

Engineering Project Check List

Candidates must ensure that they have a sound understanding of all requirements, competencies and deliverables for the examinations. These are contained in the *BOSSI Determination – Board Examinations*. The below information is provided to assist candidates.

Submission check - deliverables	
Project Certification Form	<input type="checkbox"/>
Project fulfils size guidelines: <ul style="list-style-type: none"> • Residential 20 lots & 250m of road or • Rural subdivision and 500m of new road or • Industrial subdivision and 500m of new road 	<input type="checkbox"/>
One full size set of plans at scale and one A3 size set of plans	<input type="checkbox"/>
Two copies of the Tender Documents that include: <ul style="list-style-type: none"> • Invitation to Tender • Bill of Quantities • General Conditions of Contract and any Special Conditions of Contract that will apply to the project • Tender Form 	<input type="checkbox"/>
Two copies of the priced Bill of Quantities for cost estimate purposes	<input type="checkbox"/>
One copy of the local council or authority design specification	<input type="checkbox"/>
Metadata statements for all sourced information (a metadata statement template is included in Appendix A)	<input type="checkbox"/>
One electronic copy of the submitted project as per the requirements outlined in Section 9.	<input type="checkbox"/>

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 USB submitted will be retained by BOSSI and should therefore only contain files relevant to your project.
- The file is to be named using the convention:
 ID_Name_Assessment_Month_Year.pdf
E.g. CA009243_John Smith_Engineering_October_2021.pdf

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

Candidates should note that the Registrar and Examiners have the power to refuse to examine a candidate who fails to provide all of the required deliverables or to meet the required dress code.