GLUCKSMAN LIBRARY

Glucksman Library

Quality Management System (QMS) Audit Schedule 2018-2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Key Business Processes												
Build & provide access to collections				Tue29th April								
Support teaching & learning			1st March									
Enable Research				4th April								
Create an optimum learning environment				12 April								
QMS Processes												
Training & Development					1st May							
Documentation Control												
Communications Process			15th March									
Internal Audit / Assessment												

OPERATIONAL PROCEDURES Audit Schedule
2017-2018

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Exit Interview			24th Nov									
Staff Suggestion		24th Oct										
Continuous Improvement	20th Sept											
Reading Lists									29th May			
Research Support Information Services									23rd May			
Seat Occupancy patrols										29th June		
Approval Plans										26th June		

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OPERATIONAL PROCEDURES Audit Schedule
2018-2019

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Order to Shelf	4th Sept											
Student Engagement & Success		3rd Oct										
Information & Digital Literacy								8th April				
Budget Allocation			15th Nov									