

KIBABII UNIVERSITY

ISO MANAGEMENT REPRESENTATIVE'S OFFICE

INTERNAL MEMO

From: Management Representative

Date: 16th July, 2020

To: Listed

Ref: KIBU/MR/CORR.5/VOL.2/07

RE: SGS EXTERNAL SURVEILLANCE QUALITY AUDIT NOTIFICATION (AUGUST 2020)

The above subject refers.

Kindly be notified that the SGS external surveillance audit will be conducted on Tuesday 4th and Wednesday 5th August, 2020.

The sampled departments are:

1. Vice Chancellor's Office
2. Management Representative's Office
3. Academic Affairs Department
4. Curriculum Development (Deans and CoDs)
5. Administration & Human Resource Department
6. Procurement Department
7. Students Affairs' Department
8. Hostel's Department and
9. Estates Department

Attached please find the SGS Audit plan.

NOTE: That some of the processes will be audited online via Zoom Sharing, Emails, WhatsApp Video and Telephone.

Thank you.



Prof. Donald Siamba Namasaka

Deputy Vice Chancellor (AF&D)/Management Representative



Audit Plan

Organization:	Kibabii University		
Address:	P.O. Box 1699 – 50200, Bungoma		
Visit Number:	V2	Actual Visit Date:	04-05/08/2020
Visit Due by Date:	8/20	For auditor information only	
Lead Auditor:	Jared Ogutu (JO)		
Team Member(s):	None		
Additional Attendees and Roles	None		
Standard(s):	ISO 9001:2015		
Audit Language:	English		
Audit Scope:	Provision of training, research and extension services for higher education		

Audit Objectives: To determine conformity of the management system, or parts of it with audit criteria and its:

- ability to ensure applicable statutory, regulatory and contractual requirements are met,
- effectiveness to ensure the client can reasonably expect to achieve specified objectives and to identify as applicable areas for potential improvement.

THE CONTENT SHOULD REFLECT THE ACTUAL ICT TOOLS USED DURING THE AUDIT;-This audit will be carried out as a Full audit by remote auditing using the following Information and Communication Technology (ICT) tools: -

- Meetings and Interviews = Zoom,Whatsapp Video and Telephone
- Document/records review = Email and Zoom sharing
- Site Tour,Observation of activities / facilities = Whatsapp Video & client's webcam
- Interview of process owners – teleconference on Zoom application & WhatsApp Video calls

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
Day 1	0815	JO	Auditor arrives on site	
04/08	0830	ALL	Opening meeting with Kibabii Management	
	0845	JO	Vice Chancellor's Office Clause 4: Context of the organization 4.1 Understanding the organisation and its context 4.2 Understanding the needs and expectations of the interested parties 4.3 Determining the scope of the management systems 4.4 Management system and its processes Clause 5: Leadership 5.1 Leadership and commitment 5.2 Policy 5.3 Organizational roles, responsibilities and authorities Clause 7: Support 7.1 Resources	

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			7.4 Communication Clause 9: Performance evaluation 9.3 Management Review ICT:Zoom	
	1015	JO	Follow up of previous findings. QMS Documentation, Mandatory Procedures, Internal Audits, Management Review, Corrective and Preventive Action. Legal and Regulatory Requirements ICT:Zoom	
	1130	JO	Curriculum development ICT:Zoom	
	1300	ALL	LUNCH	
	1400	JO	Human Resource ICT:Zoom	
	1530	JO	Estates ICT:Zoom	
	1630	JO	Review of outstanding issues END OF DAY	
Day 2	0815	JO	Auditor arrives	
05/08	0830	JO	Academic Affairs ICT:Zoom	
	1100	JO	Procurement ICT:Zoom	
	1300	ALL	LUNCH	
	1400	JO	Students Affairs ICT:Zoom	
	1530	JO	Hostels ICT:Zoom	
	1630	JO	Review of outstanding issues	
	1700	JO	Closing meeting END OF DAY	

Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.

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- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.

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