

Quality Controls

To ensure compliance with the survey methodology, a comprehensive set of quality control procedures were adopted during the survey process. These are summarised below:

Quality Controls Procedures	Description
Site Selection	Sites were only selected for survey after satisfying the site selection criteria detailed within the 'Appropriate Sites for Survey' section.
Pilot Surveys	Prior to conducting the full surveys, pilot surveys were undertaken for a select number of sites in order to appraise the survey companies and help refine the survey process.
Appointment of Survey Team	A survey company was selected through a competitive tendering process to undertake the full surveys based on their previous experience, performance during the pilot surveys, manpower capabilities, quality control procedures and cost.
Training of Survey Teams	A comprehensive training exercise was undertaken for the survey team members prior to commencement of the surveys. Additional training was undertaken throughout the survey process.
Site Supervision	During the surveys, a dedicated team of supervisors were assigned for site supervision. Any site related issues were directly communicated to the project management team so that they could be recorded on the project register and mitigated if necessary.
Site Attendance	An attendance sheet was kept on each site with the team leader. This sheet was filled in by all site attendees including surveyors, supervisors and the project management team.
Delivery of Data	Upon completion of the weekly surveys, the raw data was delivered to the project team office to check the accuracy of the data. The original raw data was scanned and saved electronically with an assigned survey file number.

