

Name of Survey Firm

## QUESTIONNAIRE - CADASTRAL SURVEY DATASET (CSD)

*This questionnaire is designed to provide LINZ with an insight into your firm prior to our office visit. Please attempt to answer all questions and return to the Manager Regulatory QA at LINZ.*

### 1. Company Structure

- 1.1 Is your firm ISO 9001 accredited (or hold similar accreditation – if so please state accreditation type)? Yes/No?
- 1.2 Who has overall responsibility for quality control in your firm for all processes? (It is acknowledged that the responsibility for a CSD lies with the signing surveyor.)
- 1.3 Does your firm undertake cadastral surveys from multiple offices? Yes/No?

If yes, please list the office locations.

### 2. CSD Preparation Processes and Controls

- 2.1 List field and office personnel that are involved in the preparation and submission of CSD's to LINZ within your office.
- 2.2 What quality control processes do you have in place to ensure the accuracy of CSD's submitted to LINZ (including self-audits, external audits, checklists etc)?  
Are they documented?  
If you have multiple offices, do they all follow the same quality control processes?
- 2.3 Is there a peer review system for surveyors who submit CSD's? If so, please explain how it operates?
- 2.4 What reporting do you perform to monitor the effectiveness/efficiency of your firms' CSD processes? (e.g. do you keep a record of the percentage of requisitioned CSD's?)
- 2.5 What processes do you have in place for improving your CSD preparation?
- 2.6 Do you have difficulty achieving approval of CSD's? Yes/No?

If yes, please list the key issues you have.

### 3. General

- 3.1 What does your firm see as the key risks to undertaking Cadastral Surveys?
- 3.2 What training and development programmes are provided to your staff to ensure they are appropriately skilled?

*Thank you for completing this questionnaire.*