



**RE: TECHNICAL FIRMS**

The Association of Ontario Land Surveyors is aware of the existence of firms in Ontario which offer Technical Services to Ontario land Surveyors and Ontario Land Surveying firms (hereinafter referred to as the Surveyor). The Association feels that it is prudent to establish certain guidelines pertaining to the offering and contracting of the said services.

1. All aspects of the work sub-contracted (research, field methods and procedures, plan production, client liaison, etc.) must be supervised by the contracting Surveyor as though the contracted personnel were his own employees
2. Where outside financing is required, the Surveyor shall assume the responsibility of arranging the said financing.
3. The Surveyor must act as prime contractor and accept complete responsibility for, and liability occasioned by, the work.
4. Client contact must be with the Surveyor only and the only accounts rendered to the client will be from the Surveyor on his own letterhead.

There must be a written contract between the Surveyor and the technical firm clearly defining the extent of the sub-contract, the method of remuneration to the technical firm, and the responsibility and means of accountability of the technical firm to the Surveyor and the relevant Federal and Provincial Statutes and Regulations.

6. The contract must clearly indicate that only the Surveyor can identify the standard of work and completion of the sub-contract, and that all field notes and supporting documentation are the property of the Surveyor.

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President