

PROJECT REGISTRATION PROCESS SOP

Title:		Standard Operating Procedure for Project Registration Process	
SOP no:	ERB/ENF/SOP/001	Effective date:	
Version:	00	User:	ENF Dept
Written by:	Enforcement Officer	Signature:	
		Date:	05.10.2023
Checked by:	ISO Consultant	Signature:	
		Date:	03/10/2024
Approved by:	Enforcement Head	Signature:	
		Date:	05.10.2023

1.0 PURPOSE

The purpose of this procedure is to implement and maintain controls required to support the Registration activities determined by the ERB as being necessary for effectiveness of the Quality Management System.

2.0 SCOPE

This procedure is applicable to all day-to-day operations within the Registration Directorate. It ensures consistency, continual suitability and effectiveness of the services delivered from this section to the internal and external customers.

3.0 RESPONSIBILITY

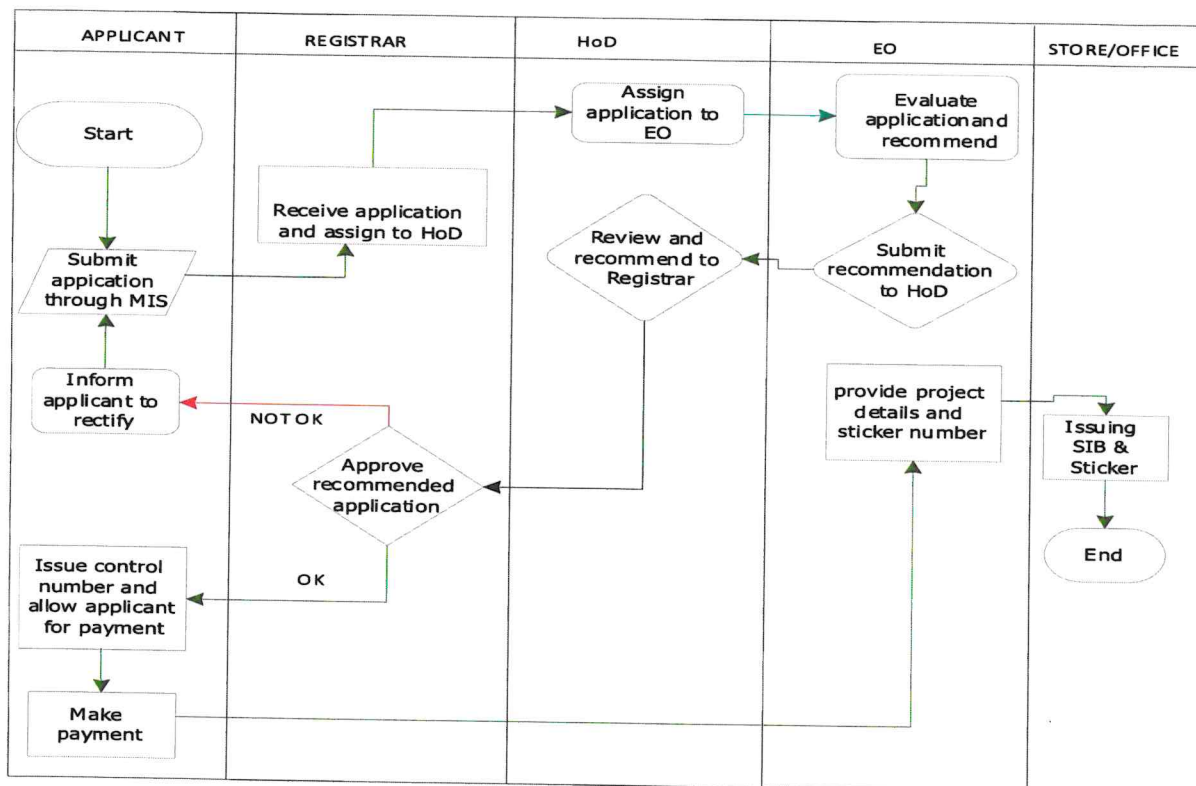
The Registration Manager has overall responsibilities of implementation of this procedure within ERB,

4.0 AUTHORITY

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

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6.0 Process Map for Project Registration



6.1 Responsibility Matrix for Project Registration

Activity	1	2	3	4	5	Doc. No.	Documented Information
Submit Application	x						Filled Project Registration Form
Evaluate and recommend Application		x					Filled project information and attachment
Review evaluation and recommend Application			x				Filled project information and attachment
Approval of Application				x			Filled project information recommendation and attachment.
Issuing SIB & Sticker					x		Project registration details

Key:

1. Applicant (Consulting Engineer)
2. Enforcement Officer
3. Head of Department (AR-E)
4. Registrar
5. Store Officer