Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Purchase materials and support the process of repair, maintenance and construction works by contractors according to instructions
Code	110467L2
Range	The general works of purchasing and outsourcing of repair and maintenance in properties, applicable to frontline personnel in purchasing materials and supporting the process of repair, maintenance and construction works by contractors according to instructions
Level	2
Credit	2
Competency	Performance Requirements 1. Understand basic steps of work • Understand the basic steps of general procurement of materials and the basic work procedures of outsourced contractors 2. Carry out basic procurement • Be able to follow the instructions of the superior and the established procedures to purchase the required maintenance materials • Be able to clearly check whether the type, model, quality and quantity of the purchased material meet the requirements • Be able to register procurement records correctly and procedurally • Be able to keep the storeroom of tools and materials neat and clean 3. Assist contractor in works • Be able to provide assistance at the location of outsourced maintenance work to facilitate the contractor's construction, such as assisting the contractor in turning off the facility before works, assisting in restarting the equipment afterwards, etc. • Be able to help in unexpected accidents that occur during works by contractors, report to superiors instantly and assist in follow-up
Assessment Criteria	The integral outcome requirements of this UoC are: • Be able to understand the basic steps of general procurement of materials and the basic construction procedures of outsourced contractors; • Be able to follow the instructions of superiors and the established procedures to purchase the required maintenance materials and record correctly; and • Be able to help contractors in the works of repair and maintenance and assist in handling unexpected accidents.
Remark	