



**Surveying and Spatial Sciences Institute**  
**Engineering and Mining Surveying Commission**

**Engineering Surveying Professional – Australasia Pacific**  
**(ES P-AP)**

**Certification Renewal Procedures Manual**

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## 1. Purpose

Specialist Certification in Engineering Surveying is the official recognition by the Surveying & Spatial Sciences Institute (SSSI) that a person has demonstrated to the satisfaction of the SSSI that he or she has the necessary knowledge and experience to perform engineering surveys and associated activities to the highest standards. This document has been written to explain the process and requirements for an ESP-AP certified surveyor to renew that certification at the expiry of their **two year** certification period.

At the end of the second year the renewal process then must be followed to continue your ESP-AP certification and to ensure you are still included on the published certification list.

## 2. Retention of Certification

To retain certification an individual must demonstrate a commitment to Continuing Professional Development (CPD) by meeting the requirements of the SSSI CPD Policy. For renewal of Certification, CPD returns are required every two years post initial certification based on 15 **annual** CPD points. The points schedules determined by The Engineering Surveying Certification Panel are shown as Appendix A and B. Further the breakdown of the points required to renew is evident on the renewal forms 'Engineering Surveyors Certification Renewal Form - Rev 1'

The SSSI CPD Policy document is available from the SSSI website [www.sssi.org.au](http://www.sssi.org.au). Non-members of SSSI are required to renew their certification in the same manner.

Failure to provide CPD records in accordance with Engineering Surveying Certification Panel requirements may result in cancellation of an individual's certification and removal of his/her name from the list of Certified Professionals in Engineering Surveying. In this case the individual may reapply for certification in the normal manner by providing additional detail since the date of the last certification and the required fee. The ESP-AP Certification Panel may make some allowance for extenuating circumstances but their decision on retention of an individual's certification or not, will be binding.

## 3. Contributions to the Profession-including CPD event attendance Component

The importance of this aspect of professional life is recognised in the annual CPD process, necessary for retaining certification. Refer to Appendix 'A' for a fuller explanation of the contributions to the Profession component and the points claimable.

*Contributions to the Profession Points are considered an important part of the certification renewal process, though are not mandatory.*

Applicants claiming CPD points for short courses, workshops, seminars, conferences, etc. that they have successfully completed, must show clearly and specifically that their claims are valid in the context of meeting the above requirement, to the extent, for example, that in the case of some conferences they have attended, they would only be able to legitimately claim points for the days, or parts of days, associated with specific parts of the conferences.

CPD points are a result of the number of total hours that you have spent at short courses and workshops and the total number of days spent attending seminars and conferences with subject matter that relates directly to engineering surveying or related technology, and applications.

## 4. Payment

An application for ES P-AP certification renewal will not be processed unless full payment, if applicable, accompanies the forms. Payment may be in the form of a cheque for the full amount. SSSI also accepts Visa and MasterCard credit cards.

SSSI does not, under any circumstances, accept the following forms of payment:

- Currency (foreign or domestic);
- Multiple Party Cheques;
- Credit cards other than the ones listed;
- Purchase Order Numbers.

A receipt, if applicable, will be sent along with confirmation that the application has been received. Confirmation is only sent once a completed application has been received and the correct payment included.

### 4.1 Certification Fee Structure

Certification Renewal Fee: (Required every two years for ES P-AP)

SSSI Members - \$75 (Membership must be maintained during the two year period)

Non-Members - \$1,000 (for two years paid up front, SSSI reserve the right to withdraw certification)

## 5. Completed Application

Once your application is complete, you may submit your application to the SSSI.

## 6. Mailing Instructions

The completed application should be sent to the following address:

The Secretary  
Engineering Surveying Certification Panel  
The Surveying and Spatial Sciences Institute  
PO Box 307  
Deakin West, ACT 2600  
Australia

## 7. SSSI Certification Contact Information

Enquiries regarding your application can be addressed in the first instance to:

SSSI Admin/Membership Officer  
The Surveying and Spatial Sciences Institute  
PO Box 307  
Deakin West, ACT 2600  
Australia

Tel +61 2 6282 2282

Fax +61 2 6282 2576

Email [support@sssi.org.au](mailto:support@sssi.org.au)

Additionally, specific enquiries can be sent to the Chair of the Engineering and Mining Surveying Commission:

Email [chair.emsc@sssi.org.au](mailto:chair.emsc@sssi.org.au)

## APPENDIX 'A'

### Contributions to the Profession Component

Some of the following information is taken from the SSSI Spatial Information and Cartography Commission Certification Panel Procedures Manual but is equally valid for the Engineering Surveying Professional – Australasia Pacific (ES P – AP) certification process.

#### 1. Minimum Contributions to the Profession Requirement

The minimum qualification for certification and certification renewal is to accrue points in areas that not only benefit the applicant but also benefit the spatial industry professions as a whole. There are seven major areas of professional involvement with points being awarded for a multitude of activities within them. Contribution points may fall into any of the categories or be distributed among all seven.

It must be emphasised, however, that work-related publications and sales presentations are elements of work experience. Contributions are intended to recognise documents and activities that relay lessons learned and techniques developed at work beyond the client and employer. They should benefit the spatial sciences profession as a whole.

It is recognised that professional contributions in the form of conference planning, publications, committee/board participation, outreach, and other related efforts are fundamental to the health of the spatial sciences profession. The ability to contribute can be limited by lack of administrative support and resources; however, the programme and the spatial sciences community must not lower expectations to the lowest common denominator. Instead, a case should be made for the value of participation. In this way, spatial information professionals can use the certification process to convince their management that participation contributes to the education and professional development of their staff.

#### 2. Professional Contribution Points Schedule

The Contribution Point Schedule below is broken down into seven categories:

1. Spatial Sciences publications (writing or reviewing certain Engineering surveying related materials).
2. Spatial Sciences professional association involvement (being a member of an organisation with a focus on Engineering surveying and technologies activities or education);
3. Spatial Sciences industry committee participation (being a member of a committee with a focus on Engineering surveying and technologies activities or education);
4. Spatial Sciences and technologies industry conference, organisation, participation (organising a state, local, national or International Surveying related conference);
5. Spatial Sciences and technologies Conference Presentations and Workshop Instruction (e.g. presenting at a CPD event) at a state, local, or national event. Workshops that are presented on behalf of the applicant's employer are not applicable; (This includes poster presentations);
6. Spatial Sciences and technologies Industry Awards Received (awards for excellence in Surveying proficiency that may be bestowed by a variety of sources); and,
7. Other spatial sciences industry Contributions (includes GIS Day type event organisation or participation and various community contributions).

Points should be included for each instance that the applicant has satisfied a listed contribution. Therefore, if the applicant has satisfied a contribution category more than once, the applicant may receive duplicate points. There is no limit to how many times a category may be used or how many points may be accrued in that category.

However in the Spatial Sciences and technologies-related professional association involvement category, **only one level of involvement can be counted per year, i.e. no double counting so use the highest points level.**

| <b>CONTRIBUTIONS POINT SCHEDULE</b>   |  |  |
|---|--|--|
| <b>1. Spatial Information Industry Publications</b>   |  |  |
| <p><b>Note:</b> For any work to be considered published, for purposes of earning contribution points, it must be or have been publicly available in electronic or print form from an independent third party. 'Publicly available' means that copies could be downloaded or acquired in hardcopy form. An 'independent third party' is defined as a person or business, other than the author, who makes decisions regarding publication and/or content and who is not the author's employer or educator. There is no limitation regarding direct or indirect payment to produce the book, article, or map.</p> |  |  |
| <b>Code</b>   | <b>Publication Type</b>  | <b>Points Earned per Publication or Activity</b> |
| 1.10  | Book Author/Editor   | 15   |
| 1.11  | Published Atlas (as author)  | 15   |
| 1.12  | Senior author of a refereed paper  | 5  |
| 1.13  | Joint author of a refereed paper   | 3  |
| 1.14  | Book Chapter Author  | 5  |
| 1.15  | Published Map (as author)  | 3  |
|   | <p><b>Note:</b> For an atlas or map to be considered as published, for purposes of earning contribution points, it must not have been produced as a result of a work or academic assignment.</p> |  |
| 1.16  | Editorial Board  | 3  |
| 1.17  | Magazine Article   | 2  |
| 1.18  | Magazine Column  | 2  |
| 1.19  | Un-Refereed Paper  | 2  |
| 1.20  | Magazine / Newsletter Column Editor  | 2  |
| 1.21  | Newsletter Article   | 1  |
| <p><b>Note:</b> Professional writing is credited as Experience. Publication of theses and dissertations is credited as Education.</p>   |  |  |

| <b>2. Spatial Industry-Related Professional Association Involvement</b> |  |                                     |
|---|--|-------------------------------------|
| <b>Code</b>   | <b>Level of Involvement</b>                                | <b>Points Earned per Year</b>       |
| 2.10  | National Executive member                                  | 6                                   |
| 2.11  | National Board Membership                                  | 5                                   |
| 2.12  | National Young Professional Committee                      | 4                                   |
| 2.13  | Regional Committee Member                                  | 4                                   |
| 2.14  | Regional Sub-Committee Membership                          | 3                                   |
| 2.15  | Certification Assessment Panel Member                      | 3                                   |
| 2.16  | Regional Young Professional Committee                      | 3                                   |
| 2.17  | SSSI Sub Regional Group Committee                          | 3                                   |
| 2.18  | Surveying and Spatial Sciences Institute Membership        | 1                                   |
| <b>3. Spatial Industry Committees Participation</b>                     |  |                                     |
| <b>Code</b>   | <b>Level of Involvement</b>                                | <b>Points Earned per Committee</b>  |
| 3.10  | International (e.g. FIG)                                   | 5                                   |
| 3.11  | National (e.g. ANZLIC)                                     | 4                                   |
| 3.12  | State (e.g. QSIIS, WALIS)                                  | 3                                   |
| 3.13  | Regional Groups (e.g Northern Group QLD. SSSI, etc)        | 2                                   |
| <b>4. Spatial Industry Conference Organisation Participation</b>        |  |                                     |
| <b>Code</b>   | <b>Level of Involvement</b>                                | <b>Points Earned per Conference</b> |
| 4.10  | International / National Conference Chairperson / Convener | 5                                   |
| 4.11  | International / National Conference Committee Member       | 3                                   |
| 4.12  | Regional Conference Chairperson / Convener                 | 4                                   |
| 4.13  | Regional Conference Committee Member                       | 2                                   |

| <b>5. Spatial Industry Presentations</b>  |  |                                   |
|---|--|-----------------------------------|
| <b>Code</b>   | <b>Presentation Type</b>                               | <b>Points Earned per Event</b>    |
| 5.10  | Continuing Professional Development (CPD) Presentation | 2                                 |
| 5.11  | Conference Presentation                                | 1                                 |
| 5.12  | Conference Poster Display                              | 1                                 |
| <b>Note:</b> Credit is accrued separately for a conference presentation and publication of same in the conference proceedings (see item 1).   |  |                                   |
| <b>6. Spatial Industry Awards Received</b>  |  |                                   |
| <b>Code</b>   | <b>Recognition Type</b>                                | <b>Points Earned per Award</b>    |
| 6.10  | International Award                                    | 4                                 |
| 6.11  | National Award (e.g. APSEA)                            | 3                                 |
| 6.12  | State Award (e.g. QSEA)                                | 2                                 |
| 6.13  | Local Award  | 1                                 |
| <b>Note:</b> Awards issued by the applicant's employer do not count as a contribution to the profession. These awards will not be considered. |  |                                   |
| <b>7. Other Spatial Industry Contributions</b>  |  |                                   |
| <b>Code</b>   | <b>Participation Type:</b>                             | <b>Points Earned per Activity</b> |
| 7.10  | Event Organiser  | 3                                 |
| 7.11  | Event Participation/Moderation                         | 2                                 |
| 7.12  | Related Spatial Community Contributions                | 2                                 |
| 7.13  | Spatial Technologies in Schools Coordinator / Mentor   | 3                                 |
| 7.14  | YSP Mentor   | 2                                 |
| <b>Note:</b> These events cannot be mandatory job requirements. An example would be organising activities for an equipment demonstration Day. |  |                                   |



3. Contribution Points Documentation

All Contribution Points, of three or higher, need to be documented. With this in mind, documentation is a necessary part of any ES P-AP certification application and some types of contribution and the methods to be used for their documentation are provided below:

- **Engineering Surveying Industry Publications**

- **Books/Published Atlas:** The ISBN #, year, and title will be sufficient.
- **Refereed Papers:** The journal's title, ISSN#, Volume and Number.
- **Published Map** Location of where the map published and/or a copy of the credit.
- **Editorial Board:** List the journal, publication, or serial, the ISSN#, years and capacity served.
- **Article:** Name of the publication in which it appeared, date, year, ISSN#, and a copy of the article.
- **Paper in Conference Proceedings:** Date and location of the conference, name of the conference, copy of the paper's title page.
- **Newsletter Article:** Date and year of the article, Issue # or date, month, year, name of the newsletter, copy of the article or title.

- **Examples of What Constitutes a Work-related Publication**

- An employee of an engineering surveying organisation creates data for civil engineering works, someone else in the same organisation's design department then designs the infrastructure and places it on a web site for public. This is **not** a contribution to the profession as the decision to publish was made by the author's employer.
- An employee of a city-planning department writes an article for the regional engineering surveying user group's newsletter during normal working hours describing how a zoning map was produced. This **is** a contribution since the decision to publish was made by the newsletter editor.
- A consultant designs a new road alignment for a client and then writes a magazine article describing the project and its results at the request of the firm's marketing department. The database design is **not** a contribution, but the magazine article **is**.
- A student does original research to produce a term paper, and then writes an article for the SSSI *Journal* describing the work. The term paper is **not** a publication, but the *Journal* article **is**. The difference between the term paper and the published article, if any, is not relevant.

- **Spatial Sciences Industry Professional Association Involvement**

A Professional Association can be characterised as an organisation of persons having a common professional interest. An association can be local or national, dues paying or open, large or small. A professional association is not the same as one's place of employment. Membership should be voluntary and regular compensation from the association to the member for their involvement should not exist (i.e. salary). An honorarium is acceptable.

There are numerous levels of involvement in a professional association. These levels are listed below along with supporting documentation examples. In this category only **one level of involvement can be counted per year, i.e. no double counting – use the highest points level.**

For involvement in a organisation other than the SSSI or its founding partners, documentation may include a copy of a membership card, listing in a Membership Directory or other association publication, dues receipt, certificate or a verification letter from the association.

- **Spatial Sciences Industry Committees Participation**

This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a copy of a Committee publication or a verification letter from the Committee Secretariat.

- **Spatial Sciences Industry Conference Organisation Participation**

This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a listing in a Conference Program or other publication or a verification letter from the association/organisation stating your involvement.

- **Spatial Sciences Industry Presentations**

This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a listing in a Conference Programme or other publication or a verification letter from the association/organisation.

If the conference was held independently from a professional association or organisation then a copy of the relevant pages from the conference programme or similar documentation will suffice.

- **Conference Presentation/Poster**

A copy of the relevant pages from the programme or an acceptance letter from the organisation sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organisation will suffice. This letter should indicate the date, year, and name of the conference.

- **Workshop Presentation**

A copy of the relevant pages from the programme or an acceptance letter from the organisation sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organisation will suffice. This letter should indicate the date, year, and name of the conference.

- **Awards**

A signed letter from the award granting institution or proof of when/where/why the award was bestowed. This can consist of a listing in a conference programme, newsletter, magazine, memo etc.

- **Other Spatial Science Professional Contributions**

Include any materials that would signify your participation in these events. This would include letters, articles, fliers etc.

#### 4. How to Document Contribution Points

Locate the applicable contribution type in the Contribution Point Schedule and record the corresponding code in the list you maintain. It is not mandatory to lodge such a list but the applicant may be asked to do so as part of any audit procedure. The supplied table setting out the points claimed is required with the renewal.

## APPENDIX 'B'

### CPD POINTS SCALE FOR ANNUAL RENEWAL OF ESP-AP CERTIFICATION

#### **2011 onwards - Annual CPD Points Requirements for Renewal of ESP-AP Certification**

#### **Contributions to the Profession-including CPD event attendance (Highly recommended, no Minimum required)**

- Attendance **or** participation (presenting) in EMSC approved structured course/seminar/lecture (one point per hour attending, or as scheduled by event organiser – 5 points per presentation). This includes watching and submission of correctly completed evaluation forms of recorded CPD sessions.
- Participation in local interest group meetings or representative of the engineering surveying profession (one point per meeting)
- Other contribution to profession points – please refer to Appendix A

#### **Engineering Surveying Practice (Maximum of 12 points claimable – minimum of 2 required)**

- Engineering Surveying Practice – up to 3 points ( 1 point for each project completed to a maximum of three (3)
- Surveying quality (2 points) – for lodging five (5) or more error free project plans in the calendar year.
- Engineering Surveying Maintenance (2 points) – for lodging field records in relation to a maintenance project (4 lodgments = 2 points)
- Equipment calibration – (2 points) – baseline calibration and reduction of observations (1 point per instrument calibrated)
- Supervision of an engineering surveying project (1 point each - max 5)
- Active Management role in Engineering Survey company - (8 points)

#### **Training (Maximum of 3 points claimable)**

- Training a graduate or trainee --- 3 points per trainee for at least 2 months
- Checking on a subordinates or colleagues work (2 points annually while continuously engaged in this capacity)

#### **General Education (Maximum of 5 points claimable/minimum of 2 points required (can be done "in-house"))**

- Approved (including both "in house" and client) safety training/site inductions (1 point per hour – minimum of 2 points required during calendar year)
- Approved first aid training (2 points per certificate)
- Attendance at any structured courses, seminars, lectures relating to surveying or the delivery of surveying services (e.g.)
  - Communication
  - Award administration
  - Marketing
- This can be widely interpreted to include external or "in house" training and details should be provided with claim.

**Total Requirement: 15 points or more per year with all minimums met.**