

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 cbuckler@linz.govt.nz***

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.