

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: <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• 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: <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	
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 spatial information (a metadata statement template is included in Appendix A)	
One electronic copy of the submitted project as per the requirements outlined in Section 10	
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.	
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.