

Version No: 01 Issue Date: 19/09/2012 Portfolio: Survey	Horizons Regional Council	Section No: 3.9 Page: 1 of 2
horizons regional council	Hydrology Operations Manual	horizons regional council

Completing Survey: Level Book Entry

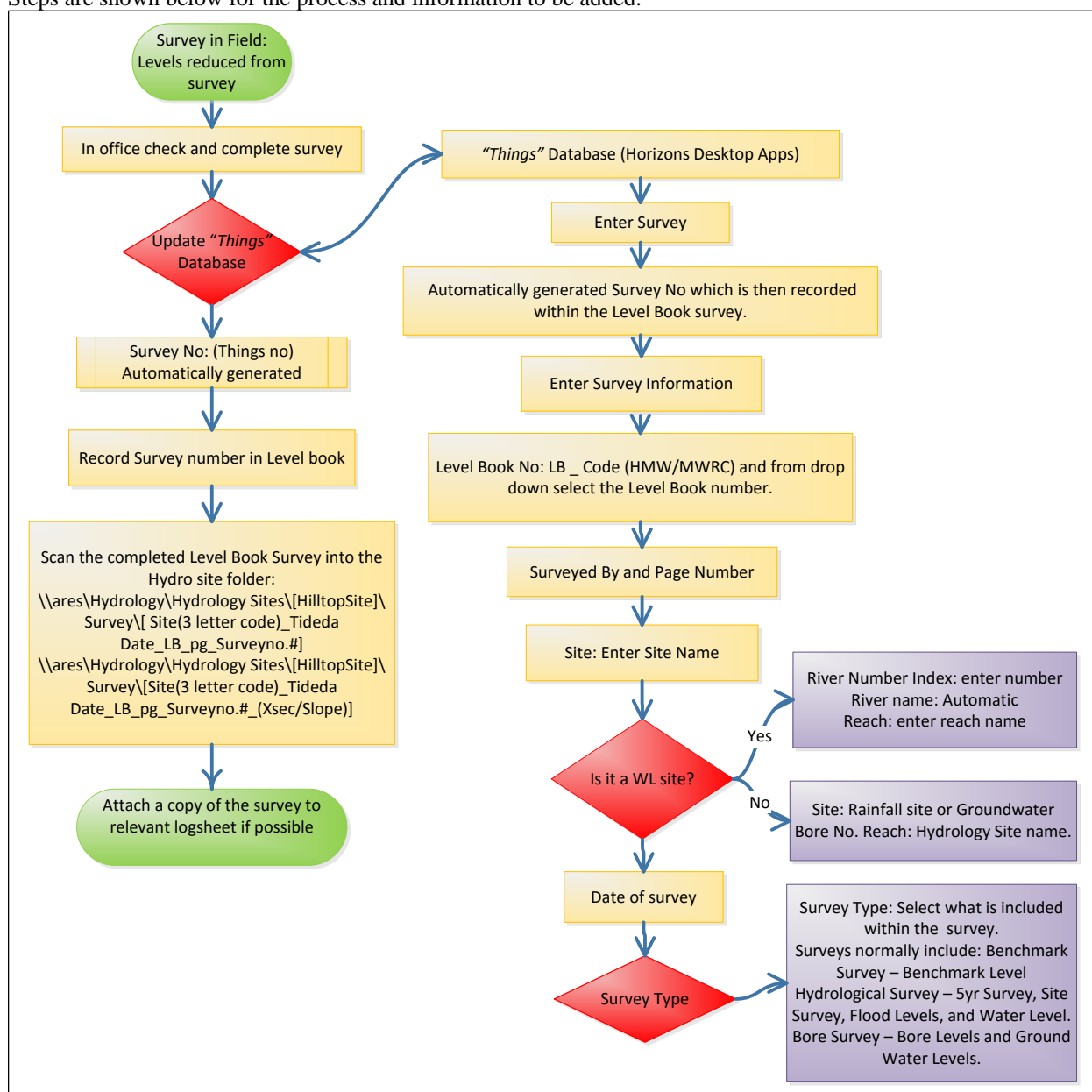
This procedure is a guide on how to complete your field survey.

- The survey has been carried out and Levels reduced in the field.

Before scanning the survey into Hydrology Sites generate a “Things” number and put this in the Level Book:

Entering Survey into “Things” Database:

Steps are shown below for the process and information to be added.



Scan completed Level Book Survey into the respective Hydrology Sites folder ([\\ares\Hydrology\Hydrology Sites\...](#)) under the following format:

- [\\ares\Hydrology\Hydrology Sites\\[HilltopSite\]\Survey\\[Site\(3 letter site code\) TIDEDA Date LB_pg Survey#\]](#)

Version No: 01 Issue Date: 19/09/2012 Portfolio: Survey	Horizons Regional Council	Section No: 3.9 Page: 2 of 2
	Hydrology Operations Manual	

Completing Survey: Level Book Entry

Print the completed Level Book Survey and attach it to the back of the relevant logsheet if possible

Submit any non-conformances generated from this Survey.

For example:

1. Large close errors, $> \pm 5\text{mm}$
2. Incorrect RLs
3. Missing Benchmarks
4. Benchmark movement