
	Lands Department Survey and Mapping Office SMWI-TEC-0077 Report on Missing / Disturbance of Geodetic Survey Stations	Effective: 16-Apr-2008 Revision: 1 Sheet 1 of 4
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Rev.	Details of Change	Effective Date
0	Initial Release	9-Mar-2004
1	Para. 1.1, 5.1, 5.4-5.5, Attachment 7.2 & 7.3 revised; Para. 3.1-3.2, 4.2-4.3, 5.2-5.3, 5.6, Attachment 7.1 & 7.4 added; Para. 3.3, 4.4, 5.4-5.5, Attachment 7.2 & 7.3 rearranged.	16-Apr-2008

Reviewed By: Original Signed (14-Apr-2008)
C.H. WONG (AD/SM)
DMR

Approved By: Original Signed (14-Apr-2008)
W. K. MAN (DD/SM)
MR

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1.0 Purpose

1.1 This Work Instruction outlines the steps for reporting missing or disturbance of geodetic survey stations, handling reports from public and assessment of these reports by the Geodetic Survey Section.

2.0 Scope

2.1 This Work Instruction is applicable to all staff of SMO.

3.0 Reference Document


Item	Document Number	Document Name
3.1	SMOP-7-02	Geodetic Survey
3.2	SMWI-TEC-0006	Geodetic Records Management
3.3	SMWI-TEC-0075	Simplified Approach for Replenishment of Missing/Disturbed Minor Traverse Station

4.0 Definition and Abbreviation

Item	Term	Definition/ Full Name
4.1	LS/G	Land Surveyor/Geodetic
4.2	PSO/G	PSO/Geodetic
4.3	SSO/GI	SSO/Geodetic Information
4.4	SSO/G	SSO/Geodetic


5.0 Instruction

5.1 To help maintain the integrity of the geodetic control network, all staff should report any missing, disturbance, out-dated station sketch, damage of geodetic

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survey station and other related matters to the Geodetic Survey Section by completing Part A of SMF-0153. SSO/GI completes Part B of SMF-0153 and forwards the report to the relevant Regional Geodetic Survey Unit for action. PSO/G or SSO/GI acknowledges receipt of the report within 3 days by completing Part C of SMF0153 after receiving the report.

- 5.2 SSO/GI updates the Register of Reported Missing / Disturbed Geodetic Survey Stations and uploads it to Geodetic website at www.geodetic.gov.hk for public reference within 3 days after receiving the report.
- 5.3 SSO/G or SO/G of Regional Geodetic Survey Unit verifies the reported missing / disturbed station within 1 month after receiving the report. SSO/G reports the status of the reported station to SSO/GI by completing Part D of SMF-0153 for updating the Register of Reported Missing / Disturbed Geodetic Survey Stations.
- 5.4 SSO/G of Regional Geodetic Survey Unit investigates the report to determine an appropriate action to be taken, and considers whether SMWI-TEC-0075 : Simplified Approach for Replenishment of Missing/ Disturbed Minor Traverse Station is applicable for those missing or disturbed Minor Traverse Stations.
- 5.5 Any findings, recommendations, comments and endorsement of LS/G are recorded on SMF-0154. The completed SMF-0154 is forwarded to SSO/GI for updating the Register of Reported Missing / Disturbed Geodetic Survey Stations.
- 5.6 After re-establishment of survey stations, SSO/G sends a hardcopy and softcopy each of the station summary sheets of the new /updated control points to SSO/GI for updating the geodetic control master database and the Register of Reported Missing / Disturbed Geodetic Survey Stations.

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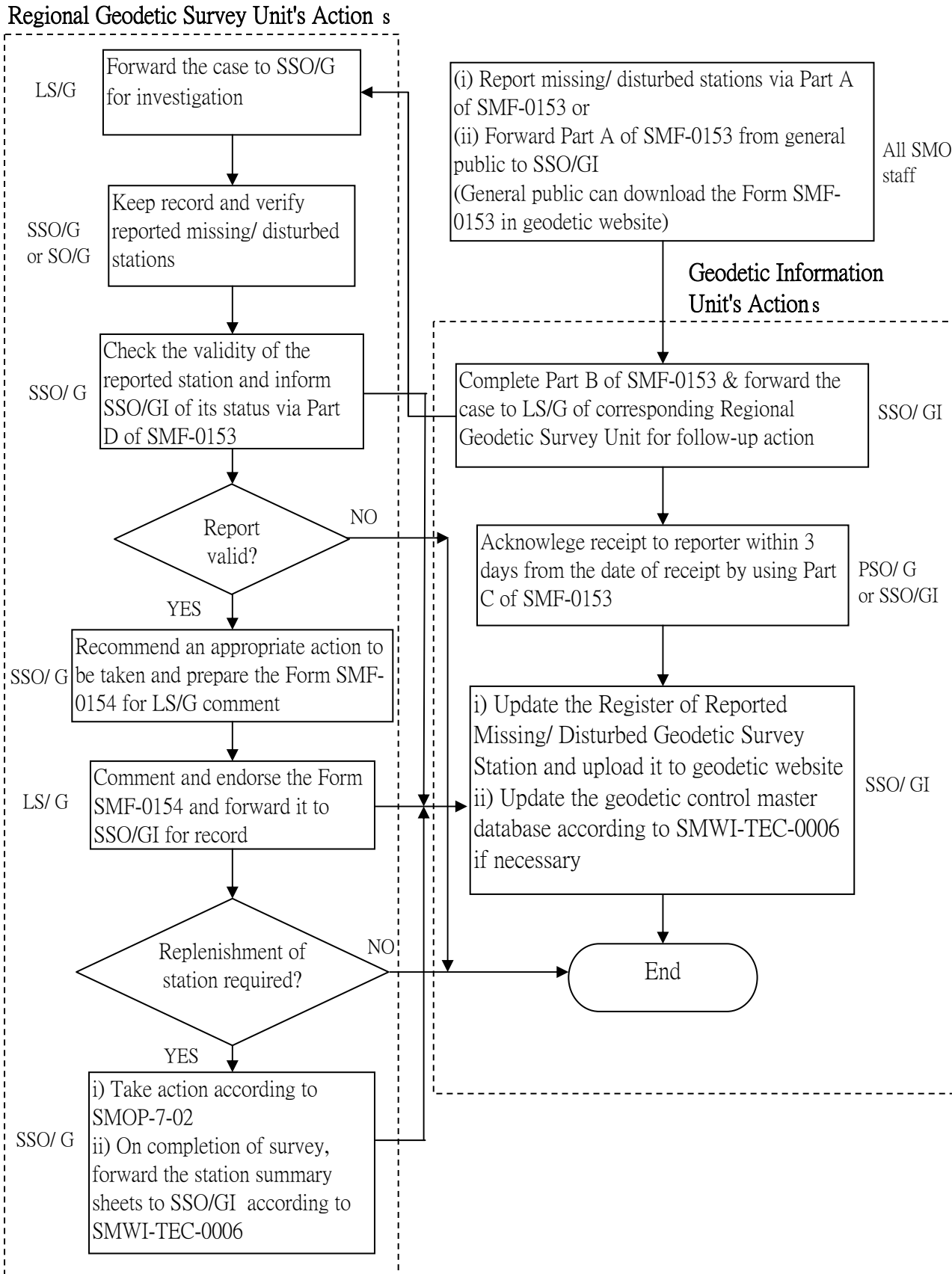
6.0 Record

Item	Record	Form	Retention Period
6.1	Report on Missing / Disturbance of Geodetic Survey Stations	SMF-0153	1 year after the case is completed.
6.2	Investigation of Report on Missing / Disturbance of Geodetic Survey Stations	SMF-0154	1 year after the case is completed.

7.0 Attachment

- 7.1 Flowchart: Procedures for Handling Reports on Missing /Disturbance of Geodetic Survey Stations
- 7.2 SMF-0153: Report on Missing / Disturbance of Geodetic Survey Stations
- 7.3 SMF-0154: Investigation of Report on Missing / Disturbance of Geodetic Survey Stations
- 7.4 Register of Reported Missing / Disturbed Geodetic Survey Stations

Procedures for Handling Reports on Missing /Disturbance of Geodetic Survey Stations





LANDS DEPARTMENT

Report on Missing / Disturbance of Geodetic Survey Stations

PART A

TO: Senior Survey Officer / Geodetic Information,
Geodetic Survey Section, SMO

(Fax No.: 2116 0778)

FROM: _____ (Office/ Department/ Company/ General Public)

NAME: _____

E-MAIL: _____

POST: _____

REF: _____

TEL: _____

FAX: _____

SIGNATURE: _____

DATE: _____

Survey Station		Details	Confirmed by	Remarks
No.	Type			
	<input type="checkbox"/> Trig. <input type="checkbox"/> Traverse <input type="checkbox"/> Bench Mark	<input type="checkbox"/> Missing <input type="checkbox"/> Disturbed <input type="checkbox"/> Sketch outdated <input type="checkbox"/> Others:	<input type="checkbox"/> Visual Check <input type="checkbox"/> Tie measurement <input type="checkbox"/> Instrument	
<input type="checkbox"/> Field data/photo attached				
	<input type="checkbox"/> Trig. <input type="checkbox"/> Traverse <input type="checkbox"/> Bench Mark	<input type="checkbox"/> Missing <input type="checkbox"/> Disturbed <input type="checkbox"/> Sketch outdated <input type="checkbox"/> Others:	<input type="checkbox"/> Visual Check <input type="checkbox"/> Tie measurement <input type="checkbox"/> Instrument	
<input type="checkbox"/> Field data/photo attached				
	<input type="checkbox"/> Trig. <input type="checkbox"/> Traverse <input type="checkbox"/> Bench Mark	<input type="checkbox"/> Missing <input type="checkbox"/> Disturbed <input type="checkbox"/> Sketch outdated <input type="checkbox"/> Others:	<input type="checkbox"/> Visual Check <input type="checkbox"/> Tie measurement <input type="checkbox"/> Instrument	
<input type="checkbox"/> Field data/photo attached				
	<input type="checkbox"/> Trig. <input type="checkbox"/> Traverse <input type="checkbox"/> Bench Mark	<input type="checkbox"/> Missing <input type="checkbox"/> Disturbed <input type="checkbox"/> Sketch outdated <input type="checkbox"/> Others:	<input type="checkbox"/> Visual Check <input type="checkbox"/> Tie measurement <input type="checkbox"/> Instrument	
<input type="checkbox"/> Field data/photo attached				
	<input type="checkbox"/> Trig. <input type="checkbox"/> Traverse <input type="checkbox"/> Bench Mark	<input type="checkbox"/> Missing <input type="checkbox"/> Disturbed <input type="checkbox"/> Sketch outdated <input type="checkbox"/> Others:	<input type="checkbox"/> Visual Check <input type="checkbox"/> Tie measurement <input type="checkbox"/> Instrument	
<input type="checkbox"/> Field data/photo attached				

PART B

To: LS/G(HK&Is) / LS/G(K) / LS/G(NT) *

SSO/GI: _____ Date: _____

Notes:

- For report made by staff of Regional Geodetic Survey Unit, PART B and PART C of this form can be skipped.
- Please put a "✓" in the where appropriate.
- * Delete as appropriate



LANDS DEPARTMENT
Report on Missing / Disturbance of Geodetic Survey Stations

PART C

To: _____
 _____ (Office/ Department/ Company/ General Public)

Our Ref.: _____ Date: _____

Thank you for your report on missing / disturbance of geodetic survey stations under ref. _____ dated _____. The report is now being handled by our regional geodetic survey unit. The station(s) reported shall be entered into the Register of Reported Missing/ Disturbed Geodetic Survey Stations in our website at www.geodetic.gov.hk for public information. We appreciate very much your effort of bringing this matter to our attention. It will help us maintain the integrity of the geodetic control network of Hong Kong.

 (_____)
 for Senior Land Surveyor/Geodetic

PART D

To: SSO/GI

Please update the status of the following station(s) in the Register of Reported Missing / Disturbed Geodetic Survey Stations.

Survey Station No.	Details	Is report valid?	Remarks

Name: _____
 Post: SSO/G, (HK&Is)/(K)/(NT)*
 Date: _____



SSO/G *
[Attn.: _____]

Please follow up the attached report(s) on missing / disturbance of geodetic survey station(s) submitted from _____ dated _____.

LS/G *(HK&Is, K, NT)

Date: _____

LS/G *(HK&Is, K, NT),

Case No./ Station No. [Date of field verification]	SSO's findings and recommendations			LS's comments			
	Is report valid ?	Is local geodetic network still sustainable ?	Simplified Approach ?	Other findings/recommendations	Endorsed ?	To re-establish geodetic control station ? *	Other comments
[_____]							
[_____]							
[_____]							
[_____]							
[_____]							
Signature: _____ Name: _____ SSO/G Date: _____				Signature: _____ Name: _____ LS/G *(HK&Is, K, NT) Date: _____			

Notes: 1. Put a "✓" or "X" in the box where appropriate.

2. * To re-establish geodetic survey control station, if required, within half year of receiving the report on missing or disturbance of the station in accordance with the quality objectives of Geodetic Survey Section.

3. Forward the completed SMF-0154 to SSO/GI for record.

Register of Reported Missing / Disturbed Geodetic Survey Stations

Stn. No.	Type*	Locality	Details	Reported date	Report valid? (Date)	Follow-up action (Date)

Type* : Trig/ Traverse/ Bench Mark

Last updated on: _____