

Evaluation of CPD SOP

Title: Standard Operating Procedure For Evaluation of CPD			
SOP no:	ERB/PDAD/SOP/002	Effective date:	5/10/2024
Version:	00	User:	PDAD Dept
Written by:	PDAD Officer	Signature:	Munira
		Date:	05/10/2023
Checked by:	QA Consultant	Signature:	[Signature]
		Date:	05/10/2023
Approved by:	PDAD Head	Signature:	[Signature]
		Date:	5/10/2023

1.0 INTRODUCTION

This procedure describes the process used by Engineers Registration Board for Evaluation of CPD under PDAD Directorate.

2.0 PURPOSE

The purpose of this procedure is to describe the process of Evaluating CPD. It ensures consistency, continual suitability and effectiveness of CPD Evaluation activities.

3.0 RESPONSIBILITY

The DPAD Manager has overall responsibilities of implementation of this procedure within ERB,

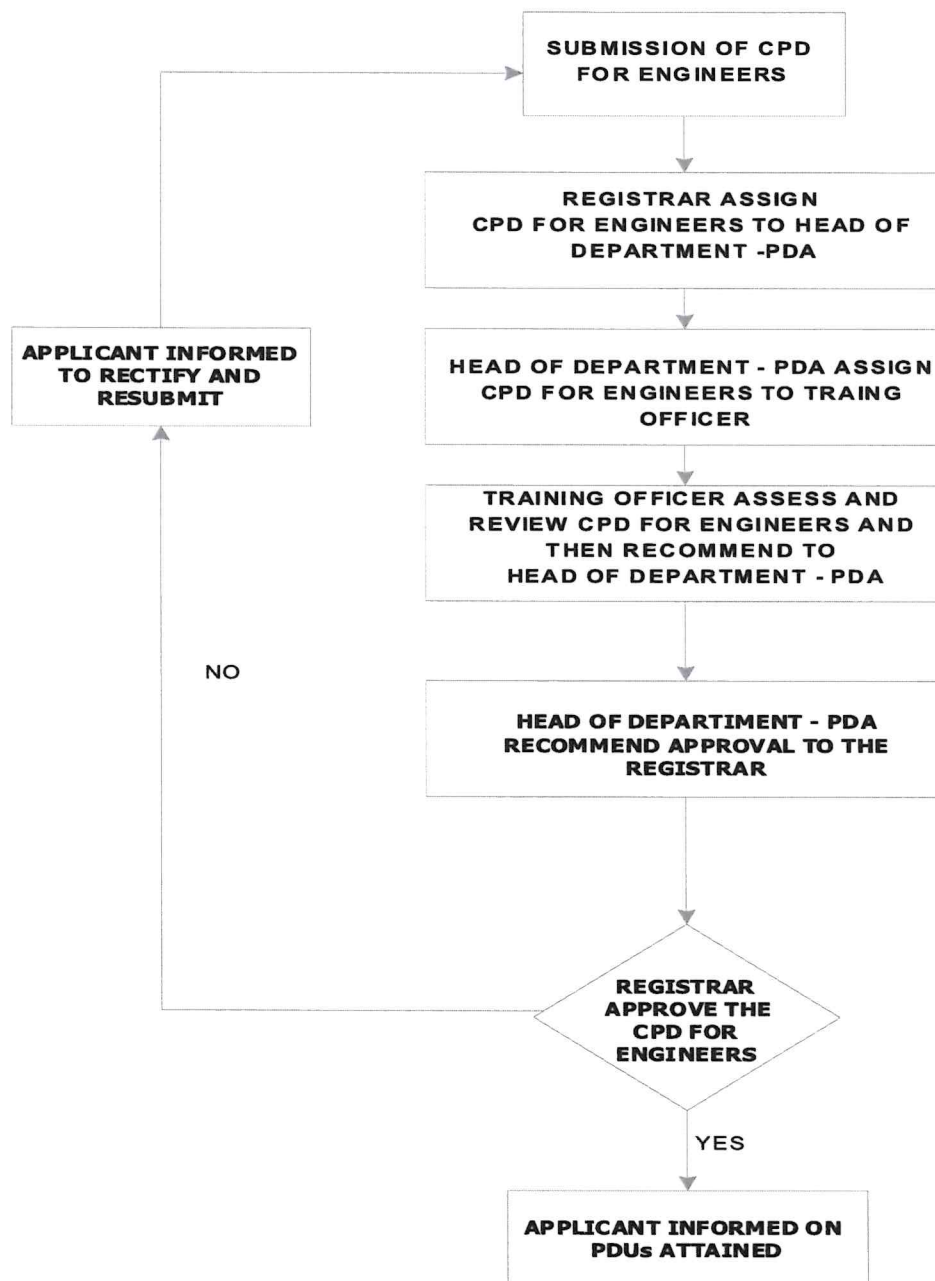
4.0 AUTHORITY

DPAD Director has the overall authorities for implementation of this procedure, this includes creation, amendment and review of this document.

Evaluation of CPD SOP

5.0 DESCRIPTION FOR EVALUATION OF CPD :

5.1 Process Map for Evaluation of CPD:



Evaluation of CPD SOP

5.2 Main Steps for Evaluation of CPD

- 5.2.1 Submission of CPD activities is done Electronically by a Professional/Consulting Engineer;
- 5.2.2 CPD activities are submitted by filling appropriate in ERB-Management Information System (MIS) <https://registration.erb.go.tz>;
- 5.2.3 CPD activities are received by Registrar and then assign to the Head of Department PDA and then assign application to Training officer through MIS;
- 5.2.4 Training Officer assess and review CPD activities as per criteria set by CPD-PID and recommend the activity to the Head of Department of PDA;
- 5.2.5 Head of Department will recommend CPD Activities to the Registrar. In case engineers has not fulfilled the requirements, the Registrar return the CPD activities to engineer to rectify identified shortcomings;
- 5.2.6 If engineer has fulfilled the requirements, then the Registrar approve CPD activities. After approval, Engineers will be informed on PDU attained through the MIS,
- 5.2.7 If engineer has met minimum required PDUs being recommended for Renewal of Practicing Licence.

5.3 Responsibility Matrix for Evaluation of CPD

Activity	1	2	3	4	Documented Information
Submission of CPD activities	x				List of engineers submitted CPD activities
Evaluation of CPD Activities		x	x	x	List of CPD activities assigned PDUs

5.4 Key:

- Professional and Consulting Engineers
- Training Officer
- HoD of PDAD
- Registrar