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### 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 clients' questions about the condition survey.

**Performance criteria**

*You must be able to:*

**Confirm a condition survey process**

- 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

### 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)
- 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)

**Knowledge and understanding**

*You need to know and understand:*

**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 client's questions about the **condition survey** and give appropriate clarification (application)
- K25 how to maintain records (application)

**Scope/range**

**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

**Scope/range**

- 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 land 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:

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**Scope/range**

- 10.1 letting
- 10.2 compensation
- 10.3 insurance
- 10.4 dilapidation
- 10.5 tenant right
- 10.6 condition
- 10.7 estimating

# COSCCOO05 (SQA Unit Code - HA3X 04)

Record the condition of property in construction



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**Developed by** ConstructionSkills

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**Version number**

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**Date Approved** December 2012

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**Validity** Current

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**Status** Original

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**Originating organisation** ConstructionSkills

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**Original URN** COSCCOO05

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**Relevant occupations** Building and civil engineering technicians; estimators; valuers and assessors managers; quantity surveyors

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**Suite** Construction Contracting Operations

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**Keywords** Condition survey; inspection; measurement; property assets

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