Overview

This unit is about recording the condition of property and preparing and presenting condition survey reports and records. You will need to select and evaluate relevant information, methods and techniques for the condition survey process.

You will also need to confirm agreements for the condition survey before work starts. You will need to evaluate data to identify the purpose of the inspection. You will need to check and confirm that people affected have given their permission.

You will need to take observations and measurements for the inspection and recording them. You will need to assemble and collate information on the condition survey. You will then need to prepare a condition survey report. You will also need to answer client’s questions about the condition survey.
COSCCOO05 - SQA Unit Code F517 04
Record the condition of property in construction

Performance criteria

You must be able to:

P1 collate available information and documents and verify the objectives and purpose of the condition survey
P2 select valid, accurate and relevant information for the condition survey process
P3 identify the levels and types of professional support which will be needed and brief advisers with clear and accurate summaries of the information available
P4 select methods and techniques for the condition survey process which meet the requirements of relevant professional codes of practice
P5 evaluate relevant information and advice and identify significant factors which may influence the condition survey
P6 confirm the instructions and agreements for the condition survey before work starts

Inspect condition of property

You must be able to:

P7 evaluate available data, identify the purpose of the inspection and obtain the equipment and resources that will be needed
P8 check and confirm, before starting the condition inspection, that people who will be affected have given their permission
P9 take accurate observations and measurements which are necessary for the inspection and record them clearly, accurately and completely using agreed formats and conventions
P10 identify gaps in information and obtain and evaluate additional data needed about the property and its use
P11 record observations which are inconsistent with existing data and expected findings, and instances of failure and deterioration, and report them to people who have an interest
P12 identify and record parts of the property which do not conform to statutory requirements and report them to people who have an interest
Prepare and present condition survey reports and records

You must be able to:

P13  assemble and collate information on the condition survey
P14  prepare a condition survey report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition.
P15  explain clearly where and why accurate inspection and measurement may not be possible
P16  answer the client's questions about the condition survey and give appropriate clarification
P17  maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements
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Knowledge and understanding

You need to know and understand:

Confirm a condition survey process

K1  how to collate available information and documents (application)
K2  how to verify the objectives and purpose of the condition survey (application)
K3  how and why to select valid, accurate and relevant information for the condition survey process (evaluation)
K4  what to identify as the levels and types of professional support which will be needed (understanding)
K5  how to brief advisers with clear and accurate summaries of the information available (application)
K6  how and why to select methods and techniques for the condition survey (evaluation)
K7  how and why to evaluate relevant information and advice (evaluation)
K8  what to identify as significant factors which may influence the condition survey (understanding)
K9  how to confirm the instructions and agreements for the condition survey before work starts (application)

Inspect condition of property

You need to know and understand:

K10 how and why to evaluate available data (evaluation)
K11 what to identify as the purpose of the inspection (understanding)
K12 how to obtain the equipment and resources that will be needed (application)
K13 how to check and confirm, before starting the inspection, that people who will be affected have given their permission (application)
K14 how to take and record accurate observations and measurements which are necessary for the inspection, using agreed formats and conventions (application)
K15 what to identify as gaps in information (understanding)
K16 how to obtain additional data needed about the property and its use (application)
K17 how and why to evaluate additional data needed about the property and its use (evaluation)
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You need to know and understand:

K18  how and why to record observations which are inconsistent with existing data and expected findings (analysis)
K19  how to identify parts of the property that do not conform to statutory requirements (understanding)
K20  how to record and report those parts of the property that do not conform to people who have an interest (application)

Prepare and present condition survey reports and records

K21  how to assemble and collate information on the condition survey (application)
K22  how to prepare a condition survey report (application)
K23  how to explain clearly where and why accurate inspection and measurement may not be possible (application)
K24  how to answer the clients questions about the condition survey and give appropriate clarification (application)
K25  how to maintain records (application)
Confirm a condition survey process

1. Information and documents - sources:
   1.1. land registry
   1.2. local search
   1.3. statutory notice
   1.4. acts of parliament
   1.5. local authority

2. Condition survey:
   2.1. letting
   2.2. compensation
   2.3. insurance
   2.4. dilapidation
   2.5. tenant rights
   2.6. condition
   2.7. estimating

3. Relevant information:
   3.1. legal
   3.2. physical
   3.3. previous surveys
   3.4. technical
   3.5. historical
   3.6. access permissions

4. Significant factors:
   4.1. degree of urgency
   4.2. gaps in information
   4.3. susceptibility to damage
   4.4. safety requirements

Inspect condition of property

5. Sources:
   5.1. the client
   5.2. land registry
   5.3. local search
   5.4. tenants
   5.5. occupiers
   5.6. local authorities
6. Inspection - type:
   6.1. letting
   6.2. compensation
   6.3. insurance
   6.4. dilapidation
   6.5. tenant right
   6.6. condition
   6.7. estimating

7. Record:
   7.1. in writing
   7.2. electronically
   7.3. graphically

8. Conventions:
   8.1. relevant professional bodies guidance
   8.2. in house
   8.3. health and safety legislation
   8.4. building standards and legislation

Prepare and present condition survey reports and records

9. Information - sources:
   9.1. the client
   9.2. and registry
   9.3. local search
   9.4. tenants
   9.5. occupiers
   9.6. survey data
   9.7. local authorities
   9.8. industry standards and legislation
   9.9. published technical data

10. Condition survey:
    10.1. letting
    10.2. compensation
    10.3. insurance
    10.4. dilapidation
    10.5. tenant right
    10.6. condition
    10.7. estimating
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