

**KIRDI***Your Industrial Technology Partner...*

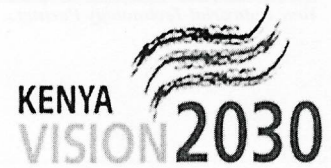
Institution Name	Kenya Industrial Research and Development Institute		
Ministry	Industrialization Trade and Enterprise Development		
Economic Sector Alignment	General Economic and Commercial Affairs (GECA)		
Big four Alignment	Manufacturing		
Accounting Officer	Prof. David K. Rotich Tuigong		
Period FY	2021/2022 -2022/2023		Approval Date:19/8/2021
Process Documentation			
Service Name	Common Manufacturing Facilities Services.		
Document Purpose	It outlines the steps for obtaining Common Manufacturing Services at KIRDI		
Document Control	KIRDI-CSC-8 REV 0		
Process owner	Assistant Director Technology Transfer and Extension Services		
Process writer	Head of Centers		
Process Reviewer	Deputy Director Technology Transfer and Extension Services		
Process Flow			
Step	Activity	Time/No. of Days	Actor
1	The client request is received through email: directorkirdi@gmail.com or dir@kirdi.go.ke stating the products to manufacture.	Immediately	Principal office Administrator
2	The Deputy Director Technology Transfer and Extension Services marks the request to Assistant Director Technology Transfer and Extension services.	1 working day	DDTTES
3	The Assistant Director Technology Transfer and Extension services provides a quotation for the service and the necessary requirements to Deputy Director Technology Transfer and Extension services.	1-5 working day	ADTTES

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4	The client gets feedback on the requirements and quotation for the service.	1-5 working days	DDTTES
5	The common manufacturing facilities contract is signed by the client before onset of the service.	1 working day	ADTTES
6	The client commences access to common manufacturing facilities at the center.	5 days after signing of the contract and payment of applicable fees.	Head of center

Revision status

No	Date	Short description of previous changes
Rev 0	19.8.2021	Initial

Approved CEO