

The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR ACCIDENTS CUEA/DVC-ADM/MTN/05	Assistant administrator
	NO. OF APPENDICES:
	NONE

AUTHORIZATION


This Standard operating Procedure is issued under the authority of:

TITLE	DEPUTY VICE-CHANCELLOR ADMINISTRATION
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NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the Assistant administrator office and the DVC's office.

Revision	00		Date	24 – Dec 2010
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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/sub clause	Title

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users

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1. PURPOSE

The purpose of this procedure is to ensure that all the accidents done or occurred have been reported on time or immediately.

2. SCOPE

This procedure shall cover all the accidents within and outside the campus involving the university vehicles.

3. REFERENCES

The references shall apply to the ones in CUEA quality management manual.

4. TERMS

In addition to the ones below all shall apply to the ones in CUEA quality management manual.

5. RESPONSIBILITY

It shall be the responsibility of the assistance administrator to ensure that all the accidents are reported promptly and the procedures are followed.

6.0 METHOD

6.1 The ass. Admn shall ensure all the vehicles are in good conditions before leaving the parking.

6.2 The driver shall ensure that any defect or accident is reported immediately through the feedback of the journey to the ass. Administrator.

6.3 If there is any accident reported he shall inspect and make decision whether it shall be repaired internally or insurance shall be involved.


6.4.1 If internally procedure for repair shall be followed same day.

6.4.2 If externally he shall call the police for inspection same day.

6.5 If the damage is major beyond his docate of repair then he calls for insurance within two days and procedure for repairs is followed.


7.0 Appendix

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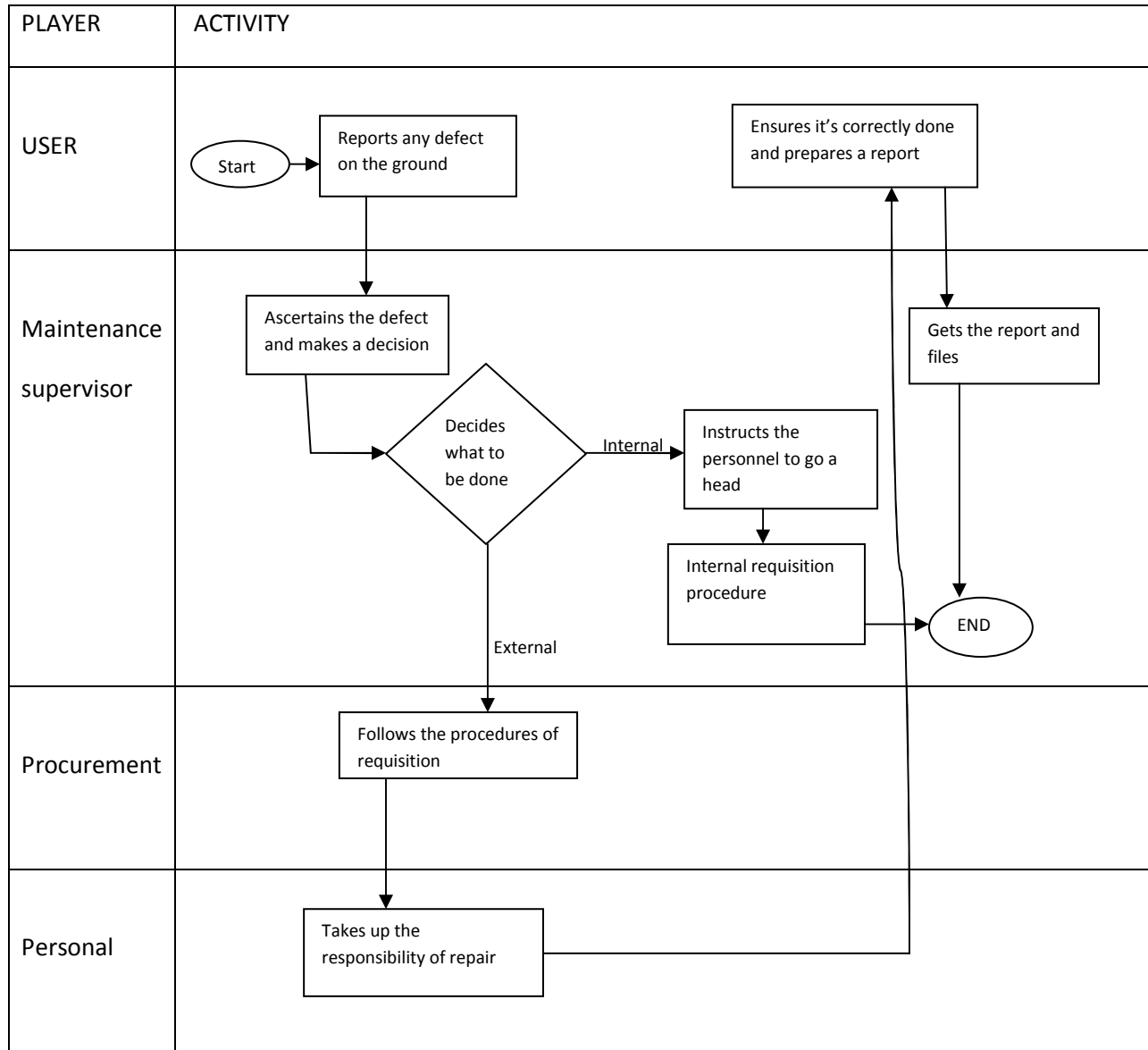
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7.1 Appendix A: Process Map

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APPENDIX A: PROCEDURES FOR VEHICLE ACCIDENTS:



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