

ISO9001:2008 WAY FORWARD TOWARDS 1ST AND 2ND INTERNAL AUDIT

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AUDITTING

1ST INTERNAL AUDIT

- Monday 5th – Wednesday 7th October 2015

2ND INTERNAL AUDIT

- Monday 23RD – Wednesday 25TH November 2015

EXPECTATION

During Audit each department or section to be audited is expected to have:

- Relevant reference documents
- Proof of proper documentation
- Files to have been arranged in shelves
- Retrieve information with a lot of ease
- Direction sign
- Identifiable members of staff (Have a tag)

EXPECTATION cont'd

- Developed departmental objectives, vision, and core values and strategically placed for ease view
- Departmental members be aware of the university college policy statement
- Departmental members to be aware of what the university tend to achieve in terms of ISO9001:2008 certification (appreciate QMS)

EXPECTATION cont'd

- Evidence of meeting
- Evidence of communication
- List of courses on offer
- Part-time lecturers requisition record
- Course allocation record

IMPORTANT REFERENCE DOCUMENTS

ACADEMIC DEPARTMENTS

a) Course allocation

- Quality Manual - **KIBU/AA/WP/2.3**
- Current Relevant Curricula
- Current University College Statutes
- Current Universities Standards and Guidelines, 2014
- Current Full Time Staff Equivalent regulations

LIST OF APPLICABLE RECORDS

- Process Map
- Log book (where applicable)
- Students Attendance Register
- Student Permission Form
- Course / Lecturer Evaluation Form

b) Time tabling

- Quality Manual - KUC/MR/QM/002
- Current University College Almanac
- Approved Course Allocation Record

LIST OF APPLICABLE RECORDS

- List of courses offered
- University College master teaching timetable
- University College Examination timetable
- Evidence of meeting.
- Evidence of communication

c) CREDIT TRANSFERS

- Quality Manual - KUC/MR/QM/002
- Current University College Statutes.
- Universities Standards and Guidelines, 2014
- Current credit transfer regulations by IUCEA

LIST OF APPLICABLE RECORDS

- Credit Transfer Request Record
- Letter of Approval to the student
- Evidence of communication
- Evidence of meeting
- Clearance Form

d) LECTURING

- Quality Manual - KUC/MR/QM/002
- Current approved Curriculum
- Universities Standards and Regulations, 2014

LIST OF APPLICABLE RECORDS

- Students' Attendance Register
- Class Attendance Analysis
- Quality Teaching Record

e) CONDUCTING PRACTICAL LESSONS

- Quality Manual - KUC/MR/QM/002
- Current Curriculum
- Relevant Laboratory Manuals
- Current University College Teaching Timetable
- Current Laboratory Safety Rules and Regulations

LIST OF APPLICABLE RECORDS

- Students' Attendance Register
- Evidence of communication
- Students' Practical Report
- Students materials practical requisition record

f) CURRICULUM DEVELOPMENT AND REVIEW

- Quality Manual - KUC/MR/QM/002
- Universities Standards and Guidelines, 2014
- University College Statutes and schedules
- Guidelines from Regulatory Bodies

LIST OF APPLICABLE RECORDS

- Appointment of panelists
- Evidence of meeting
- Approved curriculum
- Budgets
- Evidence of communication
- Stakeholders Report.

g) INDUSTRIAL ATTACHMENT AND SCHOOL PRACTICE

- Quality Manual - KUC/MR/QM/002.
- University College Statutes and schedules
- Curricula of the relevant programme
- Current TSC Code of Conduct and Regulations
- Current TSC Act
- Current University College Industrial Attachment Policy
- Current Directorate of Industrial Training Policy

LIST OF APPLICABLE RECORDS

- Attachment Logbook
- Insurance cover.
- Induction programme
- Introductory letter
- Attachment report
- School practice/Industrial Attachment documents

T H A N K Y O U