



## KITALE NATIONAL POLYTECHNIC



---

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

---

### PROCUREMENT QUALITY OBJECTIVES

KNP/QO/PROC/04

Authorized by: _____ Principal	Sign: 	Date: _____
Issued by: _____ Management Representative	Sign: 	Date: _____

**PROCUREMENT DEPARTMENT**  
**QUALITY OBJECTIVES FOR THE FY 2021/2022**

SNO	Objective	Who will be responsible?	What will be done?	When will it be completed?	What resources will be required?	How will the results be monitored and evaluated?
	<i>State a measurable quality objective addressing any of the dimensions of quality product/ service</i>	<i>Procurement officer</i>	<i>State activities to be undertaken to ensure that the quality objective is achieved</i>	<i>For every activity in column 3 indicate when it will be completed</i>	<i>Indicate the resources required to undertake the activities in column 3</i>	<i>Indicate how results will be monitored and evaluated that you've met the quality objective</i>
1.	To establish a mechanism of re-evaluation of suppliers at least once a year by 30th June 2022	Procurement officer	The P.O shall advice the principal to include the re-evaluation of suppliers as one of the responsibilities during appointment of evaluation committee	by 30 <sup>th</sup> June 2022	-Evaluation committee -Personnel -Computers -funds	<ul style="list-style-type: none"> <li>- timeliness in delivery of the right quantity, right specification, the right quality and deliveries at the right place</li> <li>- suppliers compliance to the legal requirements</li> </ul>
2.	To Maintain Timely Issuance of Requested Material by June 2022	Procurement officer	Timely Acquisition of Materials by the P.O	every term as soon as the requisition is availed in the department i.e by the end of the second week after opening the term	<ul style="list-style-type: none"> <li>- personnel</li> <li>- approved requisitions</li> </ul>	<ul style="list-style-type: none"> <li>- confirm and review issuance of the items by signing out from the system through biometric by the requesting officer</li> </ul>

**PREPARED BY: HEAD OF PROCUREMENT**

**APPROVED BY: THE PRINCIPAL**

**DATE: 25<sup>TH</sup> OCTOBER 2021**