		REPUBLIC OF N	ENYA					
Institution/Organization Name:				Kenya School of Law				
Affilia	ations; Ministry /	' Department	/	Office of the Attorney General &				
Count	y/Parent Compa	ny:		Department of Justice (OAG & DOJ)				
Econo	mic Sector Align	ment:		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				
Accou	nting Officer:			Dr. Henry K. Mutai				
Period: FY				2021/23				
Process Documentation								
Servic	e Name	Offering Aca	ademic S	Services ATP & PTP				
			orary Services - Guides on circulation of library					
Docun	nent	resources						
Purpo	se/service							
Document Control:		Reference: KSL/ QMS / LIB						
Change Record/		Issue/ Rev: 03/01						
Version Number								
Process Owner:		Principal Librarian						
Name and Position								
Process Writer (s);		1. Principal Librarian						
	and Position	2.						
	ss Reviewer (s)		nagement Representative					
Name	and Position	2.						
Char	Emers 1/A - 1°		n	//SEQUENCE	Aster			
Step	Event/Activi	, ,		Fime/ No. Of Days	Actor			
1.	1. HOD Library identifies		Appro	ximately three minutes	Principial Librarian			
training time, dates, venue and sensitises students								
2.	Students are trained		For AT	P - Two to three weeks	Principial			
				ling on number of	Librarian			
		-	ents registered All Library staff					
				P - Three to five days	,			
				ding on number of				
			-	lents registered				

## Annex VIII. Process Documentation Guide

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 da	5	Principial Librarian		
		2.		category are trained on n-one basis	Forty-fi minutes per student	S	Principial Librarian All Library staff		
(if any rows)	v other, add								
Process Maps/Visuals									

Attach the flowchart/maps for the steps discussed							
Flow chart							
ACTIVITY	RESPONSIBILITY						
Start							
Identify training time, dates and venue	HOD Library						
HOD Library meets Class Representatives for sensitization	HOD Library						
Students are trained according to firms/classes	HOD Library						
Training and evaluation report	HOD Library						
End							
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