



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 (Advocates Training Programme (ATP) and Paralegal Training Programme (PTP))		
Brief Description Document Purpose/service	Procedure for management of student records - To provide guidance on how students student records will be managed		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / ASD Issue/ Rev: 03/01		
Process Owner: Name and Position	Principal Officer Academic Services		
Process Writer (s); Name and Position	1. Principal Officer Academic Services		
	2.		
Process Reviewer (s) Name and Position	1. Management Representative		
	2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Documents receiving and filling	30	Principal Officer, Academic Services Registry Assistant

2.	File retrieved and storage	30	Principal Officer Academic Services, Students
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(Add rows where necessary)

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1:	1.			
	2.			
(if any other, add rows)				

Process Maps/Visuals

Attach the flowchart/maps for the steps discussed

