

Unit title	AFM101 Receive and inspect goods		
Unit description	This unit is part of the inventory management role. It covers the skills knowledge and attitudes required to effectively record the receipt of goods and inspect goods received. The work in this function ensures that suppliers of goods adhere to their contractual obligations and that goods received are actually the goods ordered. The work of this unit applies to all Government agencies and all goods, regardless of value.		
SCR Level	1		
Element 1	Coordinate procurement	Performance criteria	<ul style="list-style-type: none"> 1.1 Establish communication protocols with procurement unit 1.2 Organise to receive purchase order copies and register purchase orders weekly 1.3 Check that purchase order is complete and request further information from procurement unit where required 1.4 Check that supporting documentation is available and request further information from procurement unit where required 1.5 Maintain Receipt and Inspection Tracking Sheet and share with Procurement Unit
Element 2	Check for customs clearance	Performance criteria	<ul style="list-style-type: none"> 2.1 Check that arrangements for insurance and freight charges are correct and seek further information where necessary 2.2 Manage customs clearance and check that correct documents are available for customs clearance
Element 3	Inspect and count goods	Performance criteria	<ul style="list-style-type: none"> 3.1 Check goods against suppliers packing list and purchase order 3.2 Check delivery docket for correct quantities 3.3 Note and report any variance from packing list, purchase order, delivery docket 3.4 Confirm receipt of goods according to documentation supplied 3.5 Organise specialist technical assistance in checking goods where required

Element 4	Identify and report problems in receipt and inspection of goods		<ul style="list-style-type: none"> 4.1 Prepare discrepancy report where there is variation in quantity, specification or quality of goods 4.2 Collect evidence relating to discrepancies 4.3 Note and report partial deliveries
Element 5	Prepare Receiving and Inspection Report (RIR)		<ul style="list-style-type: none"> 5.1 Document details of goods received 5.2 Obtain RIR sign off from appropriate officer
Element 6	Maintain records		<ul style="list-style-type: none"> 6.1 Identify documents required for filing 6.2 Obtain missing documents or information where required 6.3 File documents according to filing protocols 6.4 Update inventory database

Knowledge	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Principle of separation of duties • Decree law 8/2008 Taxes and Duties Act • Basic knowledge of insurance and freight charges and terminology used for insurance and freight charges • Customs clearance process • Customs documents
Skills	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Interpreting purchase orders • Undertaking pre-inspection procedures • Completing receipt and inspection report • Completing Discrepancy Reports

Unit title	AFM102 Release goods		
Unit description	This unit covers the skills and knowledge and attitudes required to release goods from the warehouse to the agency receiving the goods. The unit will cover the documentation required to be completed for the release of goods		
SCR Level	1		
Element 1	Identify and report stock loss or damage	Performance criteria	<ul style="list-style-type: none"> 1.1 Identify lost or damaged stock 1.2 Prepare information for independent investigation of reasons for lost or damaged stock 1.3 Prepare Stock Adjustment Note 1.4 Update inventory database based upon Stock Adjustment Note
Element 2	Release inventory	Performance criteria	<ul style="list-style-type: none"> 2.1 Prepare and submit to appropriate personnel stock release authorisation 2.2 Obtain or prepare Waybill 2.3 Update inventory database 2.4 File documents using according to filing protocols
Element 3	Dispose of obsolete or damaged stock		<ul style="list-style-type: none"> 4.1 Seek approval to dispose of obsolete or damaged stock 4.2 Document disposal

<p>Knowledge</p>	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Stock Release Authorisation • Contents of waybills • Common reasons for loss or damage to stock • Procedures for disposal of damaged stock
<p>Skills</p>	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Using the inventory database • Completion of Stock Adjustment Notes

Unit title	AFM103 Track inventory		
Unit description	This unit covers the skills knowledge and attitudes required to track inventory through the Government systems in order to control inventory movements. It covers the various tracking documentation required by Government		
SCR Level			
Element 1	Maintain the inventory database	Performance criteria	1.1 Update inventory database on regular basis 1.2 Check that all documentation required for the inventory database update is available and correct and seek further documentation as required
Element 2	Prepare bin cards	Performance criteria	2.1 Identify the balance of each stock line and record stock movements 2.2 Prepare Bin Cards based upon information on stock balances and movements
Element 3	Prepare Stock Movement Ledger		3.1 Prepare, store and update manual back up of Inventory Database

Knowledge	<ul style="list-style-type: none">• Types of assets and their management authorities• Decree law 13/2009• Responsibilities of DNGPE• Bin cards
Skills	<ul style="list-style-type: none">• Identify inventories• Attention to detail in completing documentation• Word processing skills• Basic computing skills• Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages• Record keeping and filing protocols• Completing the Stock Movement Register

Unit title	AFM104 Undertake inventory stocktake		
Unit description	This unit covers the skills knowledge and attitudes to prepare for, undertake and report on inventory stocktakes, including the completion of Government documents required for record keeping.		
SCR Level	1		
Element 1	Prepare for inventory stocktake	Performance criteria	<ul style="list-style-type: none"> 1.1 Ensure required paperwork is entered into the inventory database 1.2 Ensure inventory movements are cancelled for the stocktake period and new goods are quarantined from the stocktake area
Element 2	Count stock	Performance criteria	<ul style="list-style-type: none"> 2.1 Form and brief the counting team 2.2 Ensure a stock list is printed prior to the count 2.3 Document the physical balances of stock and complete count sheets 2.4 Ensure independent observation of the stock count
Element 3	Reconcile stocktake	Performance criteria	<ul style="list-style-type: none"> 3.1 Compare count sheets to inventory records and investigate variances. 3.2 Identify potential causes of variances and report to appropriate personnel
Element 4	Prepare stocktake report	Performance criteria	<ul style="list-style-type: none"> 4.1 Explain variances between stocktake and inventory database 4.2 Prepare stocktake report 4.3 File stocktake report and count sheets according to filing protocols

Knowledge	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Paperwork required for stocktakes • Reconciling the stocktake – common causes of variance • Processes for investigating stock losses
Skills	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Undertaking stocktakes • Completing count sheets • Completion of stocktake report

Unit title	AFM201 Manage warehousing of inventory		
Unit description	This unit covers the knowledge and skill required to select and organise appropriate warehousing for inventory and take into account workplace occupational health and safety issues in the warehousing of inventory.		
SCR Level	2		
Element 1	Select or evaluate warehousing facilities	Performance criteria	<ul style="list-style-type: none"> 1.1 Ensure access for loading and unloading 1.2 Ensure location is convenient for access by Government officers 1.3 Ensure security of site 1.4 Ensure building condition is suitable for storage of goods 1.5 Ensure warehouse is large enough for goods to be stored
Element 2	Organise the warehouse	Performance criteria	<ul style="list-style-type: none"> 2.1 Lay out goods to allow for optimum storage and ease of counting and cleaning 2.2 Allow for easy access to goods 2.3 Allow for rotation of perishable items
Element 3	Establish and follow warehouse security arrangements	Performance criteria	<ul style="list-style-type: none"> 3.1 Issue keys to selected personnel and establish and maintain a key register 3.2 Establish staff access rules and procedures 3.3 Establish site security arrangements
Element 4	Establish and follow safety procedures	Performance criteria	<ul style="list-style-type: none"> 4.1 Store goods and materials in a manner that minimizes risk of injury or damage to goods and equipment 4.2 Prepare incident reports where medical treatment is required as a result of accidents 4.3 Ensure staff follow manual handling procedures 4.4 Conduct scheduled and random safety reviews 4.5 Prepare occupational health and safety reports identifying lessons learned from health and safety incidents

Knowledge	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Factors to consider in selection of warehouses • Regulations relating to issuing of keys and warehouse entry
Skills	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Storage of goods in warehouses (lay out) • Rotation of stock • Managing a key register • Safe manual handling • Conducting safety reviews

Unit title	AFM105 Prepare inventory reports		
Unit description	This unit cover the skills knowledge and attitudes required to prepare the inventory reporting required by Government. The unit covers both monthly stock reports and monthly stocktake reports		
SCR Level	1		
Element 1	Prepare inventory reports	Performance criteria	1.1 Prepare and submit monthly stock reports 1.2 Prepare and submit monthly stocktake reports

Knowledge	<ul style="list-style-type: none">• Types of assets and their management authorities• Decree law 13/2009• Responsibilities of DNGPE
Skills	<ul style="list-style-type: none">• Identify inventories• Attention to detail in completing documentation• Word processing skills• Basic computing skills• Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages• Record keeping and filing protocols• Completing Monthly Stock Reports and monthly Stocktake Reports

Unit title		AFM106 Identify and register assets	
Unit description		This unit covers the skills and knowledge and attitudes required to identify and register Government assets. A Government asset is defined as a moveable asset with a unit value of \$500 or more and portable or attractive assets at risk of theft, regardless of unit value.	
SCR Level		1	
Element 1	Manage barcode stickers	Performance criteria	<ul style="list-style-type: none"> 1.1 Generate barcode using correct coding 1.2 Issue barcodes to user departments 1.3 Maintain barcode register
Element 2	Complete asset registration form	Performance criteria	<ul style="list-style-type: none"> 2.1 Complete asset registration form using information from the asset register 2.2 Ensure all fields are complete on the asset registration form 2.3 Attach required additional documents 2.4 Distribute asset registration form to appropriate personnel 2.5 Attach donor MOU to donated assets 2.6 File asset registration form according to foiling protocols
Element 3	Identify asset categories	Performance criteria	<ul style="list-style-type: none"> 3.1 Identify asset subcategories for vehicles, EDP equipment, security equipment, miscellaneous equipment and water equipment 3.2 Assign asserts according to category and sub category
Element 4	Maintain asset database	Performance criteria	<ul style="list-style-type: none"> 4.1 File asset paperwork according to filing protocols to enable easy retrieval 4.2 Ensure file is oped for each asset 4.3 Ensure asset file is complete, containing all documents relating to the asset life cycle

<p>Knowledge</p>	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Contents of Asset Register • Moveable assets • Barcode Sticker content • Contents of Asset Register Form and associated documents • Asset categories and sub categories
<p>Skills</p>	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Maintaining the Asset Register • Maintaining the Low Value Asset Register • Using the asset database

Unit title	AFM202 Manage operational assets		
Unit description	This unit covers the skills knowledge and attitudes required to transfer assets between the warehouse and the end user or to a new location and the general management of assets including transfers, dealing with damaged or lost assets and asset inspections. Managing operational assets also includes the management of Government vehicle fleets and management of other assets used by multiple users and the physical inspection of assets		
SCR Level	2		
Element 1	Transfer assets	Performance criteria	<ul style="list-style-type: none"> 1.1 Document transfer details on the Asset Transfer Form 1.2 Arrange for movement of asset 1.3 Check that correct asset is being transferred
Element 2	Report damaged or lost assets	Performance criteria	<ul style="list-style-type: none"> 2.1 Report lost or damaged assets on Damaged/Lost Asset Report 2.2 Organise investigation of loss or damage 2.3 If loss or damage is to a motor vehicle and caused by an accident, report loss or damage to PNTL
Element 3	Manage operational assets	Performance criteria	<ul style="list-style-type: none"> 3.1 Assign operational assets a Custodian 3.2 Maintain records of operational assets on Asset Transfer Register 3.3 Ensure storage of operational assets is in safe location 3.4 Organise preventative maintenance of other assets where required
Element 4	Inspect assets	Performance criteria	<ul style="list-style-type: none"> 4.1 Select assets to be inspected from the Asset Register 4.2 Prepare for inspection 4.3 Check that documentation for selected assets is correct and corresponds to Asset Register 4.4 Prepare Physical Inspection Report

Element 5	Manage vehicles	Performance criteria	<ul style="list-style-type: none"> 5.1 Check that trip Tickets are completed 5.2 Monitor vehicle performance and prepare Vehicle Operation Monitoring Report 5.3 Investigate higher than normal fuel consumption 5.4 Manager vehicle maintenance and prepare Vehicle Monitoring Maintenance Report 5.5 Check that vehicles are appropriately marked and organise appropriate marking where required
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<p>Knowledge</p>	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Identifying damaged goods • Accident reporting (vehicles) • Decree Law 8 2004 on private use of State Assets • Decree Law 8 2003 on vehicle use and exemptions to vehicle use regulations • Vehicle signage and exemptions to vehicle signage regulations • Vehicle use • Asset inspection protocols • Vehicle management protocols – trip ticket; vehicle operation monitoring report ; vehicle maintenance schedules (preventative maintenance) • Vehicle preventative maintenance schedules • Preventative maintenance schedules for other assets
<p>Skills</p>	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Completing Asset Transfer Forms • Completing Damaged/Lost Asset Report • Maintaining the Operational Assets Transfer Register • Conducting asset inspections

Unit title	AFM203 Dispose of assets		
Unit description	This unit covers the skills knowledge and attitudes required to dispose of assets when they are no longer able to efficiently support the operations of Government. The principle underpinning asset disposal is that Government needs to obtain maximum return from its assets.		
SCR Level			
Element 1	Identify the useful life for assets	Performance criteria	1.1 Identify assets that are not economical or efficient because the costs of maintenance outweigh the benefits of using the asset 1.2 Identify the useful life of assets
Element 2	Calculate depreciation of assets	Performance criteria	2.1 Calculate depreciation using the straight line method 2.2 Identify depreciation rates for assets 2.3 Calculate residual value of assets
Element 3	Undertake asset disposal	Performance criteria	3.1 Check that Asset Disposal Form is correctly submitted 3.2 Undertake disposal assessment of the asset in order to identify: 3.2.1 Depreciated value of the asset 3.2.2 Potential market value 3.2.3 Physical state of the asset 3.2.4 Cost of repairs 3.2.5 Age 3.2.6 Kilometres travelled (for vehicles) 3.3 Select appropriate asset disposal method according to the result of the disposal assessment of the asset
Element 4	Manage asset disposal through sale by public tender	Performance criteria	4.1 Publish tender notice 4.2 Follow established tender process 4.3 Open tenders according to established processes 4.4 Deposit payments in the Banking Payments Authority

Element 5	Manage asset disposals through other methods of disposal	Performance criteria	5.1 Manage asset disposal through sale by internal tender 5.2 Manage asset disposal through sale by public auction 5.3 Manage asset disposal through sale at negotiated price 5.4 Manage asset disposal through donation 5.5 Manage asset disposal through destruction or dumping
Element 6	Maintain records of disposals	Performance criteria	6.1 Update asset register with Asset Disposal Form

Knowledge	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Asset disposal methods • Reasons for asset disposal • Asset useful life • Asset useful figures for categories and subcategories of assets • Decree Law 41/2008 for role of the Auctions Commission • Procedure for Sale by Public Tender • Procedure for Sale by Internal Tender • Procedure for Sale by Public auction • Procedure for Sale at a Negotiated Price • Procedure for disposal by donation • Procedure for disposal by destruction or dumping • Procedure for disposal of hazardous materials • Record keeping for disposals
Skills	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Calculate depreciation rates (straight line method) • Calculate residual value of assets • Completion of Asset Disposal Form • Conducting disposal assessment of an asset

Unit description		This unit covers the skills knowledge and attitudes required to complete all the reporting required for the management and disposal of Government assets	
SCR Level			
Element 1	Complete and maintain asset management reports	Performance criteria	<ul style="list-style-type: none"> 1.1 Maintain the asset register to ensure that all assets controlled by an agency are included 1.2 Prepare quarterly asset additions report and associated documents 1.3 Prepare quarterly asset disposals report and associated documents

Knowledge	<ul style="list-style-type: none">• Types of assets and their management authorities• Decree law 13/2009• Responsibilities of DNGPE• Asset register• Asset disposals report• Quarterly Asset Additions Report
Skills	<ul style="list-style-type: none">• Identify inventories• Attention to detail in completing documentation• Word processing skills• Basic computing skills• Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages• Record keeping and filing protocols• Report preparation

Unit title	AFM301 Oversee asset management operations		
Unit description	This unit describes the skills and knowledge required to account for and manage the organisation's assets. It applies to individuals responsible for ensuring the organisation's assets are effectively managed.		
SCR Level			
Element 1	Develop and implement policies and procedures for management of assets	Performance criteria	<ul style="list-style-type: none"> 1.1 Work with staff to develop policies and procedures for managing assets that comply with legal and contractual requirements 1.2 Follow policies and administrative procedures for purchase, use, storage, maintenance and approval for disposal of assets
Element 2	Ensure asset records are established	Performance criteria	<ul style="list-style-type: none"> 2.1 Ensure responsibility for establishing an asset register of organisation's movable assets, and recording and storage of asset documents is delegated to appropriate person or persons 2.2 Ensure the register has been established and appropriate asset documents are stored securely
Element 3	Ensure assets and records are maintained	Performance criteria	<ul style="list-style-type: none"> 3.1 Receive, review and approve reports on assets to ensure they are up-to-date and complete 3.2 Ensure appropriate procedures are in place and followed to undertake asset repairs and maintenance 3.3 Ensure appropriate procedures are in place and followed to report and document asset damage, loss or theft 3.4 Develop an action plan to follow up asset management issues that arise 3.5 Ensure asset records comply with Government regulations and processes
Element 4	Oversee internal audit of assets	Performance criteria	<ul style="list-style-type: none"> 4.1 Ensure items recorded in asset register are checked on a regular basis 4.2 Ensure asset register is updated with current information following the internal audit 4.3 Propose changes to policies and procedures if required 4.4 Investigate discrepancies found in the asset register

Knowledge	<ul style="list-style-type: none">• Types of assets and their management authorities• Decree law 13/2009• Responsibilities of DNGPE• Asset register• Asset disposals report• Quarterly Asset Additions Report
Skills	<ul style="list-style-type: none">• Identify inventories• Attention to detail in completing documentation• Word processing skills• Basic computing skills• Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages• Record keeping and filing protocols• Report preparation

Unit title	AFM302 Develop and manage an asset management plan		
Unit description	<p>This unit covers the skills and knowledge required of senior managers with responsibility for managing the, typically lengthy, life cycle of major Government assets.</p> <p>The unit will support the specification of the organisation's and stakeholders' objectives, the strategy and planning process, and the data and information required to support the process, including auditing and review.</p>		
SCR Level			
Element 1	Develop a strategic approach to asset management	Performance criteria	<ul style="list-style-type: none"> 1.1 Scope and scale of asset management task are defined 1.2 Ministry/agency strategic and business plans and their output requirements are identified and considered to inform policy and plan development 1.3 Research is conducted into national and international best practice and trends in asset management to inform policy and plan development 1.4 Impact of government policy on development of an assessment management plan is researched and considered
Element 2	Build baseline understanding of current assets	Performance criteria	<ul style="list-style-type: none"> 2.1 Current level, type and performance of assets are defined and documented 2.2 Current costs of maintaining assets to meet identified level or standard of service are estimated 2.3 Human resource management requirements for maintaining current assets are identified and documented 2.4 Projected costs of maintaining current assets to meet identified level or standard of service required are estimated

Element 3	Develop asset management plan	Performance criteria	<p>3.1 Appropriate asset management team members and/or external experts are secured and briefed regarding the development of the plan</p> <p>3.2 Steps are put in place to ensure effective communication processes are used to coordinate work and inform team members of progress</p> <p>3.3 Clear reporting processes for all team members are identified and communicated</p> <p>3.4 Increased or changed demand for maintenance and growth of required assets is identified and documented</p> <p>3.5 Increased or changed costs for maintenance and growth of required assets are identified and documented</p> <p>3.6 Life cycle management plan for relevant assets is prepared</p> <p>3.7 Risks associated with both implementing and not implementing the identified asset management approach are identified and documented</p>
Element 4	Implement asset management plan	Performance criteria	<p>4.1 Processes for recording, monitoring and reviewing the work effort and resourcing required to systematically implement the asset management plan are put in place</p> <p>4.2 Staff and/or external contractors are informed and trained regarding implementation of the asset management plan</p> <p>4.3 Progress of asset plan is monitored according to plan's requirements and organisational procedures</p> <p>4.4 Corrections, changes and additions are made to asset management plan in light of changing circumstances and to ensure that plan aims and outcomes are met</p> <p>4.5 Communications processes are put in place to inform relevant stakeholders and team members about progress</p>

Element 5	Use asset management process to contribute to improved organisational policies and processes	Performance criteria	<p>5.1 Opportunities for wider organisational learning, including changes to processes or policies generated by asset management process are identified and analysed</p> <p>5.2 Strategic impact of asset management process is considered and fed into ongoing strategic planning processes</p>
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<p>Knowledge</p>	<ul style="list-style-type: none"> • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE • Asset register • budgets and financial plans • concepts and application of asset management planning and processes • understanding and application of the tools and models of asset management • understanding and application of reporting mechanisms
<p>Skills</p>	<ul style="list-style-type: none"> • Identify inventories • Attention to detail in completing documentation • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Report preparation • time management • human resource management • team leadership • budgeting and financial management • proactive thinking • decision making • high-level problem solving • research • critical and analytical thinking • comparative analysis

Unit title		AFM401 Monitor and maintain quality of asset management system	
Unit description		<p>This unit covers auditing asset performance, managing assets and benchmarking best practice to enable continuous improvement in asset management strategies and practices. It is appropriate for senior managers.</p> <p>This unit supports the attainment of skills and knowledge required for competent workplace performance in Ministries and Government Agencies of all sizes. Knowledge of the legislation and regulations pertaining to asset management within which Government must operate is essential.</p>	
SCR Level			
Element 1	Develop and implement management control process	Performance criteria	<p>1.1 Roles and devolved responsibilities are clarified to ensure effective management of assets in line with Ministry/Agency objectives and responsibilities</p> <p>1.2 Specific reporting and monitoring standards required in line with statutory and corporate requirements are determined and complied with</p> <p>1.3 Information systems that provide the information necessary for effective and efficient asset management for all levels within the Ministry/Agency are established and maintained</p> <p>1.4 Regular audits are arranged, where appropriate to the Ministry/Agency, to establish a continuous improvement</p>
Element 2	Review existing practices, procedures and systems	Performance criteria	<p>2.1 Assessments of current status of asset management activities within Ministry/Agency are conducted regularly in accordance with asset management plan</p> <p>2.2 Milestones and targets are set up and adhered to by the groups responsible</p> <p>2.3 Areas of difficulty are identified and strategies are developed to overcome these difficulties</p> <p>2.4 Consistency in approach to asset collection is ensured by implementation of cost-effective checking techniques</p>

Element 3	Benchmark performance of asset management	Performance criteria	<p>3.1 Organisations offering effective benchmarking opportunities are identified</p> <p>3.2 Appropriate benchmarking is undertaken to enable continuous improvement in asset management strategies and practices</p>
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Knowledge	<ul style="list-style-type: none"> • benchmarking practices • quality management principles and procedures • environmental and sustainability principles and practices • organisational and industry functions • effective management practices • statutory annual reporting requirements • information systems • barriers to effective communication • Types of assets and their management authorities • Decree law 13/2009 • Responsibilities of DNGPE
Skills	<ul style="list-style-type: none"> • consultation and liaison • team participation and management • critical analysis • lateral thinking • Word processing skills • Basic computing skills • Numeracy skills to complete simple calculations such as addition, multiplication and calculating percentages • Record keeping and filing protocols • Report preparation