



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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CIO-MIS-GIS-01

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Chief Information Officer

STANDARD OPERATING PROCEDURE: CAPTURING OF GPS CO-ORDINATES

Approval Date	26 October 2017
Commencement Date	26 October 2017
Review Date	26 October 2018
Periodical Review	Annually
Resources	Staff, ICT Equipment
Intent of SOP	To document the standard operating procedure (SOP) for the Provisioning of Global Positioning Systems (GPS) Coordinates Process to assist MIS officials in rendering the service in a standardized, effective and efficient manner.
Scope	The SOP applies to all officials involved in the process of Capturing GPS Coordinates within the Eastern Cape Department of Social Development
Objective(s)	To provide integrated services and secured relevant information through sound ICT Governance to all customers
Definitions	GIS – Geographic Information Systems GPS – Global Positioning Systems
Key Performance Indicator	Number of Strategic Business Intelligence Reports Produced
Principles	The following Department-specific core values apply in the MIS Section:

	<p>Integrity - Our actions in provisioning of GPS coordinates must be performed with Data Integrity and high levels of accuracy.</p> <p>Empowerment - We aim to empower and assist the department management to make informed decision using relevant information.</p> <p>Accountability - Data owners to take responsibility on data accuracy and relevancy.</p>
Compliance Measures	<p>Clarify Assured Spatial (Geo-referenced) data must be available to the Department of Social Development and suitable for use by officials.</p>

**STEP BY STEP GUIDE
CAPTURING OF GPS CO-ORDINATES PROCESS**

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Receive GPS coordinate request	<ul style="list-style-type: none"> Submit the GPS co-ordinates request by e-mail or user request form. 	<ul style="list-style-type: none"> Client Data Analyst GIS Technician 	<ul style="list-style-type: none"> Submitted GPS co-ordinates request form or email 	1 hour
2	Analyze the user requirements	<ul style="list-style-type: none"> Analyze the user requirement. 	<ul style="list-style-type: none"> Client Data Analyst GIS Technician 	<ul style="list-style-type: none"> Analyzed user requirements 	1 hour
3	Source relevant data	<ul style="list-style-type: none"> Confirm if the GPS co-ordinates already exist in the GEO database. If yes Extract the co-ordinates from the SDE. If no Capture GPS co-ordinates using GPS device. 	<ul style="list-style-type: none"> Data Analyst GIS Technician Deputy Director - Data Technologist 	<ul style="list-style-type: none"> Spatial Data 	1 day
4	Manage Spatial Data	<ul style="list-style-type: none"> Synchronize GPS information to the Desktop machine using ArcGIS Clean the data Overlay the spatial data. Link the GEO Database information with the shape file. Query the linked geodatabase according to the client requirements. Creates symbology and insert labels. 	<ul style="list-style-type: none"> Data Analyst/ GIS Technician Deputy Director - Data Technologist 	<ul style="list-style-type: none"> Query builder 	1 day

5	Disseminate the GPS co-ordinates	<ul style="list-style-type: none"> Export the data according to the user specification (PDF, Excel spreadsheet or JPEG). 	<ul style="list-style-type: none"> Data Analyst/ GIS Technician Deputy Director - Data Technologist 	<ul style="list-style-type: none"> GPS Co-ordinates document 	1 day
7	Receive Client Feedback	<ul style="list-style-type: none"> Client acknowledgement or feedback. 	<ul style="list-style-type: none"> Client Data Analyst GIS Technician Deputy Director - Data Technologist 	<ul style="list-style-type: none"> Email Formal word document 	1 hour




LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION (i.e. SOPs)

Document Name	Document Description	Effective Date (if applicable)
Spatial Data Infrastructure Act 54	The aim of the Spatial Data Infrastructure Act, 2003 (Act No. 54 of 2003) is to provide for the establishment of the South African Spatial Data Infrastructure (SASDI) in order to regulate the collection, management, maintenance, integration, distribution and use of spatial/geographic information	2003
Geomatics Profession Act	To provide for the transformation of the geomatics profession	2013

CAPTURING OF GPS COORDINATES PROCESS RISKS

Risk Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	System / Manual
Data	<ul style="list-style-type: none"> Quality of data with different projections. 	H	H	<ul style="list-style-type: none"> Interact with the business data owner for data verification and correction. 	Manual
Software upgrade	<ul style="list-style-type: none"> Non-payment of annual licence maintenance. 	L	M	<ul style="list-style-type: none"> Timously payment of Software license maintenance 	Manual
Network	<ul style="list-style-type: none"> Unavailability of network lead to non-accessibility of GIS software for production of map. 	M	H	<ul style="list-style-type: none"> Interact with ICT Engineering in resolving the network problem. 	Manual

AUTHORIZATION

Authorization:	Name:	Comments:	Signature:	Date:
Quality Checked By Director : Management Information Services	N. A. Mazzi			11/03/07
Recommended by Chief Information Officer -	P.M. Chenyan	Recommended		03/16/12
Approved by Acting Head of the Department	N. Beart	APPROVED		06/10/2017
Distribution and Use of SOP	All CIO Directors, All CIO Deputy Directors, All CIO Assistant Directors, All CIO Administration support staff, All CIO Personal Assistants			