



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION
Headquarters, Plot # 38, Kirthar Road, Sector H-9/4, Islamabad



No. 3(1)2024-R&A-NSoPs

Islamabad, the 11th May, 2026

NOTIFICATION

In supersession of “The National Technical & Vocational Education and Training (TVET) Institute Registration Standard Operating Procedures (SoPs), 2024”, the Executive Director, NAVTTC has been pleased to approve the revised “**The National Technical & Vocational Education and Training (TVET) Institute Registration Standard Operating Procedures (SoPs), 2026**” for adherence to quality standards for the TVET sector across the country with immediate effect.

(Muhammad Yasir)
Director (R&A)

Distribution:

- i. Chairperson, Punjab Technical Education and Vocational Training Authority (P-TVETA), Lahore
- ii. Director General, Punjab Skill Development Authority (PSDA), Lahore
- iii. Managing Director, Technical Education and Vocational Training Authority (TEVTA), Khyber Pakhtunkhwa, Peshawar
- iv. Managing Director, Sindh Technical Education and Vocational Training Authority (S-TEVTA), Karachi
- v. Chairman, AJK Technical Education and Vocational Training Authority (AJK-TEVTA), Muzaffarabad
- vi. Managing Director, Punjab Vocational Training Council (PVTC), Lahore
- vii. Director, Technical Education and Vocational Training Authorities (TEVTA), Balochistan
- viii. Director TVET Cell, Gilgit Baltistan, Gilgit
- ix. Chairmen, Provincial Technical Education Boards (Punjab, KPK, Balochistan, Sindh)
- x. Chairmen, Provincial Trade Testing Boards (Punjab, KPK, Balochistan, Sindh)
- xi. Director (NSIS), NAVTTC HQs. *(with the request to upload the notification on NAVTTC official website)*

C.C:

- PS to Executive Director, NAVTTC HQs.
- Director General (A&C/A&F/P&D/S&C), NAVTTC HQs.
- All Director Generals, NAVTTC ROs (ICT, Punjab, Sindh, KPK, Balochistan)
- Mr. Sabahat Ali Shah, Technical Advisor *(with the request to update NVQF registry)*



REVISED UNIFORM NATIONAL REGISTRATION STANDARD OPERATING PROCEDURES (SOPs)



1. Short Title and Commencement

- I. These revised Standard Operating Procedures shall be called "**The National Technical and Vocational Education and Training (TVET) Institute Registration Standard Operating Procedures (SOPs), 2026.**"
- II. These SOPs shall apply to all Public and Private entities, bodies and agencies involved in Technical and Vocational Education and Training (TVET) service delivery, Recognition of Prior Learning (RPL) assessment centres, and Apprenticeship Training Institutes.

2. Purpose

The objective of this technology driven is to ensure quality, accountability, transparency and ease of doing business through use of technology while maintaining regulatory control.

3. Scope

These SOPs apply to registration of all public and private institutions, organizations, and bodies providing Technical and Vocational Education and Training (TVET) services seeking registration.

4. Definitions

- a) **Registration** means the act of registering any Person, Institute, Public or Private body, assessment agency or organization engaged in TVET sector service delivery, RPL assessment centre or apprenticeship, and any other offered TVET training or matters ancillary thereto;
- b) **Registration Authority:** Authority means the lawful authority of registration on account of relevant provisions of legislation or officer designated by the Authority as Registering Authority to exercise all or any of the powers of the Registering Authority vis-à-vis registration, inter alia, advertisement for start of registration, receipt of online applications, scrutiny of applications, refer back / return of application(s) in case of discrepancy, formation of Registration/Monitoring Committee, analysis of inspection report, approval/rejection of application, appeal against the authority decision, renewal of registration.
- c) **Registration Certificate** means an instrument issued, to the Applicant, by the Authority after completion of all legal requirements of Registration under these SoPs;
- d) **Academic Year** means a year starting from 1st July to 30th June of every year.
- e) **Appellate Authority** means the Authority as defined in the Act or any other officer designated by the Authority as Appellate Authority for a particular case or class of cases.

- f) **Registration Portal:** NAVTTC web-based portal for online registration.
- a) **Convener:** Authorized officer deputed for registration duty, responsible for registration..
- b) **Assessor:** TVET Trade Experts/NAVTTC Certified expert responsible for trade, lab, and equipment assessment deputed for registration duties.
- c) **Desk Review:** Preliminary document verification conducted through the system by the Convener deputed for registration process.
- d) **GRC:** Grievance Redressal Committee
- e) **Registration / Monitoring Committee:** A committee shall oversee the whole process
- f) **TPI:** Training Partner Institute
- g) **Training Partner Institutes :** public/private TVET bodies, RPL centres, apprenticeship institutes, business, industry etc.
- h) **PSID:** Mode of payments will be Branch Deposit, Online bank payments, Debit/Credit Card Payments
- i) **Authorized Course** means and includes vocational and technical diploma, short course, National Qualifications level-1 to Level-5 as per NVQF, G-1, G-II, G-III and Middle, Secondary & Higher Secondary Certificates *i.e.* Middle Tech, Matric Tech and Inter Tech or certificate course approved or adopted and authorized by the Authority/ NAVTTC.
- j) **Curricula** means the subjects comprising a course of study developed under National Occupational Skills Standards, curricula and trade testing certification system for all sectors in which technical and vocational education and training (TVET) is imparted as per NVQF.
- k) **Fee** means and includes any Fee paid by the Applicant for the purposes of Registration, change of particulars, Renewal or any other purposes;
- l) **Suspension:** Temporary withdrawal of registration by the Registration Authority for a defined period on account of non-compliance with these SOPs or related terms and conditions. A suspended institute may not enroll new trainees during the suspension period.
- m) **Cancellation:** Permanent withdrawal of registration by the Registration Authority following sustained or serious non-compliance, fraud, misrepresentation, or criminal conduct.
- n) **Blacklisting:** A formal prohibition imposed on an institute and/or its owner(s) from applying for or holding registration for a minimum period of three (3) years, following cancellation on grounds of fraud, forgery, or criminal proceedings.
- o) **Corrective Action Plan (CAP):** A written document submitted by an applicant institute following rejection or enforcement action, setting out the specific steps, responsibilities, and timelines by which identified deficiencies will be rectified.

- p) **Risk Tier:** The classification of a registered or applicant institute into Tier 1 (New), Tier 2 (Established and Compliant), or Tier 3 (High-Risk) for the purpose of determining the level of regulatory scrutiny, audit frequency, and fee applicable, as specified in Section 6 of these SOPs.
- q) **Audit:** A systematic, independent review of an institute's compliance with registration requirements, these SOPs, and applicable law, conducted by the Registration Authority or third party.
- r) A word or expression used in these SoPs but not defined shall mean the same as in the Act or in the relevant laws and regulations under reference.

5. Registration

- I. Any Institute — public or private body or organization engaged in any TVET sector service delivery or apprenticeship — shall register itself with the Authority before commencement of its business.
- II. The Registration Certificate shall be issued in the name of the person, institute, body, agency or organization that has legal mandate for carrying out such business.
- III. An Institute may designate its authorized representative in writing on legal paper/letter head signed by the competent authority of the entity. .
- IV. Registration process will be completed within 45 (forty-Five) days upon receipt of online application alongwith proof of payment.
- V. Institutes registered under these SOPs shall apply for renewal of validity of the Registration Certificate sixty (60) days before the expiry of the validity period mentioned in the Registration Certificate, or within the deadline given in the advertisement for registration before each academic year.
- VI. The Registration Certificate, along with Authorized Courses, Trades, and Technologies, shall be displayed prominently on the premises of the Institute. All registration records shall be maintained in the principal's office and be available for inspection on demand.
- VII. Affiliation with a one of the NAVTTC notified Qualification Awarding Bodies (QABs) is mandatory after obtaining the Registration Certificate, for the purpose of issuance of certificates to passed-out trainees, within three months.
- VIII. No Institute shall enroll any trainee in any course unless it is registered with the Affiliation Authority for that course.
- IX. The Registration shall be valid only for the duration specified in the Registration Certificate.

6. Registration Requirements

- I. The Registration shall be issued for the specific premises only. Every application regarding a sub-campus, branch, or franchise shall be submitted separately.
- II. The applicant institute/body shall apply through the NAVTTC Registration Portal in the prescribed manner and shall fulfil the minimum requirements related to: legal status, premises, infrastructure, equipment, safety, faculty, and operational capacity along with video evidences.
- III. The application shall include complete institute profile, address, GPS location, and trade-wise details, along with all supporting documentary evidence as required by the Registration Authority.
- IV. The applicant shall submit mandatory legal and ownership/tenancy documents, identity documents of authorized signatory, and organizational constitutional documents (where applicable). – Annexure A



- V. The institute shall ensure adequate infrastructure and facilities including classrooms, labs/workshops as per trade, utilities (electricity/water), safety arrangements, proper learning environment, and separate access arrangements for differently abled person.
- VI. The institute shall ensure appropriate readiness including staff appointment evidence, faculty availability as per curriculum requirement, stock/asset registers and proper record-keeping arrangements.
- VII. The Institute must display a signboard at the main entrance showing its full name, Registration Number, and complete address for the entire registration period. Unauthorized use or legal violations may lead to legal action. Using the signboard beyond the authorized period will also result in legal proceedings.

7. Digital Evidence & Record Management

- I. During physical verification, geo-tagged photographs and digital evidence shall be captured and uploaded in the portal as part of the inspection report. (e.g., 10 geo-tag photos + 2-minute walk-through video + equipment close-ups + safety points)
- II. All inspection records, checklists, photographs, and reports shall remain part of the institute's registration record.
- III. Any documentary record required for audit, inquiry, or legal proceeding shall be produced through the system as per directions of the competent authority.
- IV. All personal data of trainees and applicants held in the Registration Portal or NSIS shall be processed, stored, and accessed in compliance with applicable data protection provisions. Unauthorized disclosure or access to trainee personal data shall constitute a contravention as specified in Schedule A

8. Mode of Registration

- I. Registration shall be conducted through NAVTTC online registration portal.
- II. Registration fee shall be paid through **PSID / 1-Link integrated payment system or online after implementation of PSID/1link.**
- III. The institute may undertake self-assessment through NAVTTC registration portal. This arrangement will help institute to check their own compliance.
- IV. The Institute shall arrange digital videography at the time of Self-Assessment and inspection covering: main entrance, surroundings, building, classrooms, laboratories, machinery, equipment, tools, computer equipment, and any other parameters per the instructions.

9. Committees and Governance

- I. Registration / Monitoring Committee shall oversee the registration process and ensure quality control of inspections.
- II. Grievance Redressal Committee (GRC) shall handle grievances and appeals as per the defined timelines and record all decisions in the portal.
- III. The Registration Authority may constitute sub-committees/working groups to improve transparency, standardization and quality assurance.

10. Desk Review (DR)

- I. A desk review shall be conducted by the Convener assigned by the Registration Section after confirmation of payment of the prescribed application fee.
- II. Desk review shall verify completeness, validity, and basic compliance of submitted documents.
- III. Desk review shall be completed before physical inspection of institute.



- IV. Inaccurate or incomplete applications shall be notified to the institute through the web based portal for rectification.
- V. Rectification by applicant shall be completed within **thirty (30)** days of system notification; otherwise, the application shall be auto-closed and a fresh application with applicable fee shall be required.
- VI. The Registration Section shall maintain a panel of qualified Conveners and Assessors. Assessors shall be subject-matter experts holding relevant trade qualifications and registered with NAVTTC. Rotation of Conveners and Assessors across cases shall be mandatory to prevent conflicts of interest.
 - I. Physical visit shall be conducted only after a successful desk review(s) and found correct as mentioned above
 - II. A Convener and Assessor shall submit a conflict-of-interest declaration in the system before assignment acceptance. If conflict exists, reassignment shall be mandatory.
- III. Physical inspection of applicant institute shall be carried out within the given timeframe.

11. Physical Verification

- I. Physical verification shall be conducted jointly by the Convener and Assessor, within given timeframe of the desk review.
- II. Convener responsibilities: legal compliance, governance verification, and institutional legitimacy. The Convener also retains the right to review all areas under the Assessor's responsibility.
- III. Assessor responsibilities: trade relevance, laboratories, tools, and equipment, and safety and technical adequacy.
- IV. Geo-tagged photographs and same-day digital reports are to be ensured by both the Convener and the assessor in the system.
- V. The pre-visit checklist shall be shared with the institute at least **three (3) days** prior to the visit through the portal/ email or any other communication medium established for official communication by the Convener. Failure to conduct the visit within given timeframe without written justification may lead to assign the visit to other Convener.
- VI. Physical verification shall be assessed using a standardized Inspection Scoring published by NAVTTC on the Registration Portal. The institute will be assessed across four domains:
 - a. Legal and Governance Compliance,
 - b. Infrastructure and Facilities,
 - c. Operational Readiness, and
 - d. Policy Compliance.

12. Registration Validity – Three-Year Registration with Periodic Audit

- I. Registration shall be granted for a period of **three (3) years or for such period as may be determined by the registration authority.**
- II. Throughout the registration period, periodic audits or spot checks will be performed.
- III. Periodic audits/inspection shall be conducted at least once per year during the three-year registration validity period. The third-party audit process shall be notified separately by NAVTTC.'
- IV. Non-compliance during audits inspections may lead to: • Corrective actions • Suspension • Cancellation of registration, Financial Penalties up-to / equal to Registration Fee and blacklisting for three years.
- V. Audits/spot checks shall also be conducted in response of complaints, adverse media reports, reported incidents (safety/harassment), or suspicious data patterns in the system.



13. Renewal of Registration

- I. The institute shall apply for renewal at least **sixty (60)** days before expiry of the registration validity.
- II. Renewal shall require updated legal status, ownership/tenancy, faculty list, trade-wise capacity, safety compliance evidence, and last audit compliance status.
- III. Renewal may be desk-based/physical visit for low-risk institutes; physical verification shall be mandatory for high-risk cases (new institute, past non-compliance, complaints, or adverse audit findings).
- IV. If the renewal application is not submitted prior to the expiry date or within **thirty (30) days** following expiry, the registration will automatically lapse. The institute will then be prohibited from admitting or enrolling trainees under the NAVTTC regime until renewal approval is granted.

14. Rejection and Re-application

- I. An application may be rejected if the institute uploaded/provided invalid/false information for registration.
- II. Where deficiencies are rectifiable, the system shall issue observations to the applicant institute for correction within the defined time.
- III. If an application is rejected, the applicant institute may submit a revised application within three (3) months from the date of rejection after depositing a prescribed fee, addressing all identified deficiencies.
- IV. NAVTTC authority will suggest a Corrective Action plan to make sure that all deficiencies are addressed properly

15. Affiliation Requirement

- I. Affiliation with the approved relevant Qualification Awarding Body (QAB) shall be mandatory before issuance of any certificate/diploma and before enrolling trainees in any QAB-linked course/trade.
- II. The institute shall obtain affiliation within ninety (90) days of registration OR before start of first batch under NAVTTC regime (whichever is earlier). Failure shall trigger enforcement actions including suspension.

16. Fees

- I. Registration and Affiliation fee shall be determined by the Registration Authority
- II. Additional charges including but not limited to, fees for the addition or exclusion of trades, change of address, change of institute name, issuance of duplicate certificate shall also be applicable as prescribed by the authority from time to time.
- III. Submission of fake or forged documents shall result in the **forfeiture of the fee**.
- IV. Official notifications shall be issued/uploaded on the registration portal from time to time to communicate any modifications to the prescribed fee amounts.

17. Automation & System Controls

- I. All Training Partner Institutes (TPIs) need to be integrated with the National Skills Information System (NSIS).
- II. Automated assigning of conveners/assessors through the Registration Committee to be made for the visit.
- III. Audit trail will remain available throughout.

- IV. The system shall maintain a public registry showing institute registration status, validity dates, approved trades/courses, and enforcement status (active/suspended/cancelled)
- V. No deletion of records.
- VI. Performance history tracking will ensure the implementation of the National Vocational Quality Framework (NVQF)

18. Grievance & Appeal on Registration

- I. Institutes may file grievances through the portal within 15 days of the decision on Registration
- II. Grievance Redressal Committee (GRC) shall decide the representation of the institute within **thirty (30) days** under these SOPs. Where deem appropriate, the GRC may call a representative of the institute to appear in person before the GRC.
- III. The decision of the GRC shall be communicated in writing and/or through the institute registration portal with full reasons and shall be final and binding upon the institute.
- IV. Applicant institute may file a grievance in response to its registration status without charge; however, any subsequent grievances shall be subject to a prescribed fee as determined by the authority.

19. Suspension, Cancellation and Blacklisting Procedure

- I. If non-compliance, misrepresentation, or violation is observed, a system-generated notice be issued to the institute stating reasons and required response timeline.
- II. The Institute shall be afforded a minimum of **fourteen (14) days** to present its case, either in person or by submitting a documented response, prior to the issuance of any final decision.
- III. Based on findings, the Registration Authority may impose corrective actions, suspend registration, cancel registration, impose penalty as per policy, and/or blacklist as per the rules.
- IV. The decision of the Registration Authority shall be binding, subject to the grievance/appeal mechanism provided in these SOPs
- V. Enforcement Ladder will be applied as following;

Step	Action	Trigger	Effect	Timeline
Step 1	Advisory Notice	Minor first-time breach. No prior record.	System-generated advisory. No formal record on registration certificate.	14 days to acknowledge
Step 2	Formal Caution	Repeated minor breach or first moderate breach.	Formal written caution recorded on registration file.	21 days to rectify
Step 3	Directions / Conditions	Moderate breach not rectified after caution.	Specific enforceable conditions placed on registration. Published on portal.	30 days to comply
Step 4	Suspension	Serious breach or failure to comply with Directions.	Registration suspended for a defined period. Institute may not enroll new trainees during suspension.	Suspension period as determined

Step	Action	Trigger	Effect	Timeline
Step 5	Cancellation	Continued non-compliance, fraud, or criminal conduct.	Registration cancelled. Institute must cease operations. Notified to all provincial authorities.	Immediate or as ordered
Step 6	Blacklisting	Cancellation on grounds of fraud, forgery, or criminal action.	Institute and owner(s) blacklisted for minimum 3 years. Ineligible to re-apply during period.	Minimum 3 years

20. Penalties & Enforcement

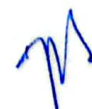
- I. Penalties for fraudulent submissions shall consist of an amount equivalent to the submitted amounts, along with an additional fine of Rs. 100,000/- (Rupees One hundred thousand) per violation as specified in Schedule A. Furthermore, all submitted fees will be forfeited in cases of fraudulent submissions.
- II. Repeated violations may lead to blacklisting.

21. Quality Assurance and Continuous Improvement

- I. The Registration Authority shall implement quality assurance mechanisms to ensure ongoing compliance with national standards.
- II. Institutes failing to meet minimum quality requirements or repeatedly violating standards may face enforcement actions as per these SOPs.
- III. NAVTTC may review and improve registration SOPs periodically to align with national objectives and sector needs.

22. Policy Requirements

- I. The Institute shall have adequate policy for marginalized youth, or as otherwise notified by the concerned Authority. Admission quotas for Persons with Disabilities (PWDs) and Transgender persons shall be maintained as notified by the Authority.
- II. The Institute shall upload an Annual Progress Report on its official website and submit a copy to the concerned Authority within sixty (60) days of the close of each academic year.
- III. The Institute shall maintain and provide to the Authority on demand: Alumnae data, placement data, drop-out data, case studies, and tracer study records of the Institute.
- IV. The Institute shall follow the academic policy as notified by the concerned Authority and shall not enroll any trainee in a course unless it is duly registered for that course with the Affiliation Authority.
- V. The institute shall display a learner grievance mechanism (phone/email/portal link) and maintain a log of complaints and resolutions for audit.
- VI. The institute shall implement basic safeguarding measures (anti-harassment policy, safety compliance, and PWD accessibility where applicable) as notified by the Authority
- VII. The Institute shall follow the academic policy as notified by the concerned Authority and shall not enroll any trainee in a course unless duly registered.



23. Amendments

NAVTTC may amend these SOPs with the approval of the competent authority. Updated SOPs shall be published on the official portal.

24. Effective Date

These SOPs shall come into force from the date of approval and notification.



Schedule A: Schedule of Contraventions (See Penalties & Enforcement)

The following acts or omissions by an Institute shall constitute contraventions subject to penalty, suspension, cancellation, or blacklisting as provided in these SOPs:

1. Non-availability of training material in the labs or workshop.
2. Issuance of certificate or diploma by the Institute on its own authority without QAB authorization.
3. Running of an Institute without curricula-compliant faculty.
4. Inadequate arrangement of equipment, tools, machinery, or faculty for the purpose of registration or inspection.
5. Misrepresentation regarding faculty, machinery, tools, equipment, funding sources, bank statements, account details, or students' enrollment/registration with assessment agency or any other document required under these SOPs.
6. Enrollment of students in an unauthorized trade, course, or technology.
7. Non-registration of enrolled students with the relevant QABs within the stipulated timeframe notified by the QABs.
8. Non-disclosure of funding sources.
9. Non-maintenance of all relevant financial, academic, and administrative records.
10. Unauthorized change by the Institute in the Registration Certificate.
11. Use of a fake Registration Certificate.
12. Non-adherence to any instructions issued by the Authority in any form.
13. Non-performance of practical/training as notified in the curriculum.
14. Failure to report trainee outcome data, placement data, or tracer study results within the prescribed timeline.
15. Breach of data privacy or unauthorized disclosure of trainee personal data held in the NSIS or Registration Portal.
16. Failure to maintain a Learner Grievance Register or to report unresolved learner grievances to the Authority on demand.
17. Any other act or omission committed in contravention of the Act or these SOPs.



DOCUMENTARY REQUIREMENTS**a) The Applicant shall submit original or certified copies of the following:**

- Firm Registration Certificate / Legal status & ownership must be registered from registrar of firm, SECP, trust deed/NGO, Association of Partnership, Memorandum of Association, Article of Association, Private Ltd. Chamber of Commerce whichever is required/applicable
- Ownership proof of the Institute's building/premises, or lease of premises.
- Bank details of the Institute along with NTN Number.
- CNIC of authorized signatory; or NICOP or Passport copy of Applicant, Owner, Principal, Partners, Directors, Members, or Governing Body.
- In case of partnership: partnership deed and Form C or Form D.
- In case of company, society, NGO, or similar organization: Memorandum of Association, Articles of Association, Certificate of Registration, or constituent documents.
- In case of Trust: Registered Trust Deed.
- Affidavit of non-blacklisting by any private or Government institution or Authority. The Institute shall certify that it will abide by all prescribed rules and regulations and will not make admissions in any course unless registered.

b) Building and Infrastructure Requirements

The Institute shall fulfil the following building requirements:

- Building layout plan and facilities description.
- Minimum classroom area of 9 sq. ft. per student; minimum lab/workshop area of 15 sq. ft. per student or as per the trade-wise standard set by the SS&C Wing of NAVTTC.
- Utilities including electricity clean drinking water, sewerage and sanitation; facilities including first aid and fire-fighting equipment.
- Conducive learning environment: properly ventilated Admin block, staff room, library, washrooms, common room, sports ground, and recreational facilities.
- Accessibility for Persons with Disabilities (PWDs) shall be mandatory and not discretionary. All institute premises must provide ramp access, accessible washrooms, and appropriate signage. Institutes failing to meet PWD accessibility standards shall not be granted registration

c) Operational Requirements

- Maintenance of main stock register, invoices, and consumable material register.
- Availability of faculty as per the requirements mentioned in the approved curriculum.
- Proper appointment orders for each staff member, recording designation and salary.
- Minimum wage of appointed staff in accordance with Government Notification/Policy.
- Machinery, equipment, and tools as prescribed in the approved curricula; entered in the inventory register duly signed by Owner or Principal.
- Suitable furniture fit for education/training purposes.
- Complete timetable mentioning all courses, year-wise, technology/course-wise, trade-wise, and session-wise.

REGISTRATION TIMELINE

Step / Activity	Timeline
Self-assessment score (minimum 60% to proceed)	Before submission
Desk review by the NAVTTC Convener (after fee confirmation)	
Desk review outcome code issued to applicant	Same day as completion
Assessor desk review	Within 5 working days of assignment
Pre-visit checklist shared with institute	At least 3 days prior to visit
Physical verification (joint visit)	Within given timeframe
Inspection scoring report uploaded to portal	Same day as visit
Corrective Action Plan (CAP) submission after rejection	Within 30 days of rejection notice
Re-application after rejection (with CAP)	Within 3 months of rejection
Grievance filing by institute	Within 15 days of decision
GRC decision	Within 30 days
Annual trainee outcome / tracer data submission	Within 60 days of academic year close
Annual risk-based audit (high-risk institutes)	At least once per year
Triennial audit (low-risk, compliant institutes)	Once every 3 years

The registration authority is required to maintain accurate logs and issue timely notifications, ensuring adherence to established timelines and offering detailed explanations for any delays.

