

ASTO08

Measure and draft bills of quantities



Overview

The Standards that are part of this Unit

1. O08.1 Prepare and measure quantities
2. O08.2 Contribute to the preparation of bills of quantities

This is a compulsory unit for Quantity Surveying but is not applicable to other disciplines.

ASTO08

Measure and draft bills of quantities

Performance criteria

Prepare and measure quantities

- You must be able to:*
- P1 assembling and collating **information** and identifying which categories of work require measurement
 - P2 reviewing **information** to decide how to measure dimensions and quantities methodically and in a way which conforms to relevant conventions, standard methods and phraseology
 - P3 identifying any **information** which is incomplete and inconsistent and obtaining accurate amendments
 - P4 recommending what action to take where **measurement** is inappropriate or impossible
 - P5 **measuring** the quantities and preparing descriptions accurately, collating and sequencing them correctly and presenting them in a way which meets their **intended purpose**
 - P6 checking the accuracy of **information** received and produced

Contribute to the preparation of bills of quantities

- You must be able to:*
- P7 confirming with line manager the **type** and format of bills of quantities for the **type** of procurement to be adopted
 - P8 collating the quantities and descriptions, **producing** them in a recognised form and sequencing them so that they can be included in the documentation
 - P9 including within the quantities and descriptions, changes, clarifications and corrections arising from the source documents and the brief
 - P10 preparing draft forecasted provisional sums and contingencies so that they can be included in the bills of quantities
 - P11 preparing a draft bill of preliminaries for approval by line manager
 - P12 obtaining necessary **checks and approvals** and advising line manager

ASTO08

Measure and draft bills of quantities

Knowledge and understanding

You need to know and understand:

Prepare and measure quantities

- K1 how do you assemble and collate **information**? (application) (a) [1]
- K2 what do you identify as categories of work requiring **measurement**? (understanding) (a) [2]
- K3 how and why do you review **information** to decide **how to measure dimensions and quantities**? (evaluation) (b) [1,3]
- K4 how do you identify any **information** which is incomplete or inconsistent and obtain accurate amendments? (understanding) (c) [1]
- K5 how and why do you recommend what action to take where **measurement** is inappropriate or impossible? (evaluation) (d) [2]
- K6 how do you check the accuracy of **information** received and produced? (application) (f) [3]
- K7 how do you **measure** the quantities and prepare descriptions accurately? (application) [2,3]
- K8 how do you collate the quantities, sequence them correctly and present them in a way which meets their **intended purpose**? (application) (e)[2,3,4]

Contribute to the preparation of bills of quantities

You need to know and understand:

- K9 how do you confirm the **type** and format of bills of quantities for the type of **procurement** to be adopted? (application) (a) [1,2,3]
- K10 how do you collate, **produce** and sequence the quantities and descriptions in a recognised form so that they can be included in the documentation? (application) (b) [1,2,3,4]
- K11 how do you include, within the quantities and descriptions, changes, clarifications and corrections arising from the source documents and the brief? (application)(c)1,3,5]
- K12 how do you prepare a draft bill of preliminaries? (application) (e) [1,2]
- K13 how do you prepare draft forecasted provisional sums and contingencies? (analysis) (d) [1,2]
- K14 how do you obtain necessary **checks and approvals**? (application) (f) [5]

ASTO08

Measure and draft bills of quantities

Additional Information

Scope/range related to performance criteria

Prepare and measure quantities

1. **Information:**
 - 1.1. drawings
 - 1.2. schedules
 - 1.3. specifications
 - 1.4. information about the contract and allocation of risks and responsibilities
 - 1.5. quotations
 - 1.6. records of queries raised and answers
 - 1.7. standard methods of measurement
 - 1.8. technical literature
2. **Measurement - relates to:**
 - 2.1. trade
 - 2.2. elemental;
 - 2.3. operational
 - 2.4. approximate
 - 2.5. schedules of rates
3. **How to measure dimensions and quantities methodically:**
 - 3.1. manual;
 - 3.2. electronic
4. **Intended purpose:**
 - 4.1. procurement
 - 4.2. contract
 - 4.3. production

Contribute to the preparation of bills of quantities

5. **Type:**
 - 5.1. trade
 - 5.2. elemental
 - 5.3. operational/activity
6. **Format:**
 - 6.1. firm
 - 6.2. approximate
 - 6.3. schedule of rates

ASTO08

Measure and draft bills of quantities

7. **Procurement:**
 - 7.1. competitive tender - limited competition
 - 7.2. open competition (including advertising)
 - 7.3. non-competitive – negotiation
 - 7.4. serial award

8. **Producing:**
 - 8.1. manual
 - 8.2. electronic

9. **Checks and approvals:**
 - 9.1. format
 - 9.2. presentation
 - 9.3. accuracy
 - 9.4. technical content
 - 9.5. completeness
 - 9.6. referencing
 - 9.7. cross-referencing and correlation with associated documents
 - 9.8. status

ASTO08

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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