

BOOK OF EXPLANATION: SYNOPSIS

Frequency of Review:

- At least once every five years.

Volume of Work Reviewed:

- A minimum of four (4) to a maximum of ten (10) plans is selected by plan submission number with the volume dependent on past Review history.

Plan Selection:

- Each firm must list all completed surveys on a log, as per "Schedule B", [click here](#).
- At the time of the Review, S.R.D. will contact the firm to obtain a copy of the log, to be supplied in digital or hard-copy format.
- The log identifies the type of survey for each assigned S.R.D. "sticker".
- For each Review, S.R.D. will select, by "sticker" number, the approved number of plans to provide a representative sampling of the work.

File Composition:

- Each firm will forward a signed print, the support file and any other pertinent information for each selected plan, as specified in "Schedule A".
- Submissions are required within three weeks of notification.

Field Examinations:

- Field examinations are conducted on a portion of the selected surveys by an O.L.S. staff member and/or consultant with the aid of an assistant.
- The field examination is not a re-survey, but is an examination of the site to determine whether the plan is representative of field conditions.
- The S.R.D. surveyor will take notes and photographs as required for the Review process.

File Review:

- Once the field examinations are consolidated to the support files, an in-depth examination is undertaken by a staff member and/or consulting surveyor.
- The "Check List and Rating Scale", [click here](#) is used for uniformity and consistency in the audit examination of the surveys in meeting the pertinent Standards, Guidelines, Legislation, Regulations and accepted standard practices.

File Review (Cont'd):

- The “Check List, while not conclusive, identifies the key portions of Regulations, Legislation, Guidelines and Standards that govern the work of surveyors.
- The “Rating Scale” provides an indication of the levels of concern placed on issues or areas of non-compliance.
- The “Rating Scale” is used as a guide due to the professional nature of the work reviewed.

Reports/Office Visit:

- “Draft” reports are forwarded to the firm, which include:
 - i) A separate report on each survey reviewed;
 - ii) A file summary report to identify the level of concern for each deficiency;
 - iii) A summary report highlighting areas of non-compliance; and
 - iv) A covering letter to identify areas of recommended change or response to the practice.
- An office visit will be conducted to finalize the report.
- The meeting is attended by the consultant who prepared the “draft” report and, at times, the Manager of the Survey Review Department.

- A copy of the final report is provided to the firm.

Purpose:

- Provides an independent audit of the reviewed firm or agency.
- Identifies issues, inadequacies or areas of non-compliance in the approach of the firm.
- Identifies areas of significant non-compliance or substandard work to which additional support education is necessary.

Confidentiality:

- Review results are held in strict confidence by the Survey Review Department.