



ZIBU Health Institute

SOP for Certificate & Experience Letter Issuance

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SOP FOR CERTIFICATE & EXPERIENCE LETTER ISSUANCE

Purpose

To standardize issuance of institutional certificates and experience letters.

Procedure

Step 1: Eligibility Verification

Verify:

- Attendance
- Completion status
- Supervisor approval
- Fee clearance (if applicable)

Step 2: Document Preparation

Prepare documents using approved templates.

Step 3: Approval

Documents must be approved by authorized signatories.

Step 4: Record Entry

Record:

- Certificate number
- Recipient details
- Date of issuance

Step 5: Delivery

Issue electronically or physically.

Responsibility

Administration Department.