**Practical Experience in Surveying in Singapore**

**LOG BOOK**



**Notes**

Land Surveyors Board Singapore recognizes that an accurate record of practical experience in surveying is required for the Board to assess a candidate’s eligibility on his/her practical experience.

The practical experience in surveying shall comprise practical experience in surveying activities in Singapore at a professional level for not less than one year, obtained after the applicant has passed the examinations recognized by the Land Surveyors Board.

This log book shall serve as your evidence of your practical experience in surveying and shall be submitted when you apply for registration under section 12 of the Land Surveyors Act (Chapter 156).

**Fill in these details**

|  |  |
| --- | --- |
| **Name** |  |
|  |  |
| **Date of Birth** |  |
|  |  |
| **NRIC No.** |  |
|  |  |
| **Citizenship** |  |
|  |  |
| **Address** |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Contact number** |  |
|  |  |
| **Qualification** |  |

|  |  |
| --- | --- |
| **Signature / Date** |  |

|  |
| --- |
| Nature of business of the Employer |
|  |

Period of Employment

|  |
| --- |
|  |

Employment history with the Employer

|  |  |
| --- | --- |
| Position held | Period |
| 1. |  |
| 2. |  |
| 3. |  |

Survey projects completed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project reference  | Start date / End date | Cadastral/Non-Cadastral survey | Candidate’s role & responsibility | Supervisor’s name & signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Candidate’s remarks/discussion on one of the significant non-cadastral survey completed:

|  |
| --- |
| * Project Description
* challenges / issues faced and the resolutions (Please include relevant plans / survey sketches if necessary to better describe the challenges
* Analysis of the professional experience gained
* Suggestion for continual improvements
 |

**Note:** Please add additional pages if necessary

Candidate’s remarks/discussion on one of the significant cadastral survey completed:

|  |
| --- |
| * Project Description
* challenges / issues faced and the resolutions (Please include relevant plans / survey sketches if necessary to better describe the challenges
* Analysis of the professional experience gained
* Suggestion for continual improvements
* Please add additional pages if necessary
 |

**Note:** Please add additional pages if necessary

**Supervisor’s comments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the candidate’s report a satisfactory account of the survey activities carried out? |  | Yes |  | No |

Any other comments

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  Supervisor Name: |  |
|  Position in organisation: |  |
| Contact number:  |  |
|  Signature:  |  |
|  Date: |  |

Note: Page 4 – Page 7 should be repeated if there is a change of employment

**Land Surveyors Board Singapore**

**THE RECORDING OF PRACTICAL EXPERIENCE FOR**

**APPLICATION TO BE REGISTERED AS A SURVEYOR**

Surveyors seeking registration as a registered surveyor are required to sit for and pass the professional practice examinations prescribed by Land Surveyors Board (“the Board”) and submit a Log Book for the Board to assess his/her’s eligibility on his/her practical experience.

To meet the conditions for registration, the person must have, amongst other conditions, at least one-year post-graduate practical experience in surveying comprising practical experience in surveying activities in Singapore at a professional level. As proof of his or her one-year’s practical experience, such persons are required to submit a Log Book with his or her application for registration.

Reference should be made to the explanatory notes below for details on practice and practical experience requirements.

***Explanatory Notes***

**PRACTICAL EXPERIENCE**

1. The practical experience that a person is required to have shall be such practical experience in surveying activities obtained in Singapore for a period of at least 12 months under the supervision of a registered surveyor in the employ of the Government or statutory boards, or a registered surveyor who has in force a practicing certificate.

**EVIDENCE OF PRACTICAL EXPERIENCE**

1. Candidates are required to submit a log book which should record in detail the role he or she played in the survey project and the duration and a description of the practical experience.
2. The Board may, with a view to determining the nature of an applicant’s practical experience, conduct an interview with the applicant.

**THE RECORDING OF PRACTICAL EXPERIENCE**

1. Candidates are required to make use of the specific Log Book template which shall include details of the duration and a description of the practical experience.
2. Log Books should adequately cover the range and scope of professional experience until the date of application for registration.
3. Log Books must be endorsed by the Supervisor. The Supervisor should be a registered surveyor in the employ of the Government or statutory boards, or a registered surveyor who is holding a practicing certificate.
4. Candidates may wish to typeset the practical experience record sheets. It should be noted that at all times, the format and layout of the Log Book must be adhered to. Non-compliance will result in the rejection of application.

**INFORMATION ON THE ROLE AND RESPONSIBILITIES OF THE SUPERVISOR**

1. The Supervisor may not necessarily be the employer.
2. The Supervisor is a mentor providing guidance to the Candidate in the various areas of land surveying practice.
3. The Supervisor must ensure that the Candidate is provided with the opportunities to acquire core competences in the various aspects of land surveying practice, and in the broad aspects of land surveying practice covering project planning, electronic submission/procedures with the realization of the various authorities involved, field work, office processing, plan preparation, application of the working and technical knowledge of the various Acts, rules, regulations, limitations and codes of practice, legal and contractual administration and issues, and any other areas of professional practice and related activities.

**ENDORSEMENT BY THE CANDIDATE’S SUPERVISOR**

1. The Candidate is required to ensure that the Log Book is endorsed by his or her Supervisor.

**SUBMISSION OF LOG BOOK**

1. The Log Book serves as an evidence of the applicant’s practical experience in surveying and it must filled up for submission when applying for registration under section 12 of the Land Surveyors Act (Chapter 156).