





KISII NATIONAL POLYTECHNIC

PROCEDURE FOR REPAIR AND MAINTENANCE

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0.2 RECORDS OF CHANGE

| NO. | Date <i>(dd-mm-yy)</i> | Details of changes | | Authorization/ Name |
|-----|---------------------------|--------------------|--|---------------------|
| | | <i>Page</i> | <i>Clause/Sub-clause and comment</i> | |
| 01 | 5 June 2015 | 4/5 | 6.1.1 To read: The Estates Officer receives schedules of maintainance from Departmental Heads. | Joyce Omweri |
| 02 | 5 June 2015 | 4/5 | 6.1.2 To read: The Estates officer compiles annual schedules at the beginning of financial year. | Joyce Omweri |
| 03 | 15/3/2016 | All | General review in line with ISO 9001:2015 | Omweri Joyce |
| 04 | 30/09/2020 | All | General review in line with ISO 9001:2015 & ISO/IEC 27001:2013 | Mary Koigi |

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0.3 DISTRIBUTIONS

| HOLDER | COPY NUMBER | LOCATION |
|-------------------------------------|-------------|-----------------------------------|
| Principal | 01 | PRINCIPAL'S OFFICE |
| Deputy Principal, Administration | 02 | D/PRINCIPAL, ADMIN'S OFFICE |
| Deputy Principal, Academics | 03 | D/PRINCIPAL, ACADEMICS' OFFICE |
| Management Representative | 04 | MR'S OFFICE |

0.4 ABBREVIATIONS

R&M – Repair and Maintenance.

MTE & PF – Machines, Tools, Equipments and Physical Facilities.

1.0 PURPOSE

To provide repair and maintenance services.

2.0 SCOPE


This procedure applies to all tools, machines, equipment, infrastructure and Motor vehicles in KNP.

3.0 REFERENCES

3.1 HR Policy

3.1 Machine or equipment manuals.

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3.2 College maintenance schedule

3.3 Architectural data

3.4 Factory Act

3.5 Fire Safety Manual

4.0 TERMS AND DEFINITIONS

Terms and definitions in the IMSM apply.

5.0 RESPONSIBILITIES

5.1 The Registrar Administration is responsible for implementation of this procedure.

5.2 The respective HODs and Senior Driver are responsible for adherence to this procedure as applicable.

METHOD

6.0 REPAIR & MAINTENANCE

6.1 MAINTENANCE

6.1.1. The technicians prepare maintenance schedules by 28th February every year.

6.1.2. The H.O.D compiles annual schedules by 31st March every year.


6.1.3. The H.O.D makes requisition for maintenance works

6.1.4. The technicians undertake maintenance as per the schedules

6.1.5 The H.O.D ensures maintenance is done as scheduled by signing the job cards

6.2 REPAIRS

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6.2.1 The H.O.D receives request(s) for repairs from the technician through request for repairs form.

6.2.2. The H.O.D, technician and Registrar Administration assess the nature of repairs required.

6.2.3. The HOD user department in consultation with the Registrar Administration takes appropriate measures depending on the nature of the repair.

6.2.4. Records of the repairs are captured in the requisition for repairs form (KNP/IMS/RADM/F002) and maintained in the Registrars Administration office and the user departmental office.

6.3 MOTOR VEHICLE SERVICE AND REPAIR

6.3.1. The senior driver receives service requests from respective drivers

6.3.2 The senior driver confirms service from mileage cards.

6.3.3. The senior driver makes a requisition for vehicle inspection to the principal.

6.3.4. The senior driver takes the vehicle for inspection and is issued with inspection report by the county Chief Mechanical Engineer.

6.3.5. The senior driver requisitions for service/repair(s) if any.

6.3.6. Records of the service/repair are captured in the vehicle record (KNP/IMS/TRANS/F001) and maintained in the senior driver's office and Registrar Administration office

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