



TITLE: Notification of Internal Quality Audit (First Party Audit)

ORGANIZATION: Maseno University

DATE OF AUDIT: 15th March to 30th November, 2021

AUDIT NO: MSU/VC/MR/OP/02/2021/1

AUDIT TEAM:

- Dr. John King’oina (JK)-Auditor
 Rosebenter Owuor (RO)-Auditor
 Claris Achola (CA)-Auditor
 Bernice Ogonda (BO)-Lead Auditor
- Elizabeth Aduma (EA)-Auditor
 Ronald Akhapwoya (RA)-Auditor
 Benjamin Musumba (BM)-Lead Auditor

AUDIT BASIS: ISO 9001:2015 and Maseno University QMS Documentation including Strategic Plan and Performance Contract

PURPOSE OF AUDIT: To confirm conformity and effectiveness of the QMS

SCOPE: Teaching, Research, Community Outreach and Hotel Services at Main, Kisumu and eCampuses

AUDIT PLAN

MONTH	WEEK	AUDIT DATE	TIME	SECTION/DEPARTMENT	AUDIT TEAM
M A R C H	3	15 th	Morning	Kiswahili & O AL	BO & EA
		15 th	Morning	Environmental Science	RA & BM
		16 th	Morning	Security	RA & BM
	4	16 th	Afternoon	SGS	RA & BM
		18 th	Morning	Legal Office	BO & EA
		17 th	Morning	Animal Science & Fisheries	RA & BM
		19 th	Morning	Crop & Soil Science	RA & BM
		19 th	Morning	French & OFL	BO & EA
		22 nd	Morning	Finance	BO & EA
		25 th	Morning	Transport	BO & EA
		22 nd	Morning	Agricultural Economics	RA & BM
A P R I L	1	6 th	Morning	AIDS Control Unit	RA & BM
		8 th	Morning	Statistics & Actuarial Science	RA & BM
		8 th	Afternoon	Pure & Applied Mathematics	RA & BM
	2	9 th	Morning	Directorate of Research	RA & BM
		6 th	Morning	Directorate of Students Affairs	BO & EA
		8 th	Morning	Sociology & Anthropology	BO & EA
		12 th	Morning	Political Science	RA & BM
	3	12 th	Afternoon	Development Studies	RA & BM
		20 th	Morning	Directorate of Human Resource	RA & BM
		19 th	Morning	Counseling	BO & EA
		22 nd	Morning	Library (Kisumu Campus)	RA & BM
	4	22 nd	Morning	University Farm	BO & EA
		26 th	Morning	Botany	BO & EA

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MONTH	WEEK	AUDIT DATE	TIME	SECTION/DEPARTMENT	AUDIT TEAM
M A Y		26 th	Morning	School of Mathematics & AS	RA & BM
		26 th	Afternoon	International Relations & Dip.	RA & BM
		27 th	Morning	SDSS	RA & BM
	1	3 rd	Morning	Psychology	RA & BM
		3 rd	Morning	Gender Unit	BO & EA
		5 th	Morning	Health & Nutrition	RA & BM
		6 th	Morning	Public Health	RA & BM
	2	10 th	Morning	Music & Theatre Studies	RA & BM
		11 th	Morning	Literary Studies	RA & BM
		10 th	Morning	Medical Surgical Nursing	BO & EA
		13 th	Morning	Community Health & Nutrition	RA & BM
	3	17 th	Morning	Directorate of Public Relations	RA & BM
		17 th	Morning	Linguistics	BO & EA
		18 th	Morning	Media Technology	RA & BM
		20 th	Morning	Zoology	BO & EA
	4	25 th	Morning	Directorate of Quality Assurance	JK,RO, CA
		24 th	Morning	Registrar, ASA	BO & EA
		27 th	Morning	History	BO & EA
		31 st	Morning	ITEC	BO & EA
	1	3 rd	Morning	Educational Psychology	BO & EA
		3 rd	Afternoon	Special Needs Education	BO & EA
		3 rd	Morning	Physics & Material Science	RA & BM
	2	8 th	Morning	Office of Director, Kisumu Campus	RA & BM
		7 th	Morning	University Library (Main Campus)	BO & EA
		9 th	Morning	Biomedical Sciences	RA & BM
		9 th	Afternoon	School of Public Health & CD	RA & BM
	3	14 th	Morning	Management Representative(MR)	JK,RO, CA
		15 th	Morning	Educational Mgt & Foundations	RA & BM
		17 th	Morning	School of Biological & Phy. Scie	BO & EA
		17 th	Morning	School of Nursing	RA & BM
J U N E	4	28 th	Morning	Top Management	JK, RO, CA
		22 nd	Morning	Religion	RA & BM
		21 st	Morning	School of Education	BO & EA
	1	1 st	Morning	Business Administration	BO & EA
		1 st	Afternoon	Accounting & Finance	BO & EA
		1 st	Morning	COMMTEC	RA & BM
	2	6 th	Morning	eCampus	RA & BM
		7 th	Morning	Arts & Design	RA & BM
	4	19 th	Morning	Management Science	BO & EA
		22 nd	Morning	School of Arts & Social Sciences	BO & EA
J U L Y	5	26 th	Morning	Economics	BO & EA
		29 th	Morning	ECOHIM	BO & EA

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MONTH	WEEK	AUDIT DATE	TIME	SECTION/DEPARTMENT	AUDIT TEAM
		20 th	Morning	Directorate of SSP	RA & BM
		29 th	Afternoon	School of Business & Economics	BO & EA
A U G U S T	1	2 nd	Morning	Directorate of ICT	BO & EA
		3 rd	Morning	Human Pathology	RA & BM
		5 th	Morning	Medical Biochemistry	RA & BM
	2	9 th	Morning	Psychiatry	BO & EA
		12 th	Morning	Radiology & Imaging	BO & EA
	3	16 th	Morning	Estates	BO & EA
		19 th	Morning	Human Anatomy	BO & EA
		19 th	Afternoon	Medical Microbiology	BO & EA
	4	24 th	Morning	Pharmacology	RA & BM
		25 th	Morning	Surgery & Anesthesiology	RA & BM
S E P T E M B E R	1	1 st	Morning	Urban & Regional Planning	RA & BM
		1 st	Afternoon	Urban Management	RA & BM
	2	2 nd	Morning	Community Health & Family Med	BO & EA
		6 th	Morning	Medical Laboratory Science	BO & EA
	3	14 th	Morning	Kisumu Hotel	RA & BM
		13 th	Morning	Obstetrics & Gynecology	BO & EA
		15 th	Morning	Medical Physiology	RA & BM
	4	20 th	Morning	Registrar, ACS	BO & EA
		21 st	Morning	School of Planning & Architecture	RA & BM
		23 rd	Morning	School of Medicine	BO & EA
O C T O B E R	1	5 th	Morning	Directorate of Quality Assurance	JK,RO, CA
	2	13 th	Morning	Computer Science	RA & BM
		13 th	Afternoon	Information Technology	RA & BM
	3	18 th	Morning	University Library (Main Campus)	BO & EA
		21 st	Morning	Chemistry	BO & EA
		21 st	Afternoon	Health Services	BO & EA
	4	19 th	Morning	Internal Audit	RA & BM
		19 th	Afternoon	Directorate of Human Resource	RA & BM
		25 th	Morning	Registrar, ASA	BO & EA
		26 th	Morning	School of Computing & Informatics	RA & BM
N O V E M B E R	1	1 st	Morning	Procurement	BO & EA
		1 st	Afternoon	ECDE	BO & EA
		4 th	Morning	Nursing Educ Leadership & Research	BO & EA
	2	9 th	Morning	Directorate of Public Relations	RA & BM
		10 th	Morning	Office of Director, Kisumu Campus	RA & BM
		10 th	Afternoon	Midwifery	RA & BM
	3	18 th	Morning	Management Representative (MR)	JK,RO, CA
		15 th	Morning	LOC	BO & EA
	4	23 rd	Morning	Top Management	JK,RO, CA

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Requirements: Auditors Meeting Room

N/B: (i) All audits shall be conducted within the timeframe provided (the indicated month and Week) for and as per the audit plan.

(ii) Heads of Sections/Departments shall be available for the audits.

(iii) The following aspects of the QMS shall be audited as applicable throughout the audit:

- Awareness on MSU Quality Policy Statement
- Control of Documented Information
- Control of Retained Information (Records)
- Risk and Opportunities
- Customer feedback
- Monitoring and measurement of processes.
- Control over outsourced services as applicable.
- Data Analysis
- Quality Objectives
- Control of Non Conformity and Corrective Action
- Preventive Actions
- Status of Implementation of Corrective Actions arising from previous audits
- Compliance with Legal and Statutory Requirements
- Procedures for Teaching, Examination Management, Curriculum Development and Review, Timetabling.
- Status of Implementation of Strategic Plan if applicable.
- Status of Performance Contracting targets if applicable.

Approved by:


Prof. Julius O. Nyabundi, PhD, OGW
Vice-Chancellor

Date: 5/03/2021

Issued by:


Ms. Bernice A. Ogonda
Management Representative

Date: 5/03/2021

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