

## RICS Associate Assessment Submission Document

### Building Surveying Associate Pathway

<b>Candidate Name:</b>	J McGuinness
<b>RICS Membership Number:</b>	1234567
<b>Pathway:</b>	Building Surveying
<b>Date:</b>	2015

Please indicate and provide details below if you have any of the following disabilities, and wish the assessor to take this into account for your submission:

- |                            |                          |                               |                          |
|----------------------------|--------------------------|-------------------------------|--------------------------|
| Learning, such as dyslexia | <input type="checkbox"/> | Hearing                       | <input type="checkbox"/> |
| Access                     | <input type="checkbox"/> | Speech                        | <input type="checkbox"/> |
| Visual                     | <input type="checkbox"/> | Other, please provide details | <input type="checkbox"/> |

All of these must be supported in writing and certified accordingly. The supporting evidence must suggest what reasonable adjustments RICS should take into consideration.

**EXAMPLE ONLY – DO NOT COPY. Please refer to the latest Associate Assessment guidance.**

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EXAMPLE ONLY

## Associate Getting Started

Membership of RICS gives you a genuine competitive advantage in your career and is highly regarded by employers and clients around the globe. Becoming an RICS Associate (AssocRICS) provides the opportunity, if you have relevant work experience or qualifications (or a combination of the two), to enhance your status and gain the recognition you deserve.

**This documentation must be completed with reference to the Associate candidate guide and your relevant pathway guide.**

### Introduction

For the Associate Assessment, you are required to complete all the relevant templates within the Associate Submission document to demonstrate your competence for your specific role. You must submit the whole document electronically in a PDF format.

You must provide the following written evidence:

- Summary of experience against required competencies for your chosen pathway
- Case study
- Continuing professional development (CPD)

This document provides the templates you need to complete to provide the assessor with the information, evidence and documents they need to assess you.

### Submission contents

This submission document must be completed by all Associate candidates; it is made up of 7 sections. The purpose of each template is outlined below:

#### Candidate details and checklist

**Purpose** - to supply basic information about you and to ensure you include all the relevant documents for your Associate Assessment.

#### Summary of Experience - Mandatory Competencies

**Purpose** - to confirm you have achieved the defined level of mandatory competencies for your chosen pathway. (1000 words in total) You are not required to write Conduct rules, ethics and professional practice because you will demonstrate this by completing the RICS ethics module and test.

#### Summary of Experience – Technical/Supervisory Competencies

**Purpose** – to provide a record of the experience you have gained in relation to **SIX** technical competencies for your chosen pathway. (2000 words in total). If you have 10 years or more relevant experience then you have the option to replace two of the technical competencies with two of the supervisor competencies to reflect the fact you have moved to a more management -focussed position. Refer to your pathway guide for further details.

#### Case Study

**Purpose** – to illustrate your level of professional practice. The focus of the case study must be on one recent project that enables you to show what involvement you have had in the project, what support you provided and

what decisions you took and why. The project you choose should allow you to demonstrate at least TWO technical competencies. (2500 words in total)

You may attach supporting documents to your case study such as illustrations, calculations or plans.

### **Continuing professional development (CPD)**

**Purpose** - to capture all the CPD you have completed over the past 12 months. (A minimum of 48 hours). If you are a referred candidate this will need to be updated to reflect the professional development you have completed since your last assessment this should be 4 hours per month since your last took the assessment.

### **Associate Declaration**

**Purpose** - to confirm you and your mentor have read, agreed and signed the Associate Declaration.

### **For Referred Candidates ONLY**

### **Associate Referral Report**

**Purpose** – to confirm you have attached a copy of your Associate Referral Report, this is so the Associate Assessors can see the areas that you were told to develop further in your previous assessment.

Please note if you are submitting within 12 months of your last assessment then you only need to amend the competencies you were referred on.

**Please ensure you follow the instructions in each section and do not exceed the word count given as this may result in your submission being returned. Please do not include the Associate Getting Started section within your submission.**

EXAMPLE ONLY

## Candidate details and checklist

### 1. Candidate details

<b>Candidate Name:</b>	J McGuinness	
<b>RICS Membership Number:</b>	1234567	
<b>Date of Birth:</b>	XXX	
<b>Pathway</b>	Building Surveying	
<b>Number of years of relevant experience:</b>	3 years Property Management / 1 year Building Surveyor / 20 years Bricklayer	
<b>Do you have relevant qualifications</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>If 'YES' to either of the above, what subject?</b>	BSc (Hons) Building Surveying and Property Management	
<b>Employer/organisation:</b>	XXX	
<b>Counsellor:</b>	XXX	XXX
<b>Month and Year of Assessment:</b>	XXX	2015
<b>Previously Referred at Associate:</b>	No	0
<b>Case Study Title :</b>	Building Survey: Solid Walls, Basement and Damp Issues.	

### 2. Checklist

	<b>Candidate - enter 'X' to confirm complete</b> (If you are a referred candidate only indicate the templates that you have updated for re assessment)	<b>RICS (office use only)</b>
<b>Associate Submission</b>		
<b>Candidate Details</b>	X	
<b>Summary of Experience – Mandatory competencies</b>	X	
<b>Summary of Experience – Technical competencies</b>	X	
<b>Case Study</b>	X	
<b>Continuing professional development (CPD)</b>	X	
<b>Below to be completed by Referred candidates ONLY</b>		
<b>Which technical and mandatory competencies are being reassessed?</b>		

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**Summary of Experience - Mandatory Competencies**

There are eight mandatory competencies – these are the ‘softer’ skills that all responsible practitioners need, regardless of their RICS pathway. Please refer to your Associate pathway guide for the details of the mandatory competencies. These competencies are essential: they demonstrate your ability to work with colleagues, meet client requirements, manage your own work and act with honesty and integrity. Please provide a brief example for each to demonstrate you have met each of them in the relevant box below. You are not required to write about Conduct rules, ethics and professional practice because you will demonstrate it by completing the RICS ethics module and test. **Please note you have a 1000 - word limit in total.**

Mandatory Competencies	Summary of how you meet competency requirements
Client Care	<p>My clients include the general public and representatives of public, private and third sector organisations. I present myself to all clients/customers in a manner that shows me to be polite, dependable, trustworthy and professional. I ensure that I fully interpret their requirements; information I can then relay unambiguously to the relevant parties (e.g. Senior Surveyor). This approach instils our clients with confidence and trust in the services that I and the company I represent can provide.</p> <p>When grievances arise I adopt an empathic approach, appreciating that the client needs to feel they are being heard. If I cannot allay the client’s concerns, the grievance would be forwarded to the Senior Surveyor in line with our company policy (we have not had any complaints as yet).</p>
Communication and Negotiation	<p>The type of communication I employ depends upon each individual situation. For example, if issuing an informal request, an e-mail or telephone call will suffice. Alternatively, when completing a Homebuyer Report, a formal style of writing is used. When dealing with clients and customers face-to-face, I speak clearly and refrain from using jargon. Regardless of which method of communication I use, I ensure that the message is delivered in a clear, concise and direct manner.</p> <p>I deal with contractors on a frequent basis. For example: agreeing on costs; contractual terms and conditions; time schedules; and the contractor’s commercial expectations. So that mutual agreements can be achieved, I adopt an authoritative but approachable persona. I have also</p>

	<p>been involved with co-presenting a RICS 'Defects in Brickwork' seminar hosted nationally with XXX as part of the RICS web class series.</p>
<p>Conflict avoidance, management and dispute resolution procedures</p>	<p>I have had several experiences of dealing with disagreements with contractors/contractual disputes. To ensure that I handle grievances/conflict correctly, I have read various literature to enhance my knowledge of this subject (e.g. The RICS Publication 'Conflict Avoidance and Dispute Resolution in Construction 1<sup>st</sup> edition') and in XXX participated in a 'Conflict Resolution' training session. This helped me to understand 'alternative dispute resolution methods' (e.g. mediation, conciliation) such as dealing with conflict immediately and resolving it amicably rather than resorting to methods such as arbitration and adjudication. On several occasions I have mediated between conflicting parties and assisted in formulating mutually-agreeable working practices. Whilst Building Surveying clients are treated with the utmost courtesy, they are made aware of the company's 'Complaints Handling Procedure' should a breakdown in communications arise. The company is a member of the Property Ombudsman Scheme.</p>
<p>Data management</p>	<p>Structuring, organising and utilising various data is a regular part of my daily duties. My involvement with property management includes being responsible for keeping up-to-date records of data such as operations and maintenance manuals and planned preventative maintenance (PPM) programmes. The majority of this information is retained electronically and helps ensure that the estates/premises remain statutory compliant. My Building Surveying role requires me to collect various information before assisting with an inspection (e.g. Homebuyer Report). For example: geological and historic details of the area are taken from the British Geological Society database; valuations are formulated by taking comparable details from the 'Right Move Surveyor Comparable Tool'; EPC information is taken from the online EPC register; radon readings are taken from the 'UK Radon' map. All client information is retained in accordance with the eight principles of the Data Protection Act.</p>
<p>Health and safety</p>	<p>My property management involvement includes maintaining various buildings and grounds, making me accountable for the health and safety of myself, site management teams and the premise's users. These responsibilities have enabled me to gain a robust understanding of statutory compliance requirements in commercial buildings. My involvement with construction projects requires me to have an up-to-date</p>

	<p>awareness of the different aspects of the CDM regulations. This includes assisting clients to understand their responsibilities and helping them select suitable contractors.</p> <p>I was awarded the NEBOSH NGC in Occupational Safety and Health in July 2014. The course equipped me with a sound understanding of legislative requirements (e.g. Health and Safety at Work Act 1974), improved my ability to spot hazards, and provided me with the skills necessary to carry out risk assessments (a skill I utilise when carrying out a Building Survey). To ensure my knowledge remains current, I joined the Institution of Occupational Health (this keeps me aware of legislative changes and has increased my overall health and safety knowledge).</p>
Sustainability	<p>Considering Sustainability issues forms a significant part of my employment. For example, I utilise data such as energy performance certificates, identify suitable renewable energy installations for properties, and demographic issues (e.g. accessibility to public transport systems) when assisting the Senior Surveyor to prepare files for Building Surveys. I also assist with scheduling the operating times for building engineering services on several estates. This involves the use of a Building Management Software System (BMS). Additionally, I am responsible for ensuring that all relevant sustainable statutory compliances applicable to the estates we manage are undertaken (e.g. TM44 inspections, Energy Performance Certificates).</p> <p>Finally, I work closely with the Local Council's Energy Management Team. This involves monitoring consumption of energy and water. I then develop and implement schemes to reduce the estate's energy consumption. Our company has recently established a partnership with a local green deal company for the validation of cavity surveys; this is an exciting development which requires the input of a Chartered Surveyor (if I achieve my ambition of RICS Chartership I will be able to get even more involved).</p>
Teamworking	<p>My working life has always involved teamwork. I can also work autonomously, while appreciating my colleagues' unique skill sets. For example: my Building Surveying role enables me to work collaboratively with fellow Building Surveyors as well as meet and work alongside fellow construction industry professionals.</p> <p>I enjoy interacting and communicating with fellow professionals as we consider how to overcome the obstacles and difficulties that can arise when working collaboratively on a project (a current example being a £XXX building project being constructed on an estate we manage). These</p>

	<p>interactions allow me to better understand my own responsibilities and develop professionally as I learn the significant value of other professional roles.</p>
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**Summary of Experience – Technical/Supervisory Competencies**

**Your summary of experience should be no more than 2000 - words in total.** If you have 10 years or more relevant experience then you have the option to replace two of the technical competencies with two of the supervisor competencies to reflect the fact you have moved to a more management -focussed position. Refer to your pathway guide for further details.

Technical competencies	Summary of Experience
<p>Building pathology</p>	<p>My knowledge of how different construction elements work together, obtained through my degree course and work experience has equipped me with the skills to recognise ‘typical’ structural and fabric failures in buildings. I am also the co-author and presenter of a RICS webclass entitled ‘XXX broadcast on XXX. I have assisted the Senior Surveyor on a number of Building Surveys on various different types of residential properties constructed in different eras (e.g. 18<sup>th</sup> century farmhouse, Victorian terraces, 1930s semi-detached houses, etc.). Typical defects I encountered and recognised were: lintel failure; subsidence; sulphate attack; damp; woodworm; wet/dry rot; roof spread; drainage collapse; and the failure of fabric elements such as gutters, rainwater pipes and window and glazed units. I am also adept at recognizing construction elements which can have a potentially adverse effect on other ‘hidden’ elements. For example: the use of black ash mortar causing wall tie corrosion or an inadequate number of air bricks in sub-floors which, together with leaking gutters can lead to an outbreak of dry rot due to reduced ventilation.</p> <p>Having spotted a defect while undertaking a survey, I take immediate note of the element in question, describe the defect, its severity, and take photographs. I also draw sketches (for example, when using a protimeter to measure damp levels, I sketch a floor plan and note where readings</p>

	<p>have been taken). I then use the gathered evidence to determine the most likely reason to determine the cause of the defect. To ensure my diagnosis is accurate, I correlate the information with data from reliable sources (e.g. Building Research Establishment Digests and Information Papers). This information is then entered into the survey report using unambiguous terminology so that the client will understand how to identify the defect, what effects it will have on the building and the recommended course of remedial action; the latter occasionally requiring me to appoint third parties and provide them with a scheme of works to resolve a fault.</p>
<p>Construction technology and environmental services</p>	<p>My Building Surveying role has involved developing a planned preventative maintenance schedule for a number of structures. These include: a former train station constructed in approximately 1982; a structure constructed in 1996; and two structures constructed in 2011. Each building had been built differently. Construction methodologies include: solid walls; steel frame with insulated external render facades; glazed curtain walls; insulated metal cladding; a traditional roof structure (e.g. purlins and spars); gangnailed roof truss systems; metal seam roof coverings; solid floors (e.g. in-situ and precast); timber floors; and hollow beam floor units.</p> <p>The maintenance schedule also involves the maintenance and management of services such as: air conditioning; ventilation systems (i.e. air handling units and natural ventilation systems); heating (i.e. underfloor, variable temperature and constant temperature systems); legionella management; and fire risk assessments, etc. This has involved: detailed analysis of available operating and maintenance literature: investigating the environmental preferences of building users (e.g. identifying room temperatures which appeal to the majority): research into conservation/preservation maintenance techniques; and the identification of suitable replacement materials.</p> <p>I was requested to develop a brief for the construction of a single storey extension. After meeting with the client, I established the spatial requirements (offices and a meetings room), the space users and the available budget. I then surveyed the proposed location to assess the project's suitability, identify existing services, and identify where new services could be installed. I then referred to the building's operating and maintenance manuals to verify the building's present construction methodology, the locations of existing services (e.g. distribution boards,</p>

	<p>server room, etc.), and various legislation to determine what environmental services would be required (e.g. lighting luminosity, ventilation, heating, etc.). After formulating the brief and confirming that the client was happy to proceed, an architect was appointed to produce drawings and a planning application was submitted. Following the tender and contractor selection process, the project is now currently underway.</p>
<p>Contract administration</p>	<p>The practice was involved with a project involving the construction of a new access road and footpath renewal behind a multi-storey building. After liaising with all parties and agreeing a scope of works, drawings were produced for the purpose of a single stage tendering process. Three contractors who matched the profile for the works were then asked to provide a quote. After the tenders were submitted and reviewed, a sub-contractor was then selected.</p> <p>The most appropriate contract for the works was the JCT Standard Building Sub-contract Agreement 2011, based on a fixed price lump sum (this reflected the size and scope of the project). The appointed subcontractor was informed by letter and was sent the JCT Standard Form of Sub-contract to sign on the basis of a fixed price lump sum along with a request to provide proof of its public liability insurance and accreditation for Health and Safety for works under the CHAS scheme. Once the documentation was completed and returned, a start date was agreed and officially confirmed.</p> <p>After project commencement, it became apparent that additional works were necessary and a quote would be required. When all parties agreed that the quote was satisfactory, then under JCT contract obligations an official instruction was issued to the sub-contractor to carry out the works as a variation to the original contract documents.</p> <p>During the project, the sub-contractor made two applications for payment. Following measurements of the works by a Quantity Surveyor, the payment applications were submitted to the client; interim payment certificates were then issued to the subcontractor confirming the amount to be paid and when. Upon receipt of the final account, further measurements were undertaken. In addition, a number of defects had been identified which needed correcting. Once they had been satisfactorily resolved, a final payment certificate and a final completion certificate was issued, with the final payment subsequently following (a retention fee was held for the purpose of a 12 month defect liability period).</p>

<p>Design and specification</p>	<p>I have assisted the Senior Surveyor by producing designs for structural and spatial alterations in a number of buildings. Relevant examples include: designing a series of communal seating areas at a small sports venue; redesigning an existing building layout; and stipulating design and specification requirements for an extension (approximately 400m<sup>2</sup> in size). In addition, the role can also include providing drawings and specifying suitable materials for resolving defects which have been highlighted in Building Surveys (e.g. using materials which will comply with legislation such as Building Regulations 2010, specifying materials which will not adversely affect the existing structure, etc.).</p> <p>We always begin any such project by arranging a meeting with the client so a brief can be developed (e.g. to establish the objective, be aware of budget limitations, identify the product users, recognise the scope of the project, etc.). Once this information is collected, we then determine the feasibility of the proposed project. For example, we survey the area in question to assess its suitability (e.g. will the project cost fall within the allocated budget, accessibility, etc.), how users' enjoyment can be optimised, what regulations / legislation will apply, (e.g. Workplace Regulations 1992.), and record any relevant measurements.</p> <p>We then produce design outlines (e.g. floor plans, aerial views) either by hand, or with computer software (i.e. AutoCAD 2011). Each drawing includes information such as details of existing layouts and locations of services installations. It also details proposed layouts, dimensions, and services provision requirements (e.g. disability access, small power locations, luminaire types, etc.), cross-sectional sketches and the material specification. For example, the communal seating project needed the removal of earth and the installation of a solid base to accommodate the seating. Details included the foundation depth, the sub-base thickness and material type, and the material type for the finish at floor level. When 3D images are necessary, we use the 'Google Sketch Up' programme (this programme also enables the client to take a virtual tour of the new layout).</p>
<p>Inspection</p>	<p>When an instruction is confirmed for a Building Survey, I assist the Senior Surveyor to prepare the file and undertake a desk study. This contains: instruction; site notes template; location map; research on the property and surrounding area (e.g. EPC rating, flood maps, radon maps, Coal Mining GAZETTER); risk assessment; and blank paper. We ensure the data recording equipment (i.e. camera, tape measure, dictaphone) is working</p>

properly, and the damp meter is calibrated and logged. At the property and before undertaking the inspection, risks are reassessed. We introduce ourselves (if applicable), explain the purpose of our visit, and act in a professional, courteous manner in accordance with RICS expectations.

Methods used to retain information include: site note template; sketching the property (the sketches include: material types; condition ratings of elements; and the construction methodology); photographs; and if possible, the vendor questionnaire. I also sketch the internal floor layout noting measurements and the locations of damp meter readings. Before leaving, I ensure that I have collected the necessary information and undertake an equipment check.

When producing the report, we refer to site notes, sketches and photographs. We assess defects and, when necessary, undertake further construction technology/pathology research to compile the draft report. If further investigation is required, recommendations are made to obtain further expert opinions. If deleterious materials (e.g. asbestos) are identified, similar recommendations are made (e.g. consulting with an asbestos surveyor). If the client requires further assistance, this can be arranged (as a separate commission). For example, a defect with a conservatory floor was noted during an inspection. The Senior Surveyor asked me to assist in developing a specification to remediate the fault, obtain three quotes within a fixed timeframe, and oversee the repairs under a simple contract.

Research on value is a crucial aspect. We utilise the 'Rightmove Surveyor Comparable Tool' and make adjustments in line with recent information notes on comparable valuations. We also use BCIS online to determine the reinstatement figure, which is normally measured on a gross external basis (unless, for example it is an apartment, whereby suitable adjustments are made).

Legal/regulatory compliance

I have assisted the Senior Surveyor in preparing notes for a civil procedure involving the production of a single joint expert witness report on a negligence claim. The Senior Surveyor is also educating me on the preparation of Scott Schedules. In addition, we undertake Housing Health and Safety Rating System (HHSRS) inspections of properties. I have also been involved with assisting a school that relinquished governance from the local council and converted to 'Academy' status in 2014. This included the provision of a Buildings and Land Valuation and

a Schedule of Condition. This latter exercise enabled me to gain knowledge of the relationship between dilapidations and the Landlord and Tenant Act.

My involvement with property management requires me to have a working knowledge of pertinent legislation (e.g. Health and Safety at Work Act 1974, legionella management in accordance with ACOP L8, Asbestos Register, etc.). In order to ensure that my knowledge of health and safety legislation is robust, I undertook the NEBOSH NGC in Occupational Health and Safety in 2014. I have also assisted the Senior Surveyor to prepare access requirement specifications for disabled people in a commercial building (e.g. ensuring the specification complies with legislation such as The Equality Act 2010 and Approved Document M).

I have also been involved with the management of various construction projects. For example, I helped organise minor structural alterations works on a commercial building. This involved liaison with the Local Authority's Building Control Department, ensuring that the works met with the requirements of the Building Regulations 2010, and securing the issue of a final completion certificate. A further example is the project management of a building extension. This involved contact with the Local Authority's Building Control and Planning Department (for example, submitting the planning application) and, assisting the client with its health and safety obligations under the CDM Regulations (e.g. appointing competent contractors).

Supervisory competencies	Summary of Experience
Choose your competency	N/A
Choose your competency	N/A

## Case Study

Submit one case study of no more than **2500** words in total. The focus of the case study must be on one specific project you have been involved in recently. If possible select a project you have worked on in the last 2

years. The project you choose **MUST** allow you to demonstrate at least **TWO** technical competencies from your chosen pathway, and how you used the competency skills

**Case study title - Building Survey: Solid Walls, Basement and Damp Issues.**

## **1.0 Context / Introduction**

- 1.1 I, XXX, currently work as an assistant Building Surveyor. My duties primarily revolve around supporting a Chartered Surveyor (FRICS) with mortgage valuations and Building Surveys. The role also includes assisting the surveyor with other matters that fall within his area of expertise; for example, boundary disputes, defects analysis, and developing schemes of works for properties suffering from structural defects.
- 1.2 The subject of my case study is a Building Survey. This has been compiled in accordance with the RICS Associate Candidate's Guide for Assessment. All confidential details associated with the client have been omitted in order to comply with data protection legislation.
- 1.3 This case study has been chosen as it is considered a typical representation of the work I undertake with the Chartered Surveyor. I have been involved with all aspects of the Building Survey from the initial client enquiry and receiving the instruction along to assisting with producing the report and discussing its contents with the client.
- 1.4 The property surveyed was a three-storey house comprising ground floor, first floor and habitable roof-space (a basement has also been constructed) and is located in a semi-rural area.
- 1.5 Technical competencies that have been achieved are: Building Pathology/Inspection/Construction Technology and Environmental Services/Legal and Regulatory Compliance. Mandatory competencies that have been achieved are: Client Care/Communication and Negotiation/Data Management/Health and Safety/Sustainability/and Teamworking.

## **2.0 The Approach**

- 2.1 The practice was contacted by a potential client to carry out a building survey for a property they wished to purchase. The client's details were taken and a quote for the work was forwarded electronically, along with the RICS Home Surveys Information Sheet and the Description of the RICS Building Survey Service.
- 2.2 The following day our practice was issued with an instruction to proceed. We forwarded the client a letter confirming the instruction along with a request for the payment of the fee and details of the RICS complaints procedures process.
- 2.3 Following payment, I visited the estate agency advertising the property to arrange a mutually convenient time and date to carry out the Building Survey and to obtain a copy of the sales particulars. The estate agent stated that the vendor would be present during the survey and the property would be fully furnished.
- 2.4 Once the inspection arrangements had been confirmed, this information was forwarded to the client along with the date they would receive the completed report (turn-around is usually within 10 days).
- 2.5 The Senior Surveyor then asked me to assist with preparing the client file which began with a desktop study of the property and its surrounding area. This included studying historical Ordnance Survey maps (these provided information such as the presence of former industrial works both on the land and in the

- surrounding area and reservoirs in the surrounding area (an observation which alerted the preliminary investigation to the possible presence of culverts)). Copies of the maps were inserted into the file.
- 2.6 Further information included: EPC data (taken from the online EPC Register); the UK radon map; a geological survey map (this information was used to establish the subsoil type); the demographics of the property's surrounding area; sustainability issues such as the property's suitability for 'green' energy provision (e.g. the installation of solar panels); along with the instruction letter, a Vendor Enquiry Form, blank pro-forma site notes, and blank paper.
- 2.7 A risk assessment was then undertaken considering factors such as: the location (the property is semi-rural); the presence of animals and information from the desktop study (for example, the possible presence of hazardous substances).
- 2.8 On the day before the inspection, the surveying equipment was prepared. This included: calibrating the protimeters; testing the torches; ensuring that the digital camera was operational (and that the SD card had enough memory); and inspecting the condition of the telescopic ladders. Other equipment included: binoculars; measuring devices; spirit level; manhole keys; various hand tools; personal protective equipment; spare batteries; pens; and an A4 clipboard to contain the site notes during the inspection.
- 2.9 On the day of the inspection, for safety reasons, a third party was informed we were leaving the office to undertake the survey and we made our way to the property.
- 2.10 Upon arrival at the property, a further risk assessment was carried out.
- 2.11 We then introduced ourselves to the vendor, explaining that the purpose of the inspection was to provide our client with an objective view of the property and politely requested if they would help us complete the vendor enquiry form.
- 2.12 Following completion of the vendor enquiry form, the Senior Surveyor asked me to assist with the Building Survey.
- 2.13 We began by inspecting the area surrounding the property. This included taking notes and photographs of environmental issues such as the presence of a nearby stream, vegetation, nearby working farms, and possible local flooding issues (as stated, a reservoir was formerly sited at the rear of the property and we wished to ensure that surface water did not migrate onto the property's land).
- 2.14 We then returned to the property and sketched and photographed the site footprint. This included contents such as: ground types and conditions (e.g. the condition of the paving and lawns); ground levels; and measurements of the site footprint. The sketch also included the presence and identification of vegetation in the area immediately surrounding the property. This information would later be analysed in conjunction with the geological survey map to determine whether or not defects could arise in the future (for example, heave).
- 2.15 We noted the types and condition of the boundaries. A major defect was evident in a seven feet high retaining wall at the rear of the property. A large sycamore tree had grown approximately four feet away from the wall and it was considered likely that its roots had caused the wall to develop a vertical crack from top to bottom
- 2.16 An outbuilding was inspected. It was only possible to inspect and assess the external condition of the outbuilding as there was no key available to unlock the door.

- 2.17 Two inspection chambers were identified and the covers were removed to expose a section of the drainage network. I then entered the property, flushed the water closets (three of) and the flow of water through the drains was filmed. A close inspection of the inspection chamber masonry was also made (due to the presence of well-established vegetation in the surrounding area it was important to verify that the ends of tree roots had not invaded observable parts of the chamber and drainage pipes).
- 2.18 Following the grounds inspection we then began to survey the external elements of the property.
- 2.19 The property was a cavity-wall constructed building with pitched roof. The external walls were constructed from dressed stone and the internal walls were also solid (the gable wall and the party wall were constructed from dense concrete block). The gutters, fascia boards and soffits (vented) were manufactured from PVCu. The roof coverings were slate with a mixture of breathable and non-breathable felt beneath (an extension and a porch had been added to the property which had breathable felt installed, although the main property still had its original non-breathable felt). The basement and ground floors were solid (assumed to be concrete) and the first and second floors were constructed from timber.
- 2.20 We began by sketching each elevation, measuring the footprint of the building (this was so that reinstatement costs could be calculated), measuring wall thicknesses, noting the material types of the various construction elements, condition-rating each element, and identifying the presence of defects in construction elements (along with the possible cause of identified defects). We also noted the possibility of defects arising in the future due to incorrect building practices. When this process was complete we took photographs and re-inputted the information onto the pro-forma blank site notes.
- 2.21 After the external inspection had been completed, it was then necessary to survey the internal elements of the house. As stated in the introduction, the rooms of the property were situated over three floors (the roofspace was habitable). In addition, the property also included a basement area which is connected to a garage. The basement room and garage at the lowest level can be accessed either via steps leading from a ground floor room, or, from outside the property (the sloping external ground levels meant that the ground floor level had to be accessed by climbing a small number of steps).
- 2.22 As stated, the property was occupied and fully furnished at the time of the inspection which imposed several limitations to the inspection (i.e. floor coverings, furniture and decoration could hide possible defects).
- 2.23 The internal inspection involved: noting the materials used to construct the buildings fabric (i.e. doors, skirting boards, fixtures and fittings, etc.); assessing the condition of the property's fabric; assessing the condition of mains services; inspecting the roof space and assessing the condition of the roof structure; and, taking photographs of the interior. Condition ratings (1-3) were given to each element (i.e. condition rating 1 = the element is satisfactory/condition rating 2 = repairs are needed but are not urgent or serious/condition rating 3 = the defect is serious and repairs are urgently needed). This information was recorded using the pro-forma blank site notes, blank paper and photographs.
- 2.24 The internal inspection also involved taking moisture readings with a protimeter from various different areas. A floor plan of each room was sketched with the areas that were tested identified on the sketch. Photographs of the protimeter displaying high readings were taken when applicable. One particular

concern was the identification of high damp readings in the basement area (in addition, a dehumidifier with a full water container was also spotted).

- 2.26 When the inspection was complete, we thanked the vendor for their time and left the property. We also contacted the client to inform them the inspection was complete and that they would be in receipt of the completed report within ten working days.
- 2.27 The following day we drafted the Building Survey report on e-surv. We discussed and reflected on the inspection using our site notes, sketches and photographs. The reflective practice aspect of the survey is considered crucial. It ensures that all bases are covered, and as the reflective practice was shared between myself and the Senior Surveyor, it enabled me to learn as well as gain insight into other peoples perspectives.
- 2.28 Information in the Building Survey report included: the surveyor's details; weather conditions on the day of the inspection; an opinion of the property; information regarding the construction methodology and the various construction elements (including condition-ratings), details of structural defects, their probable causes and recommendations of further investigations; and information on the grounds, outbuilding and surrounding area.
- 2.29 Following further proof readings and reviews the report was then considered complete. The site notes were electronically scanned and saved and the paper file was then stored away.

### **3.0 The result**

- 3.1 We were pleased with the Building Survey Report produced. The information was clear and the client would be able to understand the terminology used and be aware of deleterious issues associated with the property, grounds and local environment.
- 3.2 Key recommendations in the survey included – ensuring the client obtain a full Environmental Report, ensuring that Building Control approval and planning permission were granted for the extension and porch, maintenance requirements and obligations for a shared private access road, and ensuring that specialist damp surveyors (i.e. CSRT qualified and PCA registered) were appointed to investigate significant damp issues in the basement and to provide a remedial scheme of works. We were of the opinion that the basement walls had not been tanked and the works approved by the Local Authority's Building Control Department.
- 3.2 The Senior Surveyor stated he was satisfied with the contents of the report and that the report was suitable to be sent to the client.
- 3.3 The Senior Surveyor asked me to compile a photographic schedule of the Building Survey to complement the report (see appendix). In addition, a narrative was added to each photograph so the client would be aware of the element being referred to, each defect described, as well as the recommended remedial works needed.
- 3.4 Following completion of the photographic schedule, the final report underwent a further proof-reading, signed off by the Senior Surveyor and then forwarded to the client (an electronic copy was mailed electronically and a hard copy was posted to them).
- 3.5 A follow-up-call to the client was made whereby the contents of the report were discussed.

- 3.6 The client then made contact with the practice again. The Estate Agent and Vendor were questioning the validity of a section of the report which recommended that damp issues in the basement were subject to further investigations. This resulted in the estate agent instructing a local builder specializing in the installation of retro-fitting damp proof courses and cavity wall ties to investigate the property.
- 3.7 The builder produced a one paragraph (three sentences long) report stating that the damp in the basement was due to condensation.
- 3.8 The client forwarded the report to the practice. We explained that we would be standing by the contents in the report and that the damp issue in the basement was not due to condensation (in addition, the vendor could not provide a certificate for the completion of the works from the Local Authority's Building Control Department). We also stated the importance of using suitably accredited persons to carry out damp inspections and recommended three suitable companies to the client.
- 3.9 A suitably qualified surveyor (i.e. CSRT qualified) was then appointed by the client to investigate damp issues in the basement. The resulting report confirmed the basement was damp due to penetrating dampness entering through two of the basement walls. A quote for tanking works to resolve the damp issues was also included.

#### 4.0 Lessons Learned

- 4.1 Being involved in the whole process of undertaking a Building Survey from the initial client enquiry to completing the Building Survey Report to dealing with queries post-survey enabled me to gain a holistic view of the whole process. This helped me to gain confidence in my abilities to perform a Building Survey and to take appropriate steps to minimise risks associated with legal action.
- 4.2 The production of a Building Survey Report is a reflective process and combines scientific principles (e.g. construction methodologies) with intuition. The report should be done diligently and carefully with real consideration given to the terminology that is used.
- 4.3 Analysis of structural defects should always be cross-referenced with appropriate publications (e.g. Building Research Establishment literature). In addition, and if necessary, recommendations for the involvement of third parties should be made (e.g. further investigations by damp and timber property care specialists).
- 4.4 A professional attitude and confidence in the contents of the report must be maintained when dealing with parties that question the validity of its contents.

#### Competencies demonstrated in this case study

Please insert the technical and mandatory competencies demonstrated in this case study. **(Only insert supervisory competencies if applicable)**

Technical/Supervisory competencies	Mandatory competencies
1. Building Pathology	Client Care
2. Inspection	Communication and Negotiation
3. Legal / Regulatory Compliance	Data Management
4. Construction Technology and Environmental Services	Health and Safety
5.	Teamworking
6.	


**Total Word Count: = 2477**

EXAMPLE ONLY

## Continuing professional development (CPD)

Please list the CPD you have completed over the past 12 months. You must refer to a minimum of 48 hours and at least 50% must be dedicated to formal development.

Date	Professional Development	Hours
05/07/2014 to 01/07/2015	<p><b>Activity type:</b> Work-based learning</p> <p><b>Purpose:</b> To develop the skills necessary to become a Building Surveyor.</p> <p><b>Description:</b> I have shadowed the Senior Surveyor on a number of property inspections. The Senior Surveyor has asked me to take carry out property inspections alongside him, to record my own notes and to then produce 'mock' reports. These reports are then compared to the 'official' report the Senior Surveyor has produced.</p> <p><b>Learning Outcomes:</b> When I first began to shadow the Senior Surveyor, my construction technology knowledge (knowledge acquired during my practical experience in construction) proved to be invaluable when recognising elements such as walls, roofs, drainage networks and the components involved in their structure (e.g. types of damp proof course, lintels, types of roof tiles, etc.). However, my inexperience at inspecting all aspects of a property soon became apparent. This has been resolved by shadowing and assisting the surveyor on a frequent basis, thus developing my observational skills. This experience helped me to begin to amass the knowledge needed to execute a thorough inspection of a property.</p> <p>I have also acquired new knowledge such as: how to calibrate and use a protimeter; recognising visual signs that indicate past defects that might no longer be immediately apparent (e.g. the use of galvanised steel straps on roof spars); the ability to recognise the different types of engineering services within a property (e.g. combi boiler heating systems, the types of water mains installed on properties such as alkathene or lead etc., immersion heaters for hot water, etc.); tell-tale signs of failure, or possible failure, in drainage networks (e.g. the wispy ends of tree roots protruding through masonry inside inspection chambers).</p> <p>I have also improved my ability to recognise structural defects and their possible causes. For example: cracks in brickwork caused by lintel failure (e.g. corrosion of angle irons); damp (e.g. breakdown of the damp proof course (DPC) / damp proof membrane, condensation staining on timbers, inadequate DPC heights); dry rot (e.g. cuboidal patterns in timbers where crossflow ventilation is poor); failure of glazing units (e.g. misting of units due to failed seals); roof spread (e.g. deflections in</p>	100+

	<p>brickwork due to replacement roof coverings overloading the roof structure); leaks in rainwater elements (e.g. moss growing in mortar joints due to gutter leaks); cracks in plaster/masonry (e.g. deflections/cracks caused by the retro-installation of structures such as extensions, porches and dormers); and the likelihood of a 'hidden' defect (e.g. the use of black ash mortar increase the risk of metal cavity wall-tie failure).</p> <p>As stated, the Senior Surveyor has requested that I should then produce 'mock' reports from my inspection notes. This process has re-affirmed to me the importance of reflective practice when writing out the report; for example, re-enacting the survey mentally with the assistance of site notes, photographs and sketches. When I have produced the mock report, the Senior Surveyor then sits with me, comparing his version of the report with mine. This process has helped me to develop a more professional and defensive style of writing.</p> <p><b>Formal or Informal:</b> Informal</p>	
03/07/2014	<p><b>Activity type:</b> Online Learning</p> <p><b>Purpose:</b> To improve my knowledge of environmental services and building management software (BMS) systems</p> <p><b>Description:</b> I undertook the XXX online course which demonstrated how to operate a BMS system. The course contained 10 modules which discussed various aspects of BMS. Each module required a multiple choice quiz to be completed and passed (two attempts were allowed) before moving onto the next module.</p> <p><b>Learning Outcomes:</b> The course enabled me to understand how BMS systems operate and how they interlink with: the building engineering services within a structure; and the requirements of the building users. The course demonstrated and explained the need for temperature set-points; how to take into account building users and seasonal changes when programming the system; how environmental services such as HVAC systems work; and how the system ties in with statutory compliances such as L8 legionella management (e.g. temperature of cold water tanks and hot and cold water feeds).</p> <p><b>Formal or Informal:</b> Formal</p>	3
25/07/2014	<p><b>Activity type:</b> Work-based Learning</p> <p><b>Purpose:</b> To develop building surveying skills.</p> <p><b>Description:</b> I shadowed the Senior Surveyor whilst he carried out a building survey on a Local Authority owned community centre.</p>	3

	<p><b>Learning Outcomes:</b> My first experience of the Building Survey process centred on the inspection of a community centre for a local authority in XXX. The Senior Surveyor explained that I was to shadow him to be aware of the elements he inspected and also of the surrounding environment (a garage was next door to the community centre along with an outbreak of Japanese Knotweed around the boundary perimeter). Following the inspection, the Senior Surveyor developed the report and asked me to read it. I then assisted the Senior Surveyor with the production of a photographic schedule. Following the completion of the report, the Senior Surveyor was invited to attend a council meeting to discuss its contents. The Senior Surveyor stated I would find it beneficial to attend the meeting so I could appreciate the after-care service the practice provided to its clients and increase my confidence in a public forum. The whole process taught me several things: building surveying is a role I would like to perform as a career; the building surveying process involves much more than just an inspection of the property and the grounds it is situated on; and that the client should be treated with the utmost respect, as is expected of RICS members.</p> <p><b>Formal or Informal:</b> Informal</p>	
28/08/2014	<p><b>Activity type:</b> Private Study</p> <p><b>Purpose:</b> To increase my knowledge on Building Surveying and Homebuyer Reports.</p> <p><b>Description:</b> I read 'Building Surveys' by XXX and 'Surveying Buildings' by XXX.</p> <p><b>Learning Outcomes:</b> The books were a highly interesting and informative read. They helped to provide me with a holistic view of the whole Building Survey / Homebuyer Report process. Various types of properties (e.g. residential and non-residential) of various ages built using various construction methods (e.g. traditional, timber frame, etc.). The books contain information about what equipment and materials are essential for carrying out the inspection, the inspection process, the elements of a structure that need to be inspected (e.g. walls, floors, roofs, etc.) and the methods of recording data. The book also describes various construction methodologies, and the relationships between structural defects and structural elements (e.g. stepped cracking caused by defective foundations). A particularly interesting chapter describing the mains services in a property increased my knowledge of electric, gas and water installations, heating systems and drainage systems in residential properties. Glover also provides guidance on how to draft the report post-inspection; information that was extremely valuable when I began my training as a Building Surveyor. The book also discusses several landmark court cases. One chapter helped me to understand the importance of vigilance and ensuring that the inspection should be as thorough as possible to minimise the possibility of being sued by a client. To summarise, the books were excellent sources of information and ones I will regularly refer to.</p>	3

	<b>Formal or Informal:</b> Informal	
30/09/2014	<p><b>Activity type:</b> Private Study</p> <p><b>Purpose:</b> To increase my knowledge of properties constructed in the 1940s and the 1950s.</p> <p><b>Description:</b> I read a short book titled “1940s &amp; 1950s House Explained – From Blackout to Sunlight” by XXX. The book provided a truly fascinating description of the demand for housing after World War II. As such, alternative construction methods were employed to meet this demand. For example: Tarran pre-fabs; British Iron and Steel Federation houses; Wates house; and Airey houses.</p> <p><b>Learning Outcomes:</b> Whilst I have yet to assist the Senior Surveyor on an inspection of the aforementioned properties, I will be able to recognise the property type and will also possess a rudimentary understanding of their construction methodologies. In addition, the book also discusses the introduction of new architectural design styles, floor layouts and internal fixtures and decor. This information can be helpful when dating the period a property was constructed. The book also discusses the commonplace use of asbestos in different building elements (e.g. roof tiles, rainwater goods, insulation etc); information I can apply to protect my safety when assisting with inspections of properties from this era.</p> <p><b>Formal or Informal:</b> Informal</p>	0.5
20/10/2014	<p><b>Activity type:</b> Online Learning</p> <p><b>Purpose:</b> To improve my knowledge of Property Management.</p> <p><b>Description:</b> I undertook the Level 4 Award course accredited by the XXX. The course requires the submission of two 6000 word assignments. One submission required me to provide an overview of the FM role; the second, on FM Support Services. I started the course in November 2014 and completed it in May 2015.</p> <p><b>Learning Outcomes:</b> Both assignments were suitably challenging and enabled me to broaden my property management knowledge; this information has been particularly useful when developing maintenance schedules and developing my team leadership skills. The course enabled me to gain an awareness of issues such as: the different types of FM requirements in different sectors (public, private and third-sector) and for different organisational types (e.g. educational institutions, healthcare institutions, civic buildings, etc.); interdepartmental relationships; space utilisation (including space metrics); environmental services (e.g. building engineering services); asset management and budget management (for example, capital and operational expenditure, incremental and zero-based budgeting and budget variation. This knowledge has proven to be particularly useful</p>	120

	<p>as I am currently being taught how to use the BCIS Running Costs Online software to produce a 5 year maintenance budget forecast for properties we assist in managing; and corporate social responsibility requirements for organisations (this section of the assignment also enabled me to re-read legislation such as The Environmental Act and introduced me to standards such as ISO 14001 and ISO 26001). I have also developed a robust understanding of the various types of support services an organisation requires along with the chosen method of service delivery (e.g. in-house, PFI, outsourcing, PPP, TFM, etc.).</p> <p><b>Formal or Informal:</b> Formal</p>	
24/11/2014	<p><b>Activity type:</b> Private Study</p> <p><b>Purpose:</b> To increase my knowledge of repairs in period properties.</p> <p><b>Description:</b> I read 'Care &amp; Repair of Period Houses' by XXX and XXX</p> <p><b>Learning Outcomes:</b> The book has helped me enormously with developing a deeper knowledge and understanding of how to recognise the original features within a period property and architectural and design styles representative of their period. Just as importantly, it has also helped me to gain a good understanding of the correct restoration techniques for many structural, fabric and decorative elements within a period property (as well as being able to recognise incorrect restoration techniques); information that is useful when assisting the Senior Surveyor to draft Building Survey Reports and Homebuyer Reports. The book covers a large number of construction elements (e.g. brickwork, chimneys, roof coverings, doors and windows, glass, plaster, paving, etc.). The book was a fascinating read and is also an excellent and reliable reference guide.</p> <p><b>Formal or Informal:</b> Informal</p>	2
12/01/2015	<p><b>Activity type:</b> Private Study</p> <p><b>Purpose:</b> To increase my knowledge in domestic architecture.</p> <p><b>Description:</b> I read a book titled "How To Read Houses – a crash course in domestic architecture" by XXX. The book describes various architectural styles used on structural elements (e.g. roofs, windows, doors, walls, etc.)</p> <p><b>Learning Outcomes:</b> The book has helped me to recognise differences and visual clues in recognising architectural styles and the many different types of construction elements period properties have installed in the building (this includes both internal and external construction elements). It has also increased my appreciation of period properties. In addition, the book has helped me to improve my descriptive skills when report writing as my knowledge of architectural vocabulary has increased.</p> <p><b>Formal or Informal:</b> Informal</p>	0.5

28/02/2015	<p><b>Activity type:</b> Work-based learning</p> <p><b>Purpose:</b> To gain a better understanding of period properties and Grade II listed buildings.</p> <p><b>Description:</b> I shadowed the Senior Surveyor on a Building survey of an 18<sup>th</sup> Century (built 1750) Grade II listed farmhouse.</p> <p><b>Learning Outcomes:</b> The inspection took place on a five bedroom, two-storey solid wall constructed building. The inspection of such a large property helped me to gain a clearer understanding of how demanding Building Surveys can be (for example, the house had five different roof spaces that had to be inspected). I was able to observe first-hand evidence of defects in sections of the timber roof structure such as woodworm (boreholes and frass were evident indicating that this defect was current). The inspection also enabled me to understand how different types of construction methodologies on one building can adversely affect each other (e.g. this included 670mm solid walls, 225mm solid walls, glazed curtain walls and cavity walls). For example, thermal movement and the installation of PVCu window frames were causing cracking in masonry several areas. I was also able to observe first-hand the presence of a stream running beneath the house (as seen in the basement). This was able to be linked to the results of the desk-top study, thus affirming to me the importance of pre-survey investigations of the area surrounding a house.</p> <p><b>Formal or Informal:</b> Informal</p>	6
24/03/2015	<p><b>Activity type:</b> RICS webclass</p> <p><b>Purpose:</b> To increase my confidence and help me to improve my presentation skills.</p> <p><b>Description:</b> The Senior Surveyor asked me to assist him in producing a webclass titled “Brick Defects – Identification and Treatment” for the RICS. The webclass was broadcast on XXX.</p> <p><b>Learning Outcomes:</b> My contribution to the webclass was a section on metal cavity wall-tie failure. This increased my knowledge on the different types of cavity wall-ties used in properties and the different types of defects associated with metal cavity wall tie failure. The webclass also helped me to build confidence when speaking in front of a public forum.</p> <p><b>Formal or Informal:</b> Informal</p>	1.5
12/04/2015	<p><b>Activity type:</b> Private Study</p> <p><b>Purpose:</b> To gain a better understanding of pre-1940s properties.</p>	2

	<p><b>Description:</b> I read the book “The 1930s House Manual” and the “The Victorian House Manual” by XXX. Both books discuss and describe the construction methodologies and materials used on these types of properties. They also describe how to correctly repair them.</p> <p><b>Learning Outcomes:</b> The books helped me to compound knowledge I had already amassed from reading other books. The books also detail typical property defects on these properties, thus helping me to retain knowledge, I already possessed. In addition, they also increased my awareness of elements that contain deleterious materials (e.g. asbestos). I have also gained an increased knowledge of their maintenance requirements.</p> <p><b>Formal or Informal:</b> Informal</p>	
13/06/2015	<p><b>Activity type:</b> Private Study</p> <p><b>Purpose:</b> To gain a better understanding of The Building Regulations</p> <p><b>Description:</b> I am currently reading the book “Building Regulations in Brief” by XXX. The book discusses a number of pertinent issues (e.g. The Building Act, Approved Documents, Building Regulation, etc.).</p> <p><b>Learning Outcomes:</b> The contents of the book are currently helping me to build on my existing knowledge of The Building Regulations. In addition, it is also an excellent reference guide; for example, when I am when assisting with design and specification projects and assisting with drafting Building Survey Reports and Homebuyer Reports.</p> <p><b>Formal or Informal:</b> Informal</p>	4

## Associate Declaration

### Application for assessment as an Associate Member of RICS

(This declaration must be signed by the candidate and the counsellor/proposer)

#### Candidate to complete:

I have read, understand and undertake the following:

- to comply with the RICS Charter, Bye laws and Regulations as they now exist, or as they may in the future be amended and also to comply with such other requirements as Governing Council shall determine;
- to promote the objects of RICS as far as in my power;
- not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organisation with which I may at anytime be associated, any designation or expression denoting or suggesting membership or any connection with RICS
- to pay promptly any monies due to RICS, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or reimbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
- To declare any criminal conviction within 30 days
- That should I wish to terminate my membership, to so signify in writing to the Chief Executive

I confirm the following:

- The work I am submitting for assessment is my own work and a true reflection of my experience, qualifications and development.
- I have disclosed any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now a spent conviction, as provided in a rehabilitation of offenders Act 1974 or the equivalent in my jurisdiction.
- I have disclosed the full details of any pending disciplinary proceedings or adverse findings made against me by another regulatory body within the last 3 years.
- I have disclosed whether I am undischarged or bankrupt, or within the last 3 years have been subject to any insolvency proceedings or other arrangements with creditors in respect of my debts (such as insolvency voluntary arrangement)

I understand and accept that I am accountable for the truth of this declaration, that RICS reserves the right to interview me, or contact my mentor/proposer or employer as part of the Associate Assessment quality assurance process.

If at any time RICS discovers that I have failed to disclose any of the above or that I have provided false information it has the right to terminate my membership with immediate effect. (with no further obligation to refund any subscriptions or fees)

#### Candidate

Name (block capitals): Hannah Collins

Membership Number: 1234567

Firm Name: XXX

Signature:

Date : XXX \_\_\_\_\_

## Counsellor/proposer to complete:

Candidate name: XXX

Candidate membership number: XXX

I, the undersigned, having read and understood the summary of experience, case study and professional development of the candidate. I can verify this is a true and accurate representation of the candidate's own work, training and experience.

All required documentation is present and has been prepared in line with the requirements of the RICS Associate Assessment process. The candidate has met the competencies for his/her chosen pathway as defined by RICS.

I propose and support the above named candidate from professional knowledge of his/her professional competence and achievements as being a fit and proper person to be admitted as an Associate member of RICS.

I understand and accept that I am accountable for the truth of this declaration in support of the above named Associate candidate. I am aware that as part of the assessment quality assurance process, RICS reserves the right to contact me and the company I represent to verify any element of the application. Any false declaration may also result in my professional qualification and standing falling under investigation.

### Counsellor

Name (block capitals): XXX

RICS Membership Number: XXX

Grade of membership held with RICS (if applicable): XXX

Firm Name: Michael Holden Chartered Surveyors

Signature

Date XXX

### Proposer

(Only required if your counsellor is not an Associate Member (of four years of more), a Professional Member, or Fellow of RICS)

Name (block capitals) \_\_\_\_\_

RICS Membership Number \_\_\_\_\_

Grade of membership held with RICS \_\_\_\_\_

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Associate Referral Report

Please attach a copy of your referral report.

EXAMPLE ONLY

EXAMPLE ONLY