



**THE KITALE NATIONAL POLYTECHNIC**

**P.O. BOX 2162, KITALE TEL: 2380086, 0721379304, 0780379304**

**E-mail: [kitalettechnical@gmail.com](mailto:kitalettechnical@gmail.com) Website: [www.kitalenationalpolytechnic.ac.ke](http://www.kitalenationalpolytechnic.ac.ke)**

---

**MINUTES OF THE ODEL COMMITTEE FRO REVIEW OF QMS DOCUMENTS  
HELD ON 30<sup>TH</sup> OCTOBER 2021 AT 11:30 A.M IN THE KITALE CLUB  
CONFERENCE ROOM**

**MEMBERS PRESENT**

1 STELLA KHAEMBA

ABSENT WITH APOLOGY

1 DAVID ATONI

**AGENDA**

1. Review of QMS ODEL Context and identify existing gaps
2. Review of QMS ODEL Procedures and identify existing gaps
3. Review of ODEL Risk and opportunities and identify existing gaps
4. Review of ODEL Quality Objectives and identify existing gaps
5. AOB

**MINUTE 01/ODEL/QMS/2021 PRELIMINARIES**

Meeting began at 11.30 with a briefing on what is expected of the team.

**MINUTE 02/ODEL/QMS/2021 REVIEW OF QMS ODEL CONTEXT AND IDENTIFY EXISTING GAPS**

There being no previous document stating QMS context, none was reviewed.

Existing gap is the lack of an ODEL QMS context.

**MINUTE 03/ODEL/QMS/2021 REVIEW OF QMS ODEL PROCEDURES AND IDENTIFY EXISTING GAPS**

There being no previous document stating QMS Procedures, none was reviewed.

Existing gap is the lack of an ODEL QMS procedures.

**MINUTE 04/ODEL/QMS/2021 REVIEW OF QMS ODEL RISK AND OPPORTUNITIES DOCUMENT AND IDENTIFY EXISTING GAPS**

There being no previous document stating QMS Risk and Opportunities, none was reviewed.

Existing gap is the lack of an ODEL QMS Risk and Opportunities.

**MINUTE 05/ODEL/QMS/2021 REVIEW OF QMS ODEL QUALITY OBJECTIVES AND IDENTIFY EXISTING GAPS**

There being no previous document stating QMS Quality objective, none was reviewed.

Existing gap is the lack of an ODEL QMS Quality objective.

**MINUTE 06/ODEL/QMS/2021 AOB**

The requisite documents were therefore created as per the QMS procedure. There being no other business, the meeting ended at 1.00pm.

Chair \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_