

Cadastral Office Audit Checklist

Survey Firm:	Review Date:
Location:	Reviewers Name:

No.	Audit Item	Comments	Checked
1	Is all survey equipment maintained within calibration? Rule 6(1). Is there a documented maintenance programme?		
2	Does the equipment register record the calibration history and test results of all survey equipment (Tribrach, Total station, GPS, Poles, etc)?		
3	Is there a process of recording which equipment has been used in the preparation of each CSD? Rule 6(2)		
4	Are the original field notes on file or available should the Surveyor-General request them? Rule 43(1A)		
5	Have the field book entries been checked by the LCS for all CSD's? Schedule 2 of the Act		
6	Do you have a process for handling LINZ requisitions?		
7	Does the LCS sign-off all requisitions (hardcopy or electronic)?		
8	What process improvements have occurred from monitoring requisition trends?		
9	Is the process for recording that CSD's have been checked by the LCS being adhered to and recorded in such a way that another person could verify? Schedule 2 of the Act		
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Note: This is not an exclusive list, rather a basis from which Licensed Cadastral Surveyors can build on to manage their obligations to meet their certification requirements.