

COMMON CORE COMPETENCIES

PROFESSIONAL HOME/PROPERTY INSPECTORS AND PROFESSIONAL BUILDING OFFICIALS



HOME TO CANADIANS
Canada



CAHPI

CANADIAN ASSOCIATION OF HOME AND PROPERTY INSPECTORS

May 1, 2001

This document focuses only on the common knowledge and abilities of both sectors pertaining to an existing single family dwelling and does not include code compliance activities.

This document has been developed by industry professionals and describes the skills, knowledge and abilities common to the occupations of Professional Home/Property Inspectors and Professional Building Officials.

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Copies can also be obtained from provincial/regional associations. These addresses can be found in Appendix A.

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The home inspection and municipal building official sectors gratefully appreciate the time and interest the members have taken from their busy schedules to provide a vision for the future. Without their co-operation, the National Occupational Standards could not have been completed. Further information regarding these members can be found at the end of the text. The CHIBO members want to extend a special thanks to Mr. Michael Ludolph, Chair who managed to bring both sectors together and focus on common objectives. The group also wants to acknowledge Mr. John Kiedrowski, Project Manager, for his constant and professional support.

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CANADIAN HOME INSPECTORS AND BUILDING OFFICIALS STEERING COMMITTEE FOR NATIONAL STANDARDS

The Canadian Home Inspectors and Building Officials Steering Committee for National Standards was formed to conduct occupational analyses and establish National Occupational Standards for Professional Home/Property Inspectors and Professional Building Officials. The steering committee is comprised of representatives from the Canadian Association of Home and Property Inspectors (CAHPI) and the Alliance of Canadian Building Officials' Associations (ACBOA). These individuals represent all regions and segments of the industry.

The objectives of the project on National Occupational Standards for the private home and property inspection and municipal building code inspectors sectors are as follows:

Primary objectives:

- 1 Develop National Occupational Analyses that will provide competencies and tasks specific to each sector as well as common core competencies common to both.
- 2 Validate and endorse National Occupational Standards.
- 3 Publish National Occupational Standards and common core competencies.
- 4 Market and promote National Occupational Standards and common core Competencies.

Secondary objectives:

- 1 Establish a partnership between the home/property inspection and building official sectors.
- 2 Merge common competencies that are similar in both sectors.
- 3 Bring a better understanding of the roles and responsibilities of the sectors to each other and to consumers.
- 4 Establish partnerships with stakeholders and others consulted in the process.
- 5 Enhance education and training mechanisms across Canada for both sectors.
- 6 Enhance the recognition and value of the professional within the industry.

The national occupational standards will be used to consider the following activities:

- Develop training programs to meet the needs of the Professional Home/Property Inspectors and the Professional Building Officials that are specific to each sector, at the same time taking into account the uniqueness of each group.
- Develop training programs that recognize existing training that Professional Home/Property Inspectors and Professional Building Officials have received to date.
- Establish certification programs that include evaluation instruments, examinations, feedback, and if certification is not issued, appropriate guidelines to help the individual obtain certification.
- Establish an accreditation program for institutions delivering educational programs.
- Revise existing training programs and develop new ones based on the occupational standards.
- Develop curricula that may include prior learning assessment and recognition.
- Develop policies for worker mobility.
- Promote and market occupational standards, especially to consumers and related stakeholders.
- Develop access on a national basis to education training programs via the internet.
- Develop a national standard of practice and Code of Ethics.
- Develop formal nationally recognized designations for qualified/certified Professional Home/Property Inspectors and Professional Building Officials.
- Consult with stakeholders and provincial organizations to maintain communication and joint ownership.

GUIDE TO THE DOCUMENT

INTRODUCTION TO COMMON CORE COMPETENCIES

The title “Professional Home/Property Inspector” refers to a professional who uses his or her training, experience and professionalism to report in an objective manner on the operation, condition, necessary repairs, and safety of existing properties and dwellings through visual and non-intrusive means and through operating normal user controls.

The title “Professional Building Official” refers to a professional who uses his or her training and experience to administer federal, provincial, municipal laws, Acts, and Regulations related to all types of buildings and structures. A PBO is empowered to assess, consult and report on the design, occupancy and construction of structures and buildings, new or existing, in accordance with the applicable laws. This role includes, but is not limited to, the review and inspection of renovations, alterations, additions, changes in use, tenant or interior improvements, demolition, construction, and maintenance of properties for compliance with applicable law.

This document reflects the common competencies identified between the Professional Home/Property Inspector and the Professional Building Official. It is not an occupational analysis, nor does it form a part of the analyses developed separately for the two occupations. The prime purpose of this document is to identify common basic competencies for training purposes only.

It is acknowledged that there is a wide divergence of duties and responsibilities, as well as regional differences between the practice of both occupations. **This document focuses only on the common knowledge and abilities of both sectors pertaining to an existing single family dwelling and does not include code compliance activities.**

DEVELOPMENT OF THE COMMON CORE

This common core document was developed and validated by industry professionals with extensive knowledge and experience either in Municipal Building Code Inspections or Home/Property Inspection.

Funds for this project came from the Alliance of Canadian Building Officials' Association (ACOBA), the Canadian Association of Home and Property Inspectors (CAHPI), Human Resources Development Canada (HRDC) under the Sectoral Partnership Initiatives program (SPI) and Canada Mortgage and Housing Corporation (CMHC).

STRUCTURE OF THE DOCUMENT

To facilitate the understanding of the nature of the common core, the document is divided into the following divisions:

BLOCK is the largest division within the document, and reflects a distinct operation relevant to the occupation.

Rationale defines the parameters of the block

COMPETENCY is a distinct, observable, measurable, activity, that, combined with others, makes up the logical and necessary steps the practitioner is required to perform to complete a specific assignment within a block.

SUB-COMPETENCY is the smallest division into which it is practical to subdivide any work activity, and, combined with others, fully describes all duties constituting a competency.

Supporting Knowledge and Abilities

The elements of skill and knowledge an individual must acquire to adequately perform the sub-competency.

ANALYSIS

BLOCK A

COMMUNICATIONS

Rationale:

The Professional Home/Property Inspector and the Professional Building Official both require a basic understanding and appreciation of the need for effective communications. While the two professions may communicate with different audiences using different media, both are required to communicate verbally and in writing accurately, succinctly and tactfully. Both professions also have to be able to deal with conflict and bring closure to a variety of issues.

Competency 1

Communicates with individuals.

Sub-Competency

1.01 Communicates verbally.

Supporting Knowledge & Abilities

- 1.01.01 knowledge of technical terms
- 1.01.02 knowledge of lay terms
- 1.01.03 knowledge of listener's level of comprehension
- 1.01.04 ability to convey technical information at the appropriate level
- 1.01.05 ability to confirm listener's comprehension

Sub-Competency

1.02 Prepares technical reports.

Supporting Knowledge & Abilities

- 1.02.01 knowledge of technical report format
- 1.02.02 knowledge of recipient of report
- 1.02.03 knowledge of appropriate terminology and phraseology
- 1.02.04 knowledge of office protocol
- 1.02.05 ability to produce technical reports succinctly and with accuracy

Sub-Competency

1.03 Prepares business correspondence.

Supporting Knowledge & Abilities

- 1.03.01 knowledge of business correspondence format
- 1.03.02 knowledge of office protocol
- 1.03.03 knowledge of appropriate method of transmission
- 1.03.04 ability to prioritize responses
- 1.03.05 ability to produce business letters, memos and forms with accuracy and clarity

Sub-Competency

1.04 Communicates electronically.

Supporting Knowledge & Abilities

- 1.04.01 knowledge of electronic communication devices, such as pagers, telephones, computers and fax
- 1.04.02 knowledge of appropriate use of electronic communication devices
- 1.04.03 knowledge of compatibility of electronic devices
- 1.04.04 ability to communicate electronically using appropriate protocol

Competency 2

Solves problems.

Sub-Competency

2.01 Identifies problem.

Supporting Knowledge & Abilities

- 2.01.01 knowledge of source of problem
- 2.01.02 knowledge of source of information
- 2.01.03 knowledge of legal implications related to complaint
- 2.01.04 knowledge of information-gathering techniques
- 2.01.05 knowledge of personality types and agenda of parties involved
- 2.01.06 ability to focus on root cause of problem

Sub-Competency

2.02 Identifies resolution process.

Supporting Knowledge & Abilities

- 2.02.01 knowledge of resolution techniques
- 2.02.02 knowledge of resolution process
- 2.02.03 knowledge of available resolution options
- 2.02.04 knowledge of appropriate method of communicating
- 2.02.05 knowledge of options available for resolution
- 2.02.06 knowledge of negotiating techniques
- 2.02.07 knowledge of legal ramifications related to resolution
- 2.02.08 ability to negotiate solutions acceptable to all parties

Sub-Competency

2.03 Follows up and documents resolution.

Supporting Knowledge & Abilities

- 2.03.01 knowledge of whether follow-up is required
- 2.03.02 knowledge of nature of follow-up required
- 2.03.03 knowledge of appropriate method of documentation
- 2.03.04 knowledge of types of resolution
- 2.03.05 knowledge of appropriate archiving procedures
- 2.03.06 ability to ensure all parties are comfortable with solution

BLOCK B

STRUCTURES

Rationale:

The Professional Home/Property Inspector and the Professional Building Official both require a basic understanding of construction methods and related systems. While the two professions may examine the building at different times during its life cycle, both professions need to understand construction methods, related building systems and components applicable to an existing single family dwelling.

Competency 3 Reviews design principles.

Sub-Competency

**3.01 Identifies methods of
 construction practices.**

Supporting Knowledge & Abilities

- 3.01.01 knowledge of wood framing techniques such as post and beam, balloon and platform
- 3.01.02 knowledge of steel framing techniques such as post and beam and platform
- 3.01.03 knowledge of concrete forming and masonry methods such as block, tilt-up and cast in place
- 3.01.04 knowledge of hybrid construction techniques
- 3.01.05 ability to identify the various methods of construction used

Sub-Competency

3.02 Identifies methods of load distribution.

Supporting Knowledge & Abilities

- 3.02.01 knowledge of various loads, such as live, dead and wind
- 3.02.02 knowledge of different load distribution patterns according to construction methods
- 3.02.03 ability to identify load distribution methods

Sub-Competency

3.03 Identifies methods of air/moisture control.

Supporting Knowledge & Abilities

- 3.03.01 knowledge of the building as a system
- 3.03.02 knowledge of internal sources of moisture such as plants, weather and human activity
- 3.03.03 knowledge of external sources of moisture such as wind and rain
- 3.03.04 knowledge of pressure differentials
- 3.03.05 knowledge of technology available for the control of air and moisture
- 3.03.06 ability to identify the various methods of air/moisture control used

Competency 4

Examines building materials.

Sub-Competency

4.01 Identifies types of building materials.

Supporting Knowledge & Abilities

- 4.01.01 knowledge of types of building materials such as vinyl, wood and steel
- 4.01.02 knowledge of composite materials
- 4.01.03 knowledge of pre-engineered products such as “Parallam”, trusses and “TJI”
- 4.01.04 ability to identify various types of building material

Sub-Competency

4.02 Identifies application of materials.

Supporting Knowledge & Abilities

- 4.02.01 knowledge of appropriate use of materials such as plywood, composite board and gypsum board
- 4.02.02 knowledge of appropriate installation methods
- 4.02.03 knowledge of appropriate location of materials
- 4.02.04 knowledge of interchangeability of types and strengths of materials
- 4.02.05 ability to identify applications of a variety of materials

Sub-Competency

4.03 Identifies types of manufactured components.

Supporting Knowledge & Abilities

- 4.03.01 knowledge of available manufactured components
- 4.03.02 knowledge of window types
- 4.03.03 knowledge of door types
- 4.03.04 knowledge of appropriate application of manufactured components
- 4.03.05 ability to identify various types of manufactured components

Competency 5

Examines building systems.

Sub-Competency

5.01 Identifies types of roof systems.

Supporting Knowledge & Abilities

- 5.01.01 knowledge of terminology applied to different roof shapes
- 5.01.02 knowledge of roof construction methods such as trusses and rafters
- 5.01.03 knowledge of roof ventilation
- 5.01.04 knowledge of steps required to complete roof from framing to completion
- 5.01.05 knowledge of appropriate materials including flashings required for each step
- 5.01.06 ability to identify various types of roof systems

Sub-Competency

5.02 Identifies types of wall systems.

Supporting Knowledge & Abilities

- 5.02.01 knowledge of load bearing and non-load bearing walls
- 5.02.02 knowledge of wall components and terminology
- 5.02.03 knowledge of thermal and sound control
- 5.02.04 knowledge of moisture and air flow control
- 5.02.05 ability to identify various types of wall systems

Sub-Competency

5.03 Identifies types of floor systems.

Supporting Knowledge & Abilities

- 5.03.01 knowledge of terminology of floor systems
- 5.03.02 knowledge of materials used for floor systems
- 5.03.03 knowledge of joist spans
- 5.03.04 knowledge of vibration and deflection criteria
- 5.03.05 knowledge of materials used for sub flooring
- 5.03.06 knowledge of floor finishing products
- 5.03.07 ability to identify various types of floor systems

Sub-Competency

5.04 Identifies types of foundation systems.

Supporting Knowledge & Abilities

- 5.04.01 knowledge of various types of foundation construction methods
- 5.04.02 knowledge of terminology of footings and foundation components
- 5.04.03 knowledge of purpose of foundation systems
- 5.04.04 knowledge of moisture control systems for foundation systems such as waterproofing, dampproofing, drainage and moisture and frost control
- 5.04.05 ability to identify various types of foundation systems

BLOCK C

PLUMBING

Rationale:

The Professional Home/Property Inspector and the Professional Building Official both require a basic understanding of plumbing systems. This knowledge would include materials, components, installation techniques and plumbing principles associated with supply, distribution and waste water systems applicable to an existing single family dwelling.

Competency 6 Examines supply systems.

Sub-Competency

6.01 Identifies supply sources.

Supporting Knowledge & Abilities

- 6.01.01 knowledge of public and private water systems
- 6.01.02 knowledge of what constitutes hazardous conditions in both public and private water systems
- 6.01.03 ability to identify various supply sources

Sub-Competency

6.02 Identifies supply systems.

Supporting Knowledge & Abilities

- 6.02.01 knowledge of piping materials
- 6.02.02 knowledge of wells, pumps, controls and storage tanks
- 6.02.03 ability to identify various supply systems

Sub-Competency

6.03 Identifies supply control systems.

Supporting Knowledge & Abilities

- 6.03.01 knowledge of municipal water meters and main shut-off valves
- 6.03.02 knowledge of electrical requirements for private pumping systems
- 6.03.03 knowledge of back-flow prevention devices
- 6.03.04 ability to identify various supply control systems

Competency 7 Examines distribution systems.

Sub-Competency

7.01 Identifies plumbing materials.

Supporting Knowledge & Abilities

- 7.01.01 knowledge of types of distribution piping such as copper and plastic
- 7.01.02 knowledge of installation techniques
- 7.01.03 ability to identify various plumbing materials

Sub-Competency

7.02 Identifies types and functions of fixtures.

Supporting Knowledge & Abilities

- 7.02.01 knowledge of types of fixtures such as faucets, sinks, water closets
- 7.02.02 knowledge of fixture installation techniques
- 7.02.03 knowledge of the operation and functions of fixtures
- 7.02.04 knowledge of types of water heaters
- 7.02.05 ability to identify various types of fixtures
- 7.02.06 ability to operate fixtures

Sub-Competency

7.03 Tests functions and distribution systems.

Supporting Knowledge & Abilities

- 7.03.01 knowledge of standard test procedures
- 7.03.02 knowledge of acceptable flow rates and pressures
- 7.03.03 ability to confirm sufficient functional water supply for each fixture type
- 7.03.04 ability to recognize improper operation
- 7.03.05 ability to identify unsafe conditions

Competency 8

Examines drainage waste and vent systems.

Sub-Competency

8.01 Identifies materials and components.

Supporting Knowledge & Abilities

- 8.01.01 knowledge of types of materials
- 8.01.02 knowledge of installation techniques
- 8.01.03 knowledge of drain and vent piping
- 8.01.04 ability to identify various materials and components

Sub-Competency

8.02 Identifies types of drainage systems.

Supporting Knowledge & Abilities

- 8.02.01 knowledge of the principles of drain, waste and vent systems
- 8.02.02 knowledge of sewage ejection systems
- 8.02.03 knowledge of storm drainage systems and sump pumps
- 8.02.04 ability to identify various types of drainage systems

Sub-Competency

8.03 Identifies disposal systems.

Supporting Knowledge & Abilities

- 8.03.01 knowledge of public and private waste disposal systems
- 8.03.02 knowledge of private waste system components
- 8.03.03 knowledge of the principles of waste treatment and disposal
- 8.03.04 ability to identify various types of waste disposal systems

BLOCK D

ELECTRICAL

Rationale:

The Professional Home/Property Inspector and the Professional Building Official both require a basic understanding of electrical systems. This knowledge would include materials, components, installation techniques and electrical principles associated with supply, service and distribution systems in an existing single family dwelling.

Competency 9 Examines service installations.

Sub-Competency

9.01 Identifies supply sources.

Supporting Knowledge & Abilities

- 9.01.01 knowledge of types of supplies such as three phase, multi phase and high voltage
- 9.01.02 knowledge of supply specifications and standards
- 9.01.03 knowledge of electrical theory
- 9.01.04 ability to identify various types of supply systems

Sub-Competency

9.02 Identifies service size.

Supporting Knowledge & Abilities

- 9.02.01 knowledge of service cable systems
- 9.02.02 knowledge of conduit size/capacity
- 9.02.03 knowledge of proper mast configuration/assembly
- 9.02.04 knowledge of main breaker capacity
- 9.02.05 ability to identify service size
- 9.02.06 ability to identify breaker capacity

Sub-Competency

9.03 Identifies service components.

Supporting Knowledge & Abilities

- 9.03.01 knowledge of component configurations and assemblies such as cables, masts and meters
- 9.03.02 ability to recognize defects in service components, such as cable damage and inadequate protection
- 9.03.03 ability to identify various service components

Competency 10

Examines distribution systems.

Sub-Competency

10.01 Identifies panel types.

Supporting Knowledge & Abilities

- 10.01.01 knowledge of types of electrical panels and components such as fuses and breakers
- 10.01.02 knowledge of electrical panel defects such as open panel slots
- 10.01.03 knowledge of basic electrical installation concepts
- 10.01.04 ability to identify various panel types

Sub-Competency

10.02 Identifies electrical materials and components.

Supporting Knowledge & Abilities

- 10.02.01 knowledge of materials and components such as circuit breakers, wire types and grounding sources
- 10.02.02 ability to recognize basic defects in materials and installation such as incompatibilities and unsafe conditions

Sub-Competency

10.03 Identifies outlets and fixtures.

Supporting Knowledge & Abilities

- 10.03.01 knowledge of types of switches
- 10.03.02 knowledge of proper location of switches
- 10.03.03 knowledge of types of receptacles
- 10.03.04 knowledge of the purposes and location of ground fault circuit interrupters (GFCI)
- 10.03.05 knowledge of purpose and location of fixtures such as pot lights and fluorescent lights
- 10.03.06 knowledge of purpose and location of smoke detectors
- 10.03.07 knowledge of purpose and location of CO detectors
- 10.03.08 ability to identify various outlets and fixtures

Sub-Competency

10.04 Tests function of outlets and fixtures.

Supporting Knowledge & Abilities

- 10.04.01 knowledge of operation of outlets and fixtures
- 10.04.02 ability to functionally test receptacles
- 10.04.03 ability to functionally test GFCI
- 10.04.04 ability to functionally test fixtures

BLOCK E

HEATING, VENTILATION AND AIR CONDITIONING

Rationale:

The Professional Home/Property Inspector and the Professional Building Official both require a basic understanding of heating, ventilation and air conditioning systems. This knowledge will focus on safe installation and functional operation of the heating, ventilation and air conditioning systems in the existing single family dwelling, including the user controls and equipment components.

Competency 11 **Examines heating systems.**

Sub-Competency

11.01 **Identifies fuel storage and supply systems.**

Supporting Knowledge & Abilities

- 11.01.01 knowledge of fuel types such as oil, propane, natural gas and electricity
- 11.01.02 knowledge of types of fuel tanks and containers
- 11.01.03 knowledge of fuel supply systems
- 11.01.04 knowledge of acceptable fuel supply materials
- 11.01.05 ability to detect evidence of leaks in system
- 11.01.06 ability to identify unsafe conditions

Sub-Competency

11.02 **Identifies heating systems.**

Supporting Knowledge & Abilities

- 11.02.01 knowledge of primary and supplemental heating systems such as forced air, hydronic, heat pump, convection, conduction and combined systems, fireplaces, wood stoves and space heaters
- 11.02.02 ability to identify various heating systems

Sub-Competency

11.03 Identifies material and components.

Supporting Knowledge & Abilities

- 11.03.01 knowledge of heat distribution components such as forced air ductwork, piping and radiant heating components
- 11.03.02 knowledge of heat supply components such as grilles and radiators
- 11.03.03 knowledge of heat control systems such as thermostats
- 11.03.04 knowledge of types of chimneys, flues and vents
- 11.03.05 ability to identify correct installation of heating components

Sub-Competency

11.04 Observes heating system operation.

Supporting Knowledge & Abilities

- 11.04.01 knowledge of proper operation of heating systems
- 11.04.02 knowledge of heating system controls such as thermostats and safety devices
- 11.04.03 ability to activate heating system
- 11.04.04 ability to recognize improper operation
- 11.04.05 ability to identify unsafe conditions

Competency 12

Examines permanent cooling systems.

Sub-Competency

12.01 Identifies fuel/energy sources.

Supporting Knowledge & Abilities

- 12.01.01 knowledge of energy sources
- 12.01.02 knowledge of energy supply systems
- 12.01.03 Ability to identify various fuel/energy sources

Sub-Competency

12.02 Identifies types of cooling systems.

Supporting Knowledge & Abilities

- 12.02.01 knowledge of types of cooling systems such as central, isolated and ground source
- 12.02.02 knowledge of principles of cooling systems
- 12.02.03 Ability to identify various types of cooling systems

Sub-Competency

12.03 Identifies materials and components.

Supporting Knowledge & Abilities

- 12.03.01 knowledge of cooling distribution components such as ductwork and piping
- 12.03.02 knowledge of exterior cooling equipment such as condensing units
- 12.03.03 knowledge of interior cooling equipment such as coil and condensate lines
- 12.03.04 knowledge of cooling supply components such as grilles, ducts and fans
- 12.03.05 knowledge of cooling control systems such as thermostats and main shut-off

12.03.06 ability to identify correct installation of cooling components

12.03.07 ability to identify unsafe conditions

Sub-Competency

12.04 Observes cooling system operation.

Supporting Knowledge & Abilities

12.04.01 knowledge of proper operation of cooling systems

12.04.02 knowledge of cooling system controls such as thermostats and safety devices

12.04.03 ability to activate cooling system

12.04.04 ability to recognize improper operation

Competency 13

Examines ventilation systems.

Sub-Competency

13.01 Identifies types of ventilation systems.

Supporting Knowledge & Abilities

13.01.01 knowledge of types of ventilation systems such as central ventilation, heat recovery ventilator and fan coil

13.01.02 knowledge of principles of ventilation requirements and systems

13.01.03 ability to identify various types of ventilation systems

Sub-Competency

13.02 Identifies materials and components.

Supporting Knowledge & Abilities

- 13.02.01 knowledge of ventilation materials such as ductwork and insulation
- 13.02.02 knowledge of ventilation components such as heat recovery units, exhaust fans and controls
- 13.02.03 ability to identify various ventilation system materials and components

Sub-Competency

13.03 Observes operation of ventilation systems.

Supporting Knowledge & Abilities

- 13.03.01 knowledge of proper operation of ventilation system
- 13.03.02 knowledge of ventilation system operating controls
- 13.03.03 ability to operate ventilation systems
- 13.03.04 ability to recognize improper operation

BLOCK F

LAW AND BUSINESS ADMINISTRATION

Rationale:

The Professional Home/Property Inspector and Professional Building Official both require a basic understanding of law and business administration principles as this is a major component of their duties and responsibilities. This knowledge will focus on responsible business practices that will enable the individual to appreciate their role and responsibilities in the workplace.

Competency 14 Manages printed resources.

Sub-Competency

14.01 Obtains printed resources.

Supporting Knowledge & Abilities

- 14.01.01 knowledge of sources of information such as Internet, libraries, government agencies and equipment suppliers
- 14.01.02 knowledge of technical resources and reference material such as standards, handbooks, government publications and manufacturers' manuals
- 14.01.03 knowledge of costs and availability of resources
- 14.01.04 ability to prioritize resource acquisition

Sub-Competency

14.02 Maintains resource library.

Supporting Knowledge & Abilities

- 14.02.01 knowledge of resource filing systems
- 14.02.02 knowledge of frequency of use of resources
- 14.02.03 knowledge of freedom of information legislation and copyright
- 14.02.04 knowledge of media storage technology such as file cabinets, computer disks, microfilm, and video tape

14.02.05 ability to keep documents and resources current

14.02.06 ability to retrieve resource material

Competency 15 **Manages office.**

Sub-Competency

15.01 **Manages time.**

Supporting Knowledge & Abilities

15.01.01 knowledge of workloads which includes total units of work and time available

15.01.02 knowledge of time management techniques

15.01.03 ability to estimate time required to complete tasks

15.01.04 ability to schedule time

15.01.05 ability to determine and act on priorities

Sub-task

15.02 **Maintains filing system.**

Supporting Knowledge & Abilities

15.02.01 knowledge of filing systems such as file cabinets and electronic data storage

15.02.02 knowledge of records management principles

15.02.03 knowledge of freedom of information legislation

15.02.04 knowledge of confidentiality of information

15.02.05 knowledge of legal requirements of information storage, such as length of time and completeness

15.02.06 ability to store and retrieve data

Sub-task

15.03 Applies basic accounting principles.

Supporting Knowledge & Abilities

- 15.03.01 knowledge of budgets and budgeting processes
- 15.03.02 knowledge of financial policies and procedures such as expense claims
- 15.03.03 ability to record financial information

Sub-task

15.04 Applies office policy and procedures.

Supporting Knowledge & Abilities

- 15.04.01 knowledge of office policies and procedures
- 15.04.02 knowledge of rationale behind policies and procedures
- 15.04.03 ability to follow policies and procedures

Competency 16

Examines legal responsibility.

Sub-task

16.01 Recognizes “duty of care” situations.

Supporting Knowledge & Abilities

- 16.01.01 knowledge of principles of “duty of care”
- 16.01.02 knowledge of legal implications of adhering to “duty of care”
- 16.01.03 ability to differentiate between “duty of care” and “standard of care (practice)”
- 16.01.04 ability to adhere to “duty of care”
- 16.01.05 ability to apply “standard of care”
- 16.01.06 ability to document “duty of care” situations

Sub-task

16.02 Recognizes roles and responsibilities.

Supporting Knowledge & Abilities

- 16.02.01 knowledge of basic principles of roles and responsibilities under the law
- 16.02.02 knowledge of legal implications of actions
- 16.02.03 knowledge of individual rights and responsibilities
- 16.02.04 knowledge of applicable legislation
- 16.02.05 ability to act within legal guidelines
- 16.02.06 ability to establish lawful authority

APPENDICES

APPENDIX A
Provincial/Regional Associations for Building Officials and Home/Property
Inspectors

Building Officials	Home/Property Inspectors
Building Officials' Association of British Columbia Suite 20, 10551 Shellbridge Way, Richmond, BC V6X 2W9	Canadian Association of Home & Property Inspectors (British Columbia) Box 22010 Capri Centre PO Kelowna, BC V1Y 9N9
Alberta Building Officials' Association 16 th Floor Commerce Place 10155-102 St. Edmonton, AB T5J 4L4	Canadian Association of Home & Property Inspectors (Alberta) P.O. Box 85276 Alberta Part Postal Station Carlrgary, AB T2A 7R7
Saskatchewan Building Officials' Assoc. Inc. P.O. Box 1671 Prince Albert SK S6V 5T2	Canadian Association of Home & Property Inspectors (Saskatchewan) P.O. Box 20045 Cornwall Centre 2102 11 th Avenue Regina, SK S4P 3Y6
Manitoba Building Officials' Association c/o C. M. (Chuck) Surgeoner The City of Winnipeg Planning, Property & Development Department Unit # 31 - 30 Fort St. Winnipeg MB R3C 4X7	Canadian Association of Home & Property Inspectors (Manitoba) P.O. Box 91 287 Tache Ave Winnipeg, MB R2H 3B8
Ontario Building Officials' Association 6770 Davand Drive, Unit 46 Mississauga, ON L5T 2G3	Provincial Association of Certified Home Inspectors 883-2343 Brimley Rd Toronto, ON M1S 3L6 Ontario Association of Home Inspectors Box 38108, Castlewood RPO Toronto, ON M5N 3A8
New Brunswick Building Officials' Association P.O. Box 3193 Station "B" Fredericton, N.B. E3A 5G9	Canadian Association of Home & Property Inspectors (AIBQ) 96 Donegani Avenue, Suite 202 Pointe Claire, QC H9R 2V4
Nova Scotia Building Officials' Association PO Box 50017 Dartmouth NS B2Y 4S2	Canadian Association of Home & Property Inspectors (Atlantic) 331 Elmwood Drive, Suite 4-139 Moncton, NB E1A 1X6

APPENDIX B
CANADIAN HOME INSPECTORS & BUILDING OFFICIALS: STEERING
COMMITTEE FOR NATIONAL OCCUPATIONAL STANDARDS

SECTOR	NAME/ADDRESS	EMAIL	TELEPHONE/ FAX
PBO	Rick Bortolussi, Building Officials' Association of BC Suite 20 10551 Shellbridge Way Richmond, B.C. V6X 2W9	rbortolussi@city.richmond.bc.ca	(604) 270-9516 Fax: 660-2271
PPBO	Alex Campbell Office of the Fire Commissioner 1601 Van Horne Ave East Brandon, MB R7A 7K2	acampbell@labour.gov.mb.ca	(204)726-6367 Fax: 726-6847
PHI	Rick Clark Clark Inspection Agency Inc. 124 Mapleburn Drive SE Calgary, AB T2J 1Y6	clarkrt@home.com	(403) 271-1200 Fax: 278-6504
PHI	Bill Clayton Thorough Fair Building Consultants Ltd 14007 23A Avenue Surrey, BC V4A 9Y3	bcclayton@pro.net	(604) 536-8836 Fax: 531-3790
PHI	Brian Crewe Les Entreprises 2741, boul. Perrot Notre-Dame de L'île Perrot, QC J7V 8P4	bransen@johnabbott.qc.ca	(514) 453-3429 Fax: 453-1389
PBO	John DeVries Town of Richmond Hill P.O. Box 300 225 East Beaver Creek Rd. Richmond Hill BC L4C 4Y5	jdvt@town.richmond-hill.on.ca	(905) 771-2548 Fax: 771-5445
HRDC	John Keating, HRDC 140 Promenade du Portage Phase IV, 5 th Floor Ottawa-Hull K1A 0J9	john.keating@hrdc-drhc.gc.ca	(819) 953-7476 Fax: 994-0202
Project Manager	John Kiedrowski 74 Iona St. Ottawa, ON K1Y 3L8	john.kiedrowski@sympatico.ca	(613) 724-3857 Fax: 724-3891
PHI	Claude Lawrenson Ontario Home Inspections Inc. 396 Old Tecumseh Rd Windsor-Tecumseh, ON N8N 3S8	clawrenson@ohi.on.ca	(519) 979-8110 Fax: 979-7097

SECTOR	NAME/ADDRESS	EMAIL	TELEPHONE/ FAX
PBO	Jack Leedham, Nova Scotia Building Officials Association P.O. Box 50017 Dartmouth, NS B2Y 4S2	nsboa@ns.sympatico.ca	(902) 464-1522 Fax: 464-7838
Chair	Michael Ludolph, George Brown College P.O. Box 1015, Station B Toronto, ON M5T 2T9	mludolph@gbrownc.on.ca	(416) 415-4388 Fax: 415-4515
PBO	Paul Mousseau #705-10808-99 Avenue Edmonton, AB T5K 0G3	Paul.Mousseau@gov.ab.ca	(780) 415-0507 Fax: 422-7205
PHI	Ron Nokes Supreme Home Inspections Inc. 362 Erin Trail Newmarket, ON L3Y 6K1	rnokes@home.com	(905) 853-1767 Fax: 868-9640
HI	Ron Payne Sentinel Inspections 2298 Chapman Way North Vancouver, BC V7H 1W1	ronpayne@telus.net	(604) 929-4444 Fax: 924-4836
PHI	Len Semko Saskatchewan Building Officials' Association Inc 431 Frobisher Place Saskatoon, SK S7K 4Y9	lsemko@home.com	(306)975-3235 Fax: 975-7712
CMHC	Darrel Smith CMHC National Office 700 Montreal Rd. Ottawa, ON K1A 0P7	dsmith@cmhc-schl.gc.ca	(613) 748-2348 Fax: 748-2402
PHI	Trevor Welby-Solomon Pillar to Post Home Inspections Inc 5805 Whittle Road Suite 211 Mississauga, ON L4Z 2J1	techsupport@pillartopost.com	(416) 543-8608 Fax: (905) 568-8137
PBO	Bob Wilson City of Fredericton 397 Queen St P.O. Box 130 Fredericton, NB E3B 4Y7	wilsonb@city.fredericton.nb.ca	(508)460-2083 Fax: 460-2126

APPENDIX C
TASK PROFILE CHART

PROFESSIONAL HOME/PROPERTY INSPECTOR and PROFESSIONAL MUNICIPAL BUILDING OFFICIAL COMMON CORE (2001)

BLOCKS	A COMMUNICATIONS		B STRUCTURES			C PLUMBING																										
COMPETENCIES	1 Communicates with individuals	2 Solves problems.	3 Reviews design principles.	4 Examines building materials.	5 Examines building systems.	6 Examines supply systems.	7 Examines distribution systems.	8 Examines drainage waste and vent systems.																								
SUB-COMPETENCIES	<table border="1"> <tr> <td align="center">1.01 Communicates verbally.</td> <td align="center">2.01 Identifies problem.</td> </tr> <tr> <td align="center">1.02 Prepares technical reports.</td> <td align="center">2.02 Identifies resolution process.</td> </tr> <tr> <td align="center">1.03 Prepares business correspondence.</td> <td align="center">2.03 Follows up and documents resolution.</td> </tr> <tr> <td align="center">1.04 Communicates electronically.</td> <td></td> </tr> </table>	1.01 Communicates verbally.	2.01 Identifies problem.	1.02 Prepares technical reports.	2.02 Identifies resolution process.	1.03 Prepares business correspondence.	2.03 Follows up and documents resolution.	1.04 Communicates electronically.		<table border="1"> <tr> <td align="center">3.01 Identifies methods of construction practices.</td> <td align="center">4.01 Identifies types of building materials.</td> <td align="center">5.01 Identifies types of roof systems.</td> </tr> <tr> <td align="center">3.02 Identifies methods of load distribution.</td> <td align="center">4.02 Identifies application of materials.</td> <td align="center">5.02 Identifies types of wall systems.</td> </tr> <tr> <td align="center">3.03 Identifies methods of air/moisture control.</td> <td align="center">4.03 Identifies types of manufactured components.</td> <td align="center">5.03 Identifies types of floor systems.</td> </tr> <tr> <td></td> <td></td> <td align="center">5.04 Identifies types of foundation systems.</td> </tr> </table>	3.01 Identifies methods of construction practices.	4.01 Identifies types of building materials.	5.01 Identifies types of roof systems.	3.02 Identifies methods of load distribution.	4.02 Identifies application of materials.	5.02 Identifies types of wall systems.	3.03 Identifies methods of air/moisture control.	4.03 Identifies types of manufactured components.	5.03 Identifies types of floor systems.			5.04 Identifies types of foundation systems.	<table border="1"> <tr> <td align="center">6.01 Identifies supply sources.</td> <td align="center">7.01 Identifies plumbing materials.</td> <td align="center">8.01 Identifies materials and components.</td> </tr> <tr> <td align="center">6.02 Identifies supply systems.</td> <td align="center">7.02 Identifies types and functions of fixtures.</td> <td align="center">8.02 Identifies types of drainage systems.</td> </tr> <tr> <td align="center">6.03 Identifies supply control systems.</td> <td align="center">7.03 Tests functions and distribution systems.</td> <td align="center">8.03 Identifies disposal systems.</td> </tr> </table>	6.01 Identifies supply sources.	7.01 Identifies plumbing materials.	8.01 Identifies materials and components.	6.02 Identifies supply systems.	7.02 Identifies types and functions of fixtures.	8.02 Identifies types of drainage systems.	6.03 Identifies supply control systems.	7.03 Tests functions and distribution systems.	8.03 Identifies disposal systems.
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PROFESSIONAL HOME/PROPERTY INSPECTOR and PROFESSIONAL MUNICIPAL BUILDING OFFICIAL COMMON CORE (2001)

D
ELECTRICAL

9 Examines service installations.	10 Examines distribution systems.
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9.01 Identifies supply sources.	10.01 Identifies panel types.
9.02 Identifies service size.	10.02 Identifies electrical materials and components.
9.03 Identifies service components.	10.03 Identifies outlets and fixtures.
	10.04 Tests function of outlets and fixtures.

E
HEATING, VENTILATION AND AIR CONDITIONING

11 Examines heating systems.	12 Examines permanent cooling systems.	13 Examines ventilation systems.
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11.01 Identifies fuel storage and supply systems.	12.01 Identifies fuel/energy sources.	13.01 Identifies types of ventilation systems.
11.02 Identifies heating systems.	12.02 Identifies types of cooling systems.	13.02 Identifies materials and components.
11.03 Identifies material and components.	12.03 Identifies materials and components.	13.03 Observes operation of ventilation systems.
11.04 Observes heating system operation.	12.04 Observes cooling system operation.	

F
LAW AND BUSINESS ADMINISTRATION

14 Manages printed resources.	15 Manages office.	16 Examines legal responsibility.
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14.01 Obtains printed resources.	15.01 Manages time.	16.01 Recognizes "duty of care" situations.
14.02 Maintains resource library.	15.02 Maintains filing system.	16.02 Recognizes roles and responsibilities.
	15.03 Applies basic accounting principles.	
	15.04 Applies office policy and procedures.	