

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Carry out project acceptance
Code	109027L4
Range	This unit of competency is applicable to line managers who are engaged in administrative work in arboricultural and horticultural organisations. Practitioners should be capable of carrying out project acceptance and following up the remedial works in accordance with the contracts and the organisation's acceptance procedures to ensure that the completed projects meet the contract requirements.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to project acceptance</p> <ul style="list-style-type: none"> • Comprehend projects' contracts and clients' requirements • Comprehend projects' quality inspection procedures and the expected results of the inspection processes • Comprehend the organisation's procedures, criteria and remarks regarding project acceptance <p>2. Carry out project acceptance</p> <ul style="list-style-type: none"> • Carry out project acceptance in accordance with projects' contracts, working drawings, quality inspection procedures and clients' requirements to ensure that the projects meet the requirements • Report to superiors any outstanding or unsatisfactory project deliverables, prepare and follow up the list of omitted works, and propose corrective solutions to ensure that the organisation and / or contractors complete the remedial works within a specified period • Prepare relevant acceptance documents according to the contracts and the organisation's overall project acceptance procedures • Record, write and sign the relevant acceptance reports or documents <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Handle and keep all acceptance reports and documents in a confidential way constantly
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to carry out project acceptance objectively in accordance with the contracts and the acceptance procedures and standards; and • Able to prepare acceptance documents or lists of omitted works, and follow up remedial works in accordance with the actual work conditions.
Remark	