

Transport of food to famine relief camps

Date & time:	January 6 20X0 2:00 p.m.	Place:	Meeting room 3
Participants:	F Higson – Logistics Director J Mulonja (Country Area Director –Congo) I Khan (Auditor) J Smith (Auditor)		
Purpose of meeting:	To agree the scope of the audit to be carried out in February		

Introduction

We introduced ourselves and confirmed, in response to a question from J Mulonja, that we both spoke sufficient French to understand and be understood. The common language of DRC is French and everyone in FRCA speaks it, although local languages are normally spoken between staff.

Why the audit is being done, what processes it will cover and what it will deliver

Both of the directors had requested the audit in a meeting with the CAE and so they understand the reasons for the audit.

Both were happy with the processes to be covered, but wanted the purchasing and payment for new lorries, spares or fuel, and the payment of the drivers covered. These areas will be audited as part of the Kinshasa Office audit.

Background to the processes

- The major risks were as noted in the main FRCA risk register (ORCR). No separate risk register had been done for the supply chain. (noted as an issue).
- Additional risks include; there is no labor to load the lorries; lorries break down before, or on the journey.
- At present the charity has its own fleet of eight lorries, kept in a compound just outside Kinshasa. There is a supervisor (M Agbaw) in charge of two mechanics and an office clerk.
- Drivers are recruited locally, when they are needed. The supervisor is responsible for this (see test 1 G1).

The directors have concerns that, when we next need to move food, not enough drivers will be available and some lorries may not be serviceable.

The audit work plan

No specific comments about the audit plan. We will need to be aware that it is the rainy season in February but still very warm.

Comments from those involved

Very glad that the audit is to be held soon. The directors want the results quickly.

One important factor to be considered is using contractors to carry the food. What risks are there as a result and what controls should exist?

Information available

Contact the director's secretary for organization charts and other information required.

Key contacts

The main contact during our stay will be C Mwefu, the Country Manager. He will be with us all the time to transport us and ensure our safety. He speaks excellent English and French.

The main contact during this audit will be the Compound Supervisor. He has been with the charity for 20 years and is a trusted employee, but is near retirement. He speaks good French but little English.

Timescale

The timescale was agreed, with the directors again stressing the need for a report to be produced soon after our return.

Next steps

We outlined our next steps would be to produce the final scope, get it agreed by the CAE and then send it to the directors.

The directors confirmed that they would be in Kinshasa for the close-down meeting.

We confirmed that the CAE would be seeking feedback at the end of the audit.

J Smith and I Khan

7 January 20X0