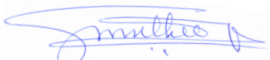



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**MERU NATIONAL POLYTECHNIC**

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**QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015**  
**INDUSTRIAL LIAISON PROCEDURES MANUAL**  
**MNP/PM/ILO/001**

Authorized by:  Principal	Date: 16 <sup>TH</sup> JUNE 2016
Issued by:  Management Representative	Date: 16 <sup>TH</sup> JUNE 2016



**INDUSTRIAL LIAISON  
PROCEDURES MANUAL**

**Doc No:**  
MNP/PM/ILO/001  
**Issue:** 02  
**Version:** 0  
**Issue Date:** 16-06-2016

**DOCUMENT VERSION CONTROL SHEET**

<b>Issue No.</b>	<b>Issue Date</b>	<b>Description of Change</b>	<b>Authored / Revised by</b>	<b>Approved By</b>
Issue 1 Version 0	13-May-2011	Document creation	ILO	Principal
Issue 2 Version 0	16-June- 2016	Overhaul of the Procedure Manual to meet the requirements of ISO 9001:2015	ILO	Principal



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### PROCEDURE NUMBER 1: PLACEMENT OF ATTACHEES

#### 1.0 GENERAL

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and reliability in the placement for attachment of all trainees.

#### 1.2 SCOPE

This procedure shall apply to the placement for attachment of all trainees in Institute.

#### 1.3 REFERENCES

Current syllabi

#### 1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions

#### 1.5 PRINCIPAL RESPONSIBILITY

The Industrial Liaison Officer shall ensure adherence to this procedure.

#### 1.6 INTERFACES

- a) Departmental ILO-To provide the areas of specialization to be covered during attachment.
- b) Procurement-For supplies of attachment documents and materials

#### 1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENTS
100% students are using the correct documents	Confirmation from document collected list
100% student placed/attached	Analyse placement letters comparing them with list of students who proceeded for attachment



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### 1.7 RESOURCES

The resources to be used in the process are listed below:-

- a) Introduction Letter of attachment.
- b) Log book
- c) Insurance cover.
- d) Personnel.

### 1.8 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Names of students	Signature of students who have submitted their names
Requisition letter	Copy of requisition letter
List of students	Signature of students who have collected insurance and Logbooks.
Personnel	Records of work

### 2.0 METHOD

- 2.1 This procedure shall start at least three months to the attachment period with the ILO as per the internal communication procedure in the Administration Procedure Manual requesting trainees proceeding for attachment as per the course requirements to submit their names to the departmental ILO
- 2.2 Departmental ILO shall submit the list to the ILO who shall prepare and issue the trainees with introductory letters to the relevant organizations of their choice and request them to source for attachment.
- 2.3 The ILO shall as per the purchasing procedure in the Procurement Procedures Manual procure an insurance cover for each trainee before proceeding for attachment.
- 2.4 At the end of the term preceding the attachment period, the ILO shall brief the trainees on the expectations and conduct during the attachment period.
- 2.5 During the briefing, the ILO shall issue each trainee with an insurance cover, a log book, an attachment placement form as the



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trainees proceed for attachment and the procedure shall be deemed complete.

### **3.0 LIST OF APPLICABLE RECORDS**

- 3.1 Log book
- 3.2 Attachment placement form
- 3.3 List of attached students



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### PROCEDURE NUMBER 2: ASSESSMENT OF ATTACHEES

#### 1.0 GENERAL

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and reliability in assessing all trainees on attachment.

#### 1.2 SCOPE

This procedure shall apply to assessment of all trainees on attachment.

#### 1.3 REFERENCES

Current syllabi

#### 1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions

#### 1.5 PRINCIPAL RESPONSIBILITY

The Industrial Liaison Officer shall ensure adherence to this procedure.

#### 1.6 INTERFACES

- a) Departmental ILO representative-To give list of assessors
- b) Heads of Department- to give List of lecturers in the department

#### 1.7 PERFORMANCE TARGET

The performance shall be measured through GET the overall performance of the Department basing on

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% assessors went for the exercise	Check the signed payment list
Assess 100% attached students	Analysis of assessment returns forms
Timely assessment of attached students –One months upon placement of students	Analysis of Signed list of the returned assessment documents



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### **1.8 RESOURCES**

The resources to be used in the process are listed below:-

- a) Direction map
- b) Evaluation forms
- c) Confidential letter
- d) Logbook
- e) Personnel





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### 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Placement letters	Allocated assessor and correct budgets
Assessor report	Confidential report, evaluation report Attachment Certificate
Funds	Signed payment list
Logbooks	Written activities in the log book

### 2.0 METHOD

- 2.1 This procedure shall start with the ILO receiving completed attachment placement forms from the attachees.
- 2.2 Upon receipt of the forms, the ILO shall prepare an assessment schedule guided by:-
- Location of the attaching organization,
  - Course being taken by each attachee
  - Institute's calendar of events,
- 2.3 The departmental ILO shall submit list of selected lecturers to ILO who shall then allocate assessors guided by the following:-
- Area of specialization of the lecturer,
  - Experience in assessment of attachees,
  - Availability of the lecturers,
  - Budgetary allocation.
- 2.4 Upon identifying the lecturers to undertake the assessment process, the ILO shall prepare a budget and forward it to the Principal for approval.
- 2.5 In approving the budget, the Principal shall consider the budgetary allocation.
- 2.6 In the event of disapproval, the Principal shall give recommendations and revert the budget to the ILO for amendment and re-submission.
- 2.7 Upon approval, the ILO shall as per the internal communications in the Administration Procedures Manual inform the lecturers to be involved.



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- 2.8 Upon receipt of the communication from the ILO, the assessor shall communicate with the attachees to determine the most appropriate date to conduct the assessment.
- 2.9 Prior to undertaking the assessment activity the assessor shall collect the assessment form(s), allowances for facilitation at the cashier office and sign on the payment list.
- 2.10 The ILO shall brief the assessors and sign the assessment control form.
- 2.11 Upon assessing the trainee(s), the lecturer(s) shall then hand in the assessment report forms to the ILO for filing and sign the return assessment documents.
- 2.12 The ILO shall then ensure that all attachees are assessed before elapse of the attachment period.

### **3.0 LIST OF APPLICABLE RECORDS**

- 3.1 Assessment forms
- 3.2 Assessment schedule
- 3.3 Approved budget
- 3.4 Assessment control form



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### PROCEDURE NUMBER 3: CERTIFICATION OF ATTACHEES

#### 1.0 GENERAL

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and compliance in certification of all trainees after attachment.

#### 1.2 SCOPE

This procedure shall apply to certification of all Institutes' trainees after attachment.

#### 1.3 REFERENCE

#### 1.4 TERMS AND DEFINITIONS

Refer to the list of terms and definitions

#### 1.5 PRINCIPAL RESPONSIBILITY

The Industrial Liaison Officer shall ensure adherence to this procedure

#### 1.6 INTERFACES

Procurement-to order certificate from supplier

#### 1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% submission of names within one week after names correction	Signed list of corrected names
100% students awarded certificate after two months after verification of names.	Signed certificate issuance register

#### 1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Register
- b) Personnel



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### 1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
List of names of attachees	Signed register
Requisition forms to Procurement	Certificates

### 2.0 METHOD

- 2.1 This procedure shall start when the ILO receives the assessment report forms from the assessors, confidential reports from the attachment providers and the log books from the trainees.
- 2.2 Upon receipt of the documents in 2.1 above, the ILO shall compile a list of attachees who qualify for certificates.
- 2.3 The ILO shall as per the purchasing procedure number 3 in the Procurement Procedures Manual procedure for the certificates will forward requisition forms to procurement officer.
- 2.4 Upon receipt of the certificates, the ILO shall issue them to the trainees, ensure that the trainees sign the certificate issuance register and the procedure shall be deemed complete.

### 3.0 LIST OF APPLICABLE RECORDS

- 3.1 Certificate requisition form
- 3.2 Certificate issuance register