



# Western Australian Institution of Surveyors (WAIS)

Procedure for Accreditation as a  
Certified Practising Surveyor (Engineering), CPS(Eng)



**Certified  
Practising  
Surveyor**

**ENGINEERING**



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## 1 Introduction

WAIS welcomes applications for accreditation as a Certified Practising Engineering Surveyor. Accreditation is an important step in a Surveyor's career. In Western Australia, WAIS represents Surveyors, advocating on their behalf to government, industry and the community and providing the services they require to maintain their expertise and status.

For a Surveyor, accreditation has meaning beyond a piece of paper. It communicates to the world something about the person, their approach to their work as a Surveyor, and it binds the Surveyor to a set of principles that make our world a better place. Good work for a good outcome.

WAIS encourages every professional Surveyor involved in Engineering Surveying to become a Certified Practising Engineering Surveyor, a CPS(Eng).

Enquiries about becoming a Certified Practising Engineering Surveyor or completing the application should be directed to the Executive Officer, WAIS at email: [admin@SurveyorsWA.org.au](mailto:admin@SurveyorsWA.org.au) or by phone to 0424 177 510.

## 2 Eligibility for accreditation as a CPS(Eng)

To be eligible for accreditation as a WAIS Certified Practising Engineering Surveyor, applicants shall have one of the following:

- 2.1 a tertiary qualification in surveying of at least three years, and a minimum of **two** years' experience as a survey party leader engaged in engineering surveys, OR
- 2.2 a current or previous certification as an accredited Engineering Surveyor from a Recognised Authority, OR
- 2.3 a waiver to 2.1 and 2.2 above issued by WAIS in its discretion to an applicant with at least 10 years' experience as an Engineering Surveyor, at least 3 years' relevant CPD prior to the application, and with references from **two** current Certified Practising Engineering Surveyors.

A Surveyor seeking to reinstate a previous accreditation shall complete all forms required, but the professional interview may be waived if the previous accreditation lapsed less than 5 years ago, based on the date of application.

### 3 Definitions of the key terms used in this document

**Engineering Surveyor:** A person with the:

- tertiary qualifications and/or experience to practise the science of measurement
- ability to assemble, assess and apply engineering and land-related information
- competence to use engineering and land-related information for the purpose of planning and facilitating the efficient design, construction and maintenance of engineered and other built structures and works

**Certified Practising Engineering Surveyor:** An Engineering Surveyor accredited by WAIS as competent to practise engineering surveying, and suitably experienced to supervise and take responsibility for engineering survey works.

**Professional:** A person who is a member of a professional institution and bound by that institution's code of ethics and known technical, commercial and personal expectations against which their performance may be held to account.

**Accreditation:** A process where a person is deemed competent, or not, against a set of criteria defined by the issuing Authority, and where the issuing Authority may accept, and deal with, a complaint of improper conduct against the holder.

**Improper Conduct:** An action which is confirmed by the Accreditation Board as contrary to the WAIS code of ethics or current acceptable professional practice.

**Code of Ethics:** A set of principles adopted by a Professional Institution which all members must abide by when conducting their work.

**Accreditation Board:** The Accreditation Board is a peer group subcommittee of Certified Practising Engineering Surveyors with the delegated authority of the WAIS Board to assess applications for certification.

**Recognised Authority:** An Authority recognised by WAIS as having adequate and acceptable arrangements in place to certify Engineering Surveyors at a standard acceptable to WAIS.

### 4 The benefits of Accreditation

Engineering Surveyors without accreditation should make application to become a Certified Practising Engineering Surveyor CPS(Eng) the next step in their career. Formal recognition of experience, competence and willingness to be personally responsible for work performed is well regarded by fellow professionals and clients, and will certainly enhance and reinforce standing in the profession. WAIS will promote its Certified Practising Engineering Surveyor program to industry, government and the public to increase awareness of the value of accredited Engineering Surveyors to the whole community.

After accreditation, a Certified Practising Engineering Surveyor may use the CPS(Eng) logo to promote themselves and their practice. A selection of the available logos includes the WAIS logo, generally used for formal communications, the new 'Surveyors WA' logo, now used to promote WAIS members to industry, government and the community, and one of the forms of the new CPS(Eng) logo, shown below. These logos will be used by WAIS in its promotional campaigns.



Not all Engineering Surveyors will seek WAIS accreditation. Some may not be willing to present themselves for scrutiny by their peers, others may not be able to commit to our code of ethics, and some may not have the required qualifications and experience. However, it has been shown those that do achieve certification prove to be more effective Surveyors and benefit from the experience. They also develop a sense of pride in their achievement that is reflected in the esteem in which they are held by their clients, employers and the community.

Certification is not just a statement of competency, it is about understanding the characteristics of professionalism which are based on expertise and a willingness to be bound by a code of ethics. Certification will indicate to all, that the holder can deliver what is promised and is willing to be accountable for any non-delivery. For employers and clients this is a form of risk management for the services provided. It is also likely to be a positive step in a career path towards a senior position.

Certified Practising Engineering Surveyors, CPS(Eng), and WAIS members will also be able to:

- display their CPS(Eng) Accreditation and WAIS Membership certificates
- use the WAIS term 'Certified Practising Engineering Surveyor', its acronym CPS(Eng) and related logos to promote your increased status
- enjoy all WAIS services, including advocacy, technical support, CPD and social events provided by WAIS and our affiliates

## 5 The cost to apply for Accreditation

The cost to apply for WAIS accreditation as a CPS(Eng) is:

- Full assessment application: \$360 including GST
- Lapsed accreditation application: \$200 including GST
- Direct transfer application: \$150 including GST

Except where certification lapses or is suspended, the application fee is a one-off payment. There are no further costs other than those associated with continuing WAIS membership and meeting the requirements for CPD.

## 6 Annual Renewal of Accreditation

For most surveyors, obtaining WAIS accreditation will be a once-off process. Once established it will give the holder the right to practice under their certification for their entire working life providing that they fulfil their obligations of:

- maintaining their WAIS membership annually
- completing and reporting their CPD commitment annually
- not incurring a suspension or withdrawal of certification as a consequence of an upheld complaint

A Certificate of Currency can be issued on request.

A list of Certified Practising Engineering Surveyors will be maintained on the WAIS website so that the public can check the status of any Certified Practising Engineering Surveyor claiming certification.

## 7 Suspension or Loss of Accreditation

The Accreditation Board can suspend or withdraw accreditation due to failure to maintain sufficient CPD points, or as the result of an upheld complaint. The Accreditation Board can adjudicate on complaints relating to the WAIS Code of Ethics including:

- failure to deliver a reasonably agreed or defined service
- a gross neglect of duty of care
- incompetence or poor quality of work or advice
- unprofessional conduct, including improper behaviour, falsification of records, or an action that is contrary to the WAIS code of ethics

The Accreditation Board is only authorised to consider a complaint related to the Code of Ethics. It does not and will not act to award costs to a complainant for a claim of economic loss. Economic claims are a matter of professional liability that each Surveyor, or their employer shall address through insurance or other means.

If the Board considers a complaint to be unreasonable, malicious or without substance it shall be rejected without any further action, except to notify the subject Surveyor that a complaint had been lodged, its substance and that it has been dismissed.

If a complaint is upheld, but it is deemed inappropriate to suspend or withdraw accreditation, the Accreditation Board may impose a penalty. In general, the penalty may require the Surveyor to:

- provide a meaningful apology to the complainant
- undertake education to minimise the risk of a similar complaint
- make good on the material basis of the complaint at the Surveyor's cost

For a serious breach of the Code of Ethics, the Accreditation Board may suspend or

withdraw accreditation. In this circumstance, the member will not be able to claim they are certified, and will not be able to supervise surveys at any site where the accreditation is required. The withdrawal of accreditation would require the member to return their accreditation certificate and not seek re-accreditation until a minimum period has passed as decided by the Board.

The procedure to manage a disciplinary issue will be available on the WAIS website.

## 8 The Application Process

WAIS has developed three separate application forms:

**Form 1** is for a full assessment: This applies where a Surveyor has not previously been accredited as an Engineering Surveyor.

**Form 2** is for recognition of a current accreditation: This applies where a Surveyor is currently accredited as an Engineering Surveyor by a Recognised Authority. Currently, SSSI is deemed a Recognised Authority.

**Form 3** is for recognition of a lapsed accreditation: This applies where a Surveyor has previously been accredited as an Engineering Surveyor by a Recognised Authority but the accreditation has lapsed.

**Appendix 1** contains a series of supporting forms to collect information to accompany each application.

To apply for WAIS accreditation, applicants should select the appropriate Form above and complete it together with all of the associated supporting forms listed, and post to the following address, or send by email to [admin@SurveyorsWA.org.au](mailto:admin@SurveyorsWA.org.au)

Secretary, WAIS  
PO Box 1121  
BENTLEY DC  
BENTLEY WA 6983

Applicants must also make a payment to WAIS of the appropriate fee by EFT by contacting the office for banking details.

As soon as the completed application package and correct accreditation payment are received, the application will be forwarded to the Accreditation Board for assessment.

Current financial members of WAIS need only pay for the cost of the Accreditation application as per section 5. Unfinancial members must pay all arrears owing.

Non-members of WAIS, if successful with their application, must pay the appropriate pro-rata membership fee as listed on Membership **Form 4** on the WAIS website <http://www.surveyorswa.org.au>. Their membership fee will be calculated from the date the application is approved.

The Board may request additional information from applicants if needed to complete the assessment.



Applicants who pass the assessment will be invited to a Professional Interview with the Accreditation Board to discuss the applicant's engineering surveying experience, and to gain an appreciation of the applicant's character and competence.

Following the Interview, applicants will be formally notified by the Accreditation Board of the outcome, and if successful will be awarded a Certificate of Accreditation.

At this stage, applicants who are not already members of WAIS will be issued with an application form and an invoice for WAIS membership for the remainder of the current financial year. When the forms have been signed and returned, and all payments have been received, a Membership Certificate and an Accreditation Certificate will be delivered to the applicant.

Unsuccessful applicants will be notified by the Board and provided with written feedback to support future applications, which may be lodged any time after six months from the date of the feedback letter. If relevant, and at the applicant's discretion, their application for membership of WAIS may still progress.

### **8.1 Agreement to be bound by the Code of Ethics (Form 5)**

As defined by Professions Australia, a professional shall be bound by a Code of Ethics. This code (Form 5) prescribes a minimum standard of behaviour and may be used to hold a member to account in a case of improper conduct. This form should not be signed lightly. Applicants should consider its meaning and decide consciously that the code is acceptable to them. Applicants who are unable to work within the expectations of the code should not apply.

As this version of the Code of Ethics has been revised, it is required that all applicants agree to this obligation and submit the form unless they have provided one as part of a recent membership application.

### **8.2 Record of experience (Form 6)**

This record is in two parts. The objective is to provide sufficient information to the Accreditation Board about the key elements of the applicant's career to date.

Part one requires a General Statement of Experience, between 100 and 250 words, gained as a party leader since graduating as a surveyor. In particular a description of the applicant's technical expertise, examples of exercising leadership and responsibility for the delivery of survey outcomes and/or resolving technical or management problems facing a project.

Part two requires a description of career development stages. At least five significant experiences are required that demonstrate the applicant's competence and ability to undertake, direct, and deliver an engineering survey service. These experiences are to be in chronological order, describing the type of experience, competence gained, and/or lessons learnt, with sufficient detail that the Accreditation Board can appreciate the part they played in the development of the applicant's career. These experiences may repeat those in part one with more detail. It is preferred that the

description of each experience is limited to between 100 and 250 words.

As this is a professional accreditation, WAIS will also consider experience from service to the community. This could include active involvement with:

- industry support groups including recognised business development, professional or trade associations of any sort
- community support services such as the State Emergency Service (SES), a volunteer bushfire brigade, delivering support services to homeless people – basically anything where the applicant is giving something back to society and gaining experience in the process
- membership of a management committee for a social, sport or other special interest group
- other forms of social responsibility

Some of the above experiences will be discussed in the professional interview.

### 8.3 Record of continuing professional development (Form 7)

To assure an applicant is committed to the objectives of the Accreditation process, it is required that the CPD undertaken in the previous 12 months be reported on Form 7.

Continuing Professional Development (CPD) is essential to develop and maintain competence. WAIS requires that a Certified Practising Engineering Surveyor and applicants for that accreditation acquire a minimum of 12 CPD points per year from the two areas: Education (Code A) and Practice (Code B) and a total of 15 CPD points from areas A, B and C combined as shown on Table A.

**CPD Averaging:** WAIS recognises that particular CPD points are difficult to acquire at certain stages in a career, and acknowledges that prior to the commencement of this new accreditation, Engineering Surveying CPD points were not readily available. Therefore, claimed CPD points may be averaged over three years. This means that:

- an excess in one year may be applied to the following two years
- a deficiency in one year shall be made up within the next two years

There is no maximum number of points that may be claimed annually and WAIS welcomes claims showing all CPD undertaken by a member.

The points which may be claimed are set out in Table A - Engineering Surveying Accreditation – CPD classification and requirements.

Activity	Code	Rate	Minimum Required	Maximum Claimable
<b>Engineering Surveying Education</b>	<b>A</b>		<b>6</b>	<b>No limit</b>
Attendance at WAIS-approved or other structured Engineering Surveying CPD	A1	1 point per hour	0	No limit
Attendance at an Engineering Surveying specialist meeting or similar	A2	2 points per meeting	0	No limit
Preparation and presentation at a formal Engineering Surveying CPD event	A3	1 point per hour	0	No limit
Preparation and presentation of Engineering Surveying CPD for 'in-house' presentation	A4	½ point per hour	0	No limit
Self-managed CPD (see Note 1 below)	A5	½ point per hour	0	2
<b>Engineering Surveying Practice</b>	<b>B</b>		<b>6</b>	<b>No limit</b>
Engineering Surveying projects - all categories	B1	1 point/month worked as an Engineering Surveyor	0	6
Instrument test / calibration (see Note 2 below)	B2	1 points per test / calibration	0	2
Supervision of an Engineering Surveying project (see Note 3 below)	B3	1 point per project	0	No limit
<b>General</b>	<b>C</b>		<b>3</b>	<b>No limit</b>
Attendance at any structured CPD event relating to the delivery of survey services, to business practice or other professional topics, including in-house CPD events	C1	½ point per hour	0	No limit
Recognised safety training	C2	½ point per hour	0	2
Training of a junior Surveyor in Engineering Surveying practices	C3	1 point per week	0	2

Note 1: Generally, self-managed CPD is considered professional development that is undertaken under the member's own initiative and in their own time. This could include study of survey theory, practice, software, methods or other survey-related subjects which are of interest to the member and improves their professional capability. In all cases, evidence of the effort undertaken shall be reported.

Note 2: An instrument test or calibration shall be a significant and rigorous process; but a two-peg test, RTK rover test and similar tests that are part of daily work are not included.

Note 3: Supervision of a project is deemed to be where the member is responsible for communicating with the client, project manager or similar authority, on the progress and quality of the survey work undertaken. For large projects, 1 point per three months can be claimed.

**Evidence of Effort:** A claim for CPD points requires some form of evidence of the effort applied and the development gained. For example, this may take the form of:

- a registration notice or receipt for a CPD event.
- a statement of the training undertaken and the outcome.
- a brief summary of the topic and knowledge gained.
- a copy of the front page of a test or calibration report.
- some other meaningful evidence of the CPD undertaken.

#### 8.4 Declaration of eligibility and professional character (Form 10)

Applicants are required to provide a declaration of eligibility to apply for accreditation (Form 10). This is required to confirm the applicant's intention to undertake the accreditation process and be bound by the commitments involved. A declaration shall not be made without a clear understanding of its obligations, and the consequences if false.

Declarations from referees should only be provided where they can truly vouch for the applicant's character and competence. It helps also if they are from respected members of the profession, as both the reputations of the applicant and the referees are involved. It is preferred that all referees be Certified Practising Engineering Surveyors. A reference from a Licensed Surveyor known to be engaged in engineering surveys is also acceptable if they provide their Registration Number.

- For an applicant seeking accreditation based on recognition of a current, or lapsed, accreditation, a single referee is required.
- For an applicant requiring full assessment, two referees are required.

#### 8.5 The professional interview

The professional interview is a relatively unstructured interview process commonly used by professional associations to confirm the character and competence of an applicant. The intention is for it to be a free-flowing conversation where the quality and openness of a response carries significant weight. It is not intended to find out what the applicant does not know, but what is known, as the Board recognises that all surveyors are somewhere along the path of learning.

For the best result, it is recommended that applicants be open and honest, and talk about their experiences both good and bad and aspirations, with authenticity and candour. Applicants are encouraged to take some time before the interview to review their application. The interview is the applicant's opportunity to demonstrate their capability for a professional career. The Board may seek to confirm the details of any issue included in the application. Apparent dishonesty, as well as boasting and arrogance, go against an applicant more than factual error.

## Appendix 1:

### Forms to support an Application.

The following forms are to be used when completing an application.

Full-Assessment: Form 1 plus forms 5, 6, 7 & 10

Direct Transfer: Form 2 plus forms 5, 7, 8 & 10

Lapsed Accreditation: Form 3 plus forms 5, 6, 7, 9 & 10.

# Form 1

## Application for Accreditation as a WAIS Certified Practising Engineering Surveyor CPS(Eng) – Full Assessment

Print and complete this page, attaching the required forms to create the full application.

Full name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am currently a member of WAIS:      Yes/No            No. \_\_\_\_\_

### Agreement to be bound by the WAIS Code of Ethics

The signed Code of Ethics Form 5 is attached:     

### Record of experience

The Record of Experience Form 6 is attached:     

### Record of Continuing Professional Development

The Record of CPD Form 7 is attached:     

### Declarations

The signed Declarations Form 10 is attached:     

This application is complete and all information is true to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 2

### Application for Accreditation as a WAIS Certified Practising Engineering Surveyor CPS(Eng) – Direct Transfer of a Current Accreditation

Print this page and attach the required forms to create the full application.

Full name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Membership of WAIS

I am currently a member of WAIS: Yes/No

#### Agreement to be bound by the WAIS Code of Ethics

The signed Code of Ethics Form 5 is attached:

#### Record of Continuing Professional Development

The Record of CPD Form 7 is attached:

#### Proof of current Accreditation

The Proof of Current Accreditation Form 8 is attached:

#### Declarations

The signed Declarations Form 10 is attached:

This application is complete and all information is true to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Form 3

## Application for Accreditation as a WAIS Certified Practising Engineering Surveyor CPS(Eng) – Recognition of a Lapsed Accreditation

Print this page and attach the required forms to create the full application.

Full name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am currently a member of WAIS:      Yes/No

Agreement to be bound by the WAIS Code of Ethics

The signed Code of Ethics Form 5 is attached:

Record of experience since the Accreditation lapsed

The Record of Experience Form 6 (since lapse) is attached:

Record of Continuing Professional Development

The Record of CPD Form 7 (since lapse) is attached:

Proof of previous Accreditation

The Proof of Previous Accreditation Form 9 is attached:

Declarations

The signed Declarations Form 10 is attached:

This application is complete and all information is true to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





## Form 5: WAIS Code of Ethics

To merit the trust of the community, the respect of their colleagues and the support of WAIS, members shall:

1. accept responsibility for the quality of their advice and their work.
2. act with integrity and respect towards the community, their clients, and their colleagues at all times.
3. build their reputation on merit, continue their professional development throughout their career, and support the development of their subordinates.
4. inform their client or employer of any issue or conflicting issue, real or apprehended, that may adversely affect the quality of their services.
5. take reasonable steps to inform themselves, and their clients or employers, of the economic, legal, social or environmental consequences that may arise in the course of their work.
6. place their responsibility to the welfare and rights of the community before their responsibility to the profession, to sectional or private interests, or to other Surveyors.
7. accept WAIS decisions on ethics and conduct on any reasonable complaint by another party.

Members shall not engage in inappropriate behaviour including:

8. knowingly misrepresenting the quality or outcome of their work or advice.
9. undertaking responsibilities beyond their competence or authority, or allowing their subordinates to do so.
10. not complying with legislation, regulation or accepted standards affecting the practice of surveying.
11. revealing confidential information, except as required by law, obtained in their professional capacity without the consent of their client or employer.
12. knowingly accepting fees that cannot reasonably sustain the delivery of an adequate and appropriate service.
13. using a professional designation to which they are not entitled, undertaking false or misleading advertising or engaging in covert and unscrupulous efforts to manipulate a client or employer in their favour.
14. any action that unfairly damages the reputation of WAIS or its members.

I understand, and agree with, my commitment to the WAIS Code of Ethics.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Form 6: Record of Experience

Part1: General Statement of Experience as Survey Party Leader:

My Statement of Experience is attached:

Part 2: Specific examples of career development stages:

My record of specific examples is attached:

I declare this to be a true and accurate record. I accept that I may be asked questions and to expand on the above at my interview with the Accreditation Board.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Form 7: Record of CPD

Record of the CPD undertaken in the past 12 months for the year: \_\_\_\_\_

Name of CPD Event or activity	Date(s)	Tick if evidence is provided	CPD Code: A,B or C	Points claimed

Submit this record attaching copies of the evidence of effort.

I declare this to be a true and accurate record of the CPD undertaken. I accept that I may be asked questions and to expand on the above at my interview with the Accreditation Board.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Form 8: Proof of Current Accreditation

Original Accreditation Authority: \_\_\_\_\_

Certificate number: \_\_\_\_\_

A certified copy of the certificate is included (please tick):

Date of issue of the original accreditation: \_\_\_\_\_

I declare this to be a true and accurate record.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Form 9: Proof of Lapsed Accreditation

Original Accreditation Authority: \_\_\_\_\_

Certificate number: \_\_\_\_\_

A certified copy of the certificate is included (please tick):

Date of issue of the original accreditation: \_\_\_\_\_

Date or year when the accreditation lapsed: \_\_\_\_\_

I declare this to be a true and accurate record.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Form 10: Declarations

### Declaration by Applicant: (required for all applicants)

I have read the application document, completed the application including all requested information, understand the commitment required of the WAIS Code of Ethics, undertake to comply with WAIS CPD requirements, and as a consequence, I am willing to take responsibility for the survey work I undertake.

I consider that I am eligible to seek accreditation as a WAIS Certified Practising Engineering Surveyor, CPS(Eng), and agree to be bound by the requirements to maintain my accreditation.

Full name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration by First Referee: (required for all applicants)**

I have read the application of \_\_\_\_\_ to become a WAIS Certified Practising Engineering Surveyor, CPS(Eng).

I understand the responsibility and the obligations required under the WAIS Code of Ethics. I know the applicant well and am confident the applicant has the character and competence to seek WAIS accreditation.

Full name of Referee: \_\_\_\_\_

Contact details: \_\_\_\_\_

\_\_\_\_\_

Certification Number and Issuing Authority: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration by Second Referee: (required only for Full-Assessment applicants)**

I have read the application of \_\_\_\_\_ to become a WAIS Certified Practising Engineering Surveyor, CPS(Eng).

I understand the responsibility and the obligations required under the WAIS Code of Ethics. I know the applicant well and am confident the applicant has the character and competence to seek WAIS accreditation.

Full name of Referee: \_\_\_\_\_

Contact details: \_\_\_\_\_

\_\_\_\_\_

Certification Number and Issuing Authority: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_

Date: \_\_\_\_\_