



KIBABII UNIVERSITY COLLEGE- ISO 9001:2008- QUALITY MANAGEMENT SYSTEMS		
ISSUED FOR USE ON:	MAIN TITLE: SERVICE CHARTER	REF: KIBU/IAD/POL/005

**INTERNAL AUDIT DEPARTMENT**  
**SERVICE CHARTER**

SERVICES OFFERED	ROOM/ PLACE	OFFICER IN CHARGE	REQUIREMENTS	CHARGES	TIMELINE
Evaluating compliance with policies, plans, procedures, laws, and regulations.	University College	Internal auditor/ staff of internal audit	Current laws/ policies	Free	Continuous
Evaluating the means of safeguarding assets and, as appropriate, verifying their existence.	University College	Internal auditor/ staff of internal audit	Assets registers, title deeds	Free	Continuous
Evaluating the effectiveness and efficiency with which resources are employed.	University College	Internal auditor/ staff of internal audit	Approved budgets	Free	Continuous
Evaluating consistency of results with established objectives and goals.	University College	Internal auditor/ staff of internal audit	Set objectives and results	Free	Continuous
Monitoring and evaluating governance processes.	University College	Internal auditor/ staff of internal audit		Free	Continuous
Monitoring and evaluating the effectiveness of the organization's risk management processes.	University College	Internal auditor/ staff of internal audit	Risk registers, risk management policy	Free	Continuous
Reporting to the Principal significant risk exposures and control issues.	University College	Internal auditor	Audit reports	Free	Monthly
Reporting to the Audit Risk and Compliance Committee of Council significant risk exposures and control issues.	University College	Internal auditor	Audit reports	Free	Quarterly

	Authorised by: Prof. Shem Aywa <b>(Management Representative)</b>	Sign:	Date:
Area of validity: <b>KIBU</b>	Approved by: Prof. Isaac Odeo <b>(Principal)</b>	Sign:	Date:
	Issued by: Dr. JuliasMayio <b>(PCQA)</b>	Sign:	Date: