



KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

DEVELOPMENT AND MAINTENANCE DEPARTMENT MANUAL

KNP/PM/DMD/ 02

VERSION: C

REVISION:1

Authorized by: _____ Principal	Sign: 	Date: <u>25TH OCT 2021</u>
Issued by: _____ Management Representative	Sign: 	Date: <u>25TH OCT 2021</u>

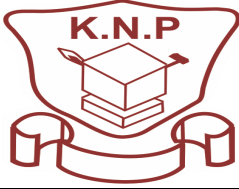

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RECORD OF CHANGE

No.	DETAILS OF CHANGE	DATE

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PROCEDURE FOR HANDLING NEW CONSTRUCTION WORKS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficient, timely, transparent and professional construction of new works at The Kitale National Polytechnic.

1.2 SCOPE

This procedure applies to all new construction works at The Kitale National Polytechnic.

1.3 REFERENCES

- a) Public Procurement and Disposal Act, 2005.
- b) Public Procurement and Disposal Regulations, 2006.
- c) Current Kitale National Polytechnic Strategic Plan.
- d) Current Approved Polytechnic Budget.
- e) Polytechnic master plan.
- f) Kitale National Polytechnic Service Charter.

1.4 TERMS AND DEFINITIONS

- a) BPC – Budget Preparation Committee
- b) D/ADM – Deputy principal Administration
- c) HoD – Head of Department.
- d) SP – Strategic Plan.
- e) DMO– Development and Maintenance Officer


1.5 PRINCIPAL RESPONSIBILITY

The D/ADM is responsible for ensuring the implementation and maintenance of this procedure.

1.6 INTERFACES/INTERACTIONS

During implementation of the process, the DMO shall work with;

- a) Polytechnic Governing Council – Allocation of development funds
- b) Principal – Project funding
- c) Finance officer – Planning of new projects
- d) External consultants – Provision of consultancy services.
- e) Project Implementation Committee – Monitoring of the project progress.

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- f) Procurement procedure – Procurement of contractors and consultants for new works.
- g) Procedure for control of documented information for guidance on document generation, Identification, and control.
- h) Procedure for control of non-conforming output for guidance on identification of non-conforming out puts and correcting them.
- i) Procedure for conducting meetings for guidance on convening and conducting meetings.
- j) Communication procedure for guidance on communication matters.

1.7 PERFORMANCE TARGETS


The performance shall be measured through the overall performance of the department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Completion of quality projects that meet set specification.	Review of quality assessment, assurance and quality control reports indicating compliance.
Timely completion of projects	Review date of completion / progress reports against approved work programme.
Value for money	Review the completed infrastructure and the actual cost incurred against the approved designs and approved budget allocations.

1.8 RESOURCES

The resources to be used in the process are listed below;

- a) Human resources
- b) Funds
- c) Construction materials


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1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Project Proposal	Contract documentation
Contractor	Complete Project
County Government approval	Approved drawings
EIA approval	Licenses
NCA approval	Project Reports
	Site meeting minutes

2.0 METHOD

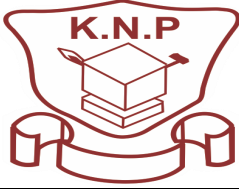
- 2.1 This procedure shall commence with the D/ADM submitting a proposal for priority projects as captured in the SP to BPC for approval.
- 2.2 In approving the proposed works, BPC shall consider:
 - a) Anticipated finances for the coming year,
 - b) Academic requirements
- 2.3 Upon approval, the Principal in consultation with the Chairman of the Council shall convene a Polytechnic Governing Council meeting to prioritize new construction works by end of June of the next financial year.
- 2.4 In prioritizing, the Council shall adhere to:
 - a) Budgetary allocations,
 - b) Priority areas,
 - c) Urgency and
 - d) Relevance of the request.
- 2.5 Where external expertise is unnecessary a work plan and a budget shall be prepared by the DMO in consultation with the Finance Officer for approval by Principal/ D/ADM within 21 days.
- 2.6 Where external manpower and resources shall be needed the request shall be forwarded to the procurement office for the due process in 14 days' time. The Principal/ D/ADM shall ensure adherence to the procurement of goods, services and works procedure number 3 in the Procurement Procedure Manual.

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- 2.7 The DMO shall liaise with the External consultants and Principal/ D/ADM to ensure that statutory licenses have been obtained from the County Government, National Construction Authority and National Environmental Management Authority.
- 2.8 The DMO shall within two weeks after the signing of the contract liaise with the successful contractor or supplier to develop a work plan with clear milestones and expected dates of completion.
- 2.9 During the undertaking, the DMO shall monitor the project progress as per the work plan and report in writing to the Principal / D/ADM.
- 2.10 In the event the contractor is not following the procedures and requirements. The DMO shall liaise with the Project manager so that the relevant warning and corrective procedures are done. Where the contractor remains adamant the DMO shall initiate termination process as per the conditions and terms of the particular contract. If the contractor complies with the laid down working procedures, then the contract shall proceed to 2.11
- 2.11 The consultants shall issue a certificate of completion, handover certificate and certificate of making good defects upon successful completion of a project and successful elapse of Defects Liability Period and making good of defects..
- 2.12 Upon project completion, the D/ADM shall notify the Principal who shall officiate the handover meeting.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Evidence of meetings.
- 3.2 Copies of certificates of partial completion.
- 3.3 Copies of certificates of completion.
- 3.4 Progress Reports.
- 3.5 Bill of Quantities.
- 3.6 Contract drawings.
- 3.7 Copies of Signed Contract Agreement

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PROCEDURE FOR REPAIR AND MAINTENANCE

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in repairs and maintenance.

1.2 SCOPE

This procedure covers repairs and maintenance of all tools, equipment and infrastructure in KNP.

1.3 REFERENCES

- a) Public Procurement and disposal act (2005)
- b) Public Officers Ethics Act (2003)

1.4 DEFINITION OF TERMS


- a) Minor repairs/maintenance – These are repairs that are done on equipment and facilities when the need arises.
- b) Major repairs/maintenance - These are planned repairs that are done on equipment and facilities at planned intervals
- c) DMO – Development and maintenance officer

1.5 PRINCIPAL RESPONSIBILITY

The D/ADM shall ensure that this procedure is adhered to.

1.6 INTERFACES/INTERACTIONS

- a) User departments for determining/detecting breakdowns and submitting departmental maintenance requirements/ requisitions.
- b) Maintenance section for receiving cases of machine/ equipment breakdown/requests from user departments, compiling them, seeking approval and taking action.
- c) Principal for consultation/ advice.
- d) Communications procedure for guidance in regard to communications.

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1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Timely repairs and maintenance of equipment, Infrastructure and tools	Review repairs and maintenance schedules/ request against report. Review customers' feedback.
Proper working machine/equipment	Review number of requests


1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Tools equipment and machines
- b) Personnel
- c) Funds
- d) Facilities

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Repair and maintenance schedules	Reports on repairs and maintenance and service tags Filled requisitions /maintenance requirements, communications.
Equipment and machine defaults	
Repair requisition forms,	
Tools & equipment,	
Stationary,	
Machine/equipment breakdown register ,	
Materials for repair,	
Maintenance schedule	

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2.0 METHOD

2.1 Repair

- 2.1.1 This procedure shall start by the user of an item/ facility reporting to the DMO on cases of breakdown as per internal communications procedure in this manual.
- 2.1.2 Upon receipt of the communication, the DMO in shall record the information in the breakdown register assess the breakdown and give a report to the D/ADM in a period not exceeding seven days as per internal communications procedure guided by the
- a) Nature of the breakdown
 - b) Cost of the breakdown
- 2.1.3 The D/ADM shall then instruct the DMO to take the appropriate action, that is undertake the repair if he can, procure the repair services if he/she cannot
- 2.1.4 This procedure shall be deemed complete when the remarks have been made in the breakdown register as pertains the repair.

2.2 Maintenance

- 2.2.1 This activity shall start at the eleventh week of every term, when the D/ADM issues a notice to the respective departments as per internal communications procedure in this manual to forward their maintenance requirements
- 2.2.2 Upon receipts of the notice, the respective departmental heads shall forward their maintenance requirements and raise relevant requisitions and forward to the registrar for information and onward transmission to the DMO
- 2.2.3 The DMO shall then compile a requisition and forward it to the D/ADM who shall verify the raised requisition based on the
- a) Urgency
 - b) Priority
 - c) Availability of funds
- 2.2.4 In the event of disapproval, the D/ADM shall communicate to the respective HOD with recommendations for amendment
- 2.2.5 Upon approval, the D/ADM shall forward the request to the principal for further consultation and approval guided by the criteria in 2.2.3

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2.2.6 In case of any amendment, the registrar shall make them and forward them to the DMO who shall draw a maintenance schedule

2.2.7 Maintenance shall then be done as per the schedule

2.2.8 This procedure shall be deemed complete upon the DMO preparing a report on the maintenance and forwarding to the D/ADM for information within a week of maintenance completion.

3.0 LIST OF APPLICABLE RECORDS / REPORTS

- a) Reports on repairs and maintenance
- b) Filled requisitions/maintenance requirements,
- c) Communications.