



## DISTRICT OFFICE

## HEAD OFFICE

### 1 RECEIPT & CAPTURING OF APPLICATIONS

#### ADMIN OFFICER:

- Receives, checks and records applications
- Ensure that applicant has made full payment
- Check for completeness as per control sheet
- Complete gazette control sheet and fax to Head Office
- Send to Senior Inspector within 7 days

### 2 INSPECTION OF APPLICATIONS

#### SENIOR INSPECTOR:

- Conducts technical check of applications
- Conducts inspection within 7 days or when premises are ready
- Captures Inspection Report onto Licensing System
- Submits application to Head Office within 21 days of gazetting

### 1a GAZETTING OF APPLICATIONS

#### ADMIN OFFICER:

- Send applications list to Government Printers
- Receive copies of Gazette Publications
- Send publications to District Offices

### 3 RECEIPT OF APPLICATIONS FROM DISTRICT OFFICES

#### OFFICE OF THE CHIEF INSPECTOR:

- Captures all Inspection Reports from District Offices
- Verify that all required documents are attached
- Prepare a list of captured applications for Licensing Division

#### PROCESS CONTROLLER

- Prepares spread sheet of applications with recommendations for consideration by Licensing Committee
- Copy of spread sheet to be sent to Board Secretary

#### BOARD SECRETARY

- Prepares Agenda for Licensing Committee and schedules a meeting within 5 days

### 4 CONSIDERATION OF APPLICATIONS

#### LICENSING COMMITTEE

- Considers applications
- Submits final decision to Board for ratification
- All resolutions minuted by Board Secretary and forwarded to Process Controller

### 5 COMMUNICATION OF OUTCOME

#### PROCESS CONTROLLER

- Captures outcomes from Licensing Committee
- Prints newly-granted licenses within 3 days
- Communicates outcomes to District Offices
- District Offices communicates outcomes to applicants
- Applicants to collect registration certificate from Regional & Head Offices