

ASTSPM3007

Contribute to assessing of the condition of property within a surveying environment



Overview

The Standards that are part of this Unit

SPM3/O07.1 Contribute to the preparation of survey operations

SPM3/O07.2 Contribute to the inspection and reporting process

This unit is about understanding the nature and purpose of surveying properties and contributing to that process.

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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

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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 securely? (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:

- K1 how do you take and **record** accurate observations and measurements which are necessary for the **inspection**, using agreed formats? (application) [1,2]
- K2 how and why do you make further investigations when observations are inconsistent with existing data and expected findings? (analysis) (b) [1]
- K3 how do you notify line managers of any inconsistencies? (application) (b)[all]
- K4 how do you identify and **record** evidence of defects and seek advice where implications appear serious? (application) (c)[2]
- K5 how do you identify and **report** any obvious breaches of statutory requirements to line manager? (application)(d) [3]
- K6 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]
- K7 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]
- K8 how do you explain clearly where and why accurate **inspection** and measurement has not been possible? (application) (g) [1]
- K9 how do you maintain internal records? (application) (h) [2]

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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
 - 4.3 electronic

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

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