

## IPET Quality Management System (QMS)

The IPET Quality Management System is provided by our online system of recording, documentation and saving of all steps along the path for management of validation, verification and registration of CPD functions of IPET and our Service Providers. The following are recorded and retained on line

- ECPD 2 Application for Approval of a Continuing Professional Development (CPD) Activity and supporting documentation
- ECPD3 Template for the Registration of a Developmental Activity for the CPD Programme
- ECPD4 CPD Developmental Activity Amendment Form
- ECPD7 CPD Service Provider Application Form and supporting documentation
- ECPD9 CPD Service Provider Verification Notification
- Validation Report of the course material by the validator

Service providers of courses are responsible for the documentation of all aspects of provision of the CPD event and provide back-up of advertising, registration, payments, refunds, event programmes, attendance lists, test questions and answers, participant evaluation as well as certificates sent out.

This system was presented to senior ECSA staff and found to be acceptable. No additions or changes were proposed.

IPET developed the on line system in line with the ECSA Standard and Rules based on ISO principles to enable ease of application, capture and retention of all required data as well as to serve as our quality control system. The system is made freely available to all ECSA validated Voluntary Associations as a service to the Engineering Profession.

The IPET Validation website can be accessed by clicking on the “Link to CPD Validation website” button on the CPD page of the IPET website at [www.ipet.org.za](http://www.ipet.org.za)