

CHECKLIST FOR PROSPECTIVE MEMBERS

To assist the Membership Committee to adequately assess applications for membership, where appropriate local existing members of LPMS will be commissioned to undertake an interview of an applicant and provide a brief report on their suitability to join the society.

In particular, the Committee is concerned with applicants who have been recently registered or in the past were employed by Government/Local Body Agencies with very little experience in the business world.

Applicants should prepare to answer questions about your understanding of the following matters:

1. Are you fully aware of the responsibilities of being in Professional Practice?
2. Do you understand what PI cover is?
 - Only covers the losses of third parties
 - Only responds after the third party has proven that you were negligent
 - Does not cover your time and expense for correcting your error or mistake
 - Never admit liability
3. The LPMS layer system of PI Insurance.
4. Are you aware of your limitations in terms of
 - Professional experience
 - Project experience
 - When to seek help
 - What peer review of check systems you have
5. Letter of engagement and contractual limitations
 - Thoroughly set out scope and agreed services to be provided
 - Ensure you understand the client's requirements
 - Set out what is not being undertaken
 - Have clear terms and conditions of engagement
 - Limit your liability to the client
6. Are you adequately participating in up to date Professional and Business Practice?
 - Consultants Division of Institute – meetings and workshops?
 - CPD requirements of Institute maintained?
 - Any business ownership training/courses attended?
 - Filing systems and office management practices?
7. Office Practice – Risk Management
 - Do you have systems or quality processes for the following?
 - Time and cost system

8. For Surveying Members

- Project Tracking System
 - At Council
 - Once consent granted (5 years)
 - 223/224 process
 - Title issue processes
- Set-out work checks
- Topo survey quality control and checks

9. Encourage applicants to participate in their appropriate Institute, particularly seeking any advice and assistance in areas of business practice/management activities.

Some Institutes offer buddy systems with other members to whom they can refer for assistance. You may also need to refer to other professionals to assist where appropriate

10. There is a cost for PI insurance that is a benefit to your client. Insurance cover protects them from suffering a loss in the event of an error by the Professional.

Therefore fees charged need to be appropriate to cover the project. Cost cutting leads to short cuts by the Professional and exposes a greater risk of error.

Agree a realistic timeframe for the work involved together with a commensurate fee.