



AUDIT PLAN MASENO UNIVERSITY

NO	ASPECT	DETAILS
1.	Organization	Maseno University
2.	Audit type	1 st Party Audit
3.	Audit no	MSU/VC/MR/OP/02/2026/1
4.	Date of notification	9 th February 2026
5.	Date(s) of audit	16 th February -26 th February 2026
6.	Objectives of audit	a. Determination of the conformity of the quality management system, b. Evaluation of compliance with applicable statutory, regulatory, and contractual requirements. c. Determination of the effectiveness of the management system to ensure the institution can reasonably expect to achieve its specified objectives. d. As applicable, identification of areas for potential improvement of the management system.
7.	Scope	Teaching, Research, Community Outreach, and Hotel Services at Main, Kisumu, Odera Akang'o, and eCampuses.
8.	Audit Criteria:	✓ ISO 9001:2015 Standard, ✓ Maseno University QMS Documentation ✓ Relevant Legal and Statutory Requirements
9.	Audit Team:	Dr. Elizabeth Aduma (EA) Lead Auditor Mr. Benjamin Musumba (BM) Lead Auditor Mr. Ronald Akhapwoya (RA) Auditor Dr. Rosebenter Owuor (RO) Auditor Mr. Ken Nyong'o (KO) Auditor

10. Audit Timetable

AUDIT DATE	TIME	SECTION/DEPARTMENT	CLAUSES TO BE AUDITED	AUDITOR/AUDITEE
16 th February 2026	9 AM-11 AM	HR	4.4, 6.1, 6.2; 7.1.4; 7.2; 8.1; 8.2.1, 8.5.1.	EA, BN, RA Section Head
	11. AM – 1 PM	School of Business and Economics	6.1, 6.2, 7.1, 8.1, 8.2.1, 8.5.1, 8.6, 9.1.	EA, BN, RA Dean, CODs
	2 PM - 4 PM	Security Department	4.1; 4.2; 6.1; 6.2; 5.3; 7.1.2; 7.1.3; 8.5.1; 9.1.2; 9.1.3; 10.2	EA, BN, RA, Head of Section
17 th February 2026	9 AM-11 AM	eCampus	4.2, 4.4; 6.1; 6.2; 7.1.2; 8.5; 7.1.3; 7.1.6; 7.2, 8.3; 8.5, 9.1; 10.2	EA, RO, Director, All Section Heads
	9 AM - 1 PM	Odera Akang'o Campus	5.1.1; 5.1.2; 5.2; 5.3; 6.1; 6.2; 7.1.3; 7.1.4; 9.1.2; 9.1.3; 10.2	BM, RA, KN Director, All Section Heads
18 th February 2026	9 AM-11 AM	Director Kisumu Campus	5.1.1; 5.1.2; 5.2; 5.3; 6.1; 6.2; 7.1.3; 7.1.4; 9.1.2; 9.1.3; 10.2	EA, BM, RA, Director
	9 AM-11 AM	Kisumu Hotel	4.1; 4.2; 6.1; 6.2; 7.1.3; 7.1.4; 7.1.5.2; 8.2.1; 8.2.2; 8.5; 8.7; 9.1.2; 9.1.3; 10.2	EA, BM, RA, Manager, All Section Heads
	9 Am – 11 AM	School of Law	4.2, 4.4; 6.1; 6.2; 7.1.2; 8.5; 7.1.3; 7.1.6; 7.2, 8.3; 8.5, 9.1; 10.2	EA, BM, RA, Dean
19 th February 2026	9 AM-11 AM	Director, Student Welfare Services	6.1, 6.2, 7.1; 7.1.2; 8.1; 8.2.1; 8.5.1; 8.5.4; 9.1.1; 9.1.3; 10.2	EA, RO, KN, Director, All Section Heads
	9 AM – 11.00 AM	Procurement	4.4, 6.1, 6.2, 6.3, 7.1.6, 6.3, 7.1.6, 7.2, 7.5, 8.1, 8.4, 8.5, 9.1	BM, RA, SLO, All Section Heads
	11 AM – 1 PM	School of Computing and Infomatics	4.2, 4.4; 6.1; 6.2; 7.1.2; 8.5; 7.1.3; 7.1.6; 7.2, 8.3; 8.5, 9.1; 10.2	EA, BM, RA, Dean, CODs
	2 PM – 4 PM	Finance	4.4; 5.1; 5.3; 6.1, 6.4, 7.1; 7.4; 7.5, 8.2; 9.1; 9.3, 10.3	EA, BM, RA, FO, All Section Heads
23 rd February 2026	9 AM -11 AM	School of Graduate Studies	5.2; 5.3; 6.1; 7.1; 7.1.2; 7.2; 8.4; 8.5.1; 9.1; 9.1.2; 9.1.3; 10.2; 10.3	EA, BM, RA, Dean.
	11 AM-1 PM	Website Unit	4.4, 6.1, 7.1, 7.5; 8.1, 8.2.1, 8.5.1, 8.6, 8.7, 9.1.1, 10.2	EA, BM, RA, Section Head
	2 PM-4 PM	School of Education	6.1, 6.2, 7.1.3, 8.1, 8.5.1, 8.7, 9.1.1, 9.1.3, 10.2	EA, BM, RA, Dean, CODs
24 th February 2026	9 AM-11 AM	Legal Office	6.1, 6.2, 6.3, 7.5, 8.2.3, 8.4, 8.5, 8.7, 9.1, 10.2.	EA, BM, RA, SLO
	11 AM-1 PM	School of Public Health and Community Development	4.4, 6.1, 6.2, 7.1, 8.5, 8.6, 8.7	EA, BM, RA, Dean, CODs
	2 PM -4 PM	School of Agriculture, Food Security, and Environmental Science	4.4; 4.3, 6.1, 6.2, 7.5.1, 9.2.1, 9.2.2, 9.3.1, 9.3.2	EA, BM, RA, Dean, CODs
25 th February 2026	9 AM-11 AM	Registrar Academic & Student Affairs	4.2; 4.4, 6.2, 7.1, 7.1.5; 7.5, 8.3; 8.5.1, 8.7, 9.1; 9.1.3; 10.2	EA, BM, RA, Registrar, All Section Heads

26 th February 2026	11 AM-1 PM	School of Physical and Biological Sciences	5.2, 7.1.3; 7.1.4; 7.3, 7.4, 8.3, 8.5, 8.5.1; 9.1; 9.1.3; 10.2.	EA, BM, RA, Dean, CODs
	2 PM – 4 PM	Directorate of Linkages, Outreach and Consultancies	4.2; 5.2; 8.4; 10.2;	EA, BM, RA, Director
	9 AM-11 AM	Estates	4.4, 5.1; 5.3; 6.1, 6.2; 7.1.3; 7.1.4; 7.4; 7.5; 8.4; 8.5.1; 9.1	BM, RO, Estates Manager
	9 AM-11 AM	Internal Audit	5.2, 5.3, 7.5, 8.1, 10.3	RA, KN, Section Head
	11 AM-1 PM	Management Representative	4.1,4.2,4.3,5.2,7.2,9.2,9.3,10.2	RO, KN, MR

Note: Audits will be conducted as per the approved plan

11. Other elements of ISO 9001:2015 standard to be audited as appropriate during the audit shall include:

- ☐ Creating and Updating (7.5.2)
- ☐ Control of documented information (7.5.3)
- ☐ Awareness of the quality policy (7.3)
- ☐ Communication (7.4)
- ☐ Quality Objectives (6.2)
- ☐ Control of non-conforming outputs (8.7)
- ☐ Monitoring, measurement, analysis, and Evaluation (9.1)
- ☐ Nonconformity and Corrective Action (10.2)
- ☐ Continual Improvement (10.3)
- ☐ Compliance with legal and statutory requirements

12. Audit team Requirements: Room(s) for the opening and closing meeting

Room for the auditors' meeting

Photocopying/printing facilities as necessary

Issued by: Elizabeth

Date 6th February 2026

Dr. Elizabeth A. Aduma, PhD
Management Representative

Through : Fcolessi

Date: 6-2-2026

Prof. Francis C. Indoshi PhD, MKNAS
Director Quality Assurance & Performance Management

Approved by: Julius O. Nyabundi

Date : 6/2/2026.

Prof. Julius O. Nyabundi, PhD, OGW
Vice-Chancellor