

Overview

This standard is about evaluating and approving a condition survey process, inspecting the condition of property within the built environment, compiling records and reports and presenting resultant findings to relevant stakeholders, in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

This standard is for people working in the occupational area of construction contracting operations management and can be used by operatives, supervisors and managers

Performance criteria

You must be able to:

Recommend and agree a condition survey process P1 collate information to enable the identification of the objectives and purpose of the condition survey P2 evaluate relevant information to identify significant factors which may influence the condition survey P3 identify the advice which may be needed and ensure clear and accurate summaries of information are provided to stakeholders P4 determine a condition survey process and inform relevant stakeholders in a manner which promotes goodwill and trust P5 confirm methods and techniques for the condition survey process P6 confirm the instructions and agreements for the condition survey before work starts Survey property for condition P7 confirm the purpose of the survey, review all available information and obtain the equipment, resources and specialist advice that will be needed P8 identify any gaps within the current information and obtain additional information needed about the use of the property P9 prior to starting the condition survey, check that all relevant attendances, permits, permissions and access arrangements are confirmed P10 take accurate observations and measurements which are necessary for the condition survey and record them clearly, accurately and completely using current formats and conventions P11 make further investigations when results of the condition survey are inconsistent with expected findings and accurately identify the cause(s) of any inconsistencies P12 examine actual and potential causes of failure, deterioration and decay P13 identify and record parts of the property which do not conform to statutory requirements and circulate the findings to stakeholders Prepare and present condition survey reports and records P14 collate the results from the condition survey P15 ensure selected evidence, is accurate, complete and relevant to the requirements of the condition survey process P16 analyse selected evidence using appropriate methods and techniques and make an assessment of condition and identify causes of failure, deterioration and decay P17 prepare a condition survey report which is accurate, complete, meets relevant codes of practice and organisational standards P18 clearly identify the condition of the property and recommend any necessary remedial work P19 clearly identify where an accurate survey and measurement has not been possible and explain why P20 present the condition survey report to stakeholders P21 clarify stakeholder queries about the condition survey report and respond appropriately P22 maintain records which are clear, accurate and complete and conform to organisational requirements

Establish the condition of property

Knowledge and understanding

You need to know and understand:

Recommend and agree a condition survey process Performance Criteria 1 K1 what to identify as the objectives and purposes of the condition survey

K2 how to collate available information

Performance Criteria 2

K3 how and why to select valid, accurate and relevant information for the condition survey process

Performance Criteria 3

K4 what to identify as the levels and types of additional advice which may be needed

Performance Criteria 4

K5 how to brief advisers with clear and accurate summaries of the information available

K6 how and why to evaluate relevant information and advice to identify significant factors which may influence the condition survey

Performance Criteria 5

K7 how and why to select methods and techniques for the condition survey process

K8 how and why to recommend a condition survey process

K9 how and why to assess the validity of the opinions of stakeholders which are included in the recommendation

K10 how to present and explain the condition survey process to the client

Performance Criteria 6

K11 how and why to agree and confirm instructions for the condition survey before work starts

Survey property for condition

Performance Criteria 7

K12 how to confirm the purpose of the condition survey

K13 how and why to review available information

Performance Criteria 8

K14 what to identify as gaps in available information

K15 how to obtain additional information needed about the property and its use

Performance Criteria 9 K16 how and why to check and confirm relevant attendances, permits, permissions and access arrangements before starting the condition survey

K17 how to obtain the equipment, resources and any specialist advice that will be needed

Performance Criteria 10 K18 how to take and record accurate observations and measurements which are necessary for the condition survey using current formats and conventions Performance Criteria 11 K19 how and why to make further investigations when observations are inconsistent with existing information and expected findings to identify the cause(s) of any inconsistencies K20 what to identify as parts of the property that do not conform to statutory requirements Performance Criteria 12 K21 how and why to examine actual and potential causes of failure, deterioration and decays Performance Criteria 13 K22 how to record those parts of the property which do not conform to statutory requirements and circulate findings to stakeholders Prepare and present condition survey reports and records Performance Criteria 14 K23 how to collate the results of the condition survey Performance Criteria 15 K24 how and why to select evidence from the results of the condition survey which are accurate, complete and relevant Performance Criteria 16 K25 how and why to analyse selected evidence using appropriate methods and techniques to assess the condition of property and identify causes of failure, deterioration and decay Performance Criteria 17 K26 how to prepare a condition survey report including recommendations for remedial work that meets relevant codes of practice and organisational standards Performance Criteria 19 K27 how to identify where accurate survey results have not been possible and explain why Performance Criteria 20 K28 how to present the condition survey report to stakeholders Performance Criteria 21 K29 how to clarify stakeholder queries about the condition survey report and respond appropriately Performance Criteria 22 K30 how to maintain records which are clear, accurate and complete and conform to relevant codes of practice and organisational standards

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Suite Construction Contracting Operations Management

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