



Annex VIII. Process Documentation Guide

			
Institution/Organization Name:		Kenya School of Law	
Affiliations; Ministry / Department/ County/Parent Company:		Office of the Attorney General & Department of Justice (OAG & DOJ)	
Economic Sector Alignment:		N/A. Since we fall under Political Sector in the Vision 2030	
Big 4 Alignment:		N/A. Since we are an enabler of big 4 agenda in capacity development	
Accounting Officer:		Dr. Henry K. Mutai	
Period: FY		2021/23	
Process Documentation			
Service Name	Offering Academic Services ATP & PTP		
Brief Description Document Purpose/service	Offering Library Services - Guides on circulation of library resources		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / LIB Issue/ Rev: 03/01		
Process Owner: Name and Position	Principal Librarian		
Process Writer (s); Name and Position	1. Principal Librarian		
	2.		
Process Reviewer (s) Name and Position	1. Management Representative		
	2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	HOD Library identifies training time, dates, venue and sensitises students	Approximately three minutes	Principial Librarian
2.	Students are trained according to firms/classes	For ATP - Two to three weeks depending on number of students registered For PTP - Three to five days depending on number of students registered	Principial Librarian All Library staff

3.	Library users evaluate the training	Approximately three minutes	Principial Librarian All Library staff
4.	Evaluation report	Three days	Principial Librarian

(Add rows where necessary)


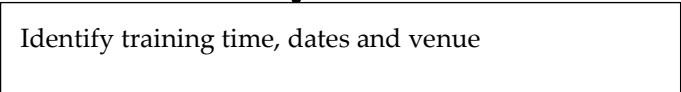

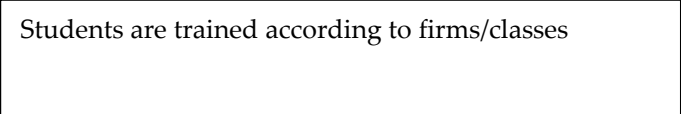
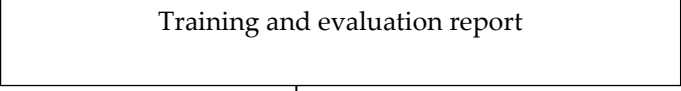
EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1: Extension of training time	1.	Students not able to attend the training during the firm/class stipulated time	One day	Principial Librarian
	2.	PWD category are trained on one-on-one basis	Forty-five minutes per student	Principial Librarian All Library staff
(if any other, add rows)				

Process Maps/Visuals

Attach the flowchart/maps for the steps discussed

Flow chart

ACTIVITY	RESPONSIBILITY
	
	HOD Library
	HOD Library
	HOD Library
	HOD Library
