



ERB-ENF-DOC-006



Rev: 00

CHECKLIST FOR ZONAL AND INDUSTRIAL VISITS

(To be completed by the firm)

QUESTIONNAIRE FOR FIRMS

1.0 Company Particulars

Date:

1.1 Name of the company/organization _____

1.2 Category of company/organization

- [] Ministry
 [] Private company
 [] Parastatal
 [] Subsidiary Company (specify parent company) _____

1.3 Postal address and location _____

1.4 Telephone number(s) _____

1.5 Fax _____

1.6 E-mail address/Website _____

1.7 Nature of business (tick)

Manufacturing	☐	Transport	☐	Construction	☐	Mining	☐
Consultancy	☐	Agrobusiness	☐	Marine	☐	IT	☐
Tourism	☐	Telecommunications	☐	Aviation	☐	Communication	☐

Other (Specify) _____

1.8 Chief Executive officer:

Name _____ Profession _____ Telephone No. _____

1.9 ERB's contact person:



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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



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Name _____ Profession _____ Telephone No. _____

1.10 Organization structure (to be attached)

2.0 Engineering Personnel and Registration with ERB

2.1 List of engineers working with the firm (use attached sheet)

2.2 Motivation/incentives for registration (tick)

Promotion	☐	Salary increment	☐	Professional recognition	☐
Professional obligation	☐	Job Security	☐		
Continuing Professional development (CPD) opportunities	☐	Compliance with statutory requirements	☐		

Other (specify) _____

2.3 Measures being taken to recruit/develop local engineers to take up the expatriate positions: (tick)

Promote/develop current staff	☐	Fix tenure of expatriate Staff	☐
Sponsor undergraduate students	☐	Recruit from open market	☐
		Contract out some of the engineering activities	☐

Other (Specify) _____

2.4 Additional engineering manpower required

Engineering field(s)	Number required	Qualifications Preferred



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3.0 Professional Development of Engineers

3.1 Availability of training facilities for fresh graduates.

Engineering field	Capacity (Number of trainees at a time)

3.2 Availability of excess capacity for training fresh engineering graduates from other organizations.

Engineering field	Capacity (Number of trainees at a time)

3.3 Conditions under which engineers from other organizations can undergo training in the firm (tick):

Free ☐ Fees chargeable to meet training costs ☐

Trainees paid allowances for contributing to production ☐

Other (Specify) _____

3.4 Continuing professional development programmes (CPD) for engineers:

Available in house ☐ Engineers regularly sponsored to attend CPD courses ☐

Assist engineers in distant learning ☐

Any other information on CPD _____

4.0 Research and Development (R & D) Activities

4.1 Existence of R & D activities in the firm (tick)



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Existing ☐

Not existing ☐

4.2 If R & D activities exist, which Division/department/unit is responsible for these activities?

4.3 Type of R & D activities undertaken by the firm (tick)

Product design development ☐ Energy ☐ IT ☐

Environmental issues ☐ Problem solving ☐

Other (specify) _____

4.4 Does the firm collaborate with other institutions in R & D activities? (tick)

Yes ☐ No ☐

4.5 If yes, which institution(s) does the firm collaborate with in R & D activities?

5.0 Description on the quality of products and standards used (tick)

5.1 Quality of Products: Very good ☐ Good ☐ Fair ☐ Poor ☐

5.2 Standards used: TBS ☐ ISO ☐ BS ☐ DIN ☐ JIS ☐

6.0 Any other relevant information

7.0 Team's Overall Assessment of Level of Engineering Activities in the Firm

☐ ☐ ☐



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High

Low

Very Low

Any other comments/observations

8.0 Team members

SNo.	Name	Position	Signature and date
1			
2			
3			
4			
5			
6			



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S/N	Full Name	Designation	Nationality	Qualifications/ Institutions	Registration Category	Ren
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

ENGINEERS REGISTRATION BOARD

List of engineers working with the firm – Name of firm
