



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

ORGANIZATION: Maseno University

DATE OF AUDIT: 19th June to 31st July, 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

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.	JUNE	4	19 th -23 rd	Morning	Special Needs Education	EA/BM
2.	JUNE	4	19 th -23 rd	Afternoon	Directorate of SSP	BO/RA
3.	JUNE	4	19 th -23 rd	Morning	Pure and Applied Mathematics	EA/BM
4.	JUNE	4	19 th -23 rd	Morning	Education Psychology	EA/BM
5.	JUNE	4	19 th -23 rd	Morning	Directorate of Student Affairs.	BO/RA
6.	JUNE	4	19 th -23 rd	Morning	Religion	BO/RA
7.	JUNE	4	19 th -23 rd	Afternoon	Communication & Media Technology	EA/BM
8.	JUNE	4	19 th -23 rd	Morning	Psychology	BO/RA
9.	JUNE	5	26 th -30 th	Morning	Urban & Regional Planning	RA/BM
10.	JUNE	5	26 th -30 th	Morning	Chemistry	EA/BM
11.	JUNE	5	26 th -30 th	Morning	SASS	BO/RA
12.	JUNE	5	26 th -30 th	Morning	Kisumu Hotel	EA/BM
13.	JUNE	5	26 th -30 th	Morning	Director, Kisumu Campus	EA/BM
14.	JUNE	5	26 th -30 th	Morning	eCampus	BO/RA
15.	JUNE	5	26 th -30 th	Morning	University Library (Main Campus)	BO/RA
16.	JULY	1	3 rd -7 th	Morning	Biomedical Sciences	EA/BM
17.	JULY	1	3 rd -7 th	Morning	Health Services	BO/RA
18.	JULY	1	3 rd -7 th	Morning	Obstetrics & Gynecology	BO/RA
19.	JULY	1	3 rd -7 th	Morning	Catering & Accommodation	EA/BM
20.	JULY	1	3 rd -7 th	Morning	ECDE	EA/BM

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#	MONTH	WEEK	AUDIT DATE	TIME	SECTION/DEPARTMENT	AUDIT TEAM
21.	JULY	1	3 rd -7 th	Morning	Environmental Sciences	BO/RA
22.	JULY	1	3 rd -7 th	Morning	Computer Science	EA/BM
23.	JULY	2	10 th -14 th	Morning	SGS	BO/RA
24.	JULY	2	10 th -14 th	Morning	Psychiatry	BO/RA
25.	JULY	2	10 th -14 th	Morning	Agricultural Economics	BO/RA
26.	JULY	2	10 th -14 th	Morning	International Relations & Diplomacy	EA/BM
27.	JULY	2	10 th -14 th	Morning	Midwifery	EA/BM
28.	JULY	2	10 th -14 th	Morning	Directorate of Public Relations	BO/RA
29.		2	10 th -14 th	Morning	Directorate of RPI	BO/RA
30.	JULY	2	10 th -14 th	Morning	Human Anatomy	BO/RA
31.	JULY	3	17 th -21 st	Morning	Information Technology	EA/BM
32.	JULY	3	17 th -21 st	Morning	Biomedical Sciences	EA/BM
33.	JULY	3	17 th -21 st	Morning	LOC	BO/RA
34.	JULY	3	17 th -21 st	Morning	Economics	EA/BM
35.	JULY	3	17 th -21 st	Morning	Obstetrics & Gynecology	EA/BM
36.	JULY	3	17 th -21 st	Morning	Accounting & Finance	BO/RA
37.	JULY	3	17 th -21 st	Morning	Directorate of Quality Assurance	RO/KN
38.	JULY	3	17 th -21 st	Morning	Registrar, ASA	BO/RA
39.	JULY	4	24 th -28 th	Morning	Registrar, ACS	EA/BM
40.	JULY	4	24 th -28 th	Morning	Directorate of ICT	BO/RA
41.	JULY	4	24 th -28 th	Morning	Internal Audit	EA/BM
42.	JULY	4	24 th -28 th	Morning	Directorate of Human Resource	BO/RA
43.	JULY	4	24 th -28 th	Morning	Finance	BO/RA
44.	JULY	4	24 th -28 th	Morning	Procurement	EA/BM
45.	JULY	5	31 st	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.

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- 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: _____

Date : _____

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

Issued by: _____

Date : _____

Ms. Bernice A. Ogonda
Management Representative

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