



**GUIDELINES FOR REGISTRATION  
AS A REGISTERED SURVEYOR  
UNDER THE SURVEYORS ORDINANCE 1960**  
*(Revised February 2017)*

## **GUIDELINES FOR REGISTRATION AS A REGISTERED SURVEYOR UNDER THE SURVEYORS ORDINANCE 1960**

### **1. INTRODUCTION**

- Introduction**      1.1      The Surveyors Ordinance 1960 and its regulations provide for suitably qualified persons to be registered as a Registered Surveyor to undertake title surveys in Sabah. The requisite qualifications for these persons are provided in Section 9 of the Ordinance. Section 19(2)(a) empowers the Surveyors Board to prescribe the conditions under which persons desirous of becoming registered surveyors under this Ordinance may so qualify.
- Objectives**      1.2      The objectives of these guidelines are to detail:-
- (a) the statutory requirements and qualifications to register as a Registered Surveyor under the Surveyors Ordinance 1960; and
  - (b) the procedures to obtain Certificate Of Competency.

### **2. STATUTORY REQUIREMENTS AND QUALIFICATION**

- Statutory Requirements**      2.1      Section 9(1) of the Ordinance provides that “every person shall be entitled to have his name placed upon the Register upon making application to the Board and proving to the satisfaction of the Board that:
- a) he has attained the age of twenty-one years and is of good character; and
  - b) i) is the holder of any degree, diploma, licence or certificate prescribed by the Board; or
  - ii) he has obtained the prescribed certificate of competency issued by the Board after passing the prescribed examination; or
  - iii) he has passed a professional examination recognized by the Board as carrying exemption from the Board’s examinations and has passed such further examination and has completed such further period of training in the State of Sabah as the Board may prescribe; and
  - c) he has made a declaration in the form and manner prescribed in the Schedule; and
  - d) he has paid the prescribed registration fee; and
  - e) he has not had his name struck off the register and has not been suspended from practice.

- Qualifications**
- 2.2 The following qualifications are prescribed for the purpose of paragraph (b) of subsection (1) of Section 9 of the Ordinance:
- (i) *Any degree or diploma recognized by the Board and Certificate of Competency issued by the Board.* A Certificate of Competency shall be issued to any person who has completed a minimum of 2 years local training and passed the written and practical examinations conducted by the Board; or
  - (ii) *A Certificate of Competency issued by the Board.* A Certificate of Competency shall be issued to the holder of any degree or diploma recognized by the Board and who has completed a minimum of 2 years local training and passed the written and practical examinations conducted by the Board; or
  - (iii) *Passed a professional examination recognized by the Board.* A person who has passed the professional examination conducted by other Boards shall be a holder of any degree or diploma recognized by the Board and has completed a minimum of 2 years local training and passed the written and practical examinations conducted by the Board.

### **3. PROCEDURES TO OBTAIN CERTIFICATE OF COMPETENCY**

- 3.1 To apply for articleship under the Director or any Registered Licensed Surveyor who has been registered as a Surveyor with the Board for not less than five years.
- 3.2 To be registered as an articled graduate he must be working under a Registered Licensed Surveyor or the Director of Lands and Surveys Department Sabah.
- 3.3 To apply for registration as an articled graduate with the Board, he must submit to the Board three copies of the form on Indentures of Articles of Graduate (Form 1) duly completed through the Director or the Licensed Surveyor who is sponsoring him within three months of the date of commencement of the articleship together with the following:
  - (i) two copies of the application form (Form 2);
  - (ii) two certified true copies of his educational and professional qualifications;
  - (iii) two certified true copies of his citizenship certificate of Identity Card;
  - (iv) two certified true copies of his birth certificates;
  - (v) evidence of any practical experience;
  - (vi) evidence of employment.
- 3.4 The Board may in its discretion register or refuse to register any graduate for articleship.
- 3.5 During the period of articleship, the articled graduate may apply to the Board to sit for the Examination on “Laws and Regulations relating to Lands and Survey in Sabah”.

<b>Syllabus</b>	3.5.1 The syllabus for the “Laws and Regulations relating to Lands and Survey” can be obtained from the Board.
	3.6 The training under articleship shall be for a minimum period of two years. The period may be extended if the Board is not satisfied that the candidate is receiving sufficient training experience. The articulated graduate must complete his period of articleship within the State of Sabah.
<b>Pass in Practical examination</b>	3.7 At the end of his training, the articulated graduate shall be required to appear before the Board for a practical examination on any aspect of cadastral, engineering and topographical surveying. In addition, he may be required to submit to the Board “his original field notes, relevant calculations and plans drawn therefrom of:
<b>Projects specifications</b>	<p>(a) A first class or a second class survey of not less than 5 hectares which may comprise one or more lots, two of the boundaries of which shall coincide with and be reinstated from previous surveys. The survey shall include the laying out of a road reserve with parallel sides;</p> <p>(b) A road or drainage acquisition survey of or a subdivision survey of not less than 4 lots;</p> <p>(c) a proposed road or drainage work not less than 400 metres in length with the requisite longitudinal and cross-sections thereof; and</p> <p>(d) a topographical survey of not less than 10 hectares on a scale of 1:500 with 2.0 metres contours.</p> <p>3.7.1 All survey observations of the above four (4) projects shall be independent from one of another.</p> <p>3.7.2 Digital fieldbook submission is allowable for project (a) and (b) above and the control survey of project (c) and (d) above. This is in line with the Lands and Surveys Department’s Circular PU 3/2008 dated 10<sup>th</sup> December 2008.</p>
	3.8 The above projects shall be carried out during the articleship period. The candidate can apply to the Board to extend the articleship upon expiry to complete the projects.
<b>Submission of projects</b>	<p>3.9 Submission of projects shall include:</p> <p>(a) a certification by the Director of Lands &amp; Surveys Sabah or Registered Licensed Surveyor concerned that the surveys were carried out by the articulated graduate;</p> <p>(b) reports with the following formats:</p> <p>i) Introduction This chapter shall include among others the purpose of survey, project site, survey instruments used, calibration details, survey dates.</p>

- ii) Specification  
This chapter shall include among others the datum of survey, linear and angular misclosures, height references, type of applications used for survey computations and plan drawings.
- iii) Methodology  
This chapter shall include among others the methods of survey adopted and the chronological of survey works.
- iv) Evaluation  
This chapter shall include among others the technical problems encountered and solutions to the problems.
- v) Conclusion.

- (c) one set of original tracing and four sets of prints and reports (A4 size) shall be submitted for each project and shall be presented professionally with proper binding.
- (d) All further submissions and correspondences should be through the Director of Lands and Surveys or the Registered Licensed Surveyor.

**Practical examination**

- 3.10 During the practical examination, the articulated graduate shall be required to provide information on his training and the practical projects submitted by him through a slide presentation. The articulated graduate shall satisfy the Board by producing evidence that he has carried out the four projects satisfactorily and has complied with all the survey requirements.

**Viva-Voce**

- 3.11 A candidate who has passed the practical examination shall be required to attend a Viva-Voce to satisfy the Board that he has sufficient local survey experience and knowledge of the relevant state laws of Sabah.
- 3.12 A candidate who has passed the “Examination on Laws and Regulations relating to Lands and Survey in Sabah”, the practical examination and the viva-voce shall be issued with a Certificate of Competency and shall be entitled to apply for registration as a Registered Surveyor with the Board.

**4. SUMMARY**

- 4.1 With these guidelines, it is hope that all persons who wish to be registered as a Registered Surveyor under the Surveyors Ordinance 1960 in Sabah will have a clear understanding of the requirements and procedures.
- 4.2 It is the duty of the Board to maintain the high standard of the Land Surveying profession in Sabah. These requirements and procedures shall ensure that only competent surveyors are entitled to have their names placed in the Register of Registered Surveyors under the Surveyors Ordinance 1960.

**Effective date**

- 4.3 These guidelines shall take effect from 1st Jan 2011.