



Skills/knowledge to acquire a C of A

The following is intended to guide the Registrar in considering the issuance of a Certificate of Authorization when considering section 14(5)(d) of the Surveyors Act:

“14(5) The Registrar may refuse to issue or may suspend or revoke a certificate of authorization if,

(d)in the case of an applicant or member who is an individual, the Registrar is satisfied, based on evidence, that the applicant or member has not engaged in the practice of professional surveying during the five-year period preceding the date of the refusal, suspension or revocation.”

It may also be of assistance when considering different office operations.

For a surveyor to have a Certificate of Authorization they should be able to effectively run a business and appropriately provide surveying services to the public. A surveyor should be able to demonstrate they have acquired the following knowledge and skills, generally gained by a minimum 3 to 5 years of OLS experience. These are in no order of priority.

Client Management

- Ability to determine project requirements
- Ability to explain issues and solutions
- Project reporting, estimating (updating clients when project parameters change)
- Dealing with complaints and neighbouring property owners

Project Management

- Ability to complete projects as promised (estimating, resource leveling, risk assessment and mitigation, etc.)

Business Practices

- Contract preparation
- Billing practices
- Financial Management
- Payroll practices
- Understanding insurance requirements
- Taxes
- Professional Obligations – notifications to AOLS of any changes, etc.

Human Resource Management

- Ability to manage staff
- Staff training including OLS Continued Professional Development

- Hiring and dismissing
- Contracts

Health and Safety

- Risk Assessment
- Policy requirements
- Supervisor responsibilities

In considering varying circumstances of office operation (e.g. multiple offices, remote offices) surveyors should be able to describe the following:

- What is their overall plan for managing the office?
- How will they address client management (understanding needs, conveying results of surveys including issues arising)?
- How will they manage staff and ensure that appropriate standards are being followed?
- How will they train new staff?
- How will they ensure the quality of their products and services?
- How will they build and maintain relationships with staff?
- How will they review evidence on complicated survey?