

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

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Check and accept materials upon delivery and follow up on the process and quality control of repair, maintenance and construction works of contractors
Code	110468L3
Range	The works of purchasing and outsourcing of repair and maintenance in properties, applicable to the checking and acceptance of materials and the following-up of the outsourcing contractor's works, and supervision of the outsourcing contractor's quality of work
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Familiar with check and acceptance procedures</p> <ul style="list-style-type: none"> • Be familiar with the procedures and basic quality requirements for check and acceptance of materials or the repair, maintenance or construction works <p>2. Check and accept the purchased materials</p> <ul style="list-style-type: none"> • Be able to accept the material according to the prescribed specifications • Be able to instruct the staff to store materials that meet the specifications and supervise the staff to make accurate records • Be able to properly label substandard items and handled them separately, then contact suppliers to follow up on replacement or return procedures • Be able to effectively monitor the stock of maintenance materials, arrange for general procurement in a timely manner or propose formal procurement to superiors <p>3. Monitor the works of outsourcing contractors</p> <ul style="list-style-type: none"> • Be able to monitor the progress of outsourced repair and maintenance works properly • Be able to supervise the outsourced repair, maintenance or construction works in accordance with contractual requirements and procedures to ensure the compliance with construction safety standards and quality standards • Be able to follow the prescribed work specifications, carry out preliminary check and acceptance of the general outsourced repair or maintenance works • Be able to point out any irregularities or non-compliance to the outsourced contractors, instruct the contractor to make improvements and report to the superior
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be familiar with the procedures and basic quality requirements for check and acceptance of materials or repair, maintenance or construction works; • Be able to check and accept materials according to prescribed specifications, handle non-conforming materials and follow up on processing effectively; and • Be able to monitor the progress of outsourced repairs, maintenance or construction works properly and to ensure that the work meets contractual requirements, procedures and quality standards.
Remark	