



Annex VIII. Process Documentation Guide

 REPUBLIC OF KENYA			
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) Procedure for Prison Visit (Legal Clinic)		
Brief Description Document Purpose/service	To provide students with practical training		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / ATP Issue/ Rev: 03/01		
Process Owner: Name and Position	Assistant Director, ATP		
Process Writer (s); Name and Position	1. Assistant Director, ATP		
	2. Coordinator, Prisons visit and legal aid		
Process Reviewer (s) Name and Position	1. Management Representative		
	1.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Write to the Director of Prisons informing of prisons to be visited and dates	3 days	Director, Coordinator, Prisons visit and legal aid
2.	Dispatch the letter	1day	Coordinator, Prisons visit and legal aid
3.	Confirms the visit	14 days	Director, Director of Prisons
4.	Email to lecturers to express interest in the various prisons to be visited Notice to class representatives to allocate students equitably	3days	Coordinator, Prisons visit and legal aid

5.	Visit to prison	3days per prison visit	Coordinator, Prisons visit and legal aid
----	-----------------	------------------------	--

(Add rows where necessary)

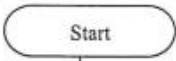

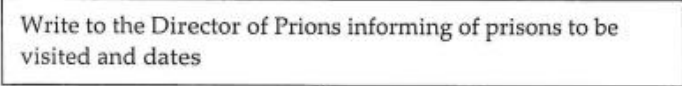



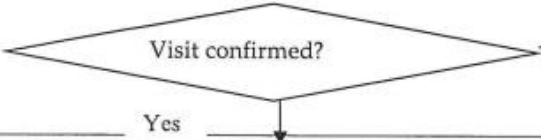

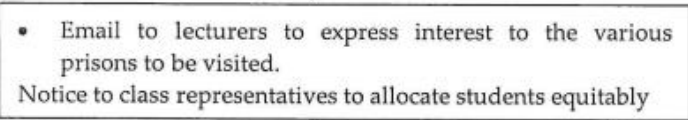

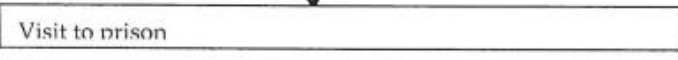
EXCEPTIONS TO THE NORMAL FLOWS

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

4.4.7 Flow chart

Activity	Responsibility
	
	
	Coordinator, Prisons visit and legal aid
	
	Coordinator, Prisons visit and legal aid
	
	Dir. Prisons
	
	Coordinator, Prisons visit and legal aid
	
	Coordinator, Prisons visit and legal aid
