Before you pour, bury or build.

01-02 / Understand the site

Tick when completed. Mark non-applicable items in the notes. Repeat checks as the work progresses; a tick does not replace the responsible person's approval.

PROJECT / SITE

COMPLETED BY DATE

01 / EVALUATE

- [ ] Send the site pin, survey extent, access contact and working restrictions.
- [ ] Explain the proposed work and agree the survey scope with the designer.
- [ ] Agree required features, levels, accuracy and drawing or data formats.
- [ ] For drainage: agree surrounding levels, connection points, accessible invert levels and changes in ground slope that need capturing.
- [ ] Identify inaccessible detail and any separate buried-service detection or verification needed.
- [ ] Confirm the designer can use the survey and resolve important information gaps.

02 / CONFIRM CONSTRAINTS

- [ ] Collect the registered property description, available SG records, title and servitude information for professional review.
- [ ] Refer uncertain boundaries or beacon positions to an appropriately registered land surveyor. A fence is not boundary confirmation.
- [ ] Ask the relevant professionals to confirm applicable restrictions and approval requirements.
- [ ] Confirm with the project lead which issues must be resolved before construction layout proceeds.

NOTES / NOT APPLICABLE / OUTSTANDING ACTIONS

Before you pour, bury or build.

03-04 / Prepare and set out

Tick when completed. Mark non-applicable items in the notes. Repeat checks as the work progresses; a tick does not replace the responsible person's approval.

PROJECT / SITE

COMPLETED BY DATE

03 / PREPARE

- [ ] Supply current authorised construction drawings and identify their revision numbers.
- [ ] Provide the grids, dimensions, design levels and suitable digital files for the requested work.
- [ ] Agree coordinate and height references and supply available survey-control information.
- [ ] Obtain written designer clarification for conflicting or missing design information.
- [ ] Agree required tolerances, visit dates, checks and the person who reviews the results.

04 / SET OUT

- [ ] Prepare a clear working area and arrange safe access to the required positions.
- [ ] Nominate someone to receive the set-out and explain it to the site team.
- [ ] Agree the marking method, offset distances and directions, and level references.
- [ ] Confirm what each mark represents: centre, edge, offset or level. Record the handover.
- [ ] Protect control and set-out marks from excavation, traffic and stockpiles.
- [ ] Arrange verification before the next irreversible operation; have disturbed marks checked or reinstated.

NOTES / NOT APPLICABLE / OUTSTANDING ACTIONS

Before you pour, bury or build.

05-06 / Verify and hand over

Tick when completed. Mark non-applicable items in the notes. Repeat checks as the work progresses; a tick does not replace the responsible person's approval.

PROJECT / SITE

COMPLETED BY DATE

05 / CHECK BEFORE COVERING

- [ ] Book verification before pouring, covering or building on the work, allowing time to act on the result.
- [ ] Confirm the design revision, tolerances and person authorised to decide the next step.
- [ ] Before backfilling, agree the service positions, levels, junctions, crossings and connections to be recorded.
- [ ] Agree required service attributes, such as pipe size and material; distinguish supplied information from measured information.
- [ ] Arrange safe access and confirm required measurements are complete before concealment.
- [ ] Report discrepancies, record the authorised response and agree any recheck after remedial work.

06 / RECORD AND HAND OVER

- [ ] Agree the completed features, deliverables, recipient and required file formats.
- [ ] Capture required concealed-work information while it remains accessible.
- [ ] State what was measured, when and against which references; identify supplied records and survey limitations.
- [ ] Confirm the recipient can open and interpret the files; record outstanding survey items.
- [ ] Store the final revision where the team can find it. Keep survey records separate from certificates and approvals.

NOTES / NOT APPLICABLE / OUTSTANDING ACTIONS