



SURVEYORS COUNCIL OF NIGERIA (SURCON)

RULES AND REGULATIONS FOR THE CONTROL OF SURVEY PRACTICE

(Pursuant To Sections 4 And 16 Of
The Surveyors Council Of Nigeria Act, Cap 425
Laws Of The Federation Of Nigeria (1990))



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ISBN NO.

Revised Edition 2012



TABLE OF CONTENTS

1.0	Functions of the Council	3
2.0	Professional Discipline	3
3.0	Rules and regulations made by the Council	4
4.0	Rules of Ethics and Practice	6
4.1	Matters Relating to Survey Beacons	6
4.2	Matters Relating to Survey Plans	7
4.3	Matters Relating to Finance	8
5.0	Miscellaneous	9
6.0	Remuneration of Surveyors	10
7.0	Private Practice by Surveyors in paid employment	10
8.0	Attitude towards Professional colleagues	10
9.0	Malicious Injury to Professional colleagues	11
10.0	Advertisement	11
11.0	Inducements for Jobs	11
12.0	Misconduct	11
13.0	Misuse of Professional name	12
14.0	Issuance of false certificate	12
15.0	Conduct relating to Council's seal	12
16.0	Civic responsibility	13
17.0	Surveyor as Expert Witness	13
18.0	Training	13
19.0	Payments	13
20.0	Interpretation	14
21.0	Schedule of Fees	15
22.0	Schedule of Payments	15
23.0	Members of SURCON State Committee on Ethics (SSCEs) and grouping of states	17
24.0	Sample of SURCON Beacon	17
25.0	State Identification Letters	18
26.0	Minimum Standards for Private Survey offices, Offices of Surveyors – General and Surveying and Geoinformatics Programmes in Tertiary Institutions	19



1 FUNCTIONS OF THE COUNCIL AS PROVIDED BY SECTION 4 OF THE SURVEYORS COUNCIL OF NIGERIA ACT CHAPTER 425 LAWS OF THE FEDERATION OF NIGERIA 1990

- (a) Determining who are Surveyors for the purposes of this Act.
- (b) Determining what standards of knowledge and skill are to be attained by person seeking to become registered as members of the profession of Surveying (hereafter in this Act referred to as "the profession") and reviewing those standards from time as circumstances may require;
- (c) Securing in accordance with the provisions of this Act the established and maintenance of a register of persons – entitled to practice the profession and the publication, from time to time, of lists of such persons;
- (d) Regulating and controlling the practice of the profession in all its ramifications;
- (e) Maintaining, in accordance with this Act, of discipline – within the profession;
- (f) Performing the other functions conferred upon the Council by this Act.

2 PROFESSIONAL DISCIPLINE AS APPROVED BY SECTION 16 OF THE SURVEYORS COUNCIL OF NIGERIA ENABLING ACT. CHAPTER 425 LAWS OF THE FEDERATION OF NIGERIA 1990.

2.1 There shall be established a body to be known as the Surveyors Disciplinary Committee (hereafter in this Act referred to as "the Disciplinary Committee") which shall be charged with the duty of considering and determining any case referred to it by the panel established by the following provisions of this section and any other case of which the Disciplinary Committee had cognizance under the following provisions of this Act.

2.2 The Disciplinary Committee shall consist of the President of the Council and ten other members of the Council appointed by the Council of whom not less than four shall be members of the Council holding office by virtue of paragraph (c) of section 2. (1) of this Act or where the number of those members is for the time being less than four, all those members.



2.3 There shall be a body to be known as the Surveyors Investigating panel (hereafter in this Act referred to as "the Investigating Panel") which shall be charged with the duty of:-

(a) Conducting a preliminary investigation into any case where it is alleged that a person registered has misbehaved in his capacity as a Surveyor or should for any other reason be the subject of proceedings before the Disciplinary Committee;

(b) Deciding whether the case should be referred to the Disciplinary Committee; and

(c) Submitting a report on any action taken by the Investigating panel to the Disciplinary Committee.

2.4 The Investigating Panel shall be appointed by the Council and shall consist of seven members of the Council.

2.5 The Registrar shall act as Secretary to the Disciplinary Committee.

2.6 The provisions of Schedule 2 to this Act shall, so far as applicable to the Disciplinary Committee and the Investigating panel respectively, have effect with respect to those bodies.

3 RULES AND REGULATIONS MADE BY THE COUNCIL FOR THE CONTROL OF SURVEY PRACTICE IN NIGERIA.

GENERAL;

3.1 In respect of private property surveys, which the Governor has consented to its demise in line with the Land Use Act, the Surveyors Council of Nigeria (SURCON) is the sole authority empowered to issue beacon numbers to Practising Surveyors in all the States of the Federation and the Federal Capital Territory (FCT).

3.2 There is hereby established a body to be known as "**SURCON STATE COMMITTEE ON ETHICS AND PRACTICE OF THE SURVEYING PROFESSION**" (SSCE) in each State of the Federation, herein referred to as "**the Ethics Committee**".



3.3 The Ethics Committee shall consist of the Surveyor General of the State and two other members.

3.4 The Surveyor-General of a State being a member of Council, by office, shall be the Chairman of the **SURCON** State Committee on Ethics and Practice of the Surveying Profession. Other members are, the Nigerian Institution of Surveyors (N.I.S) Chairman of the State Chapter and one Council member. (see section 23)

3.5 Each SURCON State Committee on Ethics and Practice of Surveying Profession is hereby charged with the following duties:-

- (a) Issuing of SURCON beacon numbers to Surveyors
- (b) Making quarterly returns to SURCON headquarters, of beacon numbers issued and plans lodged by Surveyors.
- (c) Handling of matters on professional Ethics
- (d) Supervising the practice of the Surveying profession, in the State.
- (e) Collecting beacon fee for SURCON and remitting such monies to SURCON head office.
- (f) Performing other Functions, which Council may direct from time to time.

3.6 The **SSCE** of each State of the Federation of Nigeria shall be responsible to the Surveyors Council of Nigeria for the effective supervision of Survey Practice in its respective jurisdiction and shall make prompt report to the Surveyors Council of Nigeria, through the office of the Registrar, of any breach of professional ethics, rules and regulations, by any Surveyor.

3.7 The Surveyors Council of Nigeria shall direct such report of misconduct by any Surveyor to the Surveyors Investigating Panel which shall look into the allegations made against a Surveyor and recommend appropriate steps to be taken in accordance with Section 16 of the Surveyors Council of Nigeria Act CAP 425, Laws of the Federation of Nigeria 1990.



3.8 The Surveyor so investigated shall have the right to reply in writing to all such allegations and findings of the Surveyors Investigating Panel.

3.9 The Surveyors Investigating panel shall reserve the right to discharge such Surveyor or refer his case to the Surveyors Disciplinary Committee.

4. **RULES OF ETHICS AND PRACTICE**

4.1 **MATTERS RELATING TO SURVEY BEACONS**

(a) This issuance of beacon numbers to a Surveyor shall only be by prepayment of prescribed fees to SURCON and Nigerian Institution of Surveyors (NIS) **AS CONTAINED IN THE SCHEDULE OF FEES, PROVIDED FULL RETURNS HAVE BEEN MADE FOR PREVIOUS NUMBERS ISSUED WITHIN THE LIMITS APPROVED BY COUNCIL.**

(b) A Surveyor shall apply in writing for and collect as many beacon numbers as he can prepay for, but not **more than the limit approved by Council at a time, from the Chairman of the SSCE** of his state. Survey jobs requiring more than the limit approved will receive the required number of beacons' as each job demands, on presentation of a provisional Survey Plan that will justify the request.

(c) The Surveyor shall apply in writing for and collect beacon numbers only with evidence of the job(s) he intends to execute in a state but **within the limits approved by Council** or as particular jobs require.

(d) Monthly Returns of beacons number used shall be made to the Ethics Committees of the relevant State and where no beacon number is used a **"nil return"** shall be made.

(e) Survey beacons shall bear SURCON identify letters **"SC"** as well as State identify letters such as **'KD'** for Kaduna States.



- (f) The Chairman of Ethics Committees are empowered to allot identify alphabets to Surveyors practising in their States.
- (g) A Surveyor shall charge Survey fees in accordance with the provisions of the professional scale of fees for Consultants as approved by the Federal Ministry of Works and the Bill of Quantities, approved by the Nigerian Institution of Surveyors (NIS).
- (h) A Surveyor shall also prepay in addition to the payment for survey beacon numbers a part refundable deposit fees of an amount, per job, as specified in the scheduled of fee to the SURCON State Committees on Ethics.
- (i) No Surveyor shall remove, tamper with or recap any survey beacon emplaced by another Surveyor in the course of carrying out a property survey.

4.2 **MATTERS RELATING TO SURVEY PLANS**

- (a) All survey diagrams, plans and charts prepared by a Surveyor shall be sealed and shall bear a certificate containing the name, address and live signature of the Surveyor who prepared them.
- (b) All record copies of survey plans on tracing cloth or film prepared by a Surveyor shall be lodged with the Surveyor-General of the State in which they were made within a month of the date of completion, **on payment of deposition fees as prescribed by the Rules and Regulations.**
- (c) No Surveyor shall certify copies of another Surveyor's plan for any reason, without a written consent from the Surveyor that made the plan originally, except in the case of a deceased Surveyor.
- (d) No Surveyor shall backdate survey plans
- (e) Only the Surveyor who made a plan can withdraw same for amendment after lodgement with the Surveyor-General of the State concerned.



- (f) For such other services related to deposition of record copies of plans, with the office of the Surveyor-General, a Surveyor shall pay such amount of fees as the State Surveyor-General may fix for the services.
- (g) A Surveyor who contravenes the provisions of this section of this Rules and Regulations is guilty of an offence and liable if adjudged guilty by the Disciplinary Committee to the penalties specified in section 22.1 of the Schedule of Penalties to this Rules and Regulations.

4.3 **MATTERS RELATING TO FINANCE**

1. There shall be an annual budget presented by SSCE to be approved by Council. Such a budget must be presented by the end of the 3rd quarter of each year.
2. All SSCE must take an inventory of all their properties and send same to 'SURCON' Headquarters. This should be updated as the need arises.
3. All SSCE must send quarterly returns to the SURCON Secretariat. The quarterly return shall consist of the following:
 - Pillars return (in approved format i.e. SIP forms 01 and 02)
 - Financial report
 - Income and expenditure
 - Statement of account
4. The SSCE shall meet not less than twice per quarter
5. The SSCE must employ honorary administrative personnel to enhance the efficiency.
6. Returns shall be made within two(2) weeks into the new quarter
7. All monies must be paid into a single account with the three members of the SSCE as signatories. Withdrawals shall be made by the Chairman and one other member of each SSCE.
8. At the end of each quarter disbursements will be made in



accordance with the scheduled of fees (item 21 A) of the "Rules and Regulations".

9. All applications for beacon numbers in the first instance must go through the state NIS Chairman for clearance as to the financial status of the applicant with the NIS.

5. **MISCELLANEOUS**

- (a) A Surveyor shall be deemed to be resident in a state if his office/headquarters is in that State. But where he maintains an approved branch office, such office shall be manned by a Surveyor.

- (b) Surveyors practising fees are due on the first day of January every year. This provision notwithstanding, as from the first day of February every year a Surveyor who has not paid the practising fees will not be entitled to be issued with beacon numbers until the fees are paid.

- (c) All Surveyors shall be entitled to lodge their plans and be issued with beacon numbers only if they show evidence of payment of current Surveyors Practising fees to Surveyors Council of Nigeria (SURCON), the annual dues of the Nigerian Institution of Surveyors (NIS) and have prepaid for the beacon numbers they are applying for.

- (d) Every Surveyor shall exhibit his certificate conspicuously in his office (s).

- (e) No Surveyor shall operate through any person not being a Surveyor or sign a survey plan produced by such a person.

- (f) No Surveyor shall duplicate the Surveyors Council of Nigeria Seal (SURCON SEAL) for any reason whatsoever.

- (g) All Cadastral Surveys carried out in any state of the Federation shall be tied to Government controls where such controls exist within five (5) kilometres of the Survey.

- (h) A Surveyor who is engaged to carryout his professional and technical duties should in the first instance satisfy himself of the



status of the land in relation to Government lands before embarking upon his task.

6. **REMUNERATION OF SURVEYORS**

- (a) A Surveyor shall be remunerated in accordance with the provisions of the professional scale of fees for consultants as approved by the Federal Ministry of Works and the Bill of Quantities as approved by the Nigerian Institution of Surveyors (NIS).
- (b) A Surveyor shall not offer his services at reduced fees nor shall he compete with any other Surveyor by under-cutting' the fees for his services.
- (c) Any Surveyor, who contravenes the provisions of this section of the Rules and Regulations, is guilty of an offence and liable if **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.2 of the Schedule of Penalties to this Rules and Regulations.

7. **PRIVATE PRACTICE BY SURVEYORS IN PAID EMPLOYMENT**

- (a) Surveyors in paid employment shall not undertake any other survey practice, except where the condition of Service expressly permits the Surveyor to do so.
- (b) Consultancy units in institutions of higher learning offering Surveying/ Geoinformatics, after enlistment with SURCON, shall be allowed to practice.
- (c) A Surveyor, who contravenes the provisions of this section of this Rules and Regulations, is guilty of an offence and liable if **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 of the scheduled of penalties to this Rules and Regulations.

8. **ATTITUDE TOWARDS PROFESSIONAL COLLEAGUES**

A Surveyor on instruction to proceed with a professional work upon which another Surveyor was previously engaged shall cause notice of the facts to be given to the Ethics Committee of the State where the survey is



situatè and shall take all reasonable care to satisfy himself that there are no outstanding obligations between the previous Surveyor and the client before he proceeds to undertake such works.

A Surveyor, who contravenes the provisions of this section of this Rules and Regulations, is guilty of an offence and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 of the Schedule of Penalties to this Rules and Regulations.

9. **MALICIOUS INJURY TO PROFESSIONAL COLLEAGUES**

Any Surveyor who attempts to injure, falsely or maliciously, directly or indirectly, the professional reputation or prospects of any other Surveyor, is guilty of an offence and liable on conviction to a penalty commensurate with the gravity of the injury.

10. **ADVERTISEMENT**

(a) A Surveyor who advertises or offers his services by means of circulars or paid announcements in any newspaper or magazine, is guilty of an offence and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 (a), (b), or (c) of the Schedule of Penalties to this Rules and Regulations.

(b) A Surveyor may however notify his clients by post or press publication of any change of address or in the constitution of his firm.

11. **INDUCEMENTS FOR JOBS**

A Surveyor who offers benefits or gifts to agents or offers any form of inducement to anybody in order to be assigned survey works, is guilty of an offence and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 (a), (b) or (c) of the Schedule of penalties to this Rules and Regulations.

12. **MISCONDUCT**

A Surveyor who:-

(a) Certified any plan, survey data or other records of any survey relating to any land in respect of which he did not effect or personally



supervise the whole or any part of such survey, examine or satisfied himself of the correctness of the entries in any field book and or the calculations thereon or working plans and other records in connection therewith, which may have been made by any other Surveyor, or

(b) Certifies a plan which he knows or ought to know is incorrect if he had exercised reasonable care, or

© Carries out his Professional and Technical duties on Government land without the consent of the Surveyor -General, or

(d) Is convicted of any criminal offence and the criminal offence is in the opinion of the Council sufficient to render him unfit to practice as a Surveyor, is guilty of misconduct and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 of the Schedule of Penalties of this Rules and Regulations.

13. **MISUSE OF PROFESSIONAL NAME**

A Surveyor who permits his name to be used in aid of an unauthorised practice of surveying by any person agency or body corporate is guilty of an offence and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 of the Schedule of Penalties of this Rules and Regulations.

14. **ISSUANCE OF FALSE CERTIFICATE**

A Surveyor who issues a false certificate of conduct, training and field experience to a Pupil Surveyor, is guilty of an offence and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 of the Schedule of Penalties of the Rules and Regulations.

15. **CONDUCT RELATING TO THE COUNCIL'S SEAL ETC**

(a) A Surveyor shall not:

- (i) duplicate the common seal of the Surveyors Council of Nigeria, or
- (ii) knowingly duplicate plan numbers, or
- (iii) duplicate beacon numbers, or
- (iv) backdate survey records, plans, charts or data



(d) Any Surveyor who contravenes any of the provisions of paragraph a (i) – (iv) of this section is guilty of an offence and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in, section 22.1 of the Schedule of Penalties to this Rules and, Regulations.

16. **CIVIC RESPONSIBILITY**

A Surveyor should ensure strict performance of his CIVIC responsibilities and any contravention of this provision shall be treated as professional misconduct in accordance with the provisions of the Act.

17. **SURVEYOR AS EXPERT WITNESS**

(a) A Surveyor shall maintain the status of an expert witness at all times and while standing as an expert witness is estopped from presenting himself as a client's witness.

(b) Any Surveyor who contravenes this provision of this Rules and Regulations is guilty of an offence and liable **adjudged guilty by the Disciplinary Committee** to the penalties specified in section 22.1 of the schedule of penalties to this Rules and Regulations.

18. **TRAINING**

A Surveyor shall continue his professional development throughout his career and provide opportunities for the professional development of the Surveyors under his supervision through the Mandatory Continuing Development Programme Organised by the Nigerian Institution of Surveyor (NIS) in collaboration with the Surveyors Council of Nigeria (SURCON)

19. **PAYMENTS**

(a) The penalties specified in the Schedule to this Rules and Regulations shall be in addition to the payment of the cost of investigation and prosecution as prescribed in Section 13 of Surveyors (Disciplinary Committee) Rules 1996.

(b) All amounts under this Rules and Regulations shall be made to the Surveyors Council of Nigeria (SURCON)



- (c) The payment specified in the Schedules to this Rules and Regulations are subject to revision from time to time.

20. **INTERPRETATION**

In this Rules and Regulations, unless the context otherwise requires:

1. "Surveying" means the art or science of measuring, determining, depicting, or representing the dimensions, extent, features or relative positions of portions of the earth's surface;
2. "Survey Department" means the department of the Federation or of a State exercising functions relating to surveying; "the Office of the Surveyor-General of the Federation or a State.
3. "Surveyor" means a person registered or deemed to be registered as such under Surveyors Council of Nigeria Act, Chapter 425 Laws of the Federation.
4. "Surveyor-General" means a Surveyor appointed as the professional head of a Government Survey Department of a State and includes the Surveyor-General of the Federation.
5. "Beacon" for the purpose of this "Rules and Regulations" means a survey mark of surface cross-section 18cm x 18cm made of concrete or otherwise redefined for specific projects such as GPS, Geodetic controls, permanent markers for seismic surveys, oil location surveys, pipeline surveys, flow line surveys, mining surveys, engineering surveys, right of way surveys for roads and railways etc.
6. "private property" means land holding or lease demised to private persons, organisations or corporate entities.
7. "Suspension from practice" means with holding the right to be issued with beacon numbers.
8. A "Consultancy outfit" consists of surveyors and allied professionals offering survey services among others. The survey unit must operate under one principal who shall be a Surveyor.



9. "Survey Work" means all survey exercises that include but are not limited to cadastral surveys, GPS, Geodetic Controls, seismic surveys, oil location surveys, right of way surveys for roads and railways as maybe defined from time by Council.

10. within the limit approved by Council" means the limit as proposed by the SSCE and approved by Council.

11. Returns" means beacon number issued (used and unused) and lodgement of record copy of plans produced.

21. **SCHEDULE OF FEES**

A Surveyor applying for beacon numbers shall prepay a fee of N900.00 per property beacon which will be disbursed as listed hereunder:

(a)	(I)	payment to SURCON	N400.00
	(ii)	payment to SURCON State Committee on Ethics SSCE	N200.00
	(iii)	payment to Nigerian Institution of Surveyors (NIS) National	N200.00
	(iv)	payment to N.I.S. – State	N100.00

(b) Together with a refundable deposit as approved by SURCON less 2.5% service charge on quarterly basis payable to the N.I.S state branch.

© Where any company, Firm, Government or Government Ministry, Department, Agency (MDAS) awards any contract having Survey content to a Surveyor, Survey Company and/or firm; such Surveyor, Survey company or firm shall pay 2.5% of the Survey content sum as Professional charges to SURCON.

Disbursement of the 2.5% shall be as follows:

i.	SURCON	40%
ii.	NIS National	20%
iii.	SSCE	30%
iv.	NIS State branch	10%

22. **SCHEDULE OF PAYMENTS**

22.1 (a) A payment of not less than **N100,000.00** only in the first



instance;

- (b) A payment of not less than **N150,000.00** only at the next instance;
 - (c) Suspension from practice for a period of not less than 6 (six) months at the next instance;
 - (d) A combination of a payment and suspension as the Disciplinary Committee may deem fit in each Circumstance.
 - (e) Striking the name of the Surveyor off the relevant part of the Register on **the next instance** after two suspensions.
- 22.2
- (a) A payment of not less than ten percent (10%) of the approved Rates in the first instance.
 - (b) A payment of not less than twenty per cent (20%) of approve rates at the next instance.
 - (c) Suspension from practice for a period of not less than 6 months at the next instance.
 - (d) A combination of payment and suspension as the Disciplinary Committee may deem fit in each circumstance
 - (e) Striking off the name of the Surveyor from the relevant part of the register on **the next instance** after two suspensions.
- 22.3
- Fulfilment of all outstanding obligations to the original Surveyor including:
- (a) Reprimand against such misconduct in the first instance, or
 - (b) payment of not less than N50,000.00 only at the next instance, or
 - (c) Suspension from practice for a period of not less than 6 months on every subsequent **offence**.
 - (d) A combination of a payment and suspension as the Disciplinary



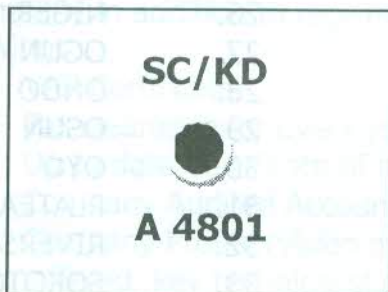
Committee may deem fit.

- (e) Striking off the name of the Surveyor from the relevant part of the register on **the next instance** after two suspensions.

23. **MEMBERS OF SURCON STATE COMMITTEE ON ETHICS (SSCEs) AND GROUPING OF STATES**

- (a) Membership of the various SSCE shall be made up of the following persons;
- (i) Surveyor-General of the State – Chairman
 - (ii) NIS Chairman of the state - Member /Secretary
 - (iii) Council member as appointed by the President and approved by the Council – Member
- (b) Grouping of states will be as approved by Council.

24. **SAMPLE OF SURCON BEACON**



EXPLANATION

- "SC" stands for SURCON identity for survey beacons
"KD" stands for identity of states as listed in section 25
"J" is the identifying alphabet given in a state to a particular surveyor.

In states where more than 26 surveyors practice, such identifying alphabets as ZA, ZB etc shall be issued to Surveyors as their identity.

"A" is the prefix for the first 9999 beacon numbers I(A1-A9999). The



next 9999 numbers after 9999 will be prefixed by the letter B (as BI-B9999) and so on.

The first Surveyor to apply for beacon numbers will be allotted Surveyors' identity letter "A" and would be issued the amount of numbers he has prepaid for, as AIA – A18A. The second Surveyor to apply for numbers whose identity is "B" would be issued with numbers A 19B-A29B and so on.

25. STATE IDENTIFICATION LETTERS

S/No. STATE ID	STATE	STATE ID	S/No.	STATE	
1.	ABIA	AB	20.	KANO	KN
2.	ADAMAWA	AD	21.	KEBBI	KB
3.	AKWA IBOM	AK	22.	KOGI	KG
4.	ANAMBRA	AN	23.	KWARA	KW
5.	BAYELSA	BY	24.	LAGOS	LA
6.	BAUCHI	BA	25.	NASSARAWA	NS
7.	BENUE	BN	26.	NIGER	NG
8.	BORNO	BO	27.	OGUN	OG
9.	CROSS RIVER	CR	28.	ONDO	OD
10.	DELTA	DT	29.	OSUN	OS
11.	EBONYI	EB	30.	OYO	OY
12.	EDO	ED	31.	PLATEAU	PL
13.	EKITI	EK	32.	RIVERS	RV
14.	ENUGU	EN	33.	SOKOTO	SK
15.	GOMBE	GM	34.	TARABA	TR
16.	IMO	IM	35.	YOBE	YB
17.	JIGAWA	JG	36.	ZAMFARA	ZM
18.	KADUNA	KD	37.	FCT. ABUJA	FC
19.	KATSINA	KT			



26. **MINIMUM STANDARDS FOR PRIVATE SURVEY OFFICE,
OFFICES OF SURVEYORS- GENERAL AND SURVEYING AND
GEOINFORMATICS PROGRAMMES IN TERTIARY
INSTITUTIONS**

26.1 PRIVATE SURVEY OFFICE:

Definition: A Survey office is one that is manned by a principal, working either for himself or for his limited liability company and approved by the SURCON State Committee on Ethics(SSCE).

1. The Principal

- Surveyor Registered by SURCON.
- Shall be financially up to date with SURCON and NIS at all times.
- Where he has a branch office, it must meet the minimum standards for an office and must be manned by a Surveyor registered by SURCON.

2 The Company

A company in addition to registration with the CAC shall have the following:

- VAT Certificate.
- Tax clearance for every year.
- Up to date Certificate of enlistment with SURCON.
- Company Audited Accounts.
- Company Profile (vision and mission statements, services offered, key technical staff, major projects executed).

3 The Office

This is an accommodation occupied by the principal or the company and everything associated with it in terms of equipment, staffing and logistics. The minimum are therefore stated underneath.

(a) Accommodation:

- Minimum of two-bedroom flat i.e. the Principal, the operational office and the general office with dedicated toilets.
- The office shall be accessible.
- The environment shall be good and clean.



(b) Office Equipment.

- Tables and chairs.
- Refrigerator.
- Fans for each room.
- A/C in the principal's office.
- T.V sets.
- Computers: Desktops and Laptops (minimum of 2+ printer).
- Photocopiers (optional).
- Office stationeries (files, letter-headed papers, complimentary cards, receipt booklets).
- Generator set or Alternative Power Source.
- Fire extinguisher.
- Window blinds e. t. c.
- Internet system.

c. Survey Equipment.

- Basic set of Survey Equipment with a minimum of 10" Digital theodolite.
- 1 no. Hand held GNSS(Global Navigation Satellite System) receiver ($\pm 5m$ accuracy).
- 1 no. Digital Camera + accessories.
- 1 no. Automatic level with accessories.
- Echo sounder + accessories (optional)
- Total Station + accessories (optional)
- Basic Surveying computation and adjustment Software.

d. Staffing.

- 1 no. Administrative staff / Secretariat staff.
- 1 no. Account staff.
- 3 no. Technical staff.
- 1 no. Driver.

e. Logistics.

- A vehicle.
- 1 no. Boat (optional).



26.2 EXTRA-MINISTERIAL SURVEY DEPARTMENTS IN GOVERNMENT.

1 Structure.

The office of the Surveyor General (extra-ministerial Survey department) should be made up of:

- I. Surveyor General who is on consolidated Salary.
- II. Minimum of Three (3) professional Technical departments with each department headed by a Director, Divisions by Assistant Directors and the Units headed by a chief Surveyor.
- III. The Technical departments shall be;
 - Surveys – Special Surveys, Field & Geodetic, Cadastral Surveys, Hydrographic Surveys.
 - Boundaries – International, interstate & LGA's
 - Mapping – Photogrammetry / Remote Sensing, Geospatial Services & Reproduction (GSR), e .t. c.
 - Geographic Information System/ Land Information System

It is worthy to state that the nomenclature and number of the Technical Departments are optional, states can adopt or adapt their own.

2 Accommodation:

I. Surveyor General's office:

- Surveyor General's room with convenience.
- Waiting room.
- Confidential Secretary.
- General/ Administrative room (Management information, Manpower and pooling).
- Conference room.
- Servicom.
- Protocol, Press, Legal.
- Internal Audit.
- Library, Archive.
- **All pooled Survey departments in the MDAs should be furnished in the pattern of the main office of the Surveyor General commensurate to the size and the workload of the MDA.**

➤ **The office of the Surveyor General should be fenced.**



II. Directors :

The office of each Director shall be at least equivalent in furnishing to that of a principal in private practice.

3 Laboratories:

- GSR – Geospatial Services and Reproduction.
- Lithography / printing.
- GIS
- Photogrammetry and Remote Sensing.
- LIS
- Quality Control and Processing
- Special Surveys .
- Cadastral.
- Calibration bases (levels, Total station, Théodolites, etc)

4 Stores:

- Boundaries.
- Mapping.
- Survey.
- General.

5 Office Equipment;

- Tables and chairs
- Refrigerator for each office.
- AC/Fans for each room.
- T.V sets / cable.
- Computers: Standalone 30 Desktops and 15 Laptops.
- 4 no. Photocopiers.
- Binding Equipment.
- Office stationeries (files , letter-headed papers, complimentary cards, receipt booklets)
- 2 no. Generator Sets.
- Window blinds e. t. c.
- Internet System.
- Intercom
- Local Area Network (LAN).
- Doors to Laboratories must be digital locks.
- Close Circuit Television.(CCTV).
- 10 no. A0 Fireproof Cabinets for Maps.



- Scanners.
- Printers for each office.

6 Survey Equipment.

Government should provide these equipment as a minimum for effective and prompt delivery of services.

- 3 no. Basic set of Survey Equipment with a minimum of 10" Digital theodolite.
- 6 no. Hand held Satellite receiver ($\pm 5m$ accuracy).
- 3 no. Digital Camera + accessories.
- 5 no. Automatic level + accessories.
- Echo sounder + accessories (optional)
- 5 no. Total Station + accessories
- 3 no. Dual frequency Satellite receivers + accessories.
- 2 no. A0 Digitizers.
- 2 no. A0 Scanners.
- 3 no. A0 Plotters.
- 2 no. Guillotine.
- 2 no. Laminating machines.
- 1 no. Plan printing machine.
- Basic Surveying computation and adjustment Software.
 - ArcGIS 9 series or higher Versions.
 - Micro Station Version 8 series or higher Versions .
 - Sokkia spectrum Survey software or higher Versions .
 - CivilCAD or higher Versions .
 - Satellite Imagery Processing Software.

7 Staffing

The office of the Surveyor General in addition to other pool staff like accountants, confidential secretaries, e. t. c shall have these minimum staff.

- 5 no. Surveyors
- 20 no. Graduate Surveyors.
- 30 no. Technologists.
- 40 no. Technicians.
- 60 no. Chainmen.
- 3 no. Survey equipment Technologists.
- 3 no. Systems technologists.
- 3 no. plumbers



- 5 no. Electricians.
- 2 no. Generator operators.
- 3 no. Carpenters.
- 3 no. Masons.
- 2 no. Radio operators.
- Dedicated Survey drivers (marine / land).
- Dedicated Survey boatmen.
- Dedicated Store officers. (These could be Survey chainmen that are converted and trained in store matters).
- Security.

8 Logistics

Government shall provide these items as a minimum for effective running of the office for quick, reliable and credible service delivery to Government and the General public.

- 4 no. Double Cabin 4wheel drive for field operations.
- 2 no. 4 wheel pick-up vans for field operations.
- 1 no. 4 wheel drive for the Surveyor General.
- 1 no. Saloon for the Surveyor General.
- 3 no. Saloon cars for the Directors.
- 1 no. 18 Sitter bus for other logistic support.
- 2 no. Boats with cradle.(optional).

26.3 **SURVEYING AND GEOINFORMATICS PROGRAMMES IN TERTIARY INSTITUTIONS**

a. IDENTIFYING THE PROGRAMME

Programme should cover the core areas of:

- Geodesy.
- Surveying and Geoinformatics.
- Photogrammetry /Remote Sensing.
- Hydrographic/Marine/Coastal.
- Engineering/Exploration.
- Land Information System/ Geographic Information System
- Cartography



b PERSONNEL

- The head of Department should be a Surveyor with SURCON.
- Academic Staff.
- Technical Staff.
- Administrative Staff.

c PHYSICAL FACILITY

This should also be adequate for the number of students as recommended by the NUC and the NBTE. Such facilities include:

- Classrooms.
- Labs and Studios - based on programme.
- Library - IT Compliant.
- Offices.

d INSTRUCTIONAL EQUIPMENT

- i. Surveying Equipment.
 - Data capture – based on programme.
 - Data processing .
 - Data presentation.
- ii. Vehicles/ Boats
 - Cars/Bus/Truck/Pick-ups/4 wheels.
 - Boats.
- iii Camping Site for Students.

These will be an addition to the requirements of NBTE and NUC.

Note: This document supersedes the former documents

**DATED AT ABUJA THIS 25TH DAY OF JUNE, 2012
BY ORDER OF THE COUNCIL**

**Surv. Ganiyu A. Agunbiade fnis
President of SURCON**

