

## **QUALITY STATEMENT**

The following procedure is used for survey projects:

A unique job file is created for each project

All relevant documentation is included in each job file. A “Site” version and duplicate “Office” version are created to facilitate the resolving of any queries/questions that may arise on-site, since both site staff and office staff have a copy of the applicable information for each project and can, therefore, communicate more effectively.

The job file contains all relevant correspondence, including details of the client’s specification and requirements and any subsequent changes/revisions.

Each project file also contains a Risk Assessment form for completion, with details of any known risks as advised by the client.

Depending on the nature of the project, the job file may contain specific Health & Safety documentation and Method Statements.

All GPS Data is processed through Trimble Business Centre. The Survey Data must meet the survey specification at each stage of processing before exporting to LSS.

In LSS and RiScan Pro, survey parameters (survey quality) are set in accordance with survey specification. This will generate warning messaging and in the event of errors, prevent processing until quality specification is achieved.