



**KENYA UTALII COLLEGE, NAIROBI**

**PROCEDURES FOR OPERATIONS CONTROL (KUC/QMS/R/42)**

<b>AUTHORIZATION:</b> <i>Procedures for Operations Control are issued under the authority of:</i>	
<b>ISO (QMS)MANAGEMENT REPRESENTATIVE</b>	
<b>SIGNATURE</b>	<i>[Handwritten Signature]</i> <b>KUC QMS MANAGEMENT REPRESENTATIVE</b>
<b>DATE</b>	<i>23/08/2024</i>
<b>PROCESS OWNER:</b> <i>Director, Finance &amp; Accounting</i>	
<b>SIGNATURE:</b>	<i>[Handwritten Signature]</i> <b>FINANCE MANAGER KENYA UTALII COLLEGE NAIROBI</b>
<b>DATE:</b>	<b>DATE:</b> ..... <i>28/09/2024</i>



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## **RECORD OF CHANGES**

<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	DFA



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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



## **SECTION A: QUALITY OBJECTIVES**

<b>No</b>	<b>Objectives</b>	<b>Activities</b>	<b>Resources</b>	<b>Responsibilities</b>	<b>Time frame</b>	<b>Key performance indicators</b>
1	To take stock of stores inventory	Stores stocktaking  Stock reconciliations  prepare inventory reports	Competent personnel	DFA	continuous	periodical stock taken
2	To prepare monthly through food cost reports	<ul style="list-style-type: none"><li>• Preparation of food cost report</li></ul>	Competent personnel	DFA	<ul style="list-style-type: none"><li>• Weekly</li></ul>	Food cost report

## **SECTION B: PROCEDURES**

### **1.0 PROCEDURE FOR INVENTORY MANAGEMENT**

#### **2.0 PURPOSE**

The purpose of this procedure is to give guidelines for inventory management.

#### **3.0 SCOPE**

This procedure covers all the stocktaking to stock reconciliation.

#### **4.0 REFERENCES**

##### **4.1 stock cards**



**4.2** Stock sheets.

## **5.0 TERMS, ABBREVIATIONS**

DFA – Director

## **6.0 RESPONSIBILITY**

DFA.

## **7.0 INPUTS**

Stock sheets

Calculators

Rule measures

Competent personnel

## **8.0 METHOD**

**8.1** Daily stock taking shall be done as per the schedule.

**8.2** Open bar stocks shall be conducted.

**8.3** A variance report shall be generated and circulated.

**8.4** DFA shall identify slow moving and obsolete stock and record.

**8.5** DFA shall dispose obsolete and damaged stock

## **9.0 OUTPUTS**

**9.1** Variation reports

**9.2** Disposal report

## **10. RECORDS**



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## **10.1** Stock sheets