

**SKILLS FRAMEWORK FOR INTELLECTUAL PROPERTY  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Intellectual Property Management					
<b>TSC Title</b>	Intellectual Property Audit and Due Diligence					
<b>TSC Description</b>	Apply and evaluate due diligence in intellectual property asset transactions					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
				<b>INP-IPR-4002-1.1</b>	<b>INP-IPR-5002-1.1</b>	<b>INP-IPR-6002-1.1</b>
				Develop intellectual property (IP) due diligence checklist, identify and support the evaluation of IP assets and support the preparation of IP due diligence reports	Determine the objectives and priorities of intellectual property (IP) due diligence, and evaluate IP assets with experts to determine next steps	Review and analyse audit of intellectual property (IP) assets for incorporation in IP strategies
<b>Knowledge</b>				<ul style="list-style-type: none"> <li>Types and importance of IP</li> <li>Organisation's strategies and objectives</li> <li>Methods to identify IP assets</li> <li>Situations in which IP due diligence is conducted</li> <li>Importance of conducting IP due diligence</li> <li>IP due diligence process</li> <li>Documents required for IP due diligence</li> </ul>	<ul style="list-style-type: none"> <li>Types and importance of IP</li> <li>IP-related processes</li> <li>IP-related legislation and regulations</li> <li>IP due diligence process</li> <li>Considerations when conducting IP due diligence</li> <li>Potential impact of IP due diligence to the organisation's IP and business strategies</li> <li>Experts involved in evaluating IP assets</li> </ul>	<ul style="list-style-type: none"> <li>Organisation's IP strategies, objectives, goods and services</li> <li>Importance of IP and IP audit</li> <li>Types of IP and IP lifecycle</li> <li>Definition and objectives of IP audit</li> <li>Types of IP exploitation strategies</li> <li>IP audit procedures</li> <li>Components of IP audit checklist</li> <li>Contractual agreements related to IP</li> <li>IP-related legislation and guidelines</li> <li>Methods to analyse and interpret IP audit results</li> </ul>
<b>Abilities</b>				<ul style="list-style-type: none"> <li>Gather documents required for IP due diligence in accordance with the organisation's procedures</li> <li>Identify the organisation's IP assets</li> <li>Conduct searches on related IP</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate organisation's business objectives and priorities</li> <li>Evaluate rationale for conducting IP due diligence</li> <li>Establish IP due diligence guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Assess the organisation's business strategies and models to determine objectives of IP audit</li> <li>Review IP audit scopes to ensure completeness, integrity and feasibility of the audit procedures</li> </ul>

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				<ul style="list-style-type: none"> <li>• Review and verify ownership of IP</li> <li>• Assess the IP’s freedom to operate, scope of protection, and validity and enforceability</li> <li>• Identify potential issues and risks for IP assets</li> <li>• Prepare IP due diligence reports in accordance with the organisation’s procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Review identified IP assets</li> <li>• Evaluate implications with regard to IP ownership</li> <li>• Review IP due diligence report to understand scope of protection</li> <li>• Review freedom to operate to determine validity and enforceability of IP</li> <li>• Analyse business impact of potential infringement and enforcement issues</li> <li>• Assess IP assets against organisation’s actual and future products and/or services</li> <li>• Determine impact to organisation’s IP and business strategies</li> <li>• Determine next steps to support the organisation’s IP and business strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Classify IP assets based on their real potential, extent of use and life cycle</li> <li>• Analyse IP audit results to identify key findings</li> <li>• Compare the organisation’s IP assets to competitors’ portfolios</li> <li>• Identify risks to the organisation of potential infringement of third party’s IP rights and plans</li> <li>• Evaluate if any IP assets are unused or under-utilised to recommend follow-up actions</li> <li>• Incorporate findings from IP audit results in IP exploitation strategies</li> <li>• Recommend IP assets with potential for commercialisation</li> <li>• Plan litigation actions against third parties for IP infringements</li> </ul>
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