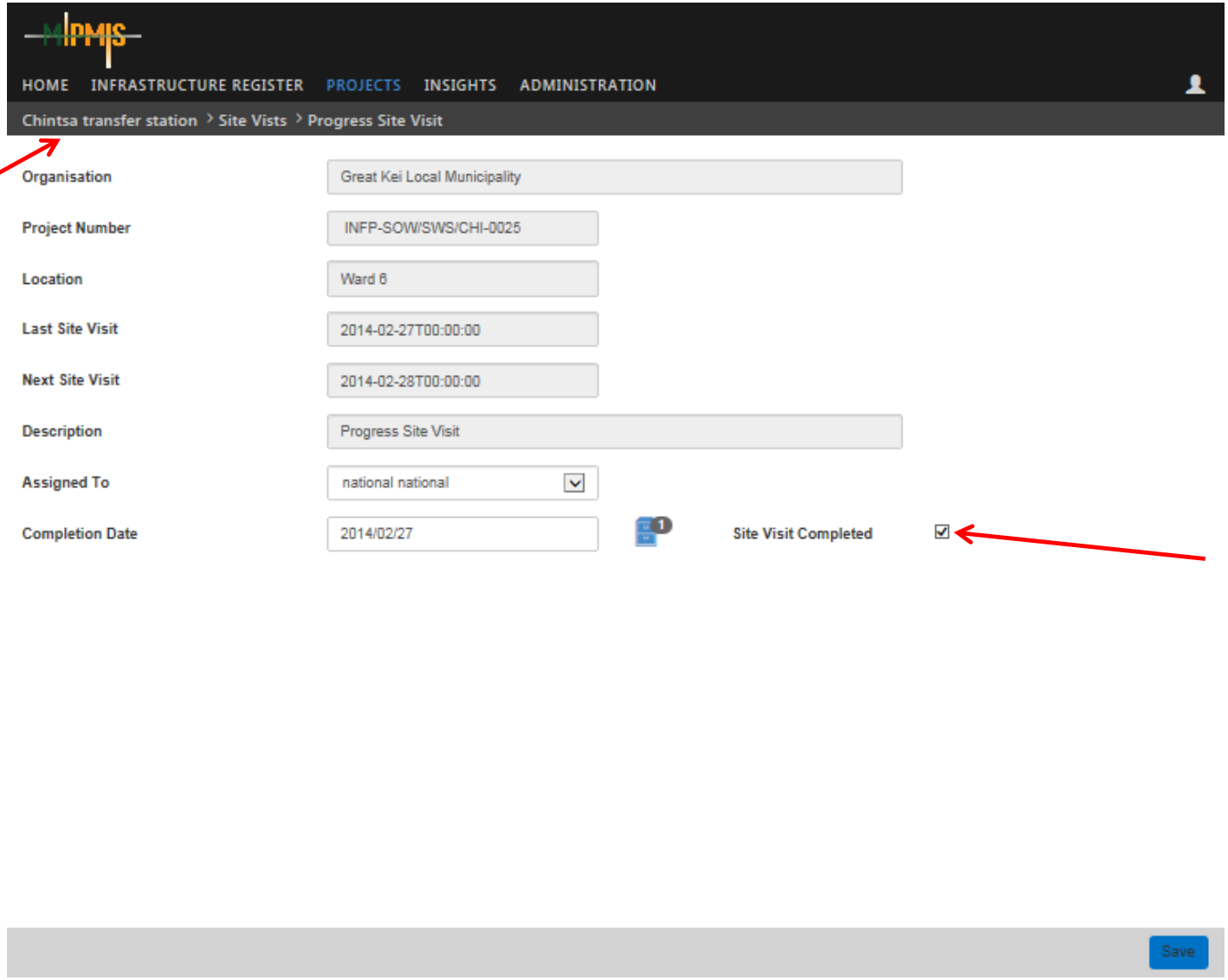
PROJECT SITE VISIT SCHEDULE - EDIT (Continues)



Project Name, and Screen Name

To **Save** a new or edited project check list record

PROJECT SITE VISIT SCHEDULE - Complete (Continues)



Project Name, and Screen Name

Completed Site Visit

PROJECT SITE VISIT SCHEDULE : HELP

Overview

On this screen you will be able to schedule site visits and assign them to the relevant person, and edit site visits.

Fields and Icons

Once you clicked on the Site Visit Schedule icon on the Project Summary screen, the system will open the Site Visit Summary screen, this screen shows a summary of all site visits associated with the selected project.

Please note the person the Site Visit is assigned to, can not change the any details, they can only complete the site visit, or re-assign.

- Add new Site Visit.

Description

- Description of the Site Visit

Assigned To

- Person that the Site Visit is assigned to.

Scheduled Date

Date on which the Site Visit is scheduled for.

Completion Date

- Date on which the Site Visit was completed.

- Edit Site Visit.

Add New Site Visit – Scheduler (Assigned By)

- Click on the Add button

Organisation

- Organisation is only a display field.
- The organisation was linked to this project on the Project Screen, and can not be changed here.

Project Number

- Project Number is only a display field.
- The project number was captured on the Project Screen, and can not be changed here.

PROJECT SITE VISIT SCHEDULE : HELP (Continues)

Location

- Location is only a display field.
- The location was linked to this project on the Project Screen, and can not be changed here.

Last Site Visit

- If this is a new Site Visit this field will be blank.

Next Site Visit

- If this is a new Site Visit this field will be blank.

Description

- Capture a descriptive description for your site visit.

Site Visit Date

- From the calendar select the date, the Site Visit must take place.

Assigned To

- From the dropdown select the person who will be responsible for the Site Visit.

Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

Edit Site Visit – Scheduler (Assigned By)

- Click on the selected Site Visit on the Site Visit Summary screen, and make the necessary changes.
- There will only be 3 editable fields, as mentioned below.

Description

- Capture a descriptive description for your site visit.

Site Visit Date

- From the calendar select the date, the Site Visit must take place.

PROJECT SITE VISIT SCHEDULE : HELP (Continues)

Assigned To

- From the dropdown select the person who will be responsible for the Site Visit.

Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

Edit/Complete or Re-Assign Site Visit – Assigned To

Organisation

- Organisation is only a display field.
- The organisation was linked to this project on the Project Screen, and can not be changed here.

Project Number

- Project Number is only a display field.
- The project number was captured on the Project Screen, and can not be changed here.

Location

- Location is only a display field.
- The location was linked to this project on the Project Screen, and can not be changed here.

Last Site Visit

- If this is a new Site Visit this field will be blank.
- If not the date of the Last Site Visit will be displayed, this is only a display field, and can not be changed by the assigned to.

Next Site Visit

- If this is a new Site Visit this field will be blank.
- If not the date of the Last Site Visit will be displayed, this is only a display field, and can not be changed by the assigned to.

Description

- Description is only a display field, and can not be changed by the assigned to.

PROJECT SITE VISIT SCHEDULE : HELP (Continues)

Assigned To

- If the site visit needs to be re-assigned.
- From the dropdown select the person who will be responsible for the Site Visit.

Completion Date

- Date the Site Visit was completed.
- By clicking on this field, you will be able to select the date from the calendar.

Upload Documents

- By clicking on the file cabinet, you will be able to upload documents and reports.
- Please refer to Project Check List section, for details on uploading documents to the system.

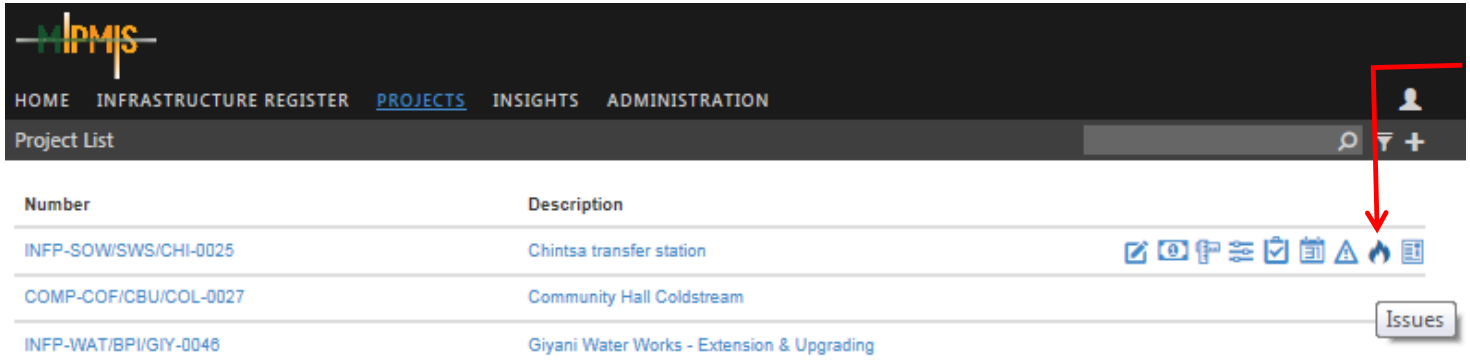
Site Visit Completed

- Tick box once all required documents are approved and uploaded, and the Site Visit is complete.

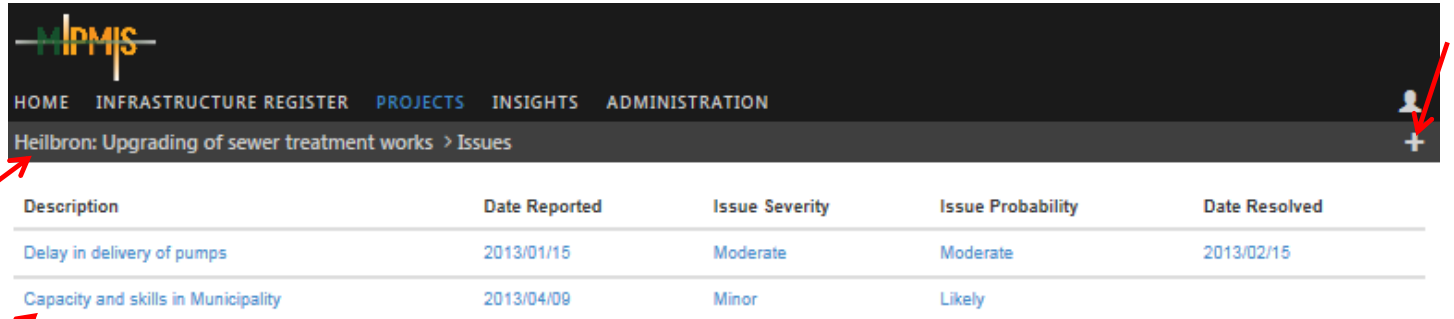
Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT ISSUES SUMMARY



From the Project Summary screen – click on the Issues icon



To **Add** a new Site Visit

Project Name, and Screen Name

Summary of Issues

PROJECT ISSUE SUMMARY: HELP

Overview

This is a summary of issues associated with a specific Project. By clicking on the selected Issue you will be able to edit a record.

Fields and Icons

 **-** Add new Risk records, click on the add icon.

Description

- A description of the Issue.

Date Reported

- Date Issue was reported.

Issue Severity

- The Issue Severity.

Issue Probability

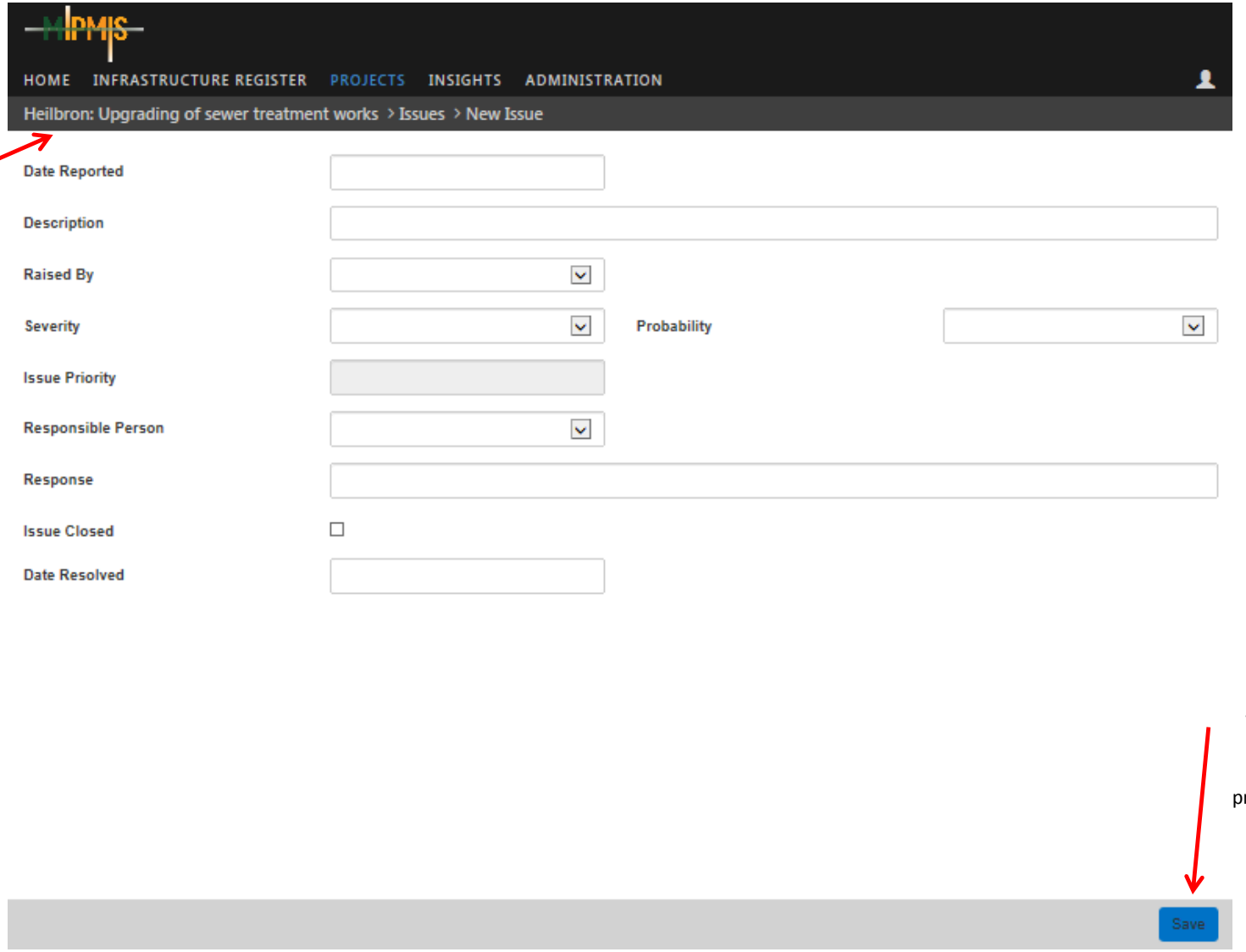
- The Issue probability.

Date Resolved

- Date Issue was resolved.

PROJECT ISSUE CAPTURE

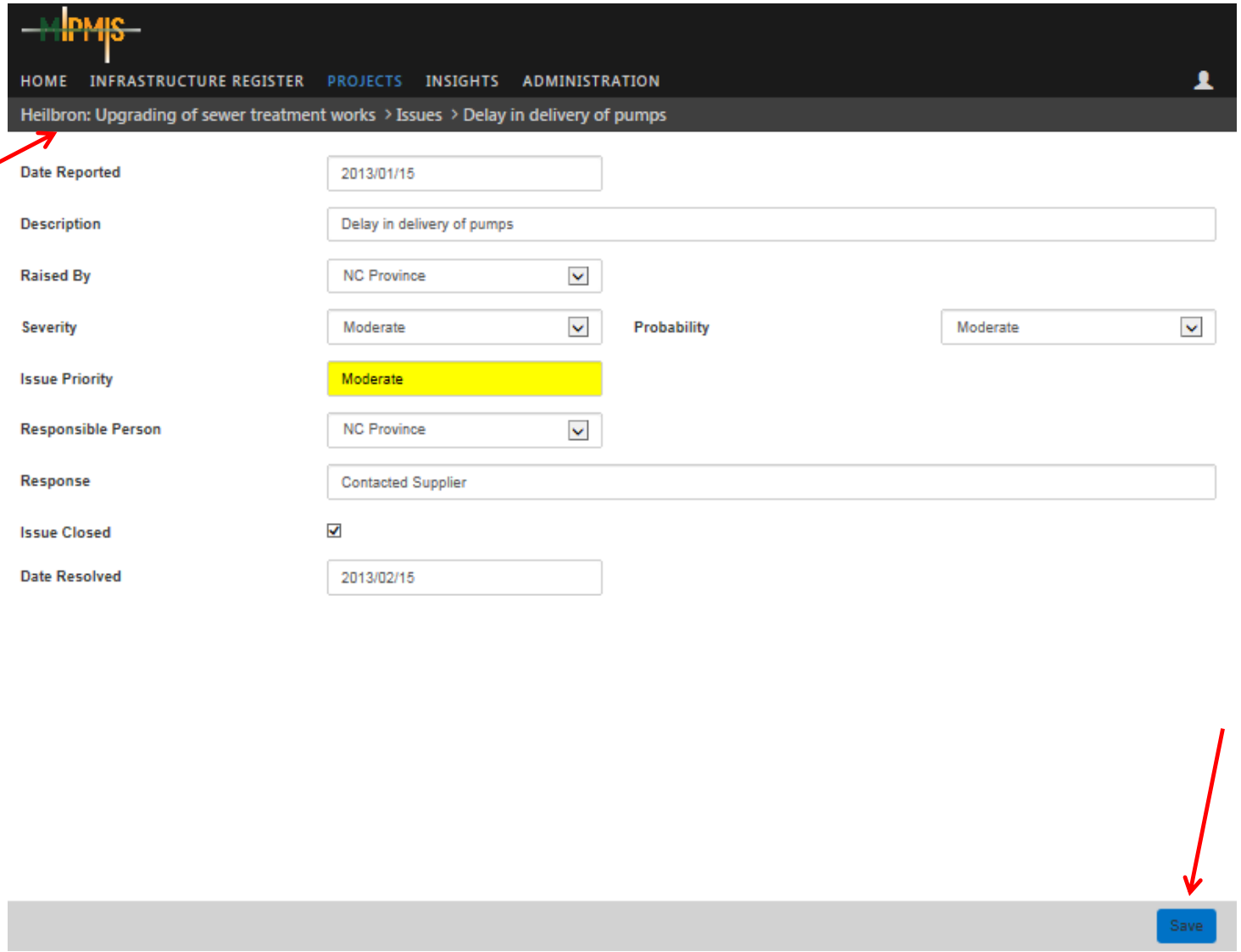
Project Name, and Screen Name



To **Save** a new or edited project issue record

PROJECT ISSUE EDIT

Project Name, and Screen Name



To **Save** a new or edited project issue record

PROJECT ISSUE: HELP

Overview

On this screen you will be able to add or edit Issues for a Project.

Fields and Icons

Issues

-  By clicking on the Issues icon, a list of Issues will open.
  - Add new Issue records, click on the add icon.

Date Reported

- By clicking on this field, you will be able to select the date from the calendar.
- This is a mandatory field.

Description

- Enter a short description of the Issue.
- This is a mandatory field.

Raised By

- This field will be a dropdown, where you will be able to select the person who raised the Issue.

Issue Severity

- This field will be a dropdown, where you will be able to select the required Issue Severity from a pre-loaded list. (Link to manual).
- E.g. Insignificant, Minor, Moderate, etc.
- This is a mandatory field.

Issue Probability

- This field will be a dropdown, where you will be able to select the required Issue Probability from a pre-loaded list. (Link to manual).
- E.g. Rare, Unlikely, Moderate, etc.
- This is a mandatory field.

Issue Priority

- This is a calculated field using; Severity and Probability.
- According to the selection you made for Issue Severity and Issue Probability, this field will be calculated automatically.

Responsible Person

- This field will be a dropdown, where you will be able to select the person who is responsible for the Issue.

PROJECT ISSUE: HELP

Issue Response

- Insert a Issue response in this field.
- Common Risk responses will be available in the manual. (Link to manual).
- This is a mandatory field.

Issue Closed

- Tick box if Issue is closed.

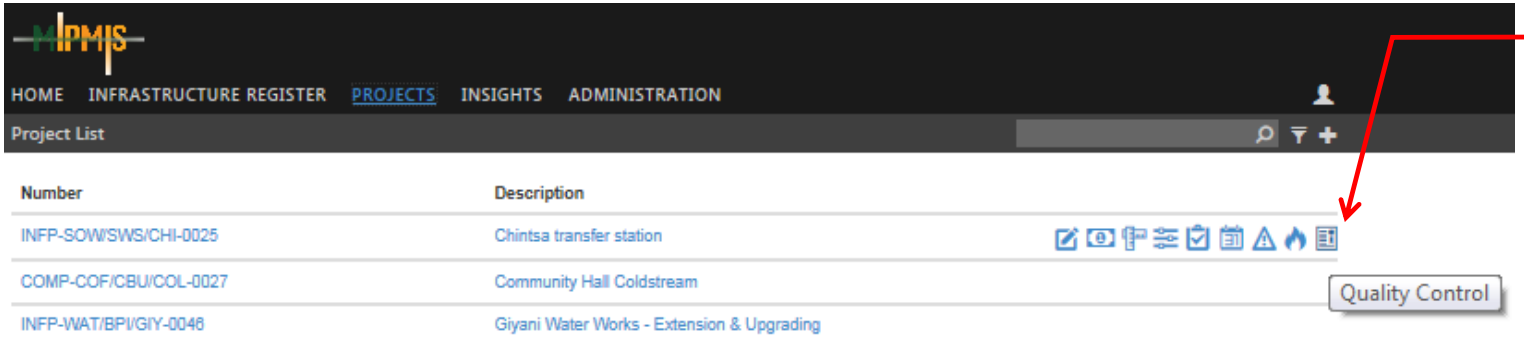
Date Resolved

- Tick box if Issue is closed.
- By clicking on this field, you will be able to select the date from the calendar.

Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

PROJECT QUALITY CONTROL

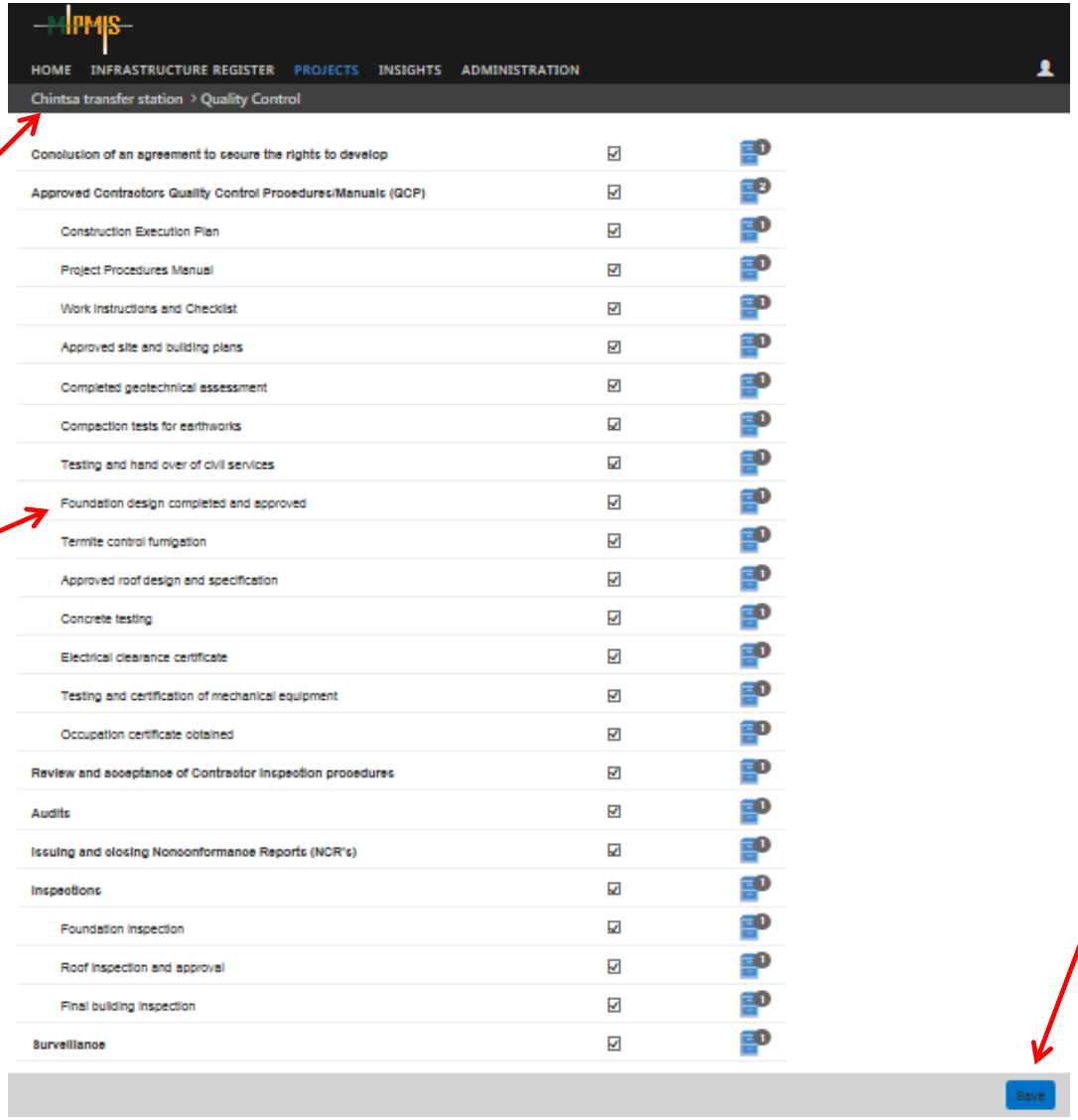


From the Project Summary screen – click on the Site Visit Schedule icon

PROJECT QUALITY CONTROL (Continues)

Project Name, and Screen Name

List of all required Quality Control Documents



To **Save** a new or edited project check list record

PROJECT QUALITY CONTROL: HELP

Overview

On this screen you will be able to tick complete for the required documents, and upload the documents to the system.

Fields and Icons

List of All Required Documents, Reports and Certificates

- Tick box for completion.
- All required documents, reports and certificates must be uploaded here.

Completion Tick and Uploading of documents

Tick Box

- Only once the final and approved by authorised person, can this tick box be marked as complete.
- Draft documents may also be loaded on the system.

oad Documents

- By clicking on the file cabinet, you will be able to upload documents and reports.
-  Please refer to Project Check List section, for details on uploading documents to the system.
- Once back on the Project Quality Control screen, there will be a number next to the filling cabinet, which indicates how many documents are uploaded.

Save

- Once all mandatory fields are completed or all editing are done save the information by clicking the Save button.
- Verification of Successful Save will be displayed.

POST ASSESSMENT AND COURSE EVALUATION

Thank You!

cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA