

# **NOTICE TO SURVEYORS T8/2003**

## **e-LODGEMENT OF FIELDBOOKS**

Following extensive consultation with the survey industry through the Survey Industry Working Group, the Department of Land Information (DLI) has resolved to provide surveyors with the option of lodging fieldbooks electronically via e-mail. The Land Surveyors' Licensing Board have formally agreed to the process being introduced.

The attached guidelines outline the requirements that must be met before DLI will accept any fieldbook being lodged electronically. The Survey Inspection Group at DLI will strictly monitor the quality and file size of fieldbooks lodged electronically to ensure compliance with the guidelines.

DLI is currently making arrangements for fieldbook images (from fieldbook 88500 onwards) to be made available from the self-serve computers on the main counter within the Customer Services Hall at Midland. Until such time as these arrangements have been finalised, copies of all fieldbooks lodged at DLI will continue to be available from microfiche.

**BRUCE ROBERTS**  
**REGISTRAR OF TITLES**

5 November 2003

# **SURVEY PRACTICE GUIDELINES FOR THE PREPARATION AND ELECTRONIC LODGEMENT OF FIELDBOOKS**

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These guidelines are issued by the Inspector of Plans and Surveys and for the purposes of Regulation 5 of the *Licensed Surveyors (Transfer of Land Act 1893) Regulations 1961* they are to be regarded as “special directions”. The Land Surveyors Licensing Board and executive members of the survey industry have been consulted in the preparation of these guidelines.

## **1. GENERAL**

- 1.1 These guidelines specify the approved practices for lodging fieldbooks electronically at the Department of Land Information (DLI). For the purposes of these guidelines fieldbooks lodged electronically are referred to as “p-Fbs”.
- 1.2 In accordance with the requirements of the Electronic Transactions Act 2003 the electronic lodgement process is optional. Surveyors may still lodge fieldbooks at DLI in an approved hardcopy format.
- 1.3 For the e-Lodgement procedures for deposited plans refer to the “*Survey Practice Guidelines for the Preparation and Electronic Lodgement of Deposited Plans*”.

## **2. APPROVED p-Fb FORMAT**

- 2.1. Surveyors must obtain a pre-allocated fieldbook number from DLI prior to lodgement (refer to *Notice to Surveyors T7/2003*). The fieldbook number must be shown in the p-Fb in the position designated in the “Lodgement” section situated below the Surveyor’s Certificate inside the cover of the book.
- 2.2. Fieldbooks lodged electronically to DLI must be in an A4 page size scanned “black and white” Portable Document Format (PDF) image file that is of a standard of quality acceptable to DLI. Scanning a fieldbook in “black and white” at 300dpi would normally achieve the standard required. Vector graphics or text (converted to PDF) may be included in the p-Fb (refer guideline 2.6). DLI will reject a p-Fb if the image quality is not of an adequate standard or the page sizes do not match with A4.
  - 2.2.1. The “Document Properties” of the PDF file are to be filled out as indicated at Figure 1 by assigning the fieldbook number to the “Title” (include “fb” in lowercase followed by the number) and the surveyor’s name as the “Author” (use first name initial in upper-case, followed by a full-stop and space, then the surname with the first letter in upper-case and the remainder in lower-case).

Surveyors may include their own reference number within the “Keywords” textbox. This will allow a subsequent search to be made using that number if required.

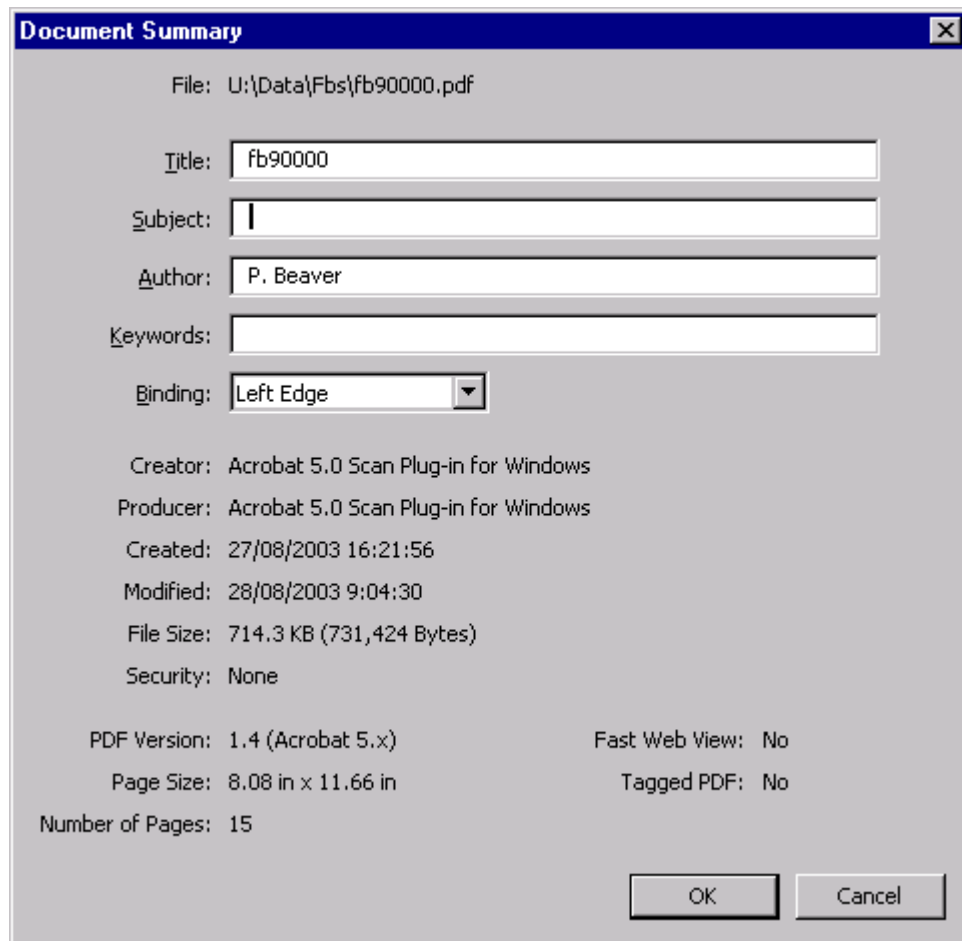


Figure 1. Document properties for a p-Fb

- 2.2.1. Multi-page fieldbooks are to be included in a single PDF file with the pages in numerical order. All pages are to be orientated upright in landscape view.
- 2.2.2. p-Fbs must not be encrypted at the time of lodgement.
- 2.5. The p-Fb file sizes should not exceed an average of 40 Kb per page. Refer to the DLI publication “*Recommended Procedure for Scanning Fieldbooks*” for advice on how p-Fbs can be created using Adobe Acrobat.
- 2.6. Surveyors may include any relevant information in a p-Fb that describes the survey. Pages created in CAD applications, pages or tables created in word processing or spreadsheets applications can all be converted to PDF and included in a p-Fb where appropriate provided the pages do not exceed A4 size.

### 3. SURVEYOR’S CERTIFICATE

- 3.1. Fieldbooks lodged electronically to DLI must have the Regulation 17(2) certificate signed by the surveyor as part of the scanned image.

## **4. LODGEMENT PROCESS**

- 4.1. Fieldbooks lodged electronically to DLI must be sent as an attachment in an e-mail addressed to [lodge.fb@dli.wa.gov.au](mailto:lodge.fb@dli.wa.gov.au). The filename is to include the prefix “fb” (in lowercase) followed by the pre-allocated fieldbook number and then the “.pdf” extension.
- 4.2. The e-mail used to lodge a p-Fb must also include as an attachment a completed e-Lodgement Self Assessment Form (*to obtain a copy of this form contact DLI at the above e-mail address*). This form must include the following information:
  - Description of the Survey – refer to items 8.20 and 8.100 of the Survey and Plan Practice Manual v 3.1 for the appropriate wording to use in describing a survey. This description is entered into SmartPlan and used for cross-indexing purposes.
  - The pre-allocated fieldbook number.
- 4.3. DLI will send (via return e-mail) a receipt advising that the p-Fb has been received and lodged. Surveyors should retain this receipt for their records. If a receipt is not received by the surveyor within 2 working days, contact must be made with the Survey Inspection Group at DLI on 9273 7423 to ensure that the e-mail was received.

## **5. RETENTION OF RECORDS**

The *Electronic Transactions Act 2003* (the act) has strict requirements concerning the retention of records, especially for the “First Party” to a transaction. Surveyors that lodge p-Fbs must ensure that they retain their copies of the documents such that they can be readily retrieved if necessary. Surveyors should also retain copies of any e-mail(s) related to the lodgement of p-Fbs. The act allows for these records to be retained in electronic form if desired.

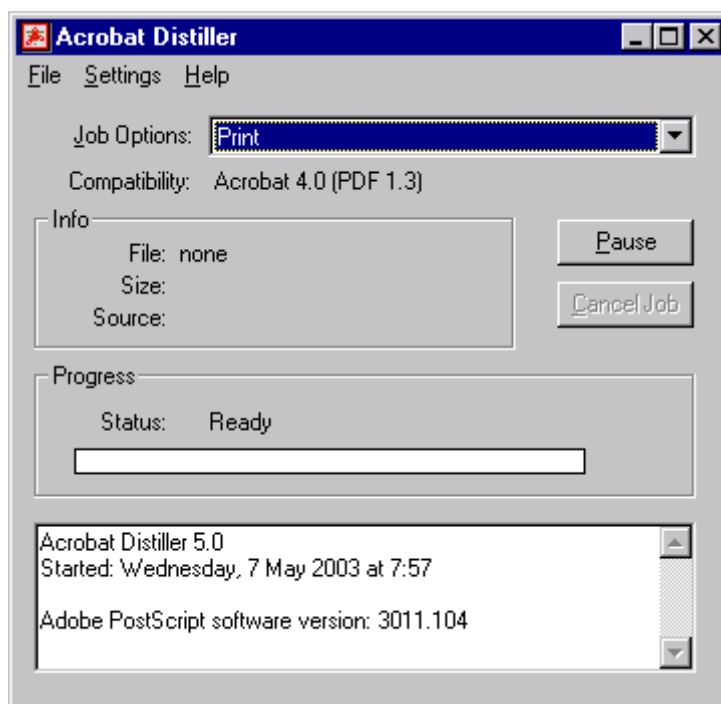
# RECOMMENDED PROCEDURE FOR SCANNING FIELDBOOKS

*Note: These instructions are indicative only. They are device and software specific and will need to be varied depending on the scanner and software used.*

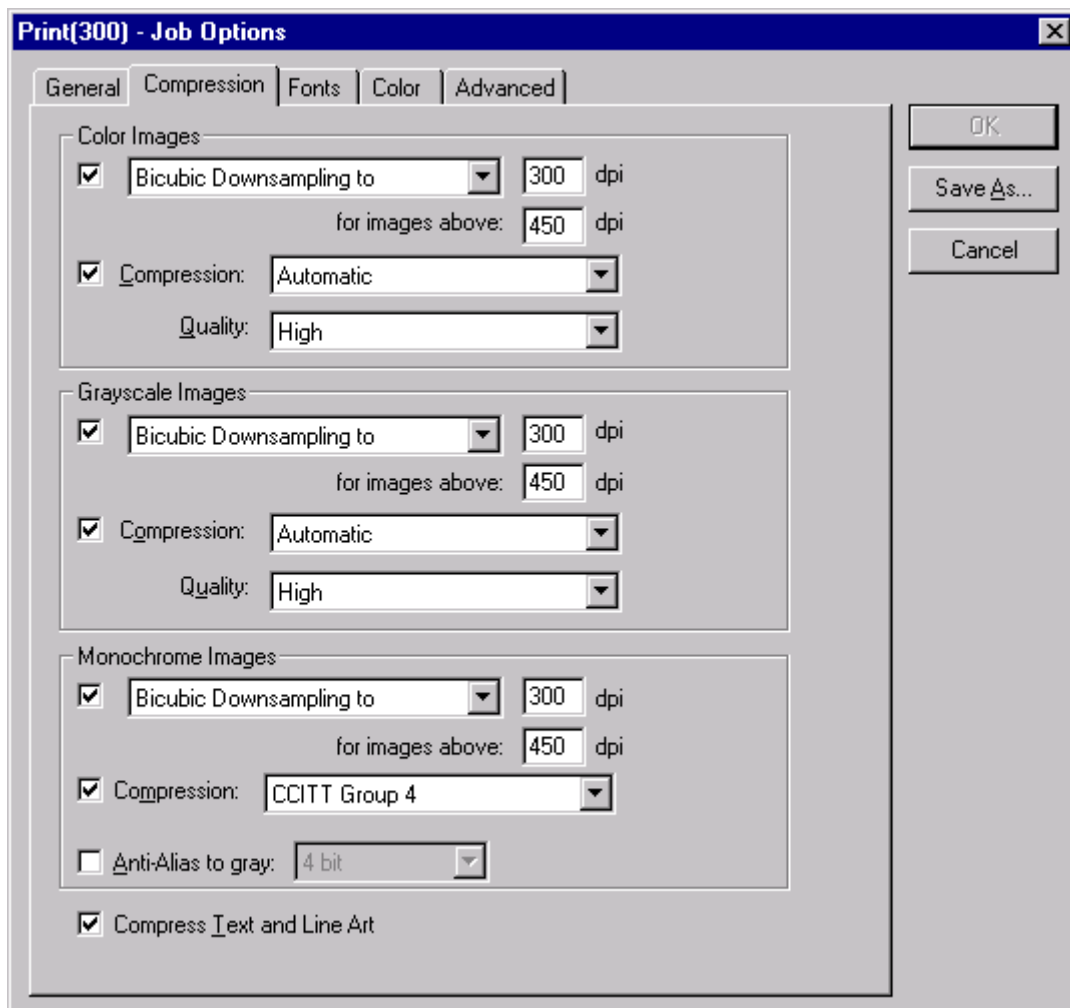
- ◆ Open Adobe Acrobat 5. (*Note : Acrobat 6 users should refer to Acrobat Help for creating PDF files from a scanner*)

- ◆ **To set the compression of the file to be scanned**

- Select “Tools” menu bar.
- Click on “Distiller”.
- The screen below will appear.



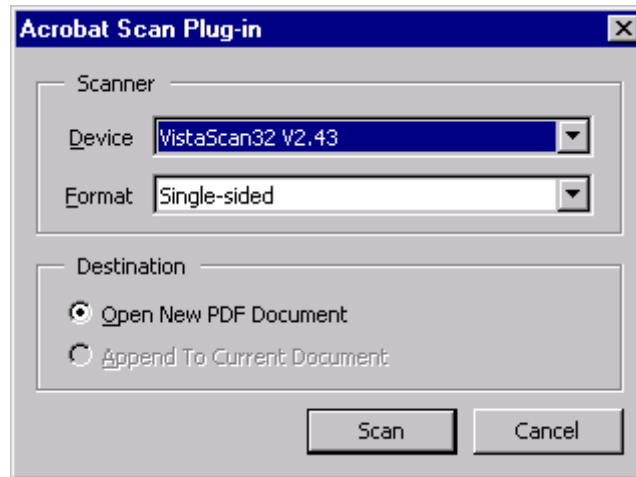
- Select the “Job Options” dialogue box and select Print.
- Open the settings menu and select Job Options.
- Click on the Compression tab.
- Set the compression values as pictured below.



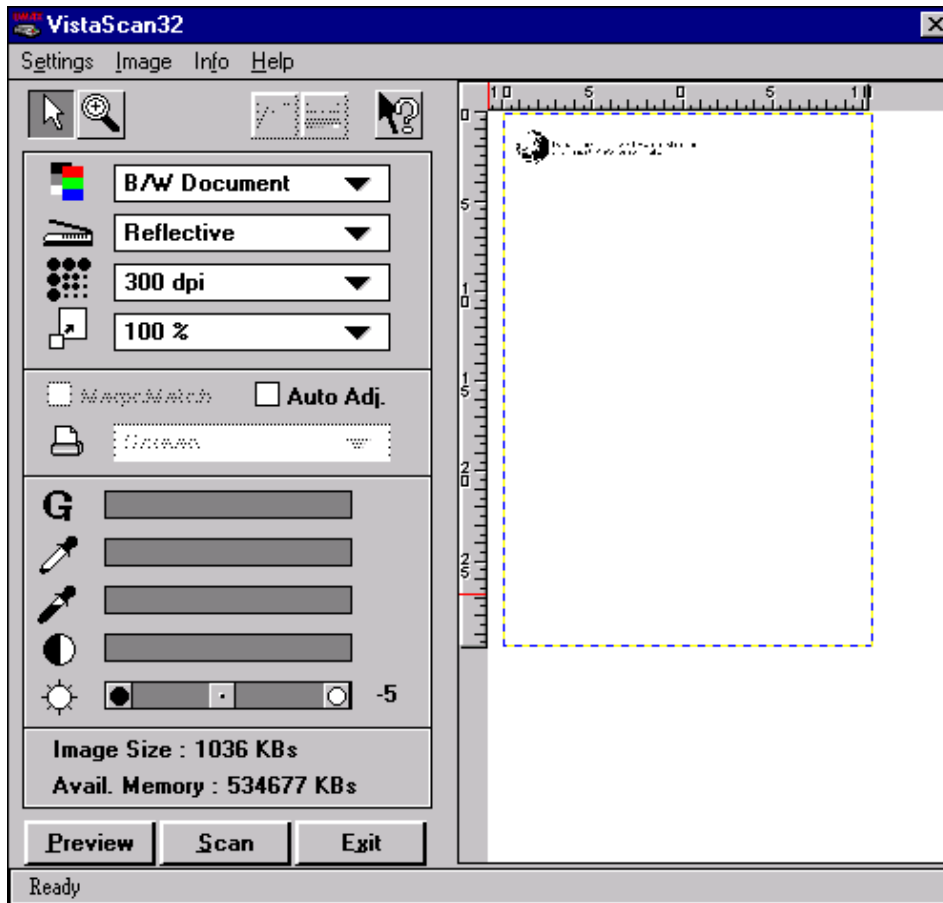
- Click on Save as and name (Print 300).
- Save
- OK
- This setting is then saved into the Job Option menu and is used in future scanning
- Close Distiller.

◆ **Scanning Fieldbooks**

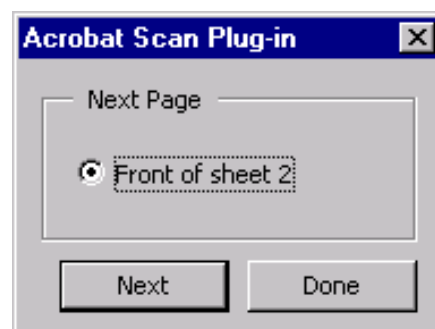
- Open File menu
- Select Import – Scan.
- The screen below will appear.



- Device is VistaScan 32 V2.43 (*Note: The device will vary depending on the scanner and software used*)
- Format is Single-sided
- Click on Scan
- The VistaScan 32 settings screen pictured on the next page will appear. (*Note: The device settings will vary depending on the scanner and software used*)

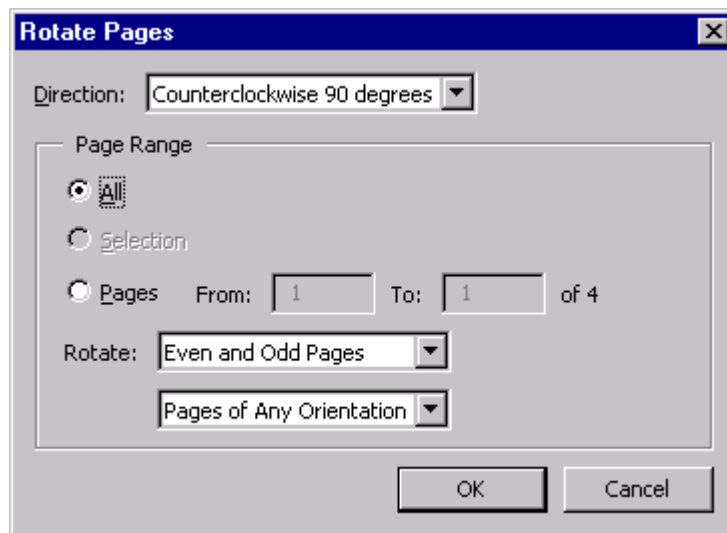


- Set scanner settings:  
B/W Document  
Reflective  
300dpi  
100%
- Place field book with the index page open onto scanner glass A4 portrait with DOLA/DLI logo facing left; select preview if necessary.
- If the field book looks as if it going to scan light the brightness button can be adjusted to the left to produce a better image (Note: The file size will be larger the darker the image).
- Click on Scan to scan fieldbook page.
- The Acrobat Scan Plug-in box will appear. (Note: VistaScan will minimise automatically).



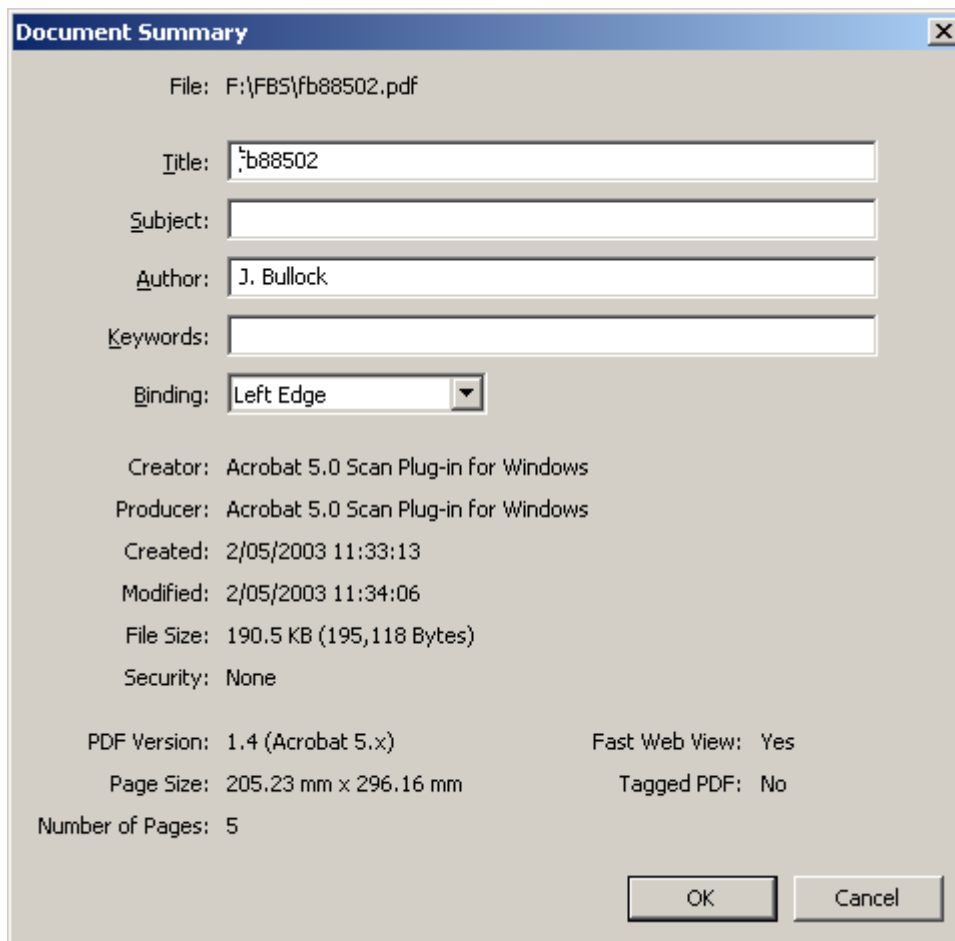


- Place the next page of the fieldbook onto the scanner and click “Next”.
- Maximise VistaScan 32 and click on scan.
- Repeat till fieldbook is finished.
- Click on Done.
- The scanned fieldbook, unnamed Adobe Acrobat file will appear on screen.
- Click on “Document” in the menu bar then “Rotate Pages” and the dialogue box illustrated below appears.

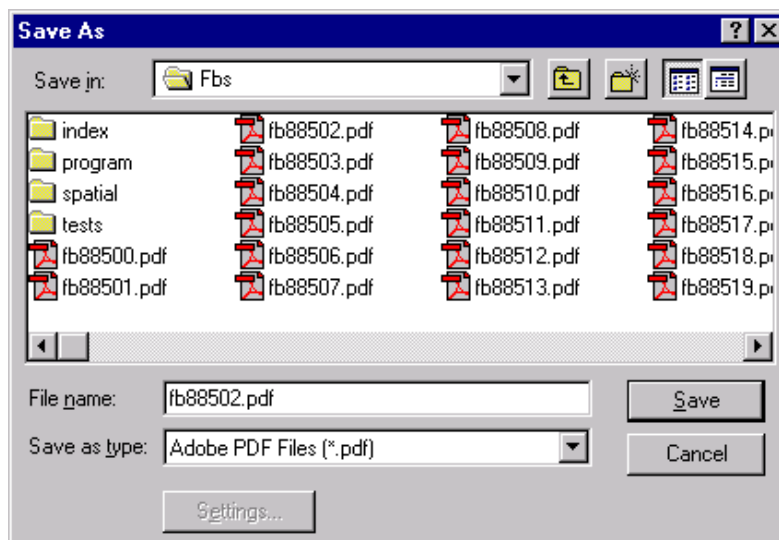


- Click on “All” and choose “Counterclockwise 90 degrees” from the “Direction” drop down list then press OK to rotate all the pages.
- Visually check that all the contents of the scanned pages are legible by using the “Page Up” and “Page Down” buttons on the keyboard and re-scan if necessary.
- Click on “File” in the menu bar, then choose “Document Properties”, “Summary” to get the Summary Dialogue Box.

The “Document Properties” of the PDF file are to be filled out as indicated below by assigning the field book number to the “Title” (include fb in lower-case followed by the number) and the surveyor’s name as the “Author” (use first name initial in upper-case, followed by a full-stop and space, then the surname with first letter in upper-case).



- Click “File”, “Save As” for the following dialogue box.



- Name field book in lower-case in the “File name:” box and Save PDF file created by scanning process to an appropriate folder.