



NOTIFICATION OF INTERNAL QUALITY AUDIT (FIRST PARTY AUDIT)

INTRODUCTION

ORGANIZATION: Maseno University

DATE OF AUDIT: 23rd October to 24th November, 2023

AUDIT NO: MSU/VC/MR/OP/02/2023/1

AUDIT TEAM:

Ms. Bernice Ogonda (BO) - Lead Auditor

Mr. Benjamin Musumba (BM) -Lead Auditor

Mr. Ronald Akhapwoya (RA) - Auditor

Ms. Elizabeth Aduma (EA) -Auditor

Mr. Kennedy Nyong'o (KN) – Auditor

Ms. Rosebenter Owuor (RO) – 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
1.	OCTOBER	4	23 rd –27 th	Morning	Special Needs Education	EA/BM
2.	OCTOBER	4	23 rd –27 th	Morning	Pure and Applied Mathematics	EA/BM
3.	OCTOBER	4	23 rd –27 th	Morning	Education Psychology	EA/BM
4.	OCTOBER	4	23 rd –27 th	Morning	Directorate of Student Affairs.	BO/RA
5.	OCTOBER	4	23 rd –27 th	Morning	Religion	BO/RA
6.	OCTOBER	4	23 rd –27 th	Afternoon	Communication & Media Technology	EA/BM
7.	OCTOBER	4	23 rd –27 th	Morning	Psychology	BO/RA
8.	OCT/NOV	5/1	30 th -3 rd	Morning	Urban & Regional Planning	RA/BM
9.	OCT/NOV	5/1	30 th -3 rd	Morning	Chemistry	EA/BM
10.	OCT/NOV	5/1	30 th -3 rd	Morning	SASS	BO/RA
11.	OCT/NOV	5/1	30 th -3 rd	Morning	Kisumu Hotel	EA/BM
12.	OCT/NOV	5/1	30 th -3 rd	Morning	Director, Kisumu Campus	EA/BM
13.	OCT/NOV	5/1	30 th -3 rd	Morning	eCampus	BO/RA
14.	OCT/NOV	5/1	30 th -3 rd	Morning	University Library (Main Campus)	BO/RA
15.	OCT/NOV	5/1	30 th -3 rd	Morning	Biomedical Sciences	EA/BM
16.	NOVEMBER	5/1	30 th -3 rd	Morning	Health Services	BO/RA
17.	NOVEMBER	5/1	30 th -3 rd	Morning	Obstetrics & Gynecology	BO/RA
18.	NOVEMBER	2	6 th -10 th	Morning	Catering & Accommodation	EA/BM
19.	NOVEMBER	2	6 th -10 th	Morning	ECDE	EA/BM
20.	NOVEMBER	2	6 th -10 th	Morning	Environmental Sciences	BO/RA
21.	NOVEMBER	2	6 th -10 th	Morning	Computer Science	EA/BM
22.	NOVEMBER	2	6 th -10 th	Morning	SGS	BO/RA
23.	NOVEMBER	2	6 th -10 th	Morning	Psychiatry	BO/RA



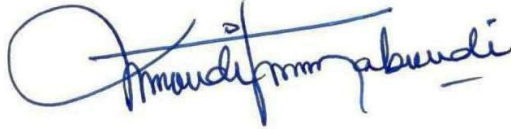
#	MONTH	WEEK	AUDIT DATE	TIME	SECTION/DEPARTMENT	AUDIT TEAM
24.	NOVEMBER	2	6 th -10 th	Morning	Agricultural Economics	BO/RA
25.	NOVEMBER	2	6 th -10 th	Morning	International Relations & Diplomacy	EA/BM
26.	NOVEMBER	2	6 th -10 th	Morning	Midwifery	EA/BM
27.	NOVEMBER	2	6 th -10 th	Morning	Directorate of Public Relations	BO/RA
28.	NOVEMBER	3	13 th -17 th	Morning	Directorate of RPI	BO/RA
29.	NOVEMBER	3	13 th -17 th	Morning	Human Anatomy	BO/RA
30.	NOVEMBER	3	13 th -17 th	Morning	Information Technology	EA/BM
31.	NOVEMBER	3	13 th -17 th	Morning	Biomedical Sciences	EA/BM
32.	NOVEMBER	3	13 th -17 th	Morning	LOC	BO/RA
33.	NOVEMBER	3	13 th -17 th	Morning	Economics	EA/BM
34.	NOVEMBER	3	13 th -17 th	Morning	Obstetrics & Gynecology	EA/BM
35.	NOVEMBER	3	13 th -17 th	Morning	Accounting & Finance	BO/RA
36.	NOVEMBER	3	13 th -17 th	Morning	Directorate of Quality Assurance	RO/KN
37.	NOVEMBER	3	13 th -17 th	Morning	Registrar, ASA	BO/RA
38.	NOVEMBER	4	20 th -24 th	Morning	Registrar, ACS	EA/BM
39.	NOVEMBER	4	20 th -24 th	Morning	Directorate of ICT	BO/RA
40.	NOVEMBER	4	20 th -24 th	Morning	Internal Audit	EA/BM
41.	NOVEMBER	4	20 th -24 th	Morning	Directorate of Human Resource	BO/RA
42.	NOVEMBER	4	20 th -24 th	Morning	Finance	BO/RA
43.	NOVEMBER	4	20 th -24 th	Morning	Procurement	EA/BM
44.	NOVEMBER	4	20 th -24 th	Morning	Management Representative (MR)	RO/KN

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
 - 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 : 12th October, 2023



Issued by: for

Ms. Bernice A. Ogonda
Management Representative

Date :12th October, 2023