

ASTO07

Contribute to assessing of the condition of property



Overview

The Standards that are part of this Unit

1. O07.1 Contribute to the preparation of survey operations
2. O07.2 Contribute to the inspection and reporting process

This is a compulsory unit for all disciplines except Quantity Surveying.

ASTO07

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Performance criteria

Contribute to the preparation of survey operations

You must be able to:

- P1 confirming the objectives and **purpose of the survey**
- P2 confirming with the people who will be affected, that the chosen **survey method** is appropriate for the **purpose** before starting the work
- P3 checking and confirming, before starting work, that all necessary **arrangements** have been made
- P4 arranging for relevant **equipment** to be brought to the site and kept safely and securely
- P5 checking and adjusting **equipment** so that it is accurate

Contribute to the inspection and reporting process

You must be able to:

- P6 taking accurate observations and measurements which are necessary for the **inspection** and **recording** them clearly, accurately and completely using agreed formats
- P7 making further investigations when observations are inconsistent with existing data and expected findings, and notifying line managers
- P8 identifying and **recording** evidence of defects and seeking advice where implications appear serious
- P9 identifying and **reporting** any obvious breaches of statutory requirements to line manager
- P10 assembling and collating survey information which is accurate, complete and appropriate to the requirements of the survey process
- P11 assisting in the preparation of a survey report which is accurate and complete and meets the purpose of the survey
- P12 explaining clearly where and why accurate **inspection** and measurement has not been possible
- P13 maintaining internal records which are clear, accurate and complete and conform to accepted professional and statutory requirements

ASTO07

Contribute to assessing of the condition of property

Knowledge and understanding

You need to know and understand:

Contribute to the preparation of survey operations

- K1 how do you confirm the objective and **purpose of the survey**? (application) (a) [1]
- K2 how do you confirm with people who will be affected, that the chosen **survey method** is appropriate for the **purpose** before starting the work? (application) (b) [1,2]
- K3 how do you check and confirm, before starting work, that all necessary **arrangements** have been made? (application) (c) [3]
- K4 how do you arrange for relevant **equipment** to be brought to the site and kept safely and secure? (application) (d) [4]
- K5 how do you check and adjust **equipment**? (application) (e) [4]

Contribute to the inspection and reporting process

You need to know and understand:

- K6 how do you take and **record** accurate observations and measurements which are necessary for the **inspection**, using agreed formats? (application) (a) [1,2]
- K7 how and why do you make further investigations when observations are inconsistent with existing data and expected findings? (analysis) (b) [1]
- K8 how do you notify line managers of any inconsistencies? (application) (b) [All]
- K9 how do you identify and **record** evidence of defects and seek advice where implications appear serious? (application) (c) [2]
- K10 how do you identify and **report** any obvious breaches of statutory requirements to line manager? (application)(d) [3]
- K11 how do you assemble and collate survey information which is accurate, complete and appropriate to the requirements of the survey process? (application) (e) [1,2]
- K12 how do you assist in the preparation of a survey report which is accurate, complete and meets the purpose of the survey? (application) (f) [All]
- K13 how do you explain clearly where and why accurate **inspection** and measurement has not been possible? (application) (g) [1]
- K14 how do you maintain internal records? (application) (h) [2]

ASTO07

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Additional Information

Scope/range related to performance criteria

Contribute to the preparation of survey operations

1. **Purpose of the survey:**
 - 1.1. land;
 - 1.2. building
2. **Survey - method:**
 - 2.1. visual inspection;
 - 2.2. measurement
3. **Arrangements:**
 - 3.1. permissions;
 - 3.2. access;
 - 3.3. personal health & safety;
 - 3.4. security
4. **Equipment:**
 - 4.1. mechanical;
 - 4.2. optical;

Contribute to the inspection and reporting process

5. **Inspection (purpose):**
 - 5.1. land;
 - 5.2. building
6. **Recording:**
 - 6.1. written;
 - 6.2. graphical;
 - 6.3. photographic;
 - 6.4. electronic
7. **Reporting:**
 - 7.1. written;
 - 7.2. graphical;
 - 7.3. photographic;
 - 7.4. electronic

ASTO07

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Status Original

Originating organisation Asset Skills

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Relevant occupations Professional Occupations; Construction, planning and the built environment; Building and construction; Architects, Town Planners and Surveyors

Suite Surveying, Property Maintenance and Valuation

Key words surveying, property maintenance, Valuation, measured surveys, procurement, property disposals, property acquisitions, work schedules, property management, property condition, tenders, bills of quantity