

Board of Surveying and Spatial Information Urban Cadastral Project Check List

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| Submission check | ✓ |
| Project Certification Form | |
| One full, correct scale copy of final urban cadastral plan | |
| Two A3 size copies of final urban cadastral plan | |
| Original field notes signed and dated | |
| Calculation sheet | |
| One complete set of search including relevant CRE, titles, deeds, dealings, plans, etc. | |
| LPI checklist | |
| Proof of equipment calibration, including measurements and reductions | |
| Identification report and sketch for either the property surveyed as part of Urban cadastral project or some other property, including relevant title, base plans and field notes. | |
| Evidence of compliance with the Work Health and Safety Act 2011 for the survey work undertaken (for example a Safe Work Method Statement) | |
| Photographs and aerial imagery of the site if possible | |
| Copy of Land XML validation report and a rendered image of the Land XML file provided at application for assessment | |
| 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_Urban_October_2018.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 presenting their work organisation to an influential client.