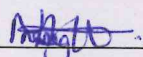
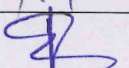


ICT CERTIFICATES AND LICENSE PRODUCTION SOP

Title:	SOP for ICT Certificates and License Production		
SOP no:	ERB/ReTAD/SOP/002	Effective date:	05/10/2024
Version:	00	User:	ReTAD Dept
Written by:	ReTAD Officer	Signature:	
		Date:	05/10/2023
Checked by:	QA Representative	Signature:	
		Date:	05/10/2024
Approved by:	ReTAD Head	Signature:	
		Date:	05/10/2023

1.0 PURPOSE

This purpose of this procedure is to illustrate the entire processes of ICT Certificates and License Production. It ensures consistency, continual suitability and effectiveness of Certificates and License Production Management.

2.0 SCOPE

This procedure cover the entire processes for ICT Certificates and License Production at Engineers Registration Board of Tanzania.

3.0 RESPONSIBILITY

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

4.0 AUTHORITY

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



ENGINEERS REGISTRATION BOARD (ERB)

United Republic of Tanzania

Ministry of Works

Engineers Registration Board (ERB)

P.O BOX 2768, Mhandisi Annex, Plot Number 13, Block "A"

Tambukareli Street- NCC, Dodoma Tel: +255 26 2960086/87



ICT CERTIFICATES AND LICENSE PRODUCTION SOP

5.0 DESCRIPTION OF ICT CERTIFICATES AND LICENSE PRODUCTION

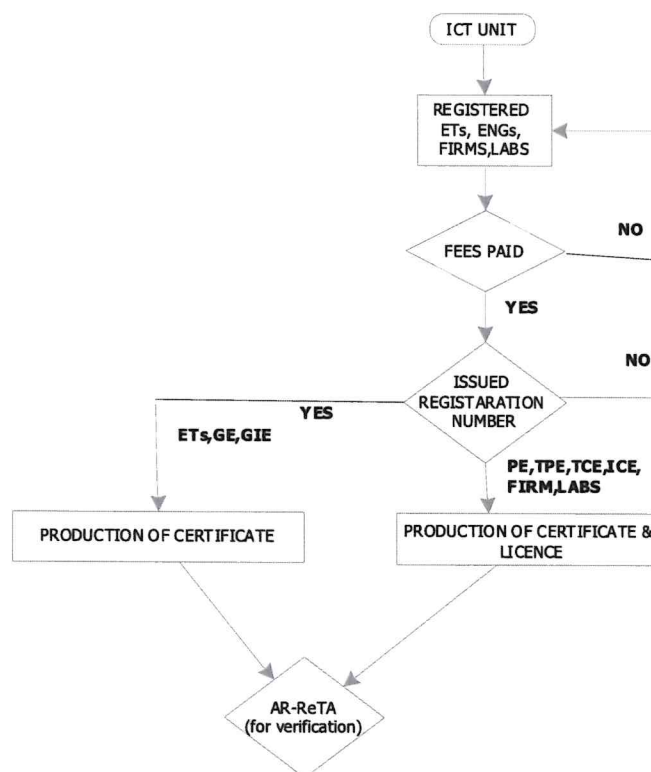
5.1 Main Steps for ICT on production of registration certificates and practicing license

5.1.1 Registered Engineering Technicians, Engineers, Firms and Laboratories pays statutory fees after registration to the Board and issued registration number.

5.1.2 The lists of paid applicant with registration number are submitted to ICT Office for production of registration certificates and practicing license.

5.1.3 The certificates produced are submitted to AR-ReTA for verification and further process of signature.

5.2 Process Map for ICT (Certificates and License Production)



ICT CERTIFICATES AND LICENSE PRODUCTION SOP

5.3 Responsibility Matrix for ICT (Certificates and License Production):

Activity	1	2	3	4	Documented Information
Issue registration number and evidence of payment to registered applicant	x				Approval letter
Submit list of registered Engs, ETs, Firms and Labs with registration details		x			List of paid applicant with registration number
Verify Payment and Registration number			x		Registration database
Production of Certificates				x	Certificate list
Production of Practicing License				x	Practicing License List
Submission of Certificates to AR-ReTA for verification				x	Certificates and List

Key:

1. Accountants Office
2. Registration Officer
3. Computer Admin Officer
4. Computer Admin Officer