



Company Name: _____
 Surveyor's Name: _____
 Date: _____
 Plan Title: _____
 Plan Number: _____

QA/QC CHECKLISTS

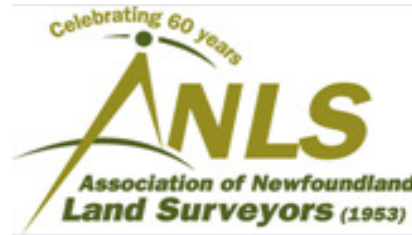
Legal Surveys and Real Property Reports (Plans and Descriptions) Checklists		
Survey Plan Checklist	Y/N	Comments / Reason if N
1		Control tie with scale factor
2		Coordinate values & zone number
3		Reference to local control if applicable
4		Bearings to degrees, minutes & seconds
5		Distances to 3 decimal places
6		Horizontal ground distance
7		North arrow (oriented to top of sheet)
8		Transportation corridors, water bodies & cut lines
9		Location & extent of reserves & roads
10		Scale of survey plan
11		Rights-of-way & easements (with widths shown)
12		Names, civic numbers, lot numbers, and Deed Registry information of adjacent land owners
13		Solid heavy line to identify Property boundary
14		Solid line to identify adjacent boundaries
15		Position of monuments set
16		If a witness monument has been used has its position relative to the true corner been shown
17		Symbols for monuments found or set
18		Symbols used are explained in Legend on plan
19		Date (Day, Month & Year)
20		Chord of irregular natural feature
21		R, A, C & B of curve ^{Note1}
22		Area of property
23		Encroachments shown
24		Note for report, if applicable
25		Copyright
26		Enlarge section for clarity if necessary
27		Plan paper size (legal, A1, A0)
28		Readable from bottom
29		Neat, clear and legible
30		Lettering to be mechanical (ALL CAPITAL LETTERS)



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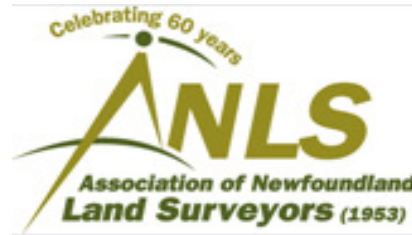
Legal Surveys and Real Property Reports (Plans and Descriptions) Checklists		
31	Surveyor's signature and stamp	
Survey Description Checklist		Y/N
1	Locality of the survey	
2	Provincial or electoral district	
3	Control or tie ^{Note2}	
4	The reference meridian	
5	Survey area	
6	Easements, rights-of-way	
7	Reference to plan, without color	
8	Date (Day, Month & Year)	
9	Note if not horizontal ground distance	
10	Coordinate values (3 degree MTM)	
11	Sufficient data for closure	
12	R, A, C & B of curve ^{Note1} & R/L ^{Note3}	
13	Data as same as plan	
<p>Note1: R, A, C & B is representing for radius arc, chord length & chord azimuth bearing Note2: Local control monuments, reference markers, features or objects used for the tie, if applicable Note3: Curve should also indicate whether it is clockwise or counter clockwise</p>		
Real Property Report Plan Checklist		Y/N
1	Verify all measurements	
2	Show current status of land (encroachment, easement or right of ways, etc.)	
3	Show status of land (deletions to size of land)	
4	Identify all structures on land	
5	Dimensions and side yard measurements for all major structures (2-3 decimal places)	
6	Identify Newfoundland Land Surveyor and the date of survey	
7	Include "This plan certifies the information as of 'DATE', and only as of 'DATE'"	
8	Address of the property	
9	Evidence of boundaries and previous survey monumentation recovered	



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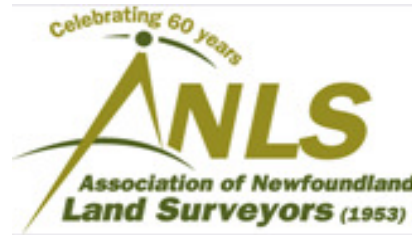
Legal Surveys and Real Property Reports (Plans and Descriptions) Checklists			
10	Symbols for monuments found		
11	Symbols used are explained in Legend on plan		
12	Bearings (degrees, minutes & seconds) & Distances (3 decimals) on property boundaries		
13	Chord of irregular natural feature		
14	R, A, C & B of curve ^{Note1}		
15	Solid heavy line to identify Property boundary		
16	Solid line to identify adjacent boundaries		
17	Names, civic numbers, lot numbers, and Deed Registry information of adjacent land owners		
18	Transportation corridors, water bodies & cut lines		
19	Location & extent of reserves & roads		
20	Rights-of-way & easements (with widths shown)		
21	Driveways, right of way or other access to property shown		
22	North arrow (oriented to top of sheet)		
23	Scale of survey plan		
24	Copyright		
25	Note for report, if applicable		
26	Plan paper size (legal, A1, A0)		
27	Readable from bottom		
28	Neat, clear and legible		
29	Lettering on plan to be mechanical (ALL CAPITAL LETTERS)		
30	Surveyor's signature and stamp		
Note1: R, A, C & B is representing for radius arc, chord length & chord azimuth bearing Note2: Local control monuments, reference markers, features or objects used for the tie, if applicable Note3: Curve should also indicate whether it is clockwise or counter clockwise			
Real Property Report Checklist		Y/N	Comments / Reason if N
1	Line stating "Prepared by: (Company name)"		
2	Line stating "Certified to: (client name(s))"		
3	Address of the property including Client name and mailing address		
4	Parcel description		



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Legal Surveys and Real Property Reports (Plans and Descriptions) Checklists			
5	Description of structures and other improvements		
6	List Reference survey(s)		
7	Note that there are no apparent easements or encroachments, if applicable		
8	Surveyor's Certification with reference to accompanying Surveyors RPR Plan		
9	Surveyor's signature and stamp		
Crown Land Survey Checklist		Y/N	Comments / Reason if N
1	Is the parcel surveyed as per the location indicated on the site plan attached to the survey authorization/approval letter		
2	Did the surveyor receive prior approval for an alternate site/configuration from the titles office or regional office before completing		
3	Are there any special instructions for survey attached to the application form/approval letter/survey authorization		
4	Does the survey submission indicate these special instructions have been followed		
5	Are all the questions on the surveyor's report form completed and the report dated, stamped and signed		
6	If the submitted survey plan, application, photography or GIS indicates there is a power line, water line, sewer line etc. that requires an easement, does the description indicate the parcel is 'subject to an easement'		
7	Has the description and survey plan been checked for technical accuracy		
8	Does the closure report indicate an acceptable accuracy		
9	Does the survey indicate that two control survey markers have been referenced		
10	Does the description conform to the current standards		
11	Does the survey plan conform to the current standards		
12	Does the information contained in the description agree with the information shown on the survey plan		
13	Does the location (name) indicated in the Authorization agree with the description location		
14	If the application, photography, mapping, LMO's report, survey or surveyor's report indicates there is evidence of occupation on the parcel surveyed, did the submission include a separate plan showing evidence of occupation		
15	Are adjoining titles indicated with original title holder and registration identification (current title holder may be also shown)		
16	Do bearings and distances indicated on the application survey agree with the bearings and distances on adjoining existing boundary		
17	Is there a satisfactory explanation why bearings and distances do not agree		
18	If water bodies (ponds, rivers, lakes, brooks, tidal waters, etc.) are indicated on the returns, is the correct reservation maintained		
19	If the parcel is adjoining a provincial or municipal road is the road width correct as per Transportation/Town regulations		
20	If the returns indicate a right-of-way (existing or proposed) crossing the parcel, is it reserved from the total area and is it monumented where crossing the parcel boundary		



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Legal Surveys and Real Property Reports (Plans and Descriptions) Checklists		
21	Is the correct zone/central meridian referenced in the description and on the survey plan	

File Checklists			
File & Research Checklist		Y/N	Comments / Reason if N
1	Job number and Description		
2	Date of job creation		
3	List Crew names, CADD Operator, Secretary, etc. who worked on Job (Attached to inside of file cover)		
4	Copy of Contract, Letter of Undertaking, or Summary of Employment		
5	Copies of applicable correspondence, notes from telephone calls, or other communication		
6	Surveyor's Report to the client summarizing the project and any areas concerns		
7	Documentary evidence relating to the lands being surveyed and the adjacent lands		
8	Deeds of subject and adjacent lands		
9	Plan(s) of related surveys		
10	Field notes of earlier related surveys where applicable		
11	Crown Grants and/or Crown land surveys where applicable		
12	Property Maps, complete with appropriate listings, where applicable		
13	Affidavits and/or testimony by land owners or knowledgeable persons, where applicable		
14	Copies of the completed field notes and sketches		
15	Copies of completed Survey plan(s) and description(s)		
Computation Checklist		Y/N	Comments / Reason if N
1	Hard copy of the calculations for:		
a	Pick up traverse and ties		
b	Copy of the Work Sheet, being a plot and point identifications of the traverse, ties, interpretations and design		
c	Processed GPS data sheets		
Field Note Checklist		Y/N	Comments / Reason if N
1	Members of survey crew identified (names or initials)		
2	Make and Type of instrument being used identified		
3	Weather conditions prevailing at time of observations recorded		



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Legal Surveys and Real Property Reports (Plans and Descriptions) Checklists		
4	All pages numbered with total number indicated	
5	Date of the observations recorded	
6	Control points utilized identified	
7	Sketches in the filed notes informatived with all relevant data	
8	Sketches must contain a North Arrow for orientation	
9	Sketches/notes clearly identify the names/numbers of all streets/highways	
10	Are there recorded details respecting the searches for evidence (physical, documentary or verbal) and the results	
11	Description for every monument found, restored or placed, and a note concerning relevant lost monuments	
12	Clearly designate the character of any natural feature adopted as a boundary	
13	In instances of corrected or amending entries in the filed notes, are the original values still legible	
14	Independent check measurements to verify the position of all markers places as a result of the survey	
15	Writing neat, clear and legible (ALL CAPITAL LETTERS)	