



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

ORGANIZATION: Maseno University

DATE OF AUDIT: 1st November to 3rd December, 2021

AUDIT NO: MSU/VC/MR/OP/02/2021/2

AUDIT TEAM:

Dr. Albert Tambo (AT) - Auditor	Bernice Ogonda (BO) - Lead Auditor
Dr. John King’oina (JK) - Auditor	Benjamin Musumba (BM)-Lead Auditor
Rosebenter Owuor (RO) - Auditor	Elizabeth Aduma (EA) -Auditor
Isaac Mogaka (IM) -Auditor	Warren Saya (WS) - Auditor
Claris Achola (CA) - Auditor	George Imbo (GI)- Auditor
Ronald Akhapwoya (RA)- Auditor	Kennedy Nyong’o (KN)- Auditor

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

PURPOSE OF AUDIT: To confirm conformity and effectiveness of 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
NOVEMBER	1	10 th - 12 th	Morning	COMMTEC	BM
NOVEMBER	1	10 th - 12 th	Afternoon	Directorate of SSP	RA
NOVEMBER	1	10 th - 12 th	Morning	Directorate of ICT	BO
NOVEMBER	1	10 th - 12 th	Morning	Internal Audit	JK
NOVEMBER	1	10 th - 12 th	Morning	Directorate of Human Resource	IM
NOVEMBER	1	10 th - 12 th	Morning	Estates	GI
NOVEMBER	1	10 th - 12 th	Afternoon	Registrar, ACS	AT
NOVEMBER	1	10 th - 12 th	Morning	eCampus	WS
NOVEMBER	1	10 th - 12 th	Morning	Urban & Regional Planning	WS
NOVEMBER	1	10 th - 12 th	Afternoon	Urban Management	WS
NOVEMBER	1	10 th - 12 th	Morning	Chemistry	BO
NOVEMBER	1	10 th - 12 th	Morning	Registrar, ASA	IM

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MONTH	WEEK	AUDIT DATE	TIME	SECTION/DEPARTMENT	AUDIT TEAM
NOVEMBER	1	10 th - 12 th	Morning	Kisumu Hotel	EA
NOVEMBER	2	15 th - 19 th	Morning	Human Pathology	BM
NOVEMBER	2	15 th - 19 th	Morning	Radiology & Imaging	GI
NOVEMBER	2	15 th - 19 th	Afternoon	University Library (Main Campus)	RO
NOVEMBER	2	15 th - 19 th	Afternoon	Surgery & Anesthesiology	RA
NOVEMBER	2	15 th - 19 th	Morning	Health Services	GI
NOVEMBER	2	15 th - 19 th	Afternoon	Procurement	EA
NOVEMBER	2	15 th - 19 th	Morning	Medical Physiology	BM
NOVEMBER	2	15 th - 19 th	Morning	ECDE	CA
NOVEMBER	2	15 th - 19 th	Morning	Nursing Educ Leadership & Research	KN
NOVEMBER	2	15 th - 19 th	Morning	Computer Science	CA
NOVEMBER	2	15 th - 19 th	Afternoon	Information Technology	RO
NOVEMBER	2	15 th - 19 th	Morning	Directorate of Quality Assurance	IM
NOVEMBER	2	15 th - 19 th	Morning	Psychiatry	EA
NOVEMBER	3	22 nd -26 th	Morning	Community Health & Family Med	BO
NOVEMBER	3	22 nd -26 th	Morning	Medical Biochemistry	RA
NOVEMBER	3	22 nd -26 th	Morning	School of Computing & Informatics	KN
NOVEMBER	3	22 nd -26 th	Morning	School of Planning & Architecture	WS
NOVEMBER	3	22 nd -26 th	Afternoon	Office of Director, Kisumu Campus	EA
NOVEMBER	3	22 nd -26 th	Afternoon	Midwifery	KN
NOVEMBER	3	22 nd -26 th	Morning	Directorate of Public Relations	JK
NOVEMBER	3	22 nd -26 th	Morning	Human Anatomy	GI
NOVEMBER	3	22 nd -26 th	Morning	Pharmacology	BM

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MONTH	WEEK	AUDIT DATE	TIME	SECTION/DEPARTMENT	AUDIT TEAM
NOVEMBER	3	22 nd -26 th	Morning	Medical Laboratory Science	AT
NOVEMBER	3	22 nd -26 th	Morning	LOC	RO
NOVEMBER	3	22 nd -26 th	Morning	Medical Microbiology	IM
NOV-DEC	4	29 th -3 rd	Morning	Obstetrics & Gynecology	KN
NOV-DEC	4	29 th -3 rd	Morning	Business Administration	CA
NOV-DEC	4	29 th -3 rd	Afternoon	Accounting & Finance	IM
NOV-DEC	4	29 th -3 rd	Morning	Arts & Design	RA
NOV-DEC	4	29 th -3 rd	Morning	Management Science	CA
NOV-DEC	4	29 th -3 rd	Afternoon	School of Arts & Social Sciences	AT
NOV-DEC	4	29 th -3 rd	Morning	Economics	RO
NOV-DEC	4	29 th -3 rd	Morning	ECOHIM	JK
NOV-DEC	4	29 th -3 rd	Morning	School of Medicine	BO
NOV-DEC	4	29 th -3 rd	Afternoon	School of Business & Economics	JK
NOV-DEC	4	29 th -3 rd	Morning	Management Representative (MR)	AT & IM
NOV-DEC	4	29 th -3 rd	Morning	Top Management	AT,RO & IM

Requirements: Auditors Meeting Room

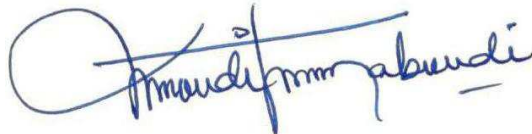
N/B: (i). All audits shall be conducted within the timeframe provided (the indicated month) for and as per the audit plan.

- (ii). Auditors shall notify auditees at least 5 working days before the audit indicating the specific date and time.
- (ii). Heads of Sections/Departments shall be available for the audits.
- (iii). The following aspects of the QMS shall be audited as applicable:
 - Awareness of the Quality Policy Statement.
 - Control of Documented Information.
 - Control of Retained Information (Records)
 - Risk and Opportunities
 - Customer feedback

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- 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: 27th October, 2021



Issued by:
Ms. Bernice A. Ogonda
Management Representative

Date : 27th October, 2021

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