

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: <ul style="list-style-type: none">• 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 9.	
Survey plans presented must be suitable for lodgment at NSW LRS for registration.	
Copy of approval from BOSSI if Urban Cadastral 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.
- This file is to also contain copies of all title and plan searches, scanned field notes and electronic data sheets, calculation sheet, proof of equipment calibration including measurements and reductions, photographs and aerial imagery of the site.
- The file is to be named using the convention:
ID_Name_Assessment_Month_Year.pdf
E.g. CA009243_John Smith_Town Planning_October_2024.pdf

Project documentation must be submitted prior to the exam via SharePoint with the pdf file to be 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.