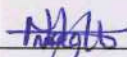
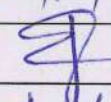


REGISTRATION OF INDIVIDUALS (ETs, ENGs, FIRMS and LABs SOP)

Title: Standard Operating Procedure for Registration Process			
SOP no:	ERB/ReTAD/SOP/001	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 registration processes at ERB. It ensures consistency, continual suitability and effectiveness of Registration Processes Management.

2.0 SCOPE

This procedure cover the entire processes for the registration of Individuals (ETs, ENGs, FIRMS and LABs)

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.

REGISTRATION OF INDIVIDUALS (ETs, ENGs, FIRMS and LABs SOP)

5.0 DESCRIPTION OF REGISTRATION of ET, ENGs, FIRMS & LABs

5.1 Step by Step Registration of ET, ENGs, FIRMS & LABs

- 5.1.1 Applicant submit application for registration and make application payment
- 5.1.2 The ERB secretariat receive, record the submitted applications
- 5.1.3 Registration officer check, verify adequacy, completeness and genuineness of the documents submitted by applicants
- 5.1.4 AR-ReTA carry out evaluation process of submitted applications for registration
- 5.1.5 The successful Graduate Incorporated Engineer, Graduate Engineer and Engineering Technicians applications are taken to ReTAC for approval. Other applications IE, PE, TPE, TCE, CE, ICE, FIRM and MTL are taken to external evaluators for more evaluations.
- 5.1.6 Unsuccessful applications are returned to applicant for rectification and correction
- 5.1.7 After receiving recommendation from external evaluators, IE, PE, TPE applications are submitted to ReTAC for recommendation to the Board.
- 5.1.8 TCE, CE and ICE applicant if has received positive recommendation are subjected to interview and there after submitted to ReTAC for recommendation to the Board.
- 5.1.9 FIRMS and LABs application after being received from external evaluators are required to be inspected by the Board sub committee appointed by the Registrar, for the purpose of verifying office facilities and equipment if meets ERB Criteria for registration. After inspection visit the applications are submitted to ReTAC for recommendation.
- 5.1.10 Registration and Technical Affairs Committee (ReTAC) review all submitted applications and recommend to the Board as appropriate.
- 5.1.11 The Board during its ordinary meeting reviews the recommendation from ReTAC and makes final decision.
- 5.1.12 Approved applications from the Board meeting are issued with approval letter and unsuccessful applications applicants are informed by the secretariat the reasons for not being approved and advised as appropriate.
- 5.1.13 Registered applicants are required to pay statutory fees.



ENGINEERS REGISTRATION BOARD (ERB)

United Republic of Tanzania

Ministry of Works

Engineers Registration Board (ERB)

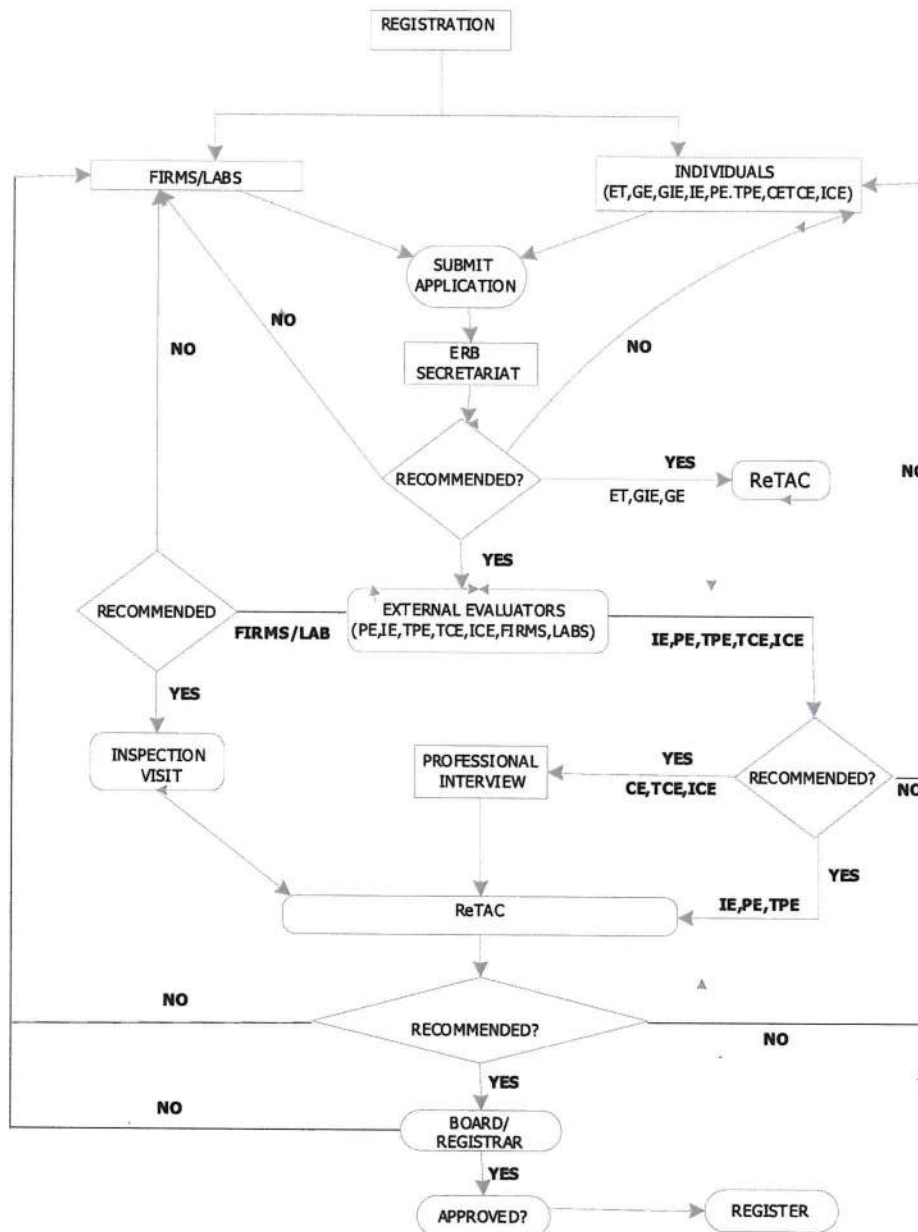
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REGISTRATION OF INDIVIDUALS (ETs, ENGs, FIRMS and LABs SOP)

5.2 Process Map for Registration of Individuals (ETs, ENGs, FIRMS and LABs)



REGISTRATION OF INDIVIDUALS (ETs, ENGs, FIRMs and LABs SOP)

5.3 Responsibility Matrix for Registration:

Activity	1	2	3	4	5	Documented Information
Application submission	x					Application form
Payment of Application fee	x					Payment control number and receipt
Recording the received application and reply of unsuccessful applications		x				Application Register
Evaluation and sending documents to external evaluators			x			Evaluators Register
Receiving comments from external evaluators			x			Evaluation forms
Preparation of list for ReTAC recommendation			x			Secretariat recommended list
Submission of recommended list to Board meeting				x		Approved list from ReTAC
Issuance of approval letter				x		Board Meeting approved list
Receiving statutory registration fees					x	Payment control number and receipt

Key:

1. Applicant
2. Registration Officer
3. Assistant Registrar Registration and Technical Affairs
4. Board Registrar
5. Accountant