

SCOTTISH DEVELOPMENT DEPARTMENT
ROADS DIRECTORATE
TECHNICAL MEMORANDUM SH 5/89

TOPOGRAPHICAL SURVEYS:
CERTIFICATION PROCEDURES

SUMMARY:

This Technical Memorandum introduces certification procedures for Topographical Survey contract documentation and associated Proof Survey for trunk road schemes.

TOPOGRAPHICAL SURVEY CERTIFICATION PROCEDURE

1. Introduction

1.1 Technical Memorandum SH 3/84 details the Departments Specification and requirements for contract documentation of topographical surveys.

1.2 This Memorandum introduces certification procedures for the preparation of tender documents and the verification of proof surveys.

2. Scope

2.1 The procedures outlined are to be used for all contracts for topographical surveys let by or on behalf of the Scottish Development Department.

2.2 Certification of proof surveys will be required where the value of the Topographical survey contract exceeds £10,000.

3. Certification Procedure

3.1 Directors of Roads or Consulting Engineers shall submit Certificates in the form given in Appendices A & B as follows:-

3.1.1 Certificate No 1 (Appendix A) - Certification of Tender Documents, shall be submitted to the Department together with a copy of the tender documents and a 'brief' of the proof survey requirements where applicable. Topographical survey contracts shall not go out to tender until the Certificate has been accepted by the Roads Directorate.

3.1.2 Certificate No 2 (Appendix B) - Certification of Proof Survey, where applicable, shall be submitted to the Department as soon as the proof surveyor is satisfied with the accuracy of the fieldwork carried out under the contract. The final certificate of completion for the Topographical Survey contract should not be issued until Certificate No 2 has been accepted by the Roads Directorate.

4. Proof Surveys

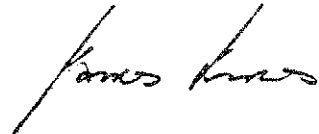
4.1 Where a Topographical Survey contract requires a proof survey a 'brief' of the Engineers requirements of the proof survey shall be prepared before the main survey is let and shall be submitted to the Department along with the tender documents and certificate No 1.

4.2 The 'brief' for the Proof Survey should not form part of the contract documentation for the main Topographical Survey contract.

4.3 For Topographical Survey contracts below £10,000 proof surveys are not required but it is recommended that spot checks be carried out by the Engineers own staff to verify the accuracy of the fieldwork carried out under the contract. In such cases certificate No 2 is not required to be submitted to the Department.

5. Enquiries

5.1 All enquiries or comments on this memorandum should be made in writing to the Scottish Development Department, Contracts and Materials Branch, New St Andrew's House, Edinburgh EH1 3SZ.



J INNES
Deputy Chief Engineer
Roads Directorate
Scottish Development Department
New St Andrew's House
Edinburgh
EH1 3SZ
10 November 1989

SCOTTISH DEVELOPMENT DEPARTMENT

ROADS DIRECTORATE

TECHNICAL MEMORANDUM SH 5/89

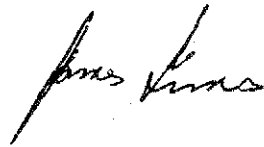
AMENDMENT NO 1

TOPOGRAPHICAL SURVEYS:

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Technical Memorandum SH 5/89 was recently issued without Appendices A and B attached. Enclosed for your information is one set of the relevant appendices to be used in conjunction with SH 5/89.



J INNES
Deputy Chief Engineer
Roads Directorate
Scottish Development Department
New St Andrew's House
Edinburgh
EH1 3SZ

30 November 1989

TOPOGRAPHICAL SURVEY CERTIFICATE NO 1
CERTIFICATION OF TENDER DOCUMENTS

1. Route No and Scheme Title:
2. Type of Digital Ground Model proposed:-
3. I certify that tender documents and working drawings for the topographical survey of this scheme have been prepared in accordance with Technical Memorandum SH3/84, except for the variations listed below, and that the quantities entered in the Bill of Quantities are a true measure of the various items of work required by this contract.
4. Variations:-

Signed
Director of Roads/
Consulting Engineer*

Name
Firm/
Authority

Date

5. This certificate is accepted by the Roads Directorate

Signed
for Roads Directorate

Name
Position

Date

*Delete where appropriate

TOPOGRAPHICAL SURVEY CERTIFICATE NO 2

CERTIFICATION OF PROOF SURVEY

- 1. Route No and Scheme Title:.....
- 2. Name of Proof Surveyor:.....
- 3. I certify that a proof survey has been carried out for the above scheme by the above named person and that the accuracy of the fieldwork is in accordance with the requirements of the topographical survey contract.

Signed
 for Proof Surveyor
 Date

Name
 Firm/
 Authority

Signed
 Director of Roads/
 Consulting Engineer*
 Date

Name
 Firm/
 Authority



- 4. This certificate is accepted by the Roads Directorate

Signed.....
 for Roads Directorate
 Date

Name
 Position

*Delete where appropriate