

**QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015
STANDARD DOCUMENT REVIEW PROGRAMME**

DATE: 30TH SEPTEMBER TO 2ND OCTOBER 1, 2021

VENUE: KITALE CLUB

KNP TRAINEES' WELFARE

MEMBERS PRESENT

1. Jacob Mmbasu
2. Oscar Olunga
3. Margaret Mukhwana
4. Norah Odhiambo
5. Tabitha Gichini
6. Mathias

AGENDA

Review the QMS Context and identify any gaps

Review the Procedures and identify any gaps

Review the Risks and opportunities and identify any gaps

Review the Quality Objectives and identify any gaps

MINUTE 1. REVIEW THE QMS CONTEXT AND IDENTIFY ANY GAPS

- a) Deans office

Internal issues:- Addition of Drama and Music club

Change of H.O.D Sports to H.O.D Sports and recreation

External Issues: change anti doping to substance abuse and it will affect students discipline, academics and co-existence with others

- b) Health;

- c) Cateress:

There was no document to be reviewed

- d) Housekeeping and hostels:

Interested parties: responsibilities to have boarding mistress/master

For students leaders the person responsible is the student leaders for internal affairs.

External issues: no correction

College rules and regulations- also assist in maintaining discipline on the boarding area

MINUTE 2 REVIEW PROCEDURES AND IDENTIFY GAP

Procedure 1 handling of students loans and bursary

The method or process to reviewed since the students now apply for loans online and the dean does not sign for first applicants.

Procedure 2 promotion of clubs and societies

There date for the process is changed from 2weeks to one month

Procedure 3 healthcare

Covid 19 issues were included

Procedure 4 catering-there was no change

Procedure 5 housekeeping

Procedure 6 hostels.

The word boarding mistress /master be changed to deputy dean in charge of men and ladies

Procedure 7 games and sports

Changes from games and sports to sports and recreation

1.7 add skillful actors and performers

1.9 change sporting materials to sporting and recreation materials and equipment. Output is physical fit trainers, actors and performers

2.5 add internal presentation for drama and music

2.6 add drama and music club trainees

Procedure 8 students entertainment

The word HOS entertainment was removed

Procedure 9 students governance

1.3b revised constitution 2019

