



Northern Territory Government

Department of Planning and Infrastructure

AUDITING PROCESS

AND

ACCREDITATION OF EXAMINERS

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INTRODUCTION

1.0 BACKGROUND

The purpose of this document is to outline the operation of auditing surveys, accreditation of examiners, and clarify the administrative procedures for the verification and approval of survey plan (data) under Section 49(3) of the *Licensed Surveyors Act*.

In the past, plans lodged for approval were fully examined by Department examiners who then recommend to the Surveyor General whether the plan shall be approved or otherwise. However, following a review of the activities of the Survey Branch and consultations with other jurisdictions about their operations, the Department modified the process to introduce Accredited Examiners in 1998. The role of the Accredited Examiner is to examine the survey data prior to lodgement and thus allow approval without further examination by the Department. Since its implementation the Department has conducted 'cursory examinations' and audits on the plans lodged for approval. This action has been undertaken so as to maintain public confidence in the plan approval process, and to monitor the effectiveness of the external examination and the new administrative procedures.

2.0 OBJECTIVES

The objectives for the audit procedures and accredited examiner system are to :

- expedite the plan approvals process
- develop and utilise the quality assurance systems of survey firms
- maintain the integrity of the cadastral system
- optimise the Departments resources
- place greater reliance on the survey industry's professional competency
- improve the competency of surveyors through structured feedback on performance.

3.0 ACKNOWLEDGEMENTS

Acknowledgment to the Department of Land Administration in Western Australia for their assistance and providing documentation on which parts of this document are based.

PART A : AUDITING PROCESS

1.0 PLAN LODGEMENT PROCESS

To provide a better understanding of the auditing process, its function and administrative impact on the survey data process from lodgement to issue of title, a flow diagram at Attachment A has been produced.

With reference to this flow diagram, it is assumed the survey firm that lodges survey data possesses Accredited Examiner status. As shown on the flow diagram, once the lodged survey data has been deemed suitable, it is registered and relevant information entered into ILIS. After the survey data is registered, the plan/survey data will undergo preliminary charting/recording, be subjected to a cursory examination (Refer to attachment D), and then be approved after all statutory requirements are satisfied. Upon approval the survey data will be forwarded for final charting/recording and eventually titles will be issued. The above process does not directly impede the issue of title nor does the Department necessarily conduct an audit of the survey data before approval. However, the survey data can be listed for an audit whenever an apparent error is detected and/or be subject to future random audits.

Please note, the Department will make arrangements for data to be examined when lodged by survey firms who are not Accredited Examiners. This service attracts an examination fee.

2.0 DEPARTMENT PERSONNEL

The Department's auditing processes are administered by :

- Accrediting Officer (Manager of Survey Services - Darwin, Alice Springs)
- Supervising Auditor (Senior Statutory Services Officer)
- Field Auditors (Licensed Surveyors)
- Auditors (Statutory Services Officers)

3.0 THE AUDIT PROCESS

The standard of survey documents will be monitored by a nominal 10 % audit of all survey data lodged with the Department. The survey data to be audited can either be chosen randomly or selected.

Once the survey documents have been listed for an audit, a field inspection will in most circumstances be performed as soon as possible. The field auditor will verify compliance with the Survey Practice Directions, and if necessary undertake check measurements and/or investigate the datum and re-establishment.

The inspection of the survey data will also undergo a 'desktop examination' which involves detecting and categorising any errors/breaches into classifications and severity levels. For each

breach detected, it will be categorised into either one of the following classifications :

- (a) Plan Item
- (b) Examinable Non-Plan Item
- (c) Field Item
- (d) Field Book Breaches Detected by Examination.

3.1 Severity Levels

A severity level has been determined for each item (breach/error) in the abovementioned classifications. The severity level of each item is governed by the effect the error or non-conformity detected would have on the production and issue of a title. There are 6 levels and they are :

- Level 1 : Problem which can be rectified by the auditor. Minor delays in the document process. Non-conformity recorded and the Accredited Examiner / surveyor is given written advice.
- Level 2 : Problem requires rectification by the Accredited Examiner / surveyor. Plan process maybe halted momentarily. Non-conformity recorded and Accredited Examiner / surveyor given written requisition.
- Level 3 : Problem requires rectification by the Accredited Examiner / surveyor. Plan process maybe halted. Non-conformity recorded, Accredited Examiner / surveyor given written requisition, and Accredited Examiner status is at risk. Action to be endorsed by Supervising Auditor.
- Level 4 : Problem requires rectification by the Accredited Examiner / surveyor. Plan process maybe halted. Non-conformity recorded, Accredited Examiner / surveyor given written requisition, the Accredited Examiner status is at risk, and another requisition at this level may result in the loss of Accredited Examiner status. All of the above actions to be endorsed by the Accrediting Officer but attended to by the Supervising Auditor.
- Level 5: A breach at this level will cause a recommendation from the Supervising Auditor to the Accrediting Officer to suspend the Accredited Examiner's status, and another requisition at this level (from the next 3 plans) will result in the cancellation of Accredited Examiner status. In addition the breach (if warranted) is reported to the Surveyors Board, which may investigate the competency of the surveyor.
- Level 6 : The Accrediting Officer invokes automatic loss of Accredited Examiner status and the applicable breach(s) by the surveyor will be reported to Surveyors Board to determine the appropriate action.

Refer to items 3.2 to 3.5 for more information relating to the four classifications with breach item and associated severity level. In addition, please note that ‘S.P.D’ refers to the current Survey Practice Directions and the items and severity levels listed will be continually reviewed.

3.2 Plan Breaches

Plan breaches comprise of :

	<i>SIG</i>	<i>MIN</i>
General		
Illegible and unstable figures on plan, (depending on number)	L3	L2
Figures on plan which may not be legible when reduced or scanned	L1	
Incorrect abuttal (parcel/plan number) / supersedes (depending on number)	L1	
Information or dimensions incorrect on plan and / or field book	L3	L1
Individual mistakes in the land description and interests (C/T, signatures, Prop Reg Interest)	L2	
Incorrect usage / Omitted “orig” , “cal” and “p.o” annotations to dimensions	L1	
Errors in the title block/panels (ie heading, scale, map ref, surv cert, azimuth certifications, notes - acquisitions , vestings etc	L1	
Drafting not in accordance with Plan Drawing Standards	L1	
Roads		
Incorrect or omitted road name(s) and road widths	L2	
Omitted/incorrect public road/widening/opening notations	L2	
Easements		
Incorrect or insufficient easement dimensions	L2	
Incorrect or omitted easement notation/description	L2	
Omission of carried forward easement on plan	L2	
Parcels		
Errors in parcel dimensions on the plan (dist, angles, brg)	L3	L1
Incorrect areas	L3	L1
Incorrect parcel description - number	L3	

3.3 Examinable Non-Plan Items

Examinable non-plan items comprise of :

	<i>SIG</i>	<i>MIN</i>
Grossly insufficient survey pickup	L5	L4
Insufficient proof of re-establishment	L3	
Misclose outside limits and unacceptable and without adequate justification, (depending on amount, and number of figures)	L4	L3

	<i>SIG</i>	<i>MIN</i>
Examinable mistake in redefinition or re-establishment	L3	L2
Error in distribution of excess or deficiency	L2	
Omitted referencing which is required by S.P.D	L2	
Survey Report not in accordance with S.P.D	L2	
Examination Report and / or documents not suitable		L2

3.4 Field Items

Field items comprise of :

Note : In this item 2 policies have been adopted :

- a ground mistake is worse than the same size mistake on the plan
- an irrecoverable mistake (a field mistake) is worse than a recoverable mistake (a drafting or clerical mistake, or discrepancy between field book and plan, or a mistake obvious from a misclose).

Field

Recording a mark as found (necessary to the re-establishment) when it was not found :

- in manner which makes it a deliberate fraudulent act L6
- in a lesser manner or circumstance L5 L3

Recording a necessary measurement when it was not made :

- in a manner which makes it a deliberate fraudulent act L6
- in a lesser manner or circumstance L5 L3

Omission or recording important encroachment on plan and/or in field book L3

Omitted recording of substantial improvements within 1 metre of boundary L1

Easement requirements not recorded or reported L2

Mistake in position of re-establishment of job L3 L2

Field mistake in dimension (dist, angle or brg) L3 L2

Mistakes in reference mark distances or directions L3 L1

Showing "ORM(s) gone" without adequate searching when the spike is NOT L2

Misleading field notes, apparently accidental L2

Inadequate search for and / or connection to original marks in vicinity of survey L3 L1

No connection to geodetic or co-ordinated survey mark L1

Marking

Recording a mark as put which was not put,

- deliberate L5 L4
- accidental or not proven deliberate L3
- accidental and incidental L3 L2

Incorrect tagging of pegs or posts L2

Omitted tagging of pegs or posts L1

Omitted necessary pegs and/or reference marks, not in accordance with S.P.D L2

Necessary reference marks placed but not recorded L1

Omission and / or incorrect placement of CRM or equivalent reference mark as required by S.P.D. L2

3.5 Field Book Breaches Detectable by Examination

Field book breaches detectable by examination comprises of :

	<i>SIG</i>	<i>MIN</i>
Incorrect survey mark description/symbol in field book	L1	
Incorrect or omitted dimensions from field book, but correct on plan	L2	
Omission of “cal” , “orig” and “p.o” annotation from calculated or original or per original dimensions in field book	L1	
Omitted distances to original reference marks found if ambiguous or misleading	L1	
	L2	
Omission of current standardisation of equipment	L1	
Field Notes not in accordance with S.P.D	L2	

3.6 Accumulation of Breaches and Reporting

To assist the auditor and simplify the examination of the survey data, the above breaches/errors have been summarised and arranged on a proforma. Refer to Attachment B. Using this proforma enables the Auditor to analyse the breaches detected, identify any distinguishable trends and formulate an overall severity level for the survey data. The summary or resulting score for an audit will be determined by the accumulation of breach levels, that is the more breaches the higher the severity level. For example :

3 x L1 = L2
 3 x L2 = L3
 2 x L3 = L4
 2 x L4 = L5
 2 x L5 = L6

Worked examples :

No.1 - An audit reveals 6 x L1 breaches/requisitions
 Result 2 x L2 Overall L2

No.2 - An audit reveals 4 x L1 breaches/requisitions
 Result L2 & L1 Overall L2

No.3 - An audit reveals 4 x L2 breaches/requisitions
 Result L3 & L2 Overall L3

No.4 - An audit reveals 3 x L1, 2 x L2 breaches/requisitions
 Result 3 x L2 Overall L3

No.5 - An audit reveals 5 x L1, 5 x L2 breaches/requisitions
 Result 2 x L1 & L4 Overall L4

No.6 - An audit reveals 4 x L2, 2 x L3 breaches/requisitions

Result L2, L3 & L4 Overall L4

The Auditor will produce a written report to the Supervising Auditor discussing the breaches identified and recommended requisitions. The Supervising Auditor will assess the examination and findings before instructing the Auditor on remedial action. This action may include an instruction to the Field Auditor to re-survey, re-establish, re-measure, investigate a particular aspect of the survey or simply require the Auditor to issue a notice of remedial action.

The findings and results from an audit will be conveyed to the surveyor and Accredited Examiner in the form of an Audit Report. This document will outline any breaches if detected, remedial action required, date for rectifications to be completed by, and the current status of the Accredited Examiner. Refer to Attachment C. The surveyor and / or Accredited Examiner can respond to the auditor's issues, however any determinations made by the Surveyor General will be final. Ultimately, the audit report will provide suitable information to enable the surveyor's and / or Accredited Examiner's Quality Assurance system to be rectified and improved to avoid similar errors from occurring in the future.

Please note, all audit requisitions and any rectification costs are ultimately the responsibility of the licensed surveyor as per Section 51 of the *Licensed Surveyors Act*, thus all corrections should be promptly attended to as directed.

4.0 DEFINITIONS IN RELATION TO BREACH LEVELS

History has shown there has been few numerical or accuracy errors detected which have been outside allowable tolerances, however standard terminology used in audit reports are :

Nothing : Within allowable tolerances as per the Survey Practice Directions.

Minor : Just outside allowable limits of the Survey Practice Directions. Not noticeable to the public but measurable and still legally meaningful. Drafting - does not affect title.

Significant : Well outside allowable limits of the Survey Practice Directions. Visible to the public, noticeable and measurable. May require some additional fieldwork or redefinition to subject parcels or surround. Could cause a fence, shed, house etc to encroach, clearances or setbacks to be reduced, loss of land, a boundary adjustment. Drafting - unclear, illegible, incorrect or missing data, will affect title.

In numerical terms :
URBAN

	Minor	Significant
RM Distance (m)	< 0.01	> 0.01
Distance (m)	0.01 + 100ppm to 0.01 + 200ppm	> 0.01 + 200ppm
Area	< 10%	> or = 10 %
Azimuth	< 30"	> 30"

RURAL

	Minor	Significant
RM Distance	< 0.01	> 0.01
Distance	0.01 + 200ppm to 0.01 + 300ppm	> 0.01 + 300ppm
Area	< 10%	> or = 10%
Azimuth	30" - 60"	> 60"

5.0 RECORDING OF AUDITS

A paper record of the outcome of an audit will be attached to the file for each survey audited and in addition be recorded in a confidential database. By using a database it will assist with the assessment of the effectiveness of the program and also enable the Accredited Examiner's status to be monitored and evaluated regularly.

Example of some records for the database :

- Consultancy/Firm/Surveyor
- Job Plan Number/Description
- Non conformances or Breaches - Field/Marking, Plan (Drafting Standards), FB, Other Examinable Items (Re-establishment, Adequacy of Redefinition, Closure Limits, Distributions, Adjustments etc).
- Final Assessment - Score, Accumulative Accreditation Status
- Notification, Requisition dates - request and completion

Reports produced

- cumulative score / status – the frequency will either be yearly, quarterly and / or as required by a bonafide external auditor of the survey firm's QA.
- number of audits conducted for each firm
- notification of result from an audit to firms

PART B : ACCREDITATION OF EXAMINERS

1.0 REQUIREMENTS FOR AN ACCREDITED EXAMINER

The requirements for a firm to be accredited as a survey examiner are :

1. they must be on the JAS-ANZ register, as being certified under an accredited quality system certification program, for the provision of consulting services in surveying, to ISO 9001/9002 standard.
2. they must provide evidence that their work performance is covered by Professional Indemnity insurance.
3. they (and / or nominated staff) attended an Examination Seminar conducted by the Supervising Auditor or show to the Supervising Auditor they (and / or nominated staff) possess the necessary experience or qualifications to examine a plan.
4. they must have the last three lodged plans, which have been self examined, assessed at a severity level better than 3 by the Department.

The period of accreditation will be continuous provided that the conditions as outlined are fulfilled.

2.0 LOSS OF ACCREDITED EXAMINER STATUS

The loss or suspension of an accredited examiner's status is subject to the authorisation by the Accrediting Officer. The recommendation to the Accrediting Officer, to suspend or revoke a survey examiner's status, will originate from the Supervising Auditor. The survey data to invite such action will have been judged, as a consequence of an audit, to be at a L5 or L6 breach level. In brief, if an audit assesses survey data to be :

- L5, the accreditation status is "suspended" and another at this level within the next 3 plans will see accreditation revoked.
- L6, the accreditation status is automatically "cancelled" and the Surveyors Board will be notified.

In addition, the status of a survey examiner can also be recommended for repeal by the Supervising Auditor or be "suspended", if -

- (a) there is an accumulation of L4 or L3 results from sequential audits,
- (b) the firm's current Quality Assurance system has been rescinded,
- (c) one or more of the requirements for a firm to be accredited as a survey examiner has not been maintained or has changed.

Any appeals or disputes arising from a loss or suspension of accredited examiner status will be resolved by the Surveyor-General and his determination will be final.

Please note, when a firm's accredited examiner status has been revoked or suspended, the firm will not be eligible for Department Cadastral Survey contracts.

3.0 REGAINING ACCREDITED EXAMINER STATUS

To re-gain accreditation, after suspension of status, the survey examiner must :

- (a) lodge with the Department 3 sufficiently complex survey plans(data) with associated records (not compiled survey information) which have been self examined. These plans will then be audited and all must be assessed to be at a severity level lower than L3. However if one of these plans is assessed by the Department to be at a severity level higher than L3, then the firm's accredited examiner status may be *revoked*.
- (b) satisfy any other particular requirements as required by the Supervising Auditor to demonstrate that the survey examiner's competency and their quality plan have been rectified.

To re-gain accreditation, after loss of status, the survey examiner must :

- (a) lodge with the Department 3 sufficiently complex survey plans(data) with associated records (not compiled survey information) which have been self examined. These plans will then be audited by the Department and all must be assessed to be at a severity level lower than L3.
- (b) satisfy any other particular requirements as required by the Supervising Auditor to demonstrate that the survey examiner's competency and their quality plan have been rectified.

4.0 RESPONSIBILITIES OF AN ACCREDITED EXAMINER

The accreditation of survey examiners does not alter the prevailing relationships and responsibilities of the licensed surveyor and the survey examiner. Accreditation is an additional mechanism for the Surveyor-General to have confidence in the inherent responsibilities a licensed surveyor assumes under the *Licensed Surveyors Act*.

The Survey Practice Directions requires that a licensed surveyor certifies that a survey represented on a plan lodged for approval was carried out by him or under his supervision at a specified date, and was executed in accordance with the *Licensed Surveyors Act* and the Directions thereunder. The certifying surveyor is always accountable for the accuracy of the survey, field component and the survey data lodged with the Department, whereas the certification of the integrity of the survey data presented is the responsibility of the Accredited Examiner. The Accredited Examiner is responsible for ***validating and confirming*** the following aspects of the plan and the survey represented on the plan :

- the completeness of the search, including any titles and previous plans ;
- the completeness of the fieldwork in discovering and recording boundary evidence ;
- the re-establishment / re-definition of the alignments and the calculated values as shown on the plan/data and field book ;
- the compliance with the relevant statutory requirements for the subdivision of land, that is *Licensed Surveyors Act / Directions, Planning Act, Land Title Acts* etc ;
- the field book completeness, content, and presentation in accordance with the Survey

Practice Directions ;

- the plan/data correctness and presentation is in accordance with the Plan Drawing Standards and/or specified requirements ; and
- the correlation between the field book, plan and digital data.

The examiner will certify that the plan has been passed by entering the name of the accredited survey firm against the '*Examined by*' panel in the title block of the plan.

The relationship and responsibility of the licensed surveyor and the survey examiner is also not altered with 'third party examinations'¹ of survey plans / data. In this situation the Accredited Examiner should incorporate additional examination checks before certifying the integrity of the lodged survey data because the work and actions of the certifying surveyor will normally not be performed under the Accredited firm's quality assurance processes. In this circumstance the Accredited Examiner should highlight, via the Examination report, what extra checks have been undertaken to guarantee survey plan / data integrity.

5.0 THE LODGEMENT OF UNEXAMINED PLANS

The Department will continue to accept the lodgement of survey data for approval that is not countersigned by an Accredited Examiner. In such cases the Department will arrange for the plan/data to be examined internally or by an Accredited Examiner, however this service will incur an examination fee as prescribed in the *Licensed Surveyors Act*. Please note, if the firm's accredited examiner status has been revoked, *examination fees will be imposed*, however if the accredited examiner status has been suspended examination fees are not applicable.

6.0 LODGEMENT FEES

In line with the practices in other jurisdictions, the Department also has a lodgement fee on all survey data lodged for statutory approval as prescribed in the *Licensed Surveyors Act*.

7.0 APPLICATION FOR ACCREDITATION

A written application for accreditation can be lodged with the Surveyor-General at any time. Before accreditation is given the applicant must –

- provide evidence of Quality Assurance,
- possess Professional Indemnity Insurance,
- have attended an Examination Seminar or acknowledgment of plan examination competency and
- have previously lodged 3 survey plans (data) that have been self examined and assessed by the Department at better than L3.

¹ This refers to the instance whereby an Accredited Examiner examines survey data for another survey firm or surveyor who does not possess survey examiner accreditation.

There is no fee for the accreditation process, however the plans lodged for initial assessment will be subject to lodgement and examination fees. The application for accreditation will be valid for a period of 2 years. The 2 year validity period will begin from the lodgement date of a plan, which has been nominated by the applicant as the first of three self examined plans for the accreditation process. The survey documentation that must accompany plans which are being lodge for accreditation assessment is outlined below in Section 8.

8.0 SURVEY DOCUMENTS TO BE LODGED

The survey documentation or information required at lodgement is :

- ‘Lodgement of Survey Data’ form
- plan(s) and field book
- survey report
- calculations and closes relating to parcels, easements and major traverse loops.
- examination print(s) of final or lodged version of plan as demonstrated in the Departments ‘Examination Seminar’
- QA check lists of final or lodged version of plan
- examination report that must address :
 1. the validation and confirmation of datum ;
 2. proof of re-definition and / or re-establishment of alignments ;
 3. interrogation of parcel marking and referencing in accordance with Survey Practice Directions ;
 4. quality of plan presentation and drafting ;
 5. ‘third party examination’ issues (if applicable) and
 6. any discussions with the surveyor regarding survey examination and / or survey matters raised in surveyor’s report.
- digital copy of the project in ACS Cadastral package or other specified format (at this stage will apply to Department contract surveys only).

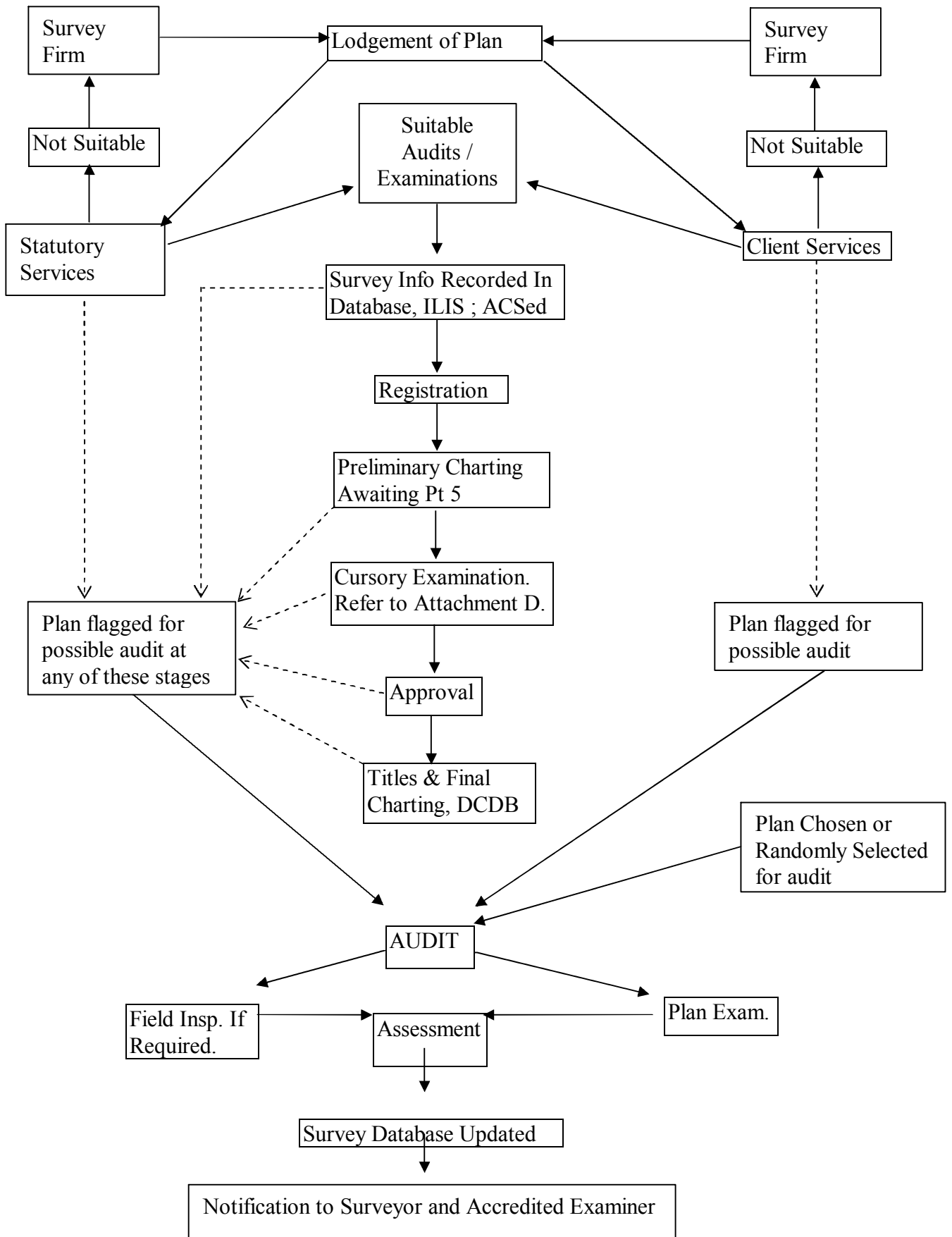
However, all survey documents or information lodged with the Department for approval by the Surveyor General must adhere to the following :

- must comply with the provisions of the *Licensed Surveyors Act*, Survey Practice Directions and be in accordance with the Plan Drawing Standards, as approved by the Surveyors Board of the NT,
- must comply with all relevant legislation, and
- comply with other Departmental requirements as directed.

ATTACHMENTS

PLAN LODGEMENT PROCESS (Darwin Office)

ATTACHMENT A



AUDIT CHECKLIST Plan Number :

PLAN ITEMS	LEVEL	NO.	FIELD	LEVEL	NO
General			Recording a mark as found (necessary for re-definition) when it was not found :		
Illegible and unstable figures on plan	L2 to L3		- in a manner making it a deliberate fraudulent act	L6	
Figures on plan which may not be legible when reduced or scanned	L1		- in a lesser manner or circumstance	L3 to L5	
Incorrect abutments (parcel/plan number)/ supersedes			Recording a necessary measurement when it was not made :		
Information or dimensions missing on plan and / or field book	L1 to L3		- in a manner making it a deliberate fraudulent act	L6	
Individual mistakes in the land description (C/T, signatures, Prop of Reg Int)	L2		- in a lesser manner or circumstance	L3 to L5	
Incorrect usage / Omitted "orig", "cal" and "p.o" annotations to dimensions	L1		Omission or recording important encroachment on plan and/or in field book	L3	
Errors in title block/panel (ie heading, scale, map ref, surv cert, azimuth, certifications, notes – acquisitions, vestings etc)	L1		Omitted recording of substantial improvements within 1 metre of boundary	L1	
Drafting not in accordance with Plan Drawing Stds	L1		Easement requirements not recorded or reported	L2	
Roads			Mistake in position of re-establishment of job	L2 to L3	
Incorrect or omitted road name (s) and road widths	L2		Field mistake in dimension (dist, angle , brg)	L2 to L3	
Omitted/incorrect public road/widening/opening notations	L2		Mistake in reference mark distances or directions	L1 to L3	
Easements			Showing "ORM(s) gone" without adequate searching when the mark is NOT	L2	
Incorrect or insufficient easement dimensions	L2		Misleading field notes	L2	
Incorrect or omitted easement notation/description	L2		Inadequate search for and / or connection to original marks in vicinity of survey	L3 to L1	
Omission of carried forward easement on plan	L2		No connection to geodetic or co-ordinated mark	L1	
Parcels			MARKING		LEVEL
Error in parcel dimensions on the plan (dist, angles, brg)	L1 to L3		Recording a mark as put which was not put		
Incorrect areas	L1 to L3		- deliberate	L4 to L5	
Incorrect parcel description - number	L3		- accidental or not proven deliberate	L2 to L3	
EXAMINABLE NON-PLAN ITEMS			- accidental and incidental	L2	
Grossly insufficient survey pickup	L4 to L5		Incorrect tagging of pegs or posts	L2	
Insufficient proof of re-establishment	L3		Omitted tagging of pegs or posts	L1	
Misclose outside limits and unacceptable and without adequate justification (depends on amount)	L3 to L4		Omitted necessary pegs and/or reference marks, not in accordance with S.P.D	L2	
Examinable mistake in re-definition or re-establishment	L2 to L3		Necessary reference marks placed but not recorded	L1	
Mistake of distance, angle or bearing in field book, but correct on plan	L1 to L2		Omission and / or incorrect placement of CRM or equivalent reference mark as required by S.P.D	L2	
Error on distribution of excess or deficiency	L2		FIELD BOOK BREACHES DETECTABLE BY EXAMINATION		LEVEL
Omitted referencing which is required by S.P.D	L2		Incorrect survey mark description/symbol in field book	L1	
Survey report not in accordance with S.P.D	L2		Omitted dimensions from field book, but correct on plan	L2	
Examination report and / or documents not suitable	L2		Omission of "cal", "orig" and "p.o" annotation in field book	L1	
SUMMARY			Omitted distances to original reference marks found, if ambiguous or misleading	L1 - L2	
LEVEL		TOTAL IN EACH	Omission of current standardisation of equipment	L1	
L1			Field notes not in accordance with S.P.D	L2	
L2					
L3		FINAL SCORE	Auditor's Signature	Date	
L4					
L5			Supervising Auditor's Signature	Date	
L6					
Comments :			Database Updated		

To Accredited Examiner :

Current Status:

Issued by :

from D.I.P.E, Land Information Division - Survey Audits

Issue Date :

Report

The audit of

has found

Description of Breach Levels and Survey Breach Category :

Remedial Action Required :

Remedial Action to be completed by :

This section of the form is to be returned with completed requisition by Accredited Examiner.

Recorded and QA Manual Updated :

Signature of Accredited Examiner :

Date :

NCR No :

CURSORY EXAMINATION CHECKLIST

PLAN	
EXAMINER	
PLAN	
Datum	
Heading	
Scale	
Bar Scale	
North Point	
Bearing Notation	
Plan Number	
Surveyors Certificate	
Azimuth Reference	
Field Book Reference	
Lot/Por/Sec Numbers	
Street Names - Gazetted	
Road Widths	
Public Road Notations	
Abuttals	
Easements and Notations	
Topography	
Supersedes Plan	
Map Reference	
Subdivision Application to RG (LTO)	
Consent of Proprietors of Registered Interest(s) (LTO)	
CALCULATIONS	
Areas	
Surrender Areas	
Bearings	
Bearing Observations	
Closes	
FILE	
Data Allocation	
Examination Print	
Title Search	
Comparisons with Title	
Gazettals	
Surveyor's Report	
LTO Concurrence	
Development Permit	
Layout Plan	
Part 5 Certification	
Certificate of Practical Completion	
ACS Data / CRM Control	
Examination Report / Documentation	
SURVEY REPORT	
Alignment Datum	
Re-instatement, Boundaries	
Easements	
Encroachments	
OTHER	
Amended Plans	
Lot Cancellations	
Plan Drawing Standards	
Acts and Regulations	
LAIS Entries	