



April 25, 2018

To: Finance and Administration Committee

From: Darrell E. Johnson, Chief Executive Officer

Janet Sutter, Executive Director
Internal Audit

Subject: Fleetwatch Fluid Management System, Internal Audit
Report No. 18-506

Overview

The Internal Audit Department has completed an audit of the Fleetwatch Fluid Management System. Based on the audit, controls in place over the dispensing of fuel and other consumables are adequate; however, one recommendation was made to enhance system access controls.

Recommendation

Direct staff to implement the recommendation provided in Fleetwatch Fluid Management System, Internal Audit Report No. 18-506.

Background

In 2014, the Orange County Transportation Authority (OCTA) purchased and implemented the Fleetwatch Fluid Management System (Fleetwatch), which controls and tracks the dispensing of fuels and consumables at the various OCTA base locations. Fuels and consumables are dispensed at five base locations, by both OCTA employees and third-party contractors. The Maintenance Resource Management Department within the Transit Division is responsible for Fleetwatch administration, including assignment of user access to the system and authorization of personnel and vehicles for fueling.

Discussion

The audit identified eight Fleetwatch users designated as system administrators and another 13 designated as power users. The audit also identified 13 users that are no longer employed at OCTA. To enhance controls over access to

Fleetwatch, the Internal Audit Department (Internal Audit) recommends that management reduce the number of administrators and power users in the system. In addition, management should implement procedures for periodic review of user access rights to ensure only active employees are assigned access and to assess the reasonableness of the access level assignments. Management agreed and indicated that procedures will be developed.

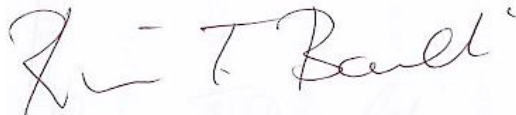
Summary

Internal Audit has completed an audit of Fleetwatch and offered one recommendation for improvement.

Attachment

- A. Fleetwatch Fluid Management System, Internal Audit Report No. 18-506

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Approved by:



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