Board of Surveying & Spatial Information

Engineering Project Checklist

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 information below is provided to assist candidates.

Submission check - deliverables ✓

Project Certification Form	
Project fulfils size guidelines: • Residential 20 lots & 250m of road or • Rural subdivision and 500m of new road or • Industrial subdivision and 500m of new road • Hydrology and Hydraulics for the project	
One full size set of plans at scale and one A3 size set of plans	
Two copies of the Tender Documents that include: • Invitation to Tender • Bill of Quantities • General Conditions of Contract and any Special Conditions of Contract that will apply to the project • Tender Form	
Two copies of the priced Bill of Quantities for cost estimate purposes	
One copy of the local council or authority design specification (Relevant pages and full PDF)	
Metadata statements for all sourced information (a metadata statement template is included in Appendix A)	
One electronic copy of the submitted project as per the requirements outlined in Section 9.	
The project must be presented as if it would be given to an authority for approval and for a contractor who is tendering on the project. Plans must meet authority guidelines and be at an appropriate size and scale to be legible.	
Copy of approval from BOSSI if Engineering project requirements cannot be met	

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.

- The file is to be named using the convention:
  ID_Name_Assessment_Month_Year.pdf
  E.g. CA009243_John Smith_Engineering_October_2024.pdf

- Project documentation must be submitted prior to the exam via SharePoint with the pdf file to uploaded prior to 9am on the day of the exam. Each candidate will be provided with a unique link for their project submission. This link will be provided to each candidate in their examination confirmation letter.

Only the deliverables mentioned above are permitted to be referred to by the Candidate during the examination. All other documentation must be placed away for the full extent of the examination.

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.