

Property Management – Specification of Competency Standards

Unit of Competency

Functional Area : Building Repair and Maintenance (Purchasing / Out-sourcing)

1. Name	Plan and manage on purchasing and out-sourcing works	
2. Code	PMZZBM503A	
3. Range	Purchasing and out-sourcing of building maintenance works of common types of buildings, mainly on planning matters	
4. Level	5	
5. Credit	6	
6. Competency	<u>Performance Requirement</u>	
	6.1 Management planning on purchasing and out-sourcing	<ul style="list-style-type: none">● Capable of writing tender procedures for purchasing of materials and repair and maintenance contract-out works according to the code of practices issued under the Building Management Ordinance or other relevant legislations● Capable of writing job specifications and tender document of repair and maintenance contracts● Capable of planning the overall tender process, tender opening and tender analysis works● Capable of accurately assess maintenance contracts and the service performance of suppliers and contractors● Capable of selecting and appointing an appropriate supplier or maintenance contractor
7. Assessment Guidelines	The integral outcome requirements are: Capable of applying laws and codes, knowledge and analysis on material and specification, to plan and manage purchasing and out-sourcing, including writing tender procedures, job specifications, tender documents, and the arrangement on tender opening, tender analysis, selection and appointment of suppliers and contractors	
8. Remarks		