

**GUIDELINE FRAMEWORK FOR THE COMPILATION
OF SURVEY REPORTS**

TECHNICAL SURVEY REPORT

1. SURVEY PROJECT DESCRIPTION

2. SURVEY PROJECT NUMBER

3. SURVEYED BY *(Name of organisation that performed the survey)*

4. DESCRIPTION OF THE PROJECT

4.1 Locality of the survey area

4.2 Terrain type description

4.3 Size of the survey

4.4 Date and duration of the survey

4.5 Surveyors involved *(Names, qualifications and registration numbers).*

5. EXECUTION OF THE SURVEY PROJECT

5.1 Instrumentation and equipment used

5.2 Special aids

5.3 Application of special techniques

5.4 Detail description of methodology applied

5.4.1 Horizontal fixing

5.4.2 Vertical fixing

5.4.3 DTM observations

5.4.4 Structural surveys

5.4.5 Add to this list any other surveys undertaken on the project

ANNEXURE 1
(CONTINUED)

5.5 Problem situations and solving of problems

5.6 Delays due to unforeseen circumstances

5.7 Survey projection system and height datums

6. QUALITY CONTROL

6.1 Detail description of quality control methodology

6.2 Accuracies (Provide a summary of accuracies obtained)

6.2.1 Horizontal accuracies

6.2.2 Vertical accuracies

6.2.3 DTM accuracies

6.2.4 Structural accuracies

6.2.5 Out of specification tolerances accepted

7. RECORDS *(Records submitted to the client and the format of digital data supplied.)*

8. RECOMMENDATIONS *(Resulted from the survey to be kept in mind for future surveys in the same area.)*

9. GENERAL INFORMATION *(Information that the surveyor wants to bring to the attention of the client, and not mentioned elsewhere in the report.)*

SIGNATURE

Printed Name

Designation

Plato Registration Number

Date

NOTE: *This report can be supplemented with photographs and binded into the hard copy job file.*