

Draft Occupational Competencies Certified Home and Property Inspector

This document specifies the occupational competencies required of Certified Home **and Property** Inspectors - Provisional (CHI(P)), Certified Home Inspectors (CHI) and Certified Property Inspectors (CPI) as a condition of registration by the Applied Science and Technicians and Technologists of BC. Applicants are expected to attain each of the occupational competencies by on the job experience and one or more of the following: formal training courses, self-directed study, Continuing Professional Development (CPD). As a guiding principle, registrants are expected to achieve at least 70% **on an objective test** of the essential skills.

EXPLANATORY NOTES:

The **Occupational Analysis Summary Table** lists Occupational Competencies in the first two columns at left. These competencies identify the essential skills needed by registrants.

The third column lists the Indicators, describing the enabling knowledge and skills that the registrant requires in order to achieve the occupational competencies. As a guiding principle, registrants are expected to achieve at least 70% **on an objective test** of the Indicators

A numerical taxonomy is listed in the right hand column, ranking the required competency from level 1 (simple recall of facts) to 6 (complex judgements). The ranking is intended to provide guidance for assessment of competencies, and is based on the following outline:

Level	Description
1. Knowledge	The recognition and recall of factual information providing the foundation of thought processes.
2. Comprehension	Interpreting or understanding the meaning or use of factual information.
3. Application	Selecting relevant information to be applied when completing a duty or task.
4. Analysis	Analytical ability to interpret and apply information when considering a duty or tasks.
5. Synthesis	Combining or consolidating multiple sources of information to form a new opinion, action or result.
6. Evaluation	Making judgments to determine if an object or an action conforms to specifications or to acceptable performance standards.

¹Taxonomy of Educational Objectives: The Classification of Educational Goals (Bloom et al 1956)

Occupational Analysis Summary Table - Home and Property Inspectors

No.	Occupational Competencies	Indicators	Level		
			CHI(P)	CHI	CPI
1.0	Apply fundamental occupational skills				
1.1	Maintain a professional work ethic	<ul style="list-style-type: none"> • Assess, apply ASTTBC Code of Ethics and Practice Guidelines. • Apply general principles of professionalism, diligence. • Advocate and support industry best practices, promote regulatory compliance. 	6	6	6
1.2	Employ effective business practices	<ul style="list-style-type: none"> • Determine liability risks and mitigating strategies. • Obtain written declarations from owners to confirm permission to enter property, structures and to conduct inspections? • Provide written quotes with fixed pricing. • Use written contracts. • Maintain insurance coverage. • Use effective office filing systems with backup. 	4	5	5
1.3	Apply effective communication skills	<ul style="list-style-type: none"> • Attain verbal and written English literacy suited for a Canadian technical workplace. • Use communication skills to define expectations and agreements with clients and owner education. • Convey limitations of the inspection processes. 	2	3	3
1.4	Perform basic measurements	<ul style="list-style-type: none"> • Apply metric and imperial systems of measurement, including conversions. • Select and use measuring tools to establish measurements on the horizontal plane, including the following: <ul style="list-style-type: none"> ○ Tape measures. ○ Distance wheel. ○ EDM. ○ Compass. • Use spirit levels to determine 'level' and 'plumb' alignments. • Use expressions of slope to measure and report site topography, pipe 	3	3	3

No.	Occupational Competencies	Indicators	Level		
			CHI(P)	CHI	CPI
		gradients, roof pitch, and other alignments: <ul style="list-style-type: none"> ○ Percentage (rise/run). ○ Ratio (run : rise). ○ Degrees. 			
1.5	Use drawings	<ul style="list-style-type: none"> ● Interpret scale drawings including plan, section, elevation, profile views. ● Create plan view sketches by hand. ● Use common terminology, abbreviations and symbols used for construction and civil drawings, examples include: bench marks (B/M) reference points (R/P), catch basin (C/B), property line (P/L), monuments (Mon), sanitary (san). 	2	3	3
1.6	Differentiate building methods, procedures	<ul style="list-style-type: none"> ● Identify the fundamental requirements, construction methods, materials used and their system of specifications, for the following types of construction: <ul style="list-style-type: none"> ○ Wood frame. ○ Steel. ○ Concrete. ● Describe building systems and their functions including: <ul style="list-style-type: none"> ○ Foundations and framing structure. ○ Roofing and exterior. ○ Insulation and related ventilation. ○ Utility services, plumbing, electrical. ○ Heating, ventilation, air conditioning. ○ Interior finishing. ● Outline historic differences in standards and materials ('standards of the day'). 	2	4	4
1.7	Use equipment and tools.	Explain purposes, demonstrate proper use and care of: <ul style="list-style-type: none"> ● Hand tools. ● Ladders. ● Moisture meters (hydrometer). ● Electrical meter, voltage tick meter. ● Combustible gas detector. 	3	5	5

No.	Occupational Competencies	Indicators	Level		
			CHI(P)	CHI	CPI
		<ul style="list-style-type: none"> • Thermal imaging camera (optional). • CO detector. • Laser thermometer. • Water pressure gauge. 			
1.8	Examine the regulatory framework	<ul style="list-style-type: none"> • Access and interpret relevant regulations, codes and standards including the following: <ul style="list-style-type: none"> ○ BC Building Code (focus on Part 3 and 9). ○ Fire Codes. ○ Electrical Code. ○ Plumbing code. ○ Gas Safety Regulation. ○ Canadian natural gas and propane code. • Access and differentiate historic standards and codes ('standards of the day'). 	3	4	4
1.9	Utilize basic photographic skills	<ul style="list-style-type: none"> • Exposure, shutter speed, depth of field. • Framing, size, composition. • Focus. • Automatic and manual control. • Date and time data. 	3	3	3
1.10	Employ basic computer skills	<ul style="list-style-type: none"> • Internet search. • Email. • Basic word processing. • Scanning documents. • Basic digital file management. 	2	3	3
2.0	Work Safely				
2.1	Apply applicable OH&S regulations	<ul style="list-style-type: none"> • Outline and apply portions of the following OH&S regs that have common applicability to inspection work per industry norms: <ul style="list-style-type: none"> ○ Part 4 General Conditions ○ Part 8 Personal Protective Clothing and Equipment ○ Part 9 Confined Spaces 	2	3	3

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		<ul style="list-style-type: none"> ○ Part 10 De - energization and lockout ○ Part 11 Fall protection ○ Part 13 Ladders, Scaffolds and Temporary Work Platforms ○ Part 19 Electrical Safety 			
2.2	Evaluate risks associated with inspections	<ul style="list-style-type: none"> ● Identify risks to the personal safety of the Inspector and adopt strategies to eliminate or reduce those risks, including the following: <ul style="list-style-type: none"> ○ Structural hazards. ○ Electrical safety. ○ Gas safety. ○ Confined space. ○ Hazardous materials (incl. asbestos, lead). 	4	6	6
2.3	Select and use Personal Protection Equipment (PPE)	<ul style="list-style-type: none"> ● Identify the purposes, proper use and adjustment, inspection and maintenance procedures for the types of PPE commonly used for inspections, including (but not limited to) the following: <ul style="list-style-type: none"> ○ Hi Vis apparel. ○ Safety headgear. ○ Eye protection. ○ Hand protection/gloves. ○ Respiratory protection. 	2	3	3
3.0	Develop work plan				
3.1	Evaluate background information	<ul style="list-style-type: none"> ● Review building permits. ● Access realtor listings. ● Obtain maps, directions, property image (i.e. Google maps). 	3	4	4
3.2	Identify expectations for scope of work	<ul style="list-style-type: none"> ● Define expectations and agreements with clients: <ul style="list-style-type: none"> ○ Establish required scope of inspection work, deliverables. ○ Define limitations of proposed inspections. ○ Identify client needs. ○ Meet client's representative, owner, occupants. 	3	3	3
3.3	Select appropriate equipment and tools.	<ul style="list-style-type: none"> ● Hand tools. ● Ladders. 	2	3	3

No.	Occupational Competencies	Indicators	Level		
			CHI(P)	CHI	CPI
		<ul style="list-style-type: none"> • Moisture meters (hydrometer). • Electrical meter, voltage tick meter. • Combustible gas detector. • Thermal imaging camera (optional). • CO detector. • Laser thermometer. • Water pressure gauge. 			
3.4	Evaluate the approach, sequence	<ul style="list-style-type: none"> • Conduct 'walk around.' • Identify utility services. • Determine how to gain access or identify limitations/obstacles. • Include a risk assessment (safety). • Develop a consistent approach, sequence ... for example: <ol style="list-style-type: none"> 1. Envelope. 2. Roof. 3. Interior. 4. External site. 	3	4	4
4.0	Perform inspections				
4.1	Perform visual assessments	<ul style="list-style-type: none"> • Conduct non-destructive visual assessments of components, systems and elements. 	2	3	3
4.2	Perform quantifiable measurements	<ul style="list-style-type: none"> • Use meters, monitors, tools as listed in 1.4. • Use measuring tools and techniques as listed in 1.7. 	2	3	3
4.3	Evaluate building structures	<ul style="list-style-type: none"> • Evaluate building structures, systems and features including: <ul style="list-style-type: none"> ○ Foundations and framing structure. ○ Roofing and exterior. ○ Insulation and related ventilation. ○ Utility services, plumbing, electrical. ○ Heating, ventilation, air conditioning. • Interior finishing. • Identify and evaluate life safety systems including: 	4	6	6

No.	Occupational Competencies	Indicators	Level		
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		<ul style="list-style-type: none"> ○ Smoke detectors. ○ CO monitors. ○ Fire separation between units. ○ Safe means of egress. ○ Fire suppression systems (for CPI). ○ Fire alarms (for CPI). 			
4.4	Evaluate external structures	<ul style="list-style-type: none"> ● Evaluate external structures, systems and features including: <ul style="list-style-type: none"> ○ Retaining walls. ○ Driveways, sidewalks, patios, other 'hardscaping.' ○ Perimeter and roof drain systems. ○ Site drainage features. ○ Potential problems associated with vegetation, landscaping. 	4	6	6
4.5	Analyse regulatory compliance	<ul style="list-style-type: none"> ● Evaluate compliance with relevant regulations, codes and standards including the following: <ul style="list-style-type: none"> ○ BC Building Code. ○ BC Fire Codes. ○ BC Electrical Code. ○ Gas Safety Regulation 	3	4	4
4.6	Make conclusions and recommendations	<ul style="list-style-type: none"> ● Differentiate data versus conclusions. ● Identify why portions not inspected. ● Identify and report conditions: <ul style="list-style-type: none"> ○ Safety concerns. ○ Improvement recommendations. ○ Required repairs. ○ Prohibited features. ● Identify and recommend other technical specialist input, such as septic, HVAC, electrician, structural engineer, geotechnical, industrial hygienist (mold), asbestos abatement. 	4	6	6
5.0	Create documentation				

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5.1	Produce field notes and sketches	<ul style="list-style-type: none"> • Include date, time, location, weather, and persons in attendance. • Ensure sufficient clarity to allow another competent person to understand. • Include adequate detail to support sketch and written report. • Include adequate detail to support recommendations and conclusions. 	4	5	5
5.2	Prepare a photographic record	<ul style="list-style-type: none"> • Select number of photos and orientation to record the following: <ul style="list-style-type: none"> ○ Key stages of the work. ○ Obstacles, obstructions, reasons why portions could not be inspected. ○ Provide evidence of diligent scope of work. ○ Provide evidence to support conclusions, recommendations (including any specific “deficiencies”). • Optional: demonstrate ability to create video with voice over. 	2	3	3
5.3	Create written report	<ul style="list-style-type: none"> • Select either checklist forms or formal written narrative report depending on client expectations. • Checklist/report should include: <ul style="list-style-type: none"> ○ Date, time, identity of inspector and others in attendance, inspector’s designations and licence number. ○ Methodology, scope and limitations of the inspection. ○ Sufficient information to justify conclusions and recommendations. ○ Description of the conclusions and recommendations as per 4.5. 	4	5	5