



Associate Assessment

# Building Surveying

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# Building Surveying

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## Introduction

In order to become an RICS Associate you must demonstrate that you have knowledge, understanding and practical ability relevant to a surveying role – in this case, Building Surveying.

This guide explains the competencies for your pathway, with examples of how you can show you meet the requirements.

Refer to this guide while preparing your submission for assessment.

The **Associate Assessment Candidate Guide** gives further essential information on how to prepare for the assessment.

## Competencies

A competency is the knowledge, skills, abilities and behaviours needed for a particular role or task. RICS competencies equip you to work in your chosen pathway.

The technical competencies are the pathway-specific ‘hard’ skills needed for your role.

The eight mandatory competencies are the ‘soft’ business skills demonstrating your ability to work with colleagues, manage workloads and act with integrity. All candidates, regardless of their pathway, need these skills.

## What is Building Surveying?

Building Surveying is concerned with the design, construction, support and management of real estate assets throughout their lifecycle. This rich diversity of work offers building surveyors a varied and interesting career.

The property industry is global and wide-ranging. Building Surveying is dynamic and offers opportunities internationally as the profession grows.

Qualifying as an RICS Associate in the Building Surveying pathway, you can be involved with an asset for its whole lifecycle, from concept, design and construction, through to alteration, refurbishment, maintenance, demolition and replacement. You may work on land, property and construction matters for clients or within organisations: for example, commercial companies, consultants, central and local government, housing associations, charities and private individuals.

RICS Associates work within areas such as the preparation of drawings, applications and carrying out surveys. These cover the same areas as Chartered Building Surveyors and Associates can find themselves supporting Chartered Surveyors in more complex activities.

## Building Surveying competencies

You must achieve **six** technical competencies from the list below:

- building pathology
- construction technology and environmental services
- contract administration
- design and specification
- inspection
- legal/regulatory compliance.

You must complete all **eight** mandatory competencies:

- client care
- communication and negotiation
- conduct rules, ethics and professional practice
- conflict avoidance, management and dispute resolution procedures
- data management
- health and safety
- sustainability
- teamworking.

## Technical competencies

| Building pathology                                  |  |
|---|--|
| Description   | <p>Building pathology is core to Building Surveying with the understanding of building defects and the appropriate remedies.</p> <p>It is essential that all candidates have an understanding of defects analysis, and the likely resultant defects from failures in building fabric. This will range from the effects of a defective waterproof covering at simple building pathology, to much more complex defects such as interstitial condensation and the possible effects on building fabric.</p> <p>Candidates will be expected to have an in-depth knowledge of the range of defects found in typical buildings in their locality, as well as an understanding of defects that they may come across more infrequently. In order to be competent in building pathology and defects analysis candidates will need to have detailed construction technology knowledge.</p>  |
| Requirements  | <p>Demonstrate your knowledge and understanding of building defects including collection of information, measurements and tests. Apply your knowledge to undertake surveys, use survey and other information to diagnose cause and mechanisms of failure.</p>  |
| Examples of likely skills, knowledge and experience | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• building defects likely to be encountered in typical building surveying activities</li> <li>• the various methods to collect, store and retrieve information for various differing purposes when carrying out property inspections</li> <li>• the various types of inspection that may be carried out, and the importance of the accurate recording of information during inspection</li> <li>• the differing types of testing and the limitations of the tests, for example, the use of damp meters and borescopes.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• identifying and explaining in detail cause and mechanics of varying types of failure</li> <li>• explaining procedures for carrying out inspections of properties</li> <li>• explaining, using detailed examples, the relationship between observations taken on site and the diagnosis of failure in building fabric</li> <li>• undertaking more specialist inspections, to diagnose and explain building fabric failure</li> <li>• using detailed examples, explaining the relationship between observations taken on site and the diagnosis of failure in building fabric</li> <li>• using information gathered from several sources, including (if necessary) specialist inspections, to diagnose and explain building fabric failure</li> <li>• demonstrating an understanding of the appropriate level of detail required in typical reports, including examples of layout, and the use of sketches/drawings and photographs.</li> </ul> |

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**Building pathology (cont.)**

## Examples of tasks undertaken

- confirmation of instructions to advise on building defects
- receiving the brief
- the inspection of the building
- research and assessment of the defect
- research to support advice on remedial work or further investigation work
- drafting of reports or similar documents
- liaison/negotiation with third parties.

| Construction technology and environmental services  |   |
|---|---|
| Description   | <p>This competency covers the design and construction of buildings and other structures.</p> <p>Candidates should have an awareness of the design and construction processes commonly used in the industry. They should have a detailed knowledge of construction solutions relevant to their projects.</p>   |
| Requirements  | <p>Demonstrate knowledge and understanding of the principles of design and construction relating to your chosen field of practice. Apply your knowledge to the design and construction processes.</p>   |
| Examples of likely skills, knowledge and experience | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>the stages of design from inception to completion</li> <li>impact of current legislation and regulations [both national and international]</li> <li>how the various elements of the building work and interrelate</li> <li>the process of constructing the works</li> <li>operational and maintenance processes post contract</li> <li>how design solutions vary for different types of buildings such as clear span requirements for warehousing</li> <li>alternative construction details in relation to functional elements of the design such as different types of piling or structural frame solutions.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>preparing construction solutions to different types of buildings such as the acoustic requirements for accommodation</li> <li>preparing alternative construction details in relation to functional elements of the design such as different roofing solutions.</li> </ul> |
| Examples of tasks undertaken                        | <ul style="list-style-type: none"> <li>confirmation of instructions for tasks involving construction technology or environmental services</li> <li>receiving the brief</li> <li>research into the existing construction and environmental services</li> <li>research into alternative construction technology and environmental services for a proposed scheme</li> <li>justifying the selection of construction and environmental services</li> <li>supporting advisers in dealing with any conflict between the construction technology, environmental services or client requirements</li> <li>supporting advisers in dealing with incompatible or new materials/construction techniques</li> <li>liaison with third parties.</li> </ul>   |

| Contract administration                             |   |
|---|---|
| Description   | <p>This competency covers the role of a surveyor administering a construction contract.</p> <p>Candidates should be aware of the roles and responsibilities of the administrator under the main forms of contract used in the industry. They should have a detailed understanding of the contractual provisions relating to the forms of contract that they have administered.</p>  |
| Requirements  | <p>Demonstrate knowledge and understanding of the contractual, legislative, and statutory terminology/requirements of a construction contract.</p> <p>Implement administrative procedures necessary for the smooth running of a construction contract.</p>  |
| Examples of likely skills, knowledge and experience | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>the various standard forms of contract and sub-contract used in the industry</li> <li>basic contractual mechanisms and procedures applied at various stages of the contract</li> <li>the roles and responsibilities of the administrator.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>issuing instructions</li> <li>dealing with payment provisions</li> <li>managing variation procedures</li> <li>dealing with completion and possession issues</li> <li>issuing certificates.</li> </ul> |
| Examples of tasks undertaken                        | <ul style="list-style-type: none"> <li>confirmation of instructions for contract administration</li> <li>receiving the brief</li> <li>liaising with the client and potential contractors</li> <li>the appropriate contract selection</li> <li>preparation of contract documents</li> <li>gathering data such as measuring and assessing work</li> <li>supporting advice to the client on payments, claims etc</li> <li>variations to the works</li> <li>consulting with others when necessary</li> <li>liaison/negotiation with third parties.</li> </ul>                                 |

| Design and specification                            |  |
|---|--|
| Description   | <p>This competency covers the skills and abilities of a surveyor involved in the design and specification of construction projects. Building surveyors are usually involved in the refurbishment of property and, in some cases, new build projects. Knowledge and understanding of the work involved in the stages of design and specification, from inception to completion, is an essential building surveying skill.</p>   |
| Requirements  | <p>Demonstrate knowledge and understanding of the design process, and the scope and content of related documentation. Prepare designs and specifications, including at outline and detail levels.</p>  |
| Examples of likely skills, knowledge and experience | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>the various stages of the design process</li> <li>the application of the Construction [Design and Management] Regulations [or local equivalent] in the design process</li> <li>the effect of the planning regime and technical standards on the design process</li> <li>the structural implications of alterations to load bearing components of building fabric</li> <li>the requirements of a client's brief in order to satisfy the client's requirements</li> <li>the general issues surrounding sustainability</li> <li>the concepts of Modern Methods of Construction</li> <li>preliminaries and preambles to contract documentation.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>preparing sketch designs to demonstrate compliance with a client's brief, while satisfying statutory requirements</li> <li>developing initial proposals to a detailed stage and obtaining statutory consents including sections and details</li> <li>completing design risk assessments of the proposed design, to satisfy the requirements of the Construction [Design and Management] Regulations [or local equivalent], including design risk assessments in connection with the future maintenance of the building</li> <li>supporting provision of advice to clients regarding sustainability issues surrounding the proposals for their building.</li> </ul> |
| Examples of tasks undertaken                        | <ul style="list-style-type: none"> <li>confirmation of instructions for design and specification</li> <li>receiving the brief</li> <li>working within the formal design process/gateways</li> <li>material or product selection</li> <li>liaison with the client/other designers/stakeholders in the design process</li> <li>development of the brief including costings</li> <li>production of sketches, drawings, plans or the specification</li> <li>aiding the production of the design statements</li> <li>supporting advisers in producing documents to meet client/statutory design requirements such as disability discrimination</li> <li>liaison on design or specification matters to meet the construction design management regulations</li> <li>variation or alteration of a design or specification</li> <li>liaison with contractors on the design and specification</li> <li>production of maintenance information from the design or specification</li> <li>liaison/negotiation with third parties.</li> </ul>   |

| Inspection  |  |
|---|--|
| Description   | <p>The inspection of property is a core skill of all Building Surveying activities.</p> <p>It is essential that candidates exhibit a knowledge and understanding of the core requirements of property inspection, for example the degree of detail required in connection with differing types of inspection. This requirement is interlinked with other competencies and candidates must demonstrate knowledge of construction technology and pathology, to equip themselves to carry out inspections of property.</p>  |
| Requirements  | <p>Demonstrate knowledge and understanding of the different requirements for inspection, together with the required information and factors affecting the approach to an inspection. Undertake inspections and apply the information gained to prepare reports/schedules and/or registers of equipment, presenting appropriate information gained from the inspection.</p>   |
| Examples of likely skills, knowledge and experience | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>the requirements of the differing types of inspection, e.g. dilapidation, pre-acquisition and fire insurance inspections</li> <li>the methodology for completing a successful property inspection, including review of relevant documentation prior to survey</li> <li>building construction and pathology to enable competent inspection techniques</li> <li>advanced inspection techniques including, for example, concrete inspection and diagnosis techniques, the uses and limitations of boroscopes, the use of thermography in leak detection, etc</li> <li>report writing requirements to satisfy RICS and other parties, for example insurers.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>assisting in the preparation of professional reports</li> <li>assisting in the preparation of schedules of condition and dilapidations</li> <li>reporting findings to clients based on non-disruptive inspection techniques</li> <li>commissioning of advanced inspection techniques for example infrared thermography, fibre optics or concrete testing.</li> </ul> |
| Examples of tasks undertaken                        | <ul style="list-style-type: none"> <li>confirmation of instructions for the inspection</li> <li>receiving the brief</li> <li>arrangement of the inspection</li> <li>desk top study and obtaining information</li> <li>site survey notes and drawings</li> <li>liaison with consultants or contractors for specialist inspections</li> <li>assessment of inspection findings such as deleterious materials</li> <li>preparation of reports and correspondence</li> <li>liaison with clients or liaison/negotiation with third parties on findings and further work.</li> </ul>  |

| Legal/regulatory compliance                         |  |
|---|--|
| Description   | <p>Legal/regulatory compliance covers a range of legal matters related to construction and property.</p> <p>The legal/regulatory compliance issues affecting building surveyors are increasingly complex. It is essential that all building surveyors have an in depth knowledge of the legal/regulatory compliance regime in which professional practice occurs.</p>  |
| Requirements  | <p>Demonstrate knowledge and understanding of any legal/regulatory compliance requirements in relation to your area of practice. Apply your knowledge to comply with legal/regulatory requirements in specific situations within your area of practice.</p>  |
| Examples of likely skills, knowledge and experience | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• statutory control of building works, including building and planning legislation within the country of practice</li> <li>• enforcement controls on unauthorised building works</li> <li>• statutory control of asbestos</li> <li>• the implications of disability discrimination legislation</li> <li>• health and safety as it affects the construction industry, including construction design management</li> <li>• the effects of relevant legislation</li> <li>• the law and practice of dilapidations</li> <li>• the law and practice of building contracts, as used by building surveyors</li> <li>• reinstatement cost assessment</li> <li>• licences to alter premises</li> <li>• party wall legislation</li> <li>• landlord and tenant legislation as it applies to building surveying</li> <li>• civil procedure rules</li> <li>• rights to light.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• carrying out of planning and building control/warrant applications, together with licence applications, for property alterations and other consents</li> <li>• carrying out inspections and preparing reports for schedules of condition and dilapidations, and negotiations with party representatives, in non-complex matters</li> <li>• preparing reinstatement cost assessments</li> <li>• carrying out health and safety obligations during works for clients, including design works</li> <li>• making applications for listed building consent, conservation area consents etc</li> <li>• reviewing and reporting on lease obligations</li> <li>• carrying out party wall inspections and negotiations</li> </ul> |

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**Legal/regulatory compliance (cont.)**

## Examples of tasks undertaken

- undertaking rights to light inspections and negotiations
- confirmation of instructions to advise on regulatory/legal matters
- receiving the brief
- arrangement of the inspection
- site survey notes and drawings
- liaison with consultants or contractors for specialist advice
- research on building and legal matters
- preparation of applications, notices, plans, reports or correspondence
- liaison with regulatory/legal bodies
- liaison with clients on findings and further work
- liaison/negotiation with third parties.

## Mandatory competencies

| Title  | Requirement  |
|--|--|
| Client care  | Demonstrate knowledge and understanding of the principles and practice of client care including: <ul style="list-style-type: none"> <li>• the concept of identifying all clients/colleagues/third parties who are your clients and the behaviours that are appropriate to establish good client relationships</li> <li>• the systems and procedures that are appropriate for managing the process of client care, including complaints</li> <li>• the requirement to collect data, analyse and define the needs of clients.</li> </ul> Demonstrate practical application of the principles and practice of client care in your area of practice.   |
| Communication and negotiation                                    | Demonstrate knowledge and understanding of effective oral, written, graphic and presentation skills including the methods and techniques that are appropriate to specific situations.<br>Demonstrate practical application of these skills in a variety of situations, specifically including where negotiation is involved.   |
| Conduct rules, ethics and professional practice                  | Although this is demonstrated through the RICS ethics module [see Candidate Guide] you should still refer to it [where applicable].<br>Demonstrate knowledge and understanding of the role and significance of RICS and its functions. Also an appreciation of your personal professional role and society's expectations of professional practice and RICS Rules of Conduct and regulations, including the general principles of law and the legal system, as applicable in your country of practice.<br>Demonstrate practical application in your area of practice, being able to justify actions at all times and demonstrate personal commitment to the RICS Rules of Conduct and RICS ethical standards.<br>Demonstrate that you have applied these in the context of advising clients. |
| Conflict avoidance, management and dispute resolution procedures | Demonstrate knowledge and understanding of the techniques for conflict avoidance, conflict management and dispute resolution procedures including for example adjudication and arbitration, appropriate to your pathway.   |
| Data management  | Demonstrate knowledge and understanding of the sources of information and data, and of the systems applicable to your area of practice, including the methodologies and techniques most appropriate to collect, collate and store data.  |
| Health and safety  | Demonstrate knowledge and understanding of the principles and responsibilities imposed by law, codes of practice and other regulations appropriate to your area of practice.<br>Demonstrate practical application of health and safety issues and the requirements for compliance, in your area of practice.   |
| Sustainability   | Demonstrate knowledge and understanding of why and how sustainability seeks to balance economic, environmental and social objectives at global, national and local levels, in the context of land, property and the built environment.   |
| Teamworking  | Demonstrate knowledge and understanding of the principles, behaviour and dynamics of working in a team.  |

## Continuing professional development (CPD)

In your submission document you must record 48 hours of CPD, this must be 12 months prior to your associate assessment. The following are examples of the type of development relevant to this pathway.

| Construction technology and environmental services |   |   |  |
|--|---|---|--|
| Activity type                                      | Purpose   | Description   | Learning outcomes  |
| Organised  | Strengthen my knowledge of construction technology for basements and alternative remedial damp proofing options                 | CPD lecture – outlining the main damp proofing options for basements as well as providing knowledge and understanding of the associated building technology issues in basement design | I learnt that it is important to consider buildings and basement water proofing on an individual basis to suit the site, building and client requirements. I also have a greater understanding of defects and weaknesses in some waterproofing options |
| Health and safety                                  |   |   |  |
| Activity type                                      | Purpose   | Description   | Learning outcomes  |
| Organised  | The course aimed at making delegates familiar with relevant health and safety legislation and industry standards and procedures | Attended CPD training workshop on health and safety   | The course provided a brief understanding of procedures and legal requirements regarding these subjects. It increased my knowledge of the systems and my potential role  |
| Contract administration                            |   |   |  |
| Activity type                                      | Purpose   | Description   | Learning outcomes  |
| Work-based   | To develop my knowledge of the use of various forms of standard contract  | Attended in-house training workshop on contractual awareness  | I developed an awareness of various forms of standard contract, and potential contract scenarios, including the implications and obligations that apply to the parties to the contract   |



## Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to the markets we serve.

We accredit 125,000 professionals and any individual or firm registered with RICS is subject to our quality assurance. Their expertise covers property, asset valuation and real estate management; the costing and leadership of construction projects; the development of infrastructure; and the management of natural resources, such as mining, farms and woodland. From environmental assessments and building controls to negotiating land rights in an emerging economy; if our professionals are involved the same standards and ethics apply.

We believe that standards underpin effective markets. With up to seventy per cent of the world's wealth bound up in land and real estate, our sector is vital to economic development, helping to support stable, sustainable investment and growth around the globe.

With offices covering the major political and financial centres of the world, our market presence means we are ideally placed to influence policy and embed professional standards. We work at a cross-governmental level, delivering international standards that will support a safe and vibrant marketplace in land, real estate, construction and infrastructure, for the benefit of all.

We are proud of our reputation and we guard it fiercely, so clients who work with an RICS professional can have confidence in the quality and ethics of the services they receive.

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