

REPORT ON THE MECHANICAL WORKSHOP AND ITS SPARE PARTS STOREROOM

The Garage spare parts store uses the Kalama zoo recording system. This system properly administered is one of the best systems. This system is assisted by a daily issue book which records all items which go out of the Store on a daily basis. This is a standard system of running a store department.

Upon receiving information about alleged thefts, a trap was set which ended up in the arrest of two employees in the Garage. An investigating team was set up by the Administration here in the Complex. The team consisted of the following:

- 1 Cde Ntilashe
- 2 " General
- 3 " Charles
- 4 " Keith (PRO)
- 5 " Manamela
- 6 " Mosala
- 7 " Dikgang

The investigation took two forms, namely proper checking of the book work and that of interrogation. Almost everybody working in the Garage was questioned. Information got from both locals who were arrested and those still working revealed that the situation in the Garage was in total chaos. Our informants told us that there is serious general stealing going on in this section of our Complex. Information revealed amongst other things

- 1 that there is no administration hence no control in the Garage;
- 2 that almost everybody steals since this is made easy by the reluctance of the foremen because also the foremen are also involved in such irregularities; and
- 3 that irregularities occur in two forms:

- proper stealing of spares
- bringing old batteries and leaving with new ones
- by conniving with dealers in town to inflate prices so as to get own share
- forging receipts when no part was bought or repaired.

STEALING AND COOKING OF BOOKS

According to the foreman nothing goes into the Workshop spares stores without him checking them. Also that all stock either from the docks or bought locally should be entered into some recording book namely the Goods Received Book. That no spare parts go out of the spare parts store without his authorisation. This authorisation is mainly done through the Garage job card. The system goes as follows:

When a spare is needed a mechanic reports to the foreman who then checks the car so as to ascertain whether the old spare needs to be changed or not. Thereafter he will write the type of spare on the job card and then the mechanic takes it to the stores where he produces a job card which also bears the registration number of the car in repairs. This part is then recorded in the daily issue record book in triplicate and one copy of this goes to the foreman at the end of each day. This part is also taken out on the records of the stock cards, subtraction is done and when goods arrive they are recorded into the book and also into the stock cards. The mechanic then signs on the daily issue record book.



The Garage spare parts store uses the Kalamas too recording system. This system properly administered is one of the best systems. Contrary to what was said to us by Ndugu Mkeka and the two store keepers our investigations revealed that:

- 1 It is not all goods found in the stores which are recorded in the goods received book, and this has been known by Mkeka for more than 8 months and nothing was done to remedy the situation (e.g. Coaster parts);
- 2 As a rule after recording goods in the goods received book you are then supposed to open a stock card for each type of spares; but to our dismay there are no cards for the following: Niva, Landcruiser, Mercedes Benz and Volvo;
- 3 Some of the spares were kept in the foreman's office and obviously not recorded anywhere;

- 4 There is incorrect or cooking of books so as to cover the stealing of parts. This has been done in the following manner:

- goods received never recorded anywhere which means even when things vanish no one can see and know how many things have so far vanished;

- spare parts requisitioned for a particular car were never fitted into that car and also the job card does not bear testimony to such a requisition;

- a particular type of a spare has been requisitioned more than once in a very short space of time:

EXAMPLES: (a) TZ 39516 is said on records to have been issued with 2 clutch plates in a period of 5 months but the mechanics know only one clutch fitted (also the driver says only one was fitted); (b) 3 member drivings were requisitioned and issued to the same car namely TZ 46202 (Dakawa Landrover) in a period of two months whereas one part is supposed to last at the minimum 3 years. On questioning the drivers of the vehicle, they did not remember their car being fitted this part; (c) Volvo parts are not to be found in the goods received book after a thorough search and interrogation Ndugu Makonele produced another book where they were recorded and no comprehensive answer accompanied such action.

We also found out that stolen goods went out of the Complex through the gate, since most parts could be easily hidden. There are two teams in the Stores who steal:- Storeman Makonela used Dennis to take things out; Storeman Mntango used Madenge. It was also claimed that Madenge was also very close to Mkeka. The following is a fraction of things taken out of the stores for purposes of stealing, these are recorded out but are not to be found to have been fitted into any car. All these are not reflected in the daily issue record books, they are found in their stock card only.



## 1 SPARK PLUGS

TZ 46202 4 plugs date 11/08/84  
Dakawa 30 " " 19/07/84

## 2 TYRES: SIZE 1100 x 20

TZ52073 1 date 09/04/84  
TZ 52073 1 " 05/05/84  
TZ 46202 Size 750 x 16  
1 tyre date 19/03/84

## 3 CLUTCH PLATE TZ 39516

TZ 39516 1 date 03/08/84

## 4 SWITCH INDICATOR one date 15/02/84

## 5 TUBES SIZE A1100 x 20 TZ 52073

2 tubes on 16/02/84  
1 tube on 09/04/84  
AAD 6680 : 4 tubes 26/03/84  
1 tube 12/04/84

TUBES SIZE 12 x 12 : AAD 6680

3 tubes on 22/03/84  
2 tubes on 12/04/84

## 6 FIRST GEAR SPEED MEMBER INNER AND OUTER

RTL 2195 - 2 on the 28/04/84

CENTRAL ADMINISTRATION

The office of Ndugu Mkeka is supposed to be the overall in-charge. But the foreman told us that proper administration was made impossible due to pressure of work. He claims to be too busy and this has led to one section, that of compiling records to have been last done in January when cde Nomakhosazana was there. The Foreman says that no thefts have ever been reported to him and he also has never found anything going wrong. On buying of spare parts he was told to contact the Transport Officer before buying any and also try to utilise shops we had long standing relations with i.e. ABDULALI, AGRICULTURAL IMPLEMENTS, etc. But most or always he goes alone mostly to places of his own choice.

On questioning the Foreman, who was very reluctant to cooperate he also could not clearly say who is responsible between the 2 storemen. So it means both storemen reported to him. He also admitted that he has never taken steps to come and do supervision of work being done there. He also has never worried himself to take a look into the stores books. Also that he does not keep his own record of stock found in the store-room. Since he did not have a list of goods in the store-room, he did not do a comprehensive order in buying. When asked what he considers when buying or what rationale did he apply he could not answer, since we shall reveal below that he bought things at random. Some parts bought in April have been lying in the stores since. As far as we are concerned these could have been put in the list ordered from support groups, in short there was no immediate need for them e.g.



3 000/- paid for door handles  
 16 000/- paid for second hand windscreens  
 25 000/- paid for distributor injector pump  
 35 000/- paid for line injector pump

We also are concerned with prices paid without consideration e g  
 3 000/- was paid for swivel pin bearing and a week later the same  
 part was bought for 1 000/- on the 04/04/84.  
 6 000/- paid for 2 new batteries and on the same amount 2 500/- was  
 paid for repairing a battery.

We also found out that some parts bought from Mkomba were not necessary  
 and also some were second hand and were not in working condition, e g  
 39 000/- was paid for a second hand cylinder head block whilst a new  
 one had been in stock for more than a year.  
 25 000/- was paid for second hand differential with pivot and this  
 part still needs to be repaired before fitting it into the Mercedes  
 Benz truck.  
 6 600/- was paid for a steering box which was not in working condition.  
 After two reports from mechanics that the steering box is non-function-  
 al, still Mkeka insisted that this car with a useless steering box to  
 go to Abdulali.

Our informants told us that alternators were taken to town with the  
 pretext that they were going to be fixed whilst nothing was wrong with  
 them, hence our findings were;

(a) that on the 23/03/84 and 16/04/84 alternators were repaired in  
 town and according to the job cards of the same month and those of  
 April, May and June do not show any car needing a repair of an alter-  
 nator in short these repaired alternators were never fitted into any  
 after repairs. The foreman was just dump founded when shown such irre-  
 gularities since it was him who took these for repairs and it was him  
 who took the money to pay for these repairs.

Also our information told us that old batteries were bought by local  
 mechanics under the pretext that they were to be charged here in our  
 workshop, but when going home the mechanics took new ones not theirs.  
 Also some 10 old batteries were bought for 30 000/-. These were  
 bought as new since they were painted from outside. After the sale of  
 such 10 batteries we also bought at  
 our battery situation is still very bad.

It was also hurting to note that after selling a so-called scrap  
 Mercedes Benz truck to Mkomba at about 20 000/- we then later bought  
 a second hand differential which does not work for 25 000/- from him.  
 Note that the scrap we sold had, a differential gear box, universal  
 joint and a reasonably good body.

For all the above irregularities no sound reason was forthcoming from  
 both Mkeka and Makomela the storeman. Always when confronted with  
 evidence against them as individuals they could not give any answer.  
 Also note that people quoted as assistants to these thieves refused  
 to give evidence and decided to keep quiet i e Dennis and Kavira.  
 Our investigation also was told that more often than not whenever  
 the foreman was out in a car he went to do his personal business. One  
 time he took the ambulance for a test and Cde David insisted to accom-  
 pany him. On the way Mkeka lied and said the Transport Officer allowed  
 him to go and fetch his charcoal using it. This was reported to the  
 Transport Officer.