
Professional Review Submission Guide

This guide outlines what must be submitted for your professional review and explains the purpose behind each requirement. Submitting complete, organized, and relevant documentation is essential to demonstrate that your work meets professional standards and regulatory obligations.

1. Field Records

What to Submit:

- Field notes and field books
- Raw data (actual observations) including digital data showing date and time of observations
- Photographs
- Crew safety forms
- Any field instructions to the crew

Why It Matters:

This provides proof of what was observed, measured, and done on-site. Every item shown on the plan must be backed by supporting field records.

2. Stakeholder Communications

What to Submit:

- Emails and communications with the First Nation, client, Surveyor General Branch (SGB), and other professionals
- Scope of work and fee discussions

- Permissions (to survey, to enter the community)
- Final approvals and reporting to client

Why It Matters:

Demonstrates that you conducted the project with proper consultation, authorization, and transparency throughout the process.

3. SGB Communications

What to Submit:

- Survey instructions
- Plan review comments
- Notes on critical issues and how they were resolved

Why It Matters:

Shows how feedback or concerns were addressed.

4. Title Search

What to Submit:

- Parcel Abstract Report
- Land Status Report
- Evidence of easements, rights-of-way, access issues
- Confirmation of your research into land rights and access
- Notes on any cultural sensitivities, unregistered agreements, or sketches

Why It Matters:

Supports the legal and contextual foundation of your survey. It ensures that all land rights and access matters were properly considered.

5. Plan & Checklist

What to Submit:

- Final plan and completed checklist

Why It Matters:

The plan should be clear and professional, accurately reflecting the field data. Survey execution dates must match the field records.

6. Intake Questionnaire

What to Submit:

- Completed questionnaire specific to the project being reviewed

Why It Matters:

This gives the reviewer an overview of how the project was conducted, including personnel experience, field and quality control methods, and anticipated file contents.

7. Calculations & Sketches

What to Submit:

- Point identification (Design, Calculation, Observation, Redundant Observation)
- Sketches or drawings illustrating point locations

Why It Matters:

Clarifies how features and coordinates were determined and shows your methodology.

8. Review Before Submission

What to Confirm:

- Everything shown on the plan is supported by documentation
 - Data exists for each monument, GCP, structure, and feature shown
 - Records cover the full survey execution period
 - All files are in accessible PDF format (not proprietary formats)
-

9. Clarity & Transparency

What to Include:

- Definitions for any codes, descriptors, or abbreviations used
- Explanations for anything on the plan not supported by field observations
- Proactive notes about any weaknesses or uncertainties

Why It Matters:

Helps reviewers understand your documentation and demonstrates your commitment to professional transparency.

10. Duty to Cooperate

Failure to cooperate with the Practice Review Department may be considered **Professional Misconduct** under the Act. Non-compliance will be reported to the Registrar.

If you follow this guide, your submission will reflect your professionalism and help ensure a smooth and effective review process.

