

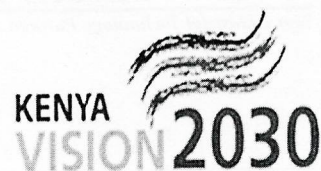
<b>Institution Name</b>	Kenya Industrial Research and Development Institute		
<b>Ministry</b>	Industrialization Trade and Enterprise Development		
<b>Economic Sector Alignment</b>	General Economic and Commercial Affairs. (GECA)		
<b>Big four Alignment</b>	Manufacturing		
<b>Accounting Officer</b>	Prof. David K. Rotich Tuigong		
<b>Period FY</b>	2021/2022-2022/2023	Approval Date:19/8/2021	
<b>Process Documentation</b>			
Service Name	Machinery/Equipment design and Fabrication.		
Document Purpose	It outlines the process steps in obtaining machinery/equipment designs and fabrications services at KIRDI.		
Document Control	KIRDI-CSC-O2REV 0		
Process owner	Deputy Director Technology Transfer and Extension Services		
Process writer	Deputy Director Technology Transfer and Extension Services		
Process Reviewer	Deputy Director Corporate Services		
<b>Process Flow</b>			
<b>Step</b>	<b>Activity</b>	<b>Time/No. of Days</b>	<b>Actor</b>
1.	The client request is received through email: <a href="mailto:directorkirdi@gmail.com">directorkirdi@gmail.com</a> or <a href="mailto:dir@kirdi.go.ke">dir@kirdi.go.ke</a> and forwarded to Deputy Director Technology Transfer and Extension Services.	1 working day	Principal Office Administrator
2.	The Deputy Director Technology Transfer and Extension Services forwards the request to Head of Engineering Development Center (EDSC)	1 working Days	DDTTES
3.	The Head EDSC prepares a quotation and specifies the necessary requirements and submits to Deputy Director Technology Transfer and Extension Services.	2 working Days	Head EDSC
4.	The developed quotation and necessary requirements are sent to the client.	1 working day	DDTTES
5.	Payments for the service and signing of customer order form.	1-7 working days	Head EDSC
6.	Design, development and fabrication of the equipment as per the customer order form.	60 working days.	Head EDSC.

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7.	The client collects the fabricated equipment.	1-5 working days	Head EDSC
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**Revision status**

No	Date	Short description of previous changes
Rev 0	19.8.2021	Initial

Approved CEO