



**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURE FOR MONITORING OF CONTRACTS (KUC/QMS/R/56)**

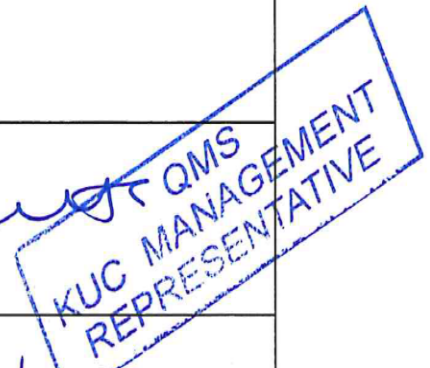
**AUTHORIZATION:**

Procedures for Monitoring of Contracted Services are issued under the Authority of:

**MANAGEMENT REPRESENTATIVE**

Signature:

*Libert*



Date:

23/08/2024

**PROCESS OWNER: Deputy Director, Strategy and Partnership**

Signature:

DEPUTY DIRECTOR  
STRATEGY & PARTNERSHIP  
KENYA UTALII COLLEGE

23 AUG 2024

SIGNATURE:.....  
NAIROBI

Date:



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**DOCUMENT DETAILS**

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records



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**SECTION A: QUALITY OBJECTIVES**

<b>NO.</b>	<b>DATE</b>	<b>CLAUSE</b>	<b>REASON FOR REVIEW</b>	<b>PAGE</b>	<b>PROCESS OWNER</b>
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DDS&P



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## **SECTION B: PROCEDURES**

### **1.0 PROCEDURE FOR MONITORING CONTRACTUAL SERVICES**

#### **2.0 PURPOSE**

The purpose of this procedure is to guide on the monitoring of contractual services.

#### **3.0 SCOPE**

This procedure applies to monitoring of contractual services.

#### **4.0 REFERENCE**

Service contract  
ISO 9001:2015 Standard

#### **5.0 TERMS AND ABBREVIATIONS**

DDSP-Deputy Director Strategy and Partnerships

#### **6.0 RESPONSIBILITIES**

Deputy Director Strategy and Partnerships

#### **7.0 INPUT**

Competent Personnel  
Contracts



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**8.0 METHOD**

**8.1 Contract implementation**

- 8.1.1 The DDSP shall receive and record copies of the service contracts.
- 8.1.2 The DDSP shall prepare a contract implementation Schedule.
- 8.1.3 The DDSP shall monitor the implementation verification document.
- 8.1.4 The DDSP shall maintain documents of contract implementations.

**8.2 Breach of Contract**

- 8.2.1 The DDSP shall provide evidence of the breach of contract to the user department.
- 8.2.2 The Service provider shall take corrective action.
- 8.2.3 The DDSP shall monitor implementation of the corrective action.
- 8.2.4 The DDSP shall prepare a quarterly contract implementation status report.

**9.0 OUTPUT**

Contract services monitored.



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**10. RECORDS**

Service contract

Contract implementation Schedule

Implementation verification document

Breach of contract corrective action

Contract implementation status report