



THE KITALE NATIONAL POLYTECHNIC

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

MEMBERS PRESENT

1 Peter Soita

AGENDA

1. Review of QMS SCOPE
2. Review of Quality Policy
3. Review of MR Procedures and identify existing gaps
4. Review of MR Risk and opportunities and identify existing gaps
5. Review of MR Quality Objectives and identify existing gaps
6. 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 _____