

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

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Devise the purchasing, outsourcing of repair, maintenance and construction works, assessment scheme and quality control system
Code	110471L6
Range	The works of purchasing and outsourcing of repair and maintenance in properties, applicable to devising the policies on purchasing, outsourcing of repair, maintenance and construction works, assessment scheme and quality control system
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Integrate the principles of purchasing and outsourcing</p> <ul style="list-style-type: none"> • Integrate relevant legislations and codes of practice for procurement of repair and maintenance in properties • Integrate the evaluation criteria and methods to assess repair and maintenance contractors <p>2. Devise purchasing and outsourcing policy</p> <ul style="list-style-type: none"> • Be able to formulate procurement and outsourcing strategies for repair, maintenance or construction works, analyse the advantages and disadvantages of various types of outsourced contracts, and formulate the standards and principles to be adopted, such as procurement by fixed-term contracts or by single item contract, procurement by lump sum contracts, unit cost contracts, reimbursement contracts, design and build contracts, etc. • Be able to integrate legal information and procedures related to procurement of repair, maintenance, construction works in properties, and plan the most appropriate procurement and tendering procedures, including setting the methods, number of tenders, and purchasing amount, etc. • Be able to integrate and devise specifications for repair and maintenance, construction works tenders, such as content of each chapter and the project requirements, formats, bills of quantity, works specifications, information and document required, etc. • Be able to integrate and devise the basic requirements of repair, maintenance and construction tenders and contracts, including main procedures and requirements such as works quality and standards, supervision procedures, construction or site safety standards and measures, etc. <p>3. Devise assessment system and quality management</p> <ul style="list-style-type: none"> • Be able to integrate legislations, market trends and quality standards, plan the principal standards of qualified contractors, and set pre-qualification requirements for repair, maintenance and construction contractors • Be able to approve the list of contractors, monitor the performance of contractors in the market, pay attention to any suspension or termination of licenses, to respond and follow up immediately • Be able to integrate and determine the assessment methods and standards for repair and maintenance contractors, to evaluate contractors' performance on a regular basis or after completion of works for determining contractor level or tendering qualification
Assessment Criteria	The integral outcome requirements of this UoC are:

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	<ul style="list-style-type: none">• Be able to integrate the relevant legislations and codes of practice for procurement of repair and maintenance in properties, and integrate the criteria and methods for the evaluation of repair and maintenance contractors;• Be able to integrate and devise purchasing and outsourcing strategies for repair and maintenance works, analyse the pros and cons of various types of outsourced contracts, set the standards and principles to be adopted, be able to integrate and devise the specifications of repair, maintenance and construction work tenders, and the basic requirements of the contract; and• Be able to integrate and determine the principal standards of qualified contractors, determine the pre-qualification standards for repair and maintenance contractors, approve and supervise the list of approved contractors, to integrate and determine the evaluation methods and standards to evaluate the performance of contractors.
Remark	