

# Self Assessment Questionnaire

Updated for **Cadastral Survey Rules 2021 (CSR 2021)**

1 FIRM'S QUALITY CONTROLS						
When completing this section, consider the controls your firm has in place						
<b>1.1</b>	<b>Checklists</b> A = Never, B = Rarely, C = Sometimes, D = Most of the time, E =Always	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
1.1.1	We use checklists as a means of evidencing the process we have followed to ensure data searching is complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.2	We use checklists as a means of evidencing the process we have followed to ensure field work processes are compliant with the CSR 2021.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.3	We use checklists as a means of evidencing the process we have followed to check the CSD before submitting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.4	Our checklists separate the duties performed by the preparer of the CSD and the reviewer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.5	Checklists are retained for audit purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.2</b>	<b>Peer review</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>		
1.2.1	We have a peer review process to check that the CSDs we have submitted to Landonline meet all of the CSR 2021, Landonline capture requirements and other legal requirements. For info about the Standard for Lodgement of Cadastral Survey Datasets see: <a href="http://linz.govt.nz/regulatory/70000">linz.govt.nz/regulatory/70000</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2.2	The peer review results feed into continuous improvement initiatives for the firm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2.3	Requisitions received by surveyors in the firm are monitored and shared with all survey staff in the firm to improve the overall firm knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>1.3</b>	<b>Landonline Digital Certificate security protocols</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>		
1.3.1	We comply with the Landonline Terms and Conditions and Digital Certificate (DC) User Obligations ( <a href="http://linz.govt.nz/land/landonline/open-new-landonline-account/landonline-terms-and-conditions">linz.govt.nz/land/landonline/open-new-landonline-account/landonline-terms-and-conditions</a> ), and we understand our obligations, particularly the importance of: <ul style="list-style-type: none"> <li>maintaining the security and integrity of digital certificates</li> <li>ensuring that only the individual user knows and enters the passphrase during the DC download process</li> <li>ensuring passwords and passphrases are unique and confidential to each individual user.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3.2	I am a sole practitioner surveyor and have contingency plans in place so that CSDs can be submitted if I am unexpectedly absent from work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>1.4</b>	<b>Reinforcing key requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1.4.1</b>	We reinforce key requirements received in publications such as Landwrap, through the following methods: <ul style="list-style-type: none"> <li>• staff meetings</li> <li>• staff training / induction</li> <li>• other</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.4.2</b>	As a sole practitioner surveyor I have a support network with my peers that enable me to discuss best practice and compliance requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.4.3</b>	The CSR 2021 and Cadastral Survey Guidelines are made visible and reinforced within the firm: <a href="http://linz.govt.nz/land/surveying/rules-standards-and-guidelines">linz.govt.nz/land/surveying/rules-standards-and-guidelines</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.5</b>	<b>Equipment maintenance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1.5.1</b>	We are aware of the need to ensure that survey equipment is performing such that the accuracy standards of the Rules are adhered to (Part 4 Subpart 2 Accuracy Standards CSR 2021).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.5.2</b>	We have a system in place to monitor when equipment is required to be serviced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.6</b>	<b>Retention of CSD information</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1.6.1</b>	We lodge all relevant field information in a form that ensures permanent visibility Rule 71(e).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.6.2</b>	We keep evidence of Quality Assurance (QA) checks on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2 CERTIFYING SURVEYOR**  
When completing this section, please consider the process you perform as a LCS prior to certifying and signing a CSD.

<b>2.1</b>	<b>Certifying Surveyor</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>2.1.1</b>	I am aware of my certification obligations under Rule 73. For an article on Directing and Certifying Cadastral Datasets, see <a href="http://linz.govt.nz/kb/935#other-surveyors">linz.govt.nz/kb/935#other-surveyors</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.2</b>	<b>Pre-Fieldwork</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>2.2.1</b>	Data searching and any pre-field calculations are carried out by me or by staff under my direction and with my support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.2.2</b>	Appropriate sources are searched to acquire all relevant survey data and to assist any pre-field calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2.3	Fieldwork	Yes	No	N/A
2.3.1	I direct and supervise the survey field staff working on surveys I certify.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.2	Surveys are undertaken using technologies and methods to ensure compliance with the Rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.3	Independent checks are performed to verify the positions of new marks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.4	Mathematical checks via traverse sheets and calculation sheets are performed and are retained on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.5	The performance of survey equipment is tested to ensure compliance with the accuracy and standards specified by the Rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Submitted CSD	Yes	No	N/A
2.4.1	Post-field computations are performed by me or staff under my direction and with my support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.2	Plan generation in Landonline is carried out by me or staff under my direction and supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.3	Pre-validation reports are assessed by me for conflicts or failures. Failures that cannot be remedied are clearly addressed in the survey report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.4	I personally check CSDs completed in my name prior to certifying them and submitting them to Toitū Te Whenua.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.5	I am aware that I can contact a Toitū Te Whenua Cadastral Surveyor and/or Toitū Te Whenua customer support for technical questions prior to submitting the CSD.  The process for contacting Cadastral Survey Subject Matter Experts is outlined at: <a href="http://linz.govt.nz/land/surveying/landonline-requests-survey">linz.govt.nz/land/surveying/landonline-requests-survey</a>  Past editions of Landwrap are available through the Toitū Te Whenua website: <a href="http://linz.govt.nz/search/landwrap">linz.govt.nz/search/landwrap</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Requisitions	Yes	No	N/A
2.5.1	If I have received a requisition on a submitted CSD, I reviews those requisitions and monitor my progress on improving the requisition rate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>