

Board of Surveying and Spatial Information Engineering Project Check List

Submission check	
Project Certification Form	
One full size set of plans and one A3 size set of plans including base detail survey plans with levels and contours	
Two copies of the Tender Documents that include: <ul style="list-style-type: none"> • Invitation to Tender • Bill of Quantities • Construction Specification of local council or relevant authority • General Conditions of Contract and any Special Conditions of Contract that will apply to the project 	
Two copies of the priced Bill of Quantities for cost estimate purposes	
One copy of the local council or authority design specification	
Metadata statements for all sourced information (see Appendix A in Guidelines)	
One electronic copy of the submitted project as per requirements detailed below	

Please Note:

All projects submitted as part of any assessment shall be additionally submitted in electronic means as per the following requirements:

- All individual files are merged into one file and in similar layout as per the hard copy which was submitted for the assessment.
- This file is to be in PDF format.
- Submission is to be via USB memory stick.
- The file is to be named using the convention:

ID_Name_Assessment_Month_Year.pdf

Eg: 243_John Smith_Engineering_October_2017.pdf

Dress code for the viva voce examination, for both candidates and examiners, is “professional”. Candidates should dress to the same standard they would if they were attending a job interview or representing their work organisation to an influential client.