Board of Surveying & Spatial Information

Urban 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 minimum requirements and scope of a suitable project that exhibits a significant degree of boundary definition complexity: • At least two existing plans of survey to redefine at least one boundary • Boundary established by indirect methods	
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 searches including relevant CRE, titles, deeds, dealings, plans, etc. properly organised (note that the examiners may want to keep some or all of this information for their records)	
Completed Surveyor General's DP Checklist and NSW LRS DP Checklist	
Proof of equipment calibration, including measurements and reductions	
Full 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 (note a partial survey or survey for an occupation certificate is not appropriate)	
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	
Print out of the created LandXML file and validation report (Option 1/Option 2)	
One electronic copy of the submitted project as per the requirements outlined in Section 10	
Survey plans presented must be suitable for lodgment at NSW LRS for registration	
If exemption has been granted a copy of exemption form submitted to BOSSI and approval email from BOSSI	

Please Note:

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

Electronic submissions are to meet the following requirements:

- The submitted files are to be in PDF format unless otherwise stated.
- Candidates can choose whether to submit individual or merged files. All submissions must include a contents page. If the submission is a merged file, components of the submission must be bookmarked following the naming convention below.
- Submission is to be via a SharePoint link. Each candidate will be provided with a unique link for their project file with the files to be uploaded no later than 7am on the day of the exam. The SharePoint link will be sent the day the examination confirmation letter is provided.

Please note that if you have not submitted your project by the required time, you will not be permitted to sit the examination as you have not met the requirements.

Each file is to be named using the convention:

ID_Name_Assessment_Month_Year_AX.pdf

Where AX is the attachment number

E.g.: CA009243_John Smith_Town Planning_March_2025_A1.pdf

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.