

**Specification of Competency Standards**  
**for the Arboriculture & Horticulture Industry**  
**Unit of Competency**

Functional Area - Planting, Caring and Management of Plants

Title	Prepare work plans for tree maintenance operations
Code	109100L4
Range	This unit of competency is applicable to managers or technical personnel who are engaged in tree maintenance operations in the arboriculture and horticulture industry. Practitioners should be capable of mastering the methods of tree maintenance and the job requirements of related operations. They should also be able to prepare the corresponding work plans for tree maintenance operations in accordance with the environmental constraints and the health and structure of trees.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to preparing work plans for tree maintenance operations</p> <ul style="list-style-type: none"> <li>• Comprehend the working procedures, standards, relevant technical knowledge and requirements of relevant guidelines for tree maintenance operations</li> <li>• Comprehend various tree maintenance measures, such as the types of support and their application methods</li> <li>• Possess knowledge of tree biology and the key points of maintenance for different types of trees</li> <li>• Comprehend the growth characteristics, health and structure of different types of trees</li> <li>• Comprehend the suitable distances between trees and buildings / public facilities</li> <li>• Comprehend the requirements and constraints of different environment on tree maintenance operations, such as nearby slopes and retaining walls</li> <li>• Comprehend the personnel arrangement of tree maintenance operations, relevant qualification requirements, and allocation of tools and resources</li> <li>• Comprehend the relevant procedures for arranging temporary traffic measures</li> </ul> <p>2. Prepare work plans for tree maintenance operations</p> <ul style="list-style-type: none"> <li>• Conduct field surveys on the work sites to inspect the health and structure of the related trees and assess the surrounding environment, such as nearby slopes and retaining walls, nearby high-rise and underground public facilities, nearby wildlife habitat and protected plants on the trees</li> <li>• Plan corresponding measures in response to the environmental constraints on the tree maintenance operations, such as notifying the relevant organisations of the public facilities being affected and arranging professionals to help monitor the tree maintenance operations</li> <li>• Plan appropriate tree maintenance measures according to the job requirements, environmental constraints, and health and structure of trees, such as installing tree support systems and carrying out general maintenance procedures</li> <li>• Develop the working procedures, working guidelines and safety codes for tree maintenance operations</li> <li>• Develop the work schedules, work objectives and quality objectives of work processes for tree maintenance operations</li> <li>• Plan corresponding manpower and resource allocation with regard to the number of trees to be maintained and the project conditions</li> <li>• Develop monitoring and assessment mechanisms for tree maintenance projects</li> </ul>
Assessment Criteria	The integrated outcome requirements of this unit of competency are:

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	<ul style="list-style-type: none"><li>• Able to prepare the corresponding tree maintenance work plans in accordance with the job requirements, health and structure of trees, and environmental constraints;</li><li>• Able to assess the environmental constraints on the tree maintenance operations and plan appropriate measures accordingly to ensure that the tree maintenance operations can be undertaken in a safe manner; and</li><li>• Able to develop monitoring and assessment mechanisms for tree maintenance projects to ensure that the work progress and quality meet the specified requirements.</li></ul>
Remark	