

L6 Construction Site Management

SUGGESTED EVIDENCE

It will be necessary for you to start gathering information which can be used as evidence within your NVQ. The following list gives some examples of documentation that will be useful. Remember, the evidence needs to be related to yourself in line with your position and responsibilities.

	Example Evidence	Additional Information
1	CV	Including present job description, referees with name, company address, position, telephone numbers
2	Reference	To cover roles and responsibilities within the company
3	Certificates	To include training company address and telephone number and brief description of the course on the reverse
4	Management Chart	To include company job description and responsibilities – family tree
5	Health and Safety Plan	Showing your role and responsibilities
6	Construction Phase Plan	Can be current site or previous sites
7	QHSE Site Inspection	Or any inspections carried out by third parties in relation to Health and Safety
8	Method Statement/Risk Assessment	To include full briefing sheet signed and dated
9	Toolbox Talks	To include H&S measures / waste disposal signs / barriers / briefing sheet signed and dated
10	Daily Activity Briefing / Allocated Sheets / Time Sheets	
11	Site Induction	To include details of induction / briefing sheet signed and dated
12	Safe Systems of Work	
13	Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
14	Site Quality Plan	
15	Site Diary	To include: weather / orders / resources / deliveries / on-off hires / programme delays / mistakes / defects
16	Health Safety and Welfare Inspection	May also include Environmental
17	Environmental Management Reports	
18	Waste Policy	
19	Recycling Policy	
20	Conditions of Contract	To subcontractors, suppliers etc
21	Survey Reports	Roof, Asbestos etc
22	Survey Data	
23	Dimensional Data	
24	Design Data	
25	Traffic Management Plan	
26	Site Security	Showing responsibilities and public protection
27	Labour Forecast and Trade Activity	
28	Minutes from Progress / Design Meetings	Fully detailed
29	Minutes from Safety Meetings	That you have chaired

30	Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
31	Minutes from Suppliers Meetings	May be emails or correspondence
32	Minutes from Stakeholders Meetings	
33	Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
34	Manufacturers Guidelines	To include health and safety measures / methods of use / waste disposal
35	Programme of Works	Highlighted in your own area of work
36	Working Drawings	To include revisions / amendments / specification
37	F10 Certificate	
38	Permits	Hot works / permit to dig etc
39	Scaffold Inspections	
40	Pre & Post Pour Concrete Inspections	
41	Excavation Inspection	
42	Confined Spaces	
43	Temporary Works Certificate	
44	Requisition Register	
45	Delivery note	Materials / plant / on-off hire notes
46	Requisitions	Materials / plant
47	Memos	Informing of defect / mistake and the recommended measures of how to rectify (sent / received by you)
48	Client / Sub-Contractors Letter	
49	Client / Sub-Contractors Order	
50	Site Security	Contract Details
	Example Evidence	Additional Information
51	Waste Disposal Records	Recycling Confirmation
52	Bill of Quantities	
53	Delivery Schedule	
54	Plant Inspection Sheet / Plant Certificate / Log Book / Repair Note	Signed by yourself
55	Plant Check List	To include on-off hires
56	Plant Specifications	Detailing specific plant requested
57	CPCS and CSCS Checks	Showing competence checks
58	Alteration of works / Variation Order / RFI / CVI / Technical Query	
59	Equality and Diversity Briefs/Sessions	
60	Annual Appraisals	For self and employees
61	Training and Course Request	For self and employees
62	Personal Development Plan	For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)
63	Personal Development Record	

64	Membership Application	Confirmation letter
65	Budget Expenditure	
66	Non Conformance Report	
67	Snagging Lists	
68	Day Worksheets	
69	Quality Assurance Forms	From clients / clerk of works / sub-contractors / NHBC
70	Customer Care Reports	For the personnel working on your site
71	Training Schedule / Qualification Matrix	For the personnel working on your site
72	Confirmation of Appointment Letters	For employees and description of post
73	Appraisal System	Proof of system for both self and employees
74	Calibration Certificate / Auto Level Check Sheet	
75	Extract from Engineers Book	Copy of working out levels
76	Cost Analysis	Costed returns for Labour, Plant, Materials, Variations etc
77	Improvement Opportunities	Company procedure and examples