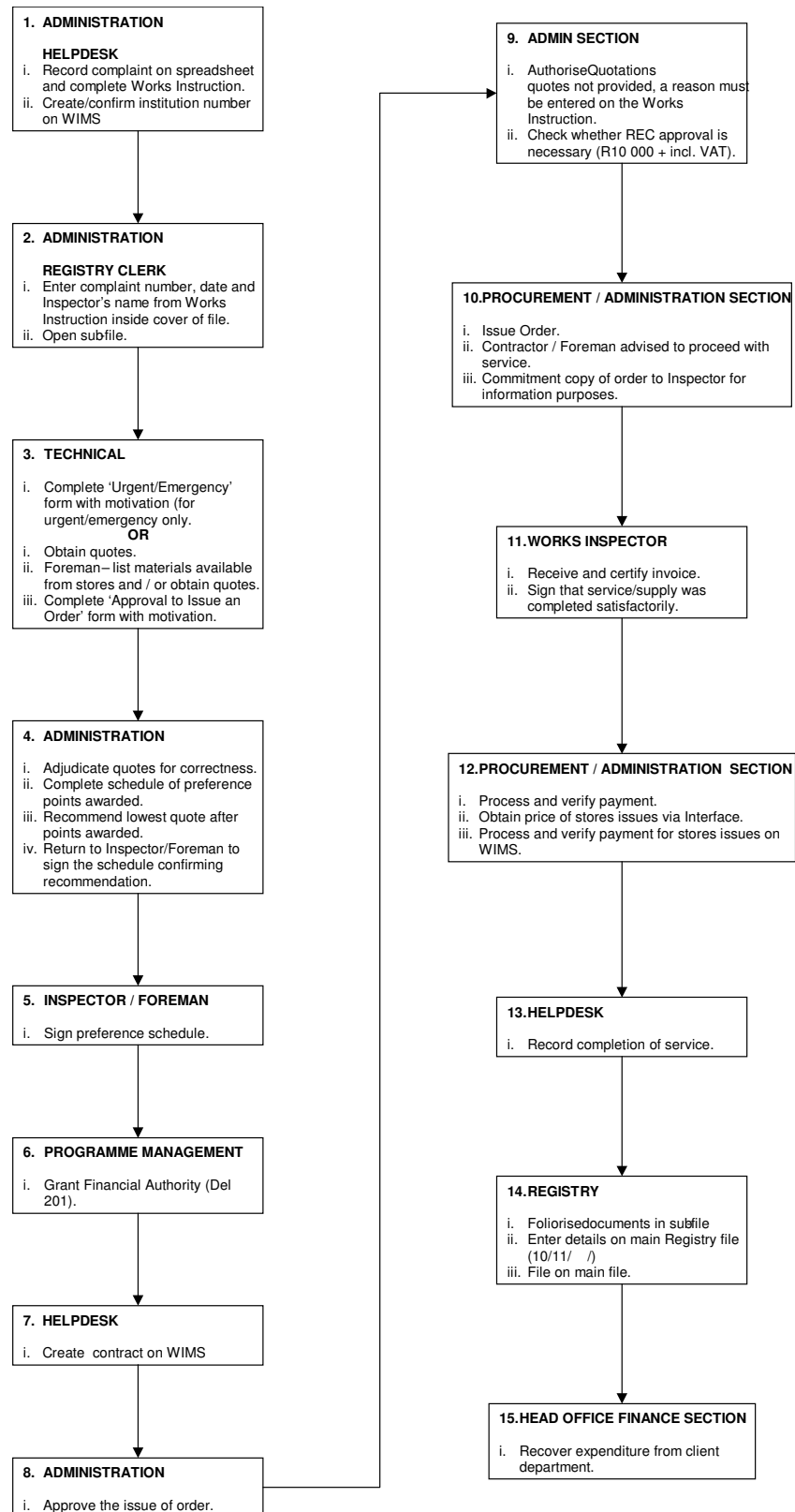


CHAPTER 6 : DAY-TO- DAY MAINTENANCE

6.1 DAY-TO-DAY MAINTENANCE FLOW CHART ON SPLIT IN RESPONSIBILITIES



6.2 BUILDING CONTRACTS – UP TO R500 000

All Day-To-Day Maintenance and Minor New Works Services are managed applying the JBCC Minor Works Agreement.

6.3 CESSION OF CONTRACT

The JBCC Minor Works Agreement makes no provision for a Contract to be ceded to another party.

6.4 DESCRIPTION

Day-to-Day maintenance is regarded as essential work which would involve issuing an order against current expenditure of Programme 3 of the Estimates of Expenditure for maintenance and adaptation of buildings and structures, cleaning of buildings and structures, tending gardens and land as well as municipal services. In this class would fall such items as

- (i) clearing of blocked drains
- (ii) replacement of broken window panes
- (iii) replacement or repair of leaking taps
- (iv) repairs to faulty cisterns
- (v) repairs to burst water pipes
- (vi) repairs to door locks and broken / lost keys
- (vii) service maintenance contracts, eg. servicing air-conditioning units, servicing fire extinguishers, etc.
- (viii) repairs to machinery which would be covered by a warranty after completion etc.

6.5 DESCRIPTION OF WORK

In making out the order, it must be stressed that it is not acceptable to describe all work to be attended to as “Day-to-Day Maintenance”. Under the “Description” column of the order, the actual type of work being arranged must be clearly described.

6.6 GROUPING OF SERVICES ON WIMS

Under the Works Information Management System (WIMS) it is possible to group up to 50 services, per institution, when registering and creating individual services and it is therefore important to clearly describe the different type of work that has been / is being arranged.

6.7 CASH FLOW FOR ORDERS

The estimated month of payment for an order must be indicated at date of order and registered on WIMS. It is a standing instruction that orders must be registered seven (7) days of date of placing the order.

6.8 “PERIOD” CONTRACTS

“Period” contracts (structural) in excess of R10 000 must not be utilised when attending to Day to Day Maintenance except where there are ones in place under this value, eg., Mechanical and Electrical.

6.9 COMPILATION OF LISTS OF PROSPECTIVE CONTRACTORS PER TYPE OF SERVICE

Accounting Officers should compile lists of prospective contractors to be used for the procurement of different services up to the value of R500 000 (inclusive of VAT). These lists should also be used effectively to promote Black Economic Empowerment through the participation of Black Owned Enterprise, Black Empowered Enterprises, Black Women-owned Enterprises (as defined in the Strategy for Broad-Based Black Economic Empowerment issued by the Department of Trade and Industry) as well as the promotion of businesses owned by other Historically Disadvantaged Individuals (HDIs).

Accounting Officers (Regional Offices) should at least once a year, through local representative newspapers or by any other means, invite prospective contractors to apply for evaluation and listing as prospective suppliers of services. These lists should be updated at least quarterly in order to accommodate especially newly established Black Owned and Empowered Business and other newly established HDI contractors.

Once these lists have been compiled per commodity and type of service, price quotations should be invited therefrom in observance of the PPP Framework Act, 2000 (Act No.5 of 2000) and the SCM Delegation of Authority. The invitation of price quotations from the compiled lists of prospective contractors per type of service should be done on a rotation basis in such a manner that ongoing competition amongst contractors is promoted. Prospective contractors must be allowed to submit applications for listing at any time.

6.10 APPLICATION OF SCM DELEGATIONS OF AUTHORITY TO ARRANGE FOR WORK

It is necessary to evaluate personnel resources and decide how to attend to each request, involving the choice of one of the following options and observing the cautioning note regarding the 'practice' of executing work by way of quotations.

- (i) making use of artisan personnel employed by the Department. OR
- (ii) inviting appropriate registered CIDB contractors to submit quotations

6.10.1 Basic Requirement

- (i) Contractors must be registered with the CIDB and have the appropriate work category Grading Designation.
- (ii) Contractors must be registered on the Provincial Suppliers Database

6.10.2 Level 1 : More Than R1 – R2 000 (Incl. of VAT)

- (i) A written quotation either from the contractor or arrange for Form DOW059 to be completed.

NB. A verbal quotation must be obtained in writing before an offer can be accepted.

- (ii) Lists of eligible contractors for the different categories of work must be maintained.
- (iii) Contractors must be selected on a rotation basis

If to specification the quotation maybe accepted under SCM Delegation 1.1 (up to R2 000, inclusive of VAT).

6.10.3 Level 2 : R2 000 - R10 000 (Incl. of VAT)

- (i) Appropriate registered contractors may be contacted on a rotation basis to quote
- (ii) At least three written quotations must be obtained
- (iii) No preference points are applied
- (iv) Quotations must be invited using Form DOW052A(R2 000-R10 000) OR DOW052B(R10 000-R30 00)
- (v) The lowest to specification is to be accepted under SCM Delegation 2

Acceptance

- (i) Prepare submission, using Specimen 3A, **for the delegated official on the salary level 9 to accept a quotation.**
- (ii) Reports must be submitted to BAC on a monthly basis for all awards

6.10.4 Level 3 : R10 000 - R500 000 (Incl. of VAT)

Extreme care must be taken in preparing Quotation Documents as there is no

- (i) performance guarantee,
- (ii) no retention is held and,
- (iii) no maintenance period is allowed unless specifically specified.

The Specification of work must then be accurate and leave nothing to be decided whilst the work is in progress.

- (i) In cases where the estimated value is up to R200 000, quotations for services must be invited by way of **display on the Notice Board for a period of five (5) working days**. Copies of the advertisement are to be placed on the relevant files.
- (ii) In cases where the estimated value exceeds R200 000 but does not exceed R500 000, quotations must be invited by way of advertisements in the local press and simultaneously by way of **display on the Notice Board for a period of five (5) working days**. Copies of the advertisement are to be placed on the relevant files.
- (iii) Quotations must be invited using Form DOW052B(10 000-30 000) in cases where the estimated value exceeds R2 000 but does not exceed R30 000 and excludes the Preferencing Schedule as Preference Points do not apply for Quotations under R30 000.
- (iv) Quotations must be invited using Form DOW052C(30 000 – 500 000) in cases where the estimated value exceeds R30 000 but does not exceed R200 000 which includes the Preferencing Schedule.
- (v) The quotation to specification that scores the highest Preference points is to be accepted under SCM Delegation 3.1 in cases where the estimated value exceeds R30 000.

Acceptance

- (i) Prepare submission, using Specimen 3B (R30 000 – R500 000), **for the delegated official on the appropriate salary level as set out in SCM Delegation 3.1 to accept a quotation.**
- (ii) Responsibility Managers to report to BAC in terms of the reporting requirements.

6.10.5 Urgent and Emergency Cases: SCM Delegation 5.1 (Level 13 up to R250 000 incl. of VAT, Level 14 up to R1 000 000 incl. of VAT, HOD unlimited)

The Procedures for Urgent and Emergency Cases are contained in Chapter 7 of this document.

6.11 VARIATION ORDERS

The procedure to obtain authority to issue a Variation Order against a Contract is set out in Chapter 5, Paragraph 5.17.

6.12 FINAL ACCOUNT – QUOTATIONS

The procedure for the compilation of a Final Account is set out in Chapter 5, Paragraph 5.34. See Specimen 9 and Specimen 12 which are examples of the way in which Final Accounts are to be drawn up.

6.13 REQUISITION / WORKS INSTRUCTION FOR REPAIR SERVICE

It is common to receive telephonic requests to attend to urgent services, eg. burst water pipe, which requires swift remedial action. Nevertheless, one must insist on being given or faxed or emailed, a completed and appropriately authorised form titled, "Requisition / Works Instruction For Repair Service." This form DOW055A is contained under Letters and Forms. Requests received by email are to be printed and placed on file.

6.14 ADMINISTRATION OF THE PARTICULAR OFFICE

All requests for Day to Day Repairs must be directed to a designated clerk, referred to hereafter as the "Helpdesk," whose duty it must be to co-ordinate and arrange for their actioning by others.

6.15 RECORDING OF REQUESTS BY THE HELPDESK

- (i) The Helpdesk must acknowledge receipt of the requisition, from the Client Department.
- (ii) The Helpdesk must enter the details of the complaint or request onto a spreadsheet (Complaints Register) under, at least, the following headings for the Client Department.
 - (a) Works File No.
 - (b) date received
 - (c) building / complex
 - (d) description of complaint
 - (e) complainant's name
 - (f) complainant's telephone number
 - (g) WIMS number (building / complex)
 - (h) person to address complaint (name of inspector)
 - (i) date of completion
 - (j) amount spent
 - (k) Client File No.
- (iii) The Helpdesk must confirm that the WIMS No. exists for the institution. If not, one must be arranged on WIMS (WA01PS) and (WC02PU).

- (iv) The Helpdesk must enter on form DOW055A “Requisition / Works Instruction For Repair Service” form, the Complaint No. (derived from the Complaints Register), date of receipt and insert File No.
- (v) Those that are involved in arranging for the service to be undertaken must take cognisance of the fact that the Expenditure Control Division of the Head Office, must, at the end of the project, recover the expenditure involved.
- (vi) The Helpdesk must forward the “Requisition / Works Instruction For Repair Service” Form DOW055A to the Registry to open a file. However, in extremely urgent case a copy of the requisition can be forwarded to the Inspectorate.

6.16 OPENING OF SUB-FILE BY THE HELPDESK

- (i) Helpdesk must draw the Day To Day Maintenance File for the particular institution, eg. 10/11....., which will be colour coded, depending on the type of service involved (structural - green), electrical and mechanical – red and grounds – blue) and enter details of the complaint in the first four columns (Complaint No., Date, Name of Inspector / Foreman and Description of Service) of the form, titled, “Day To Day Repairs And Maintenance : File 10 / 11/ /....” and which is affixed to the inside cover of the main file. See Form DOW056, which is contained under Letters and Forms.
- (ii) The Helpdesk must open a sub-file and forward it with the form DOW055A “Requisition / Works Instruction For Repair Service” form to the Inspectorate. Form DOW061 title “Sub-file: Day-to-Day Maintenance Services/Supplies” is to be pasted on this file cover which also provides for a sequence of procedures to be followed as an aid to process services.

6.17 INSPECTORATE

It is the responsibility of the Inspector / Artisan Superintendent to determine how the work will be undertaken in collaboration with the Workshops and Stores ie., Departmentally or by calling for quotations from contractors or even by making use of a period contract.

6.18 DEPARTMENTALLY (i.e. Using Departmental Staff And Drawing Material In Stock From Stores)

6.18.1 Workshops

The assigned Foreman must complete:

- (i) a TR50 (manual stores) or a TR15 (computerised stores) “ Requisition for Supplies”
- (ii) the section titled, “Material Issued from Stores as per TR15 “or 50”, of form DOW055B, calculate the estimate cost of material and attach the form to form DOW055A
- (iii) the form, DOW057, titled, “Request for Financial Approval for Service to Proceed” which requires the support of the Control Works Inspector.

The sub-file must be forwarded to the Helpdesk.

6.18.2 The Helpdesk

The following action is taken:

- (i) If to be funded by the Client Department, Forms DOW055A and DOW057 must be faxed to the Client Department to signify its financial approval of the expenditure, based on the estimate of cost. This is done by completing the block at the foot of form DOW057. Form DOW057 is then returned by fax to the particular District Office of the Department of Public Works.
- (ii) If to be funded by the Department of Public Works, on form DOW055A, by completing the block, titled, "Financial Administration Services Division," in the field, "Financial Authority by:
Date: Delegation:, the funds are approved in terms of Delegation _____.

The Helpdesk must create the contract on WIMS (WJ02PU) and capture

- (i) the financial authority WIMS (WJ07PU) and
- (ii) WIMS Identification No. (WJ07PU)
- (iii) enter the WIMS Contract No. on the TR 15 or TR 50.
- (iv) The Sub-file must then forwarded to the Foreman.

6.18.3 Stores

The Artisan Superintendent must draw the material from stores and pass the costed issue voucher to Financial Administration Services Division.

6.18.4 Financial Administration Services Division

If the stores are computerised, the Financial Administration Services Division must obtain the price of the store item from the printout received of all Issues interfaced through the Stores System. If not computerised, Stores must be approached to furnish the issue voucher(s).

On receipt of the issue voucher(s), the Financial Administration Services Division must fill in a WIMS 12 -01 Payment Form for each store item issued and this must be entered and verified on WIMS, and in the appropriate field 1 (one) is inserted to not generate a cheque and the Sub-Programme is merely debited with the cost.

The sub-file must be forwarded to the Helpdesk.

6.18.5 Helpdesk

The Helpdesk must record the completion and final amount expended on both the spreadsheet of the separate computer programme maintained for Day-To-Day Services and the Requisition / Works Instruction Form DOW055A.

The Helpdesk must notify the Client Department of the completion of the service, in writing, and forward supporting documents to the Expenditure Control Division of the Head Office to recover expenditure, if the cost is to be borne by the Client Department.

Note: The Artisan Superintendent must inspect the quality of the "in-house" artisan workmanship and material quantities used. It must then be certified on the job

card that the quality of work is satisfactory and that quantity of materials used is reasonable. Excess materials must be returned to Stores to be taken back into stock.

The Helpdesk must stamp "File" on the Sub-File and forward it to Registry.

6.18.6 Registry

The Registry must paginate the entire Sub-File and complete the remaining three columns of the form affixed to the inside cover of the Main Institutional File.

6.19 USING DEPARTMENTAL STAFF AND SUPPLIERS (i.e. Using Departmental Staff And Purchasing Materials From Suppliers)

6.19.1 Workshops

The assigned Foreman must list the materials required on the section titled "Materials To Be Purchased From Outside Supplier As Per TR50" of the, form DOW055B.

The Foreman completes a TR 50 (manual store) Requisition For Supplies listing the material to be drawn from Stores. If not ex stock then such must be purchased from suppliers and then the following procedures are adopted.

The Foreman must arrange for Financial Administration Services Division to make sufficient copies of the Requisition / Works Instruction form DOW055A and arrange for Sub-Files to be opened for each set of different material quotations to be invited eg. mechanical, structural, electrical, for which approval will be required.

Form DOW058, titled "Request For Invitation Of Quotations" must be completed by the Foreman who must also suggest which firms could be approached for prices. The request must be accompanied by a full specification.

6.19.2 Financial Administration Services Division

This Division must consult its kept list of SMMEs (who must be registered on the Provincial Suppliers Database) as these suppliers are given priority.

This Division must arrange for the invitation of quotations for the supplies of materials as follows:-

- (i) in the case of the supplies being estimated to cost less than R2 000 (including 14% Value Added Tax), arrange to invite quotations using form DOW059 (0 – 1000)) from, suppliers who are registered on the Provincial Suppliers Database.
- (ii) in the case of the supplies being estimated to cost between R2 000 and R10,000 (including 14% Value Added Tax), arrange to invite quotations using form DOW052A(2 000 – 10 000), from suppliers who are registered on the Provincial Suppliers Database.
- (ii) in the case of the supplies being estimated cost between R10 000 and R30,000 (including 14% Value Added Tax), arrange to invite quotations using form DOW052B(10 000 – 30 000) from suppliers who are registered on the Provincial Suppliers Database.

- (iv) in the case of the supplies being estimated cost between R30 000 and R500,000 (including 14% Value Added Tax), arrange to invite quotations using form DOW052C(30 000 – 500 000) from suppliers who are registered on the Provincial Suppliers Database.
- (v) in the case of all quotations being recommended for acceptance, the quotation concerned must have been presented to the responsible Foreman in order that he can check the quotation insofar as the correctness / suitability of items offered is concerned.

When quotations close, Financial Administration Services Division must complete the section titled, “Materials Purchased From Outside Supplier As Per Attached TR 50 or T15” of the form DOW055B.

When quotations close, officials in the Financial Administration Services Division must adjudicate them for correctness, checking quantities, VAT, etc.

6.19.3 Workshops

The Sub-File must be forwarded to the responsible Foreman to check the quotes for correctness of the items and confirm the recommended quote.

The responsible Foreman must then :-

- (i) enter his WIMS Identification No. on the Requisition / Works Instruction (DOW055A) and;
- (ii) complete the form, DOW057, titled, “Request For Financial Approval For Services to Proceed”, inserting as well the recommended amount as well .

Form DOW057 must then be forwarded on the Sub-file to the responsible Inspector of Works, Chief Inspector of Works and Control Works Inspector for support to proceed with the service, subject to the availability of funds. The Sub-file must then be submitted to The Helpdesk.

6.19.4 The Helpdesk

The following action must be taken:

- (i) If to be funded by the Client Department, Forms DOW055A and DOW057 are faxed to the Client Department to signify its financial approval of the expenditure, based on the recommended amount. This is done by completing the block at the foot of form DOW057. Form DOW057 is then returned by fax to the particular District Office of the Public Works Department.
- (ii) If to be funded by the Department of Public Works, on form DOW055A, by completing the block titled, “Financial Administration Services Division,” in the field, “Financial Authority by:
Delegation:, the funds are approved under Delegation____.

The Helpdesk must create the contract on WIMS (WJ02PU) and capture both the authority for payments to be made on WIMS (WJ07PU), and the WIMS Identification No. of the respective Foreman responsible for the service. The Helpdesk must then enter the WIMS Contract No. on the Requisition Works Instruction form and forward the Sub-File to the Procurement Section.

6.19.5 Financial Administration Services Division

The signature and date of the official authorising the quotes must appear on the Requisition / Works Instruction form, DOW055A.

The Division must prepare an order and endorse on it the relative authority granted and once signed, send the “Suppliers Copy” to the Supplier, and forward the “Commitment Copy” to the Storeman concerned for his information. The order number must be written on the Requisition / Works Instruction form DOW055A. The order detail must be captured on WIMS.

N.B. The person signing the order may not be the same person accepting or who verifies the payment.

Although the goods may be delivered direct to site, Stores must take the goods on charge with the certification of receipt by the Foreman and then officially issue the goods out.

After delivery the Storeman must receive the supplier's invoice and if correct certify to that effect. The Storeman must then sign the “Order Payment 1450 form” as well as the WIMS 12-01, Day to Day Maintenance and Supplier Payments form. This confirms that the goods have been received. The Storeman's supervisor must also sign the WIMS 12-01 payment form certifying that the payment may be executed and pass the Sub-File to the Financial Administration Services Division.

Once the payment is prepared, the responsible officials in Procurement Section must enter the payment on WIMS (WM28PU) and the field “Payment Entered” on the WIMS 12-01 Payment Form must be signed by the responsible official. The details of the payment must be entered into the Payment Register (date, WIMS number, WIMS contract number, supplier's name and amount). The payment must be verified on WIMS (WM22PU). The authorising signature on the payment document must be checked against the list of specimen signatures of officials authorised to approve payments. The WIMS 12-01 Payment Form must be signed by the checking official in the field “Payment Verified”.

N.B. All copies of documentation must be stamped “PAID” to prevent duplication.

All documentation including a copy of the WIMS 12-01 Payment Form and the BAS Order Payment Form (Z492), must be filed on the Sub-File.

The Sub-File together with all payment documentation must be forwarded to the Helpdesk for submission to the Regional Office, to forward to the Expenditure Control Division of the Head Office with the details of the payment (cheque number/date, batch and run number) after having entered this information into the Payment Register. The “Route Form For WIMS Batches”, form DOW060 must be completed.

6.19.6 Helpdesk

The Helpdesk must record the completion and final amount (will include the supplier costs) expended on both the spreadsheet of the separate Computer Programme maintained for Day-To-Day Services and the Requisition / Works Instruction, form DOW055A.

The Helpdesk must notify the Client Department of the completion of the service, in writing, and forward copies of the supporting documents to the Expenditure Control Division of the Head Office to recover expenditure, if the cost is to be borne by the Client Department.

Note: The Works Superintendent must inspect the quality of the “in-house” artisan workmanship and material quantities used. It must then be certified on the job card

that the quality of work is satisfactory and the quantity of material used is reasonable. Excess materials must be returned to Stores to be taken back into stock.

The Helpdesk must stamp "File" on the Sub-File and forward it to the Registry.

6.19.7 Registry

The Registry must paginate the entire Sub-File and complete the remaining three columns of the form affixed to the inside cover of the Main Institutional file.

6.20 BY CONTRACTOR (i.e. Using A Contractor By The Placing Of A Service Order or Issue of Letter of Acceptance)

Note: Previous Chapters hereof deal extensively with the procedures and forms / letters that are used when employing a contractor to undertake work which because of its very nature, cannot be commissioned on the basis of issuing a service order. The procedures outlined in those Chapters must be followed when the occasion arises on a Day-To-Day request which, because of its very nature, dictates that the interests of the Administration would be best served by entering into a formal contract, a factor determined by the Works Inspector by indicating the WIMS status, eg. 6B.
Under the same Chapters, the contract procedures are well described and must be consulted for further details.

6.20.1 Inspectorate

Written quotations may be invited by the Department for services valued up to R2 000, inclusive of VAT, per case following the categorisation of projects as set out in 3.6.3 in this Document. Form DOW058, titled "Invitation For Quotations" must be completed by the Inspector who must also suggest which firms could be approached for prices. The request must be accompanied by a full specification. Form DOW058 is contained under Letters and Forms. The Sub-file must be submitted to the Financial Administration Services Division.

6.20.2 Financial Administration Services Division

This Division must consult its kept list of SMMEs (who must be registered on the Provincial Suppliers Database) as these contractors are given priority.

In the case of the Services being estimated to cost less than R2 000 (including 14% Value Added Tax), arrange to invite quotations using form DOW059 (0–2000)) from, contractors who are registered on the Provincial Database and with the CIDB

il the case of the supplies being estimated to cost between R2 000 and R10 000 (including 14% Value Added Tax), arrange to invite quotations using form DOW052A(2 000 – 10 000), from contractors who are registered on the Provincial Suppliers Database and with the CIDB,

In the case of the supplies being estimated cost between R10,000 and R30,000 (including 14% Value Added Tax), arrange to invite quotations using form DOW052B (10 000 – 30 000) from contractors who are registered on the Provincial Suppliers Database and with CIDB.

In the case of the supplies being estimated cost between R30,000 and R500,000 (including 14% Value Added Tax), arrange to invite quotations using form DOW052C(30 000 – 500 000) from contractors who are registered on the Provincial Suppliers Database and with CIDB.

When quotations close, list the names of tenderers and prices received on the Requisition/ Works Instruction form DOW055A.

When quotations close, officials in the Financial Administration Service Division must adjudicate them for correctness, checking quantities, VAT, etc.

The preference points must be awarded from the information provided by the tenderers on the Provincial Suppliers Database, and the schedule of preference points awarded completed. A recommendation must be made on the Preference Points Schedule.

6.20.3 Inspectorate

The Sub-File must be forwarded to the responsible Inspector to check the quotations received for correctness in terms of the specification and confirm the recommended quote.

The responsible Inspector must then :-

- (i) enter his WIMS Identification No. on the Requisition / Works Instruction (DOW055A) and, decide whether it should be handled by order or as a contract.
- (ii) complete the form, DOW057, titled, "Request For Financial Approval For Services to Proceed", inserting the recommended amount as well.

Form DOW057 must then be forwarded on the Sub-file to the responsible Chief Inspector of Works and Control Works Inspector for support to proceed with the service, subject to the availability of funds. The Sub-file must then be submitted to the Financial Administration Services Division.

6.20.4 Financial Administration Services Division

The following action must be taken:

- (i) If to be funded by the Client Department, Forms DOW055A and DOW057 must be faxed to the Client Department to signify its financial approval of the expenditure, based on the recommended amount. This is done by completing the block at the foot of form DOW057. Form DOW057 is then returned by fax to the particular District Office of the Department of Public Works.
- (ii) If to be funded by the Department of Public Works, on form DOW055A, by completing the block, titled, "Financial Administration Services Division," in the field, "Financial Authority by:
Date: Delegation:, the funds are approved in terms of the specified Delegation.

This Division must issue an order and endorse on it the relative authority granted and once signed must send the "Suppliers Copy" to the Contractor, advising him to proceed, and forward the "Commitment Copy" to the Inspector concerned for his information. The order number must be written on the Requisition / Works Instruction form DOW055A. The order detail must be captured on WIMS.

Note: Clearly should it be preferred to not issue the contractor with a Service Order, the procedures described elsewhere in this Handbook should be followed in arranging a formal contract. Use form DOW311 "titled, Quotation Contract Award – JBCC Minor Works" for this purpose.

This Division must create the contract on WIMS (WJ02PU) and capture both the authority for payments to be made on WIMS (WJ07PU), and the WIMS Identification No. of the respective Inspector responsible for the service. This Section must then enter the WIMS Contract No. on the Requisition / Works Instruction form DOW055A.

6.20.5 Inspectorate

After completion, the Works Inspector must receive the Contractor's invoice and if correct, certify to that effect. The Works Inspector must sign the "Order Payment 1450 form" as well as the WIMS 12-01 Payment Form. This confirms that the service has been completed satisfactorily. The Inspector's supervisor must also sign the WIMS 12-01 Payment Form certifying that the payment may be executed. In the case of a formal contract, refer to Chapter 5, dealing with arranging Progress Payments. However, WIMS 12-01 - Day to Day Maintenance Supplier Payments form is used instead of WIMS 5-01- Contract Progress Payment form.

6.20.6 Financial Administration Services Division

Once the payment is prepared, the responsible officials in the Division must enter the payment on WIMS (WM28PU) and the field "Payment Entered" on the WIMS12-01 Payment Form must be signed by the responsible official. The details of the payment must be entered into the Payment Register (date, WIMS number, WIMS contract number, contractor's name and amount). The payment must be verified on WIMS (WM22PU). The authorising signature on the payment document must be checked against the list of specimen signatures of officials authorised to approve payments. The WIMS12-01 Payment Form must be signed by the checking official in the field "Payment Verified".

N.B. All copies of documentation must be stamped "PAID" to prevent duplication.

All documentation including a copy of the WIMS Payment Form and the BAS Order Payment form (Z492), must be filed on the sub-file.

The Sub-File together with all documentation including the signed off job card must be forwarded to the Helpdesk for submission to Regional Office, to forward to the Expenditure Control Division of the Head Office with the details of the payment (cheque number / date, batch and run number) after having entered this information into the Payment Register.

6.20.7 Helpdesk

The Helpdesk must record the completion and final amount expended on both the spreadsheet of the separate computer programme maintained for Day-To-Day Services and the Requisition / Works Instruction, form DOW055A.

The Helpdesk must notify the Client Department, in writing, of the completion of the service and forwards the supporting payment documents to the Expenditure Control Division of the Head Office to record expenditure, if the cost is to be borne by the Client Department. The "Route Form For WIMS Batches", form DOW060 is to be used.

The Helpdesk must stamp "File" on the Sub-File and forward it to the Registry.

6.20.8 Registry

The Registry must paginate the entire Sub-File and complete the remaining three columns of the form affixed to the inside cover of the Main Institutional File.