KMB SOLUTIONS
Topographie - Cartographie & Inspections
Surveying, Mapping & Inspections

MISSION BRIEF

KMB Direction

KMB Solutions SARL - KMB Direction
direction@kmb-solutions-sarl.com

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Blank template - complete for each project

1. Client requirements and scope

Record the client's answers. Where information is missing, write 'to be confirmed' and record the clarification action on page 3. Completing this form does not constitute an order or authorise mobilisation.

IDENTIFICATION AND CONTACTS

File / project reference

Meeting date

AAAA/MM/DD

Recorded by

Client / organisation and department

Technical contact: name

Technical contact: position

Technical contact: telephone

Technical contact: email

Decision-maker / procurement and approval contact

OBJECTIVE AND PROJECT AREA

Mission objective and decision to support

Location and scope: area, length or number of assets

Requested services and scope exclusions

E.g. mapping, inspection, volumes, monitoring, setting-out or training.

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2. Technical requirements and deliverables

Distinguish confirmed client requirements from parameters proposed by KMB. GSD and contour interval alone do not guarantee survey accuracy.

GEOREFERENCING AND QUALITY

Horizontal reference system / projection / EPSG code, if known

Vertical reference / geoid / existing benchmarks

Required accuracy: horizontal, vertical, units and acceptance method

GSD / LiDAR density / contour interval, as applicable

INPUT DATA AND DELIVERABLES

Available data: boundaries, drawings, control, networks and previous surveys

Deliverables and formats: maps, GIS, point clouds, models or reports
Specify resolution, units, formats, frequency and compatibility with the client's software.

Georeferenced database: layers, attributes, updates and users
Use a common reference system to compare survey dates and overlay datasets.

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3. Conditions, clarification and internal approval

DELIVERY CONDITIONS

Requested deadline / schedule / monitoring frequency

Indicative budget, if disclosed / procurement process

Access, permissions, site constraints and safety requirements

Confidentiality: authorised access, handover, retention and restrictions
Mission data on a local server; partner sharing requires the client's written agreement.

Training / skills transfer / pilot project, if required

KMB REVIEW - TO BE COMPLETED BY MANAGEMENT

Proposed method and resources: team, sensors, quality control and partners

Items to confirm / action / owner / agreed date

Internal decision / approver / date / next action
Clarification required, ready for costing or another reasoned decision. Management currently approves.

After review, prepare the project-specific method and quotation. The client confirms scope and acceptance criteria before commitment. This form does not authorise mobilisation.