

# Survey Audit Checklist

File Number		Plan Number	
Auditor		Date	

## ABSTRACT OF FIELD RECORDS

<b>1</b>	<b>Heading and other details</b>	
1.1	Crown Description correct <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	Street names and abutments correct	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3	North Point present and correctly orientated <sup>2</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4	Notations sufficient and correct <sup>3</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2</b>	<b>Certification</b>	
2.1	Certification complete and correct <sup>4</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2	All sheets signed and dated	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3	All sheets numbered and referenced	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4	Amendments certified by surveyor	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3</b>	<b>Mathematics</b>	
3.1	Closures and areas correct	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2	Adoptions compute	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3	All figures capable of being proved mathematically are correct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4</b>	<b>Drafting</b>	
4.1	Drafting in accordance with the Surveyor-General's Practice Directives <sup>5</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5</b>	<b>Boundary Marking</b>	
5.1	All boundaries marked either directly or indirectly where practicable <sup>6</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2	Boundary marking described on abstract <sup>7</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6</b>	<b>PMs and PCMs</b>	
6.1	Survey connected to the required number of PMs and PCMs <sup>8</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.2	Registered numbers of PMs shown <sup>9</sup>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
6.3	Marks nominated as PCMs of an appropriate standard <sup>10</sup>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
6.4	PCMs numbered correctly <sup>11</sup>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7</b>	<b>Omissions and/or transcription errors</b>	
7.1	Survey marks placed and found described <sup>12</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.2	Fence descriptions provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.3	Free of other omissions and transcription errors	<input type="checkbox"/> Yes <input type="checkbox"/> No

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## RE-ESTABLISHMENT

<b>8</b>	<b><i>Cadastral datum satisfactory</i></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9</b>	<b><i>Re-establishment satisfactory</i></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10</b>	<b><i>Extent of survey</i></b>		
10.1	All the relevant old marks found/looked for	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.2	Survey sufficient in extent <sup>13</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## MGA94

<b>11</b>	<b><i>Connection to MGA94</i></b>		
11.1	If the survey is <u>not</u> connected to MGA94: Can the requirement to connect be waived? <sup>14</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to 13)
11.2	If the survey is <u>connected</u> to MGA94: (a) Is the connection accurate? <sup>15</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(b) Have the bearings been rotated onto MGA94 datum? <sup>16</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>12</b>	<b><i>MGA94 derived by GNSS measurement</i></b>		<input type="checkbox"/> N/A (go to 13)
12.1	Coordinates verified by connection to at least one SCN GDA94 ground mark <sup>17</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.2	MGA94 bearing datum derived from occupations on two survey control marks (PM or PCM) within the survey, separated by at least 200 metres	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.3	Derived connection from the SCN GDA94 ground mark used for verification to one of the survey control marks (PM or PCM) in the survey shown <sup>18</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## LICENSED SURVEYOR'S REPORT

<b>13</b>	<b><i>Non-compliance with Regulation 15 and the Practice Directives</i></b>		
13.1	Signed and dated <sup>19</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.2	EDM make, model, serial number, Calibration site and Calibration date <sup>20</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.3	Specifies whether connection to PMs and PCMs has been made or postponed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.4	Details of GNSS equipment and techniques used in the survey <sup>21</sup>	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.5	Currency conditions addressed <sup>22</sup>	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>14</b>	<b><i>Adequate explanation of adoptions</i></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>15</b>	<b><i>All information provided correct</i></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>16</b>	<b><i>Free of omissions and transcription errors</i></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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## FIELD CHECK

<b>17</b>	<b>Marks placed/located and measurements made as described</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>18</b>	<b>Boundary marking</b>		
18.1	Boundaries marked on the ground where practicable <sup>6 &amp; 23</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.2	Boundary marks placed in their correct positions	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>19</b>	<b>Measurements correct and to the prescribed accuracy<sup>24</sup></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>20</b>	<b>Buildings used to define lot boundaries located accurately<sup>25</sup></b>	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>21</b>	<b>Fencing</b>		
21.1	Fencing/occupation accurately described and depicted <sup>26</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21.2	Age of fencing/occupation reasonable where nominated <sup>27</sup>	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

## ENDNOTES

- 1 Special Crown Descriptions to be in accordance with the article titled *Getting it Right the First Time – Crown Descriptions* published in the May 1993 edition of *Traverse* and re-printed in the June 2008 edition.
- 2 North point to include a notation. If the survey is connected to MGA94 bearing datum, the notation should be “**MGA94 Zone 54 or 55**”, as appropriate. If the survey is not connected to MGA94 bearing datum, an acceptable notation is “**Approximate True North**”.
- 3 Notations to include a description of the cadastral datum and, if connected to MGA94 bearing datum, the rotation necessary for the cadastral or title datum. Refer to Regulations 12(2)(a) and 12(2)(b), *Surveying (Cadastral Surveys) Regulations 2015* respectively.
- 4 Certification in accordance with Schedule 1, *Surveying (Cadastral Surveys) Regulations 2015* shown on the first sheet of the abstract of field records.
- 5 *Surveyor-General of Victoria Practice Directives, September 2014.*
  - For conventional traversing techniques, refer to section 6.3.1 and Appendix 1
  - For non-conventional measurement techniques, refer to section 6.3.2 and Appendix 2
- 6 Refer to Regulation 9, *Surveying (Cadastral Surveys) Regulations 2015.*
  - Where direct marking is practical, boundary marks are to be placed at the perimeter corners of the land under survey.
  - Where it is impractical or inappropriate to place marks at the corners themselves, another form of marking the boundaries in the vicinity of the corners such as offset marks is to be implemented.
- 7 Refer to Regulation 12(2)(e), *Surveying (Cadastral Surveys) Regulations 2015.*
  - If direct marking of a corner or indirect marking of a boundary as described in 6 above is impractical, then the description "Not Marked" should be added to the abstract and the reason for the non-marking described in the Surveyor's Report.
- 8 Refer to Regulation 11(3), *Surveying (Cadastral Surveys) Regulations 2015* for the number of PMs and PCMs required to be connected to.
  - If the survey is within or contiguous to a Proclaimed Survey Area, there is an additional requirement to directly connect to two coordinated PMs (i.e. SCN GDA94 ground marks) – refer to Regulation 13, *Survey Co-ordination Regulations 2014.*

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- 9 Refer to section 2.5, *Surveyor-General of Victoria Practice Directives, September 2014*.
- 10 Refer to Regulation 8, *Surveying (Cadastral Surveys) Regulations 2015* and section 2.6, *Surveyor-General of Victoria Practice Directives, September 2014*.
- 11 When a new PCM is established, surveyors must assign a 9-figure number from their allocation in the format:
  - The first digit on the left being 1
  - The next four digits being the surveyor's SRBV Registration Number
  - The final four digits being the surveyor's allocated number
- 12 Section 7.8.3(r) of the *Survey Practice Handbook, Part 2* recommends that where the survey origin of a mark found is known, it should be described on the abstract adjacent to the mark. Marks found of unknown origin should also be described as such.
- 13 Refer to Regulation 10, *Surveying (Cadastral Surveys) Regulations 2015*.
- 14 Connection to MGA94 bearing datum can be waived if no suitable SCN GDA94 ground marks exist within the vicinity of the survey which satisfy the parameters of Regulation 13, *Survey Co-ordination Regulations 2014*.
- 15 MGA94 bearing datum accurate to within 20 seconds of arc. Refer to section 2.3.6, *Surveyor-General of Victoria Practice Directives, September 2014*
- 16 Rotation of the survey onto MGA94 bearing datum means that the bearings on the plan and abstract of field records are shown relative to MGA94 Zone 54 or 55, as appropriate.
- 17 A horizontal component of the coordinate difference with SMES of up to 0.10 metres is acceptable.
- 18 The derived connection must consist of the MGA94 bearing and ground (or site) distance at mean elevation between the marks. Refer to section 2.3.7(b), *Surveyor-General of Victoria Practice Directives – September 2014*.
- 19 For SPEAR lodgements, to comply with *Technical Note 4 Applicant Created Surveying Documents in SPEAR*, the words "**Digitally Signed**" are to be added where the Licensed Surveyor's signature would normally be placed and the report is not to be dated as the date is applied by SPEAR in the watermark.
- 20 Refer to Section 7.2 of the *Surveyor-General of Victoria Practice Directives – September 2014*. Check that the EDM used was last calibrated no more than 12 months before the date of survey.
- 21 Refer to Section 5.1(b), *Surveyor-General of Victoria Practice Directives – September 2014*. In addition:
  - The SMES and GNSS-derived MGA94 coordinates of the SCN GDA94 ground mark used for verification purposes are to be listed. Refer to section 2.3.7(c), *Surveyor-General of Victoria Practice Directives – September 2014*.
- 22 If the survey was completed more than two years prior to its lodgement with Land Victoria, a section must be added to the report that discusses the currency conditions listed in section 6.1.2(b), *Surveyor-General of Victoria Practice Directives, September 2014*.
- 23 Refer to Regulation 9, *Surveying (Cadastral Surveys) Regulations 2015*.
  - Check that the marks placed are suitable and that additional marking to aid in the identification of boundary lines has been implemented where required.
- 24 Refer to Regulation 7(1)(c), *Surveying (Cadastral Surveys) Regulations 2015*.

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- 25 Where practical, measure the positions of the boundaries defined by buildings and compare with plan dimensions. Refer to Regulation 7(4), *Surveying (Cadastral Surveys) Regulations 2015* for accuracy requirement.
- 26 Refer to section 6 of the *Survey Practice Handbook, Part 2*.
- 27 Refer to section 6.2.2.2 of the *Survey Practice Handbook, Part 2*.