

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

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Formulate and plan as a whole the purchasing and outsourcing of repair, maintenance and construction works, and the quality management
Code	110470L5
Range	The works of purchasing and outsourcing of repair and maintenance in properties, applicable to formulation and planning as a whole the purchasing and outsourcing of repair, maintenance and construction works, and the quality management
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in legal requirement and quality management</p> <ul style="list-style-type: none"> • Proficient in Building Management Ordinance, other relevant legislations, codes of practice and procurement procedures issued by the organisation • Proficient in quality management system of outsourced contractors <p>2. Formulate and plan as a whole the purchasing and outsourcing, and contractor management</p> <ul style="list-style-type: none"> • Be able to draft tendering procedures for procurement of repair and maintenance works in compliance with Building Management Ordinance, codes of practice and other relevant legislations • Be able to write “Work Specifications” and tender requirements for building repair and maintenance works, and tenders for appointment of consultants or contractors of building construction works • Be able to properly coordinate the tendering, tender opening and analysis work in accordance with the tender procedures, and be able to write the analysis report of the tenders and make a report to the clients / owners • Be able to select and appoint suitable suppliers, or contractors of repair, maintenance or construction • Be able to manage contractors’ work or service performance, correct irregularities or failures in advance, to ensure the quality standards, and reduce project delays or errors • Be able to assess the service performance of various suppliers and contractors in repair, maintenance or construction works or contracts accurately, and review their eligibility of contract renewal or future tenders • Be able to make recommendations on the list of approved contractors of the organisation based on the performance of suppliers or contractors
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be proficient in relevant legislations, code of practices and procurement procedures, proficient in the quality management system of outsourcing; • Be able to write “Work Specifications” and tenders for building repair and maintenance works, properly coordinate tendering, tender opening and analysis, select and appoint suitable suppliers and contractors, manage project quality and service standard; and • Be able to accurately assess the service performance of various suppliers, contractors in repair, maintenance or construction works or contracts, and make recommendations on the list of approved contractors.
Remark	