

L6 Construction Contracting Operations

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.

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	Method Statement/Risk Assessment	To include full briefing sheet signed and dated
7	Toolbox Talks	To include H&S measures / waste disposal signs / barriers / briefing sheet signed and dated
8	Daily Activity Briefing / Allocated Sheets / Time Sheets	
9	Site Induction	To include details of induction / briefing sheet signed and dated
10	Safe Systems of Work	
11	Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
12	Site Quality Plan	
13	Site Diary	To include: weather / orders / resources / deliveries / on-off hires / programme delays / mistakes / defects
14	Health Safety and Welfare Inspection	May also include Environmental
15	Environmental Management Reports	
16	Waste Policy	
17	Recycling Policy	
18	Conditions of Contract	To subcontractors, suppliers etc
19	Survey Reports	Roof, Asbestos etc
20	Survey Data	
21	Dimensional Data	
22	Design Data	
23	Traffic Management Plan	
24	Site Security	Showing responsibilities and public protection
25	Labour Forecast and Trade Activity	
26	Minutes from Progress / Design Meetings	Fully detailed
27	Minutes from Safety Meetings	That you have chaired
28	Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
29	Minutes from Suppliers Meetings	May be emails or correspondence
30	Minutes from Stakeholders Meetings	

31	Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
32	Manufacturers' Guidelines	To include health and safety measures / methods of use / waste disposal
33	Programme of Works	Highlighted in your own area of work
34	Working Drawings	To include revisions / amendments / specification
35	F10 Certificate	
36	Permits	Hot works / permit to dig etc
37	Scaffold Inspections	
38	Pre & Post Pour Concrete Inspections	
39	Excavation Inspection	
40	Confined Spaces	
41	Temporary Works Certificate	
42	Requisition Register	
43	Delivery note	Materials / plant / on-off hire notes
44	Requisitions	Materials / plant
45	Memos	Informing of defect / mistake and the recommended measures of how to rectify (sent / received by you)
46	Client / Sub-Contractors Letter	
47	Client / Sub-Contractors Order	
48	Site Security	Contract Details
49	Waste Disposal Records	Recycling Confirmation
50	Bill of Quantities	
51	Delivery Schedule	
52	Plant Inspection Sheet / Plant Certificate / Log Book / Repair Note	Signed by yourself
53	Plant Check List	To include on-off hires
54	Plant Specifications	Detailing specific plant requested
55	CPCS and CSCS Checks	Showing competence checks
56	Alteration of works / Variation Order / RFI / CVI / Technical Query	
57	Equality and Diversity Briefs/Sessions	
58	Bi - Annual Appraisals	For self and employees
59	Annual Appraisals	For self and employees
60	Training and Course Request	For self and employees
61	Personal Development Plan	For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)
62	Personal Development Record	
63	Membership Application	Confirmation letter
64	Budget Expenditure	
65	Non Conformance Report	
66	Snagging Lists	
67	Day Worksheets	
68	Quality Assurance Forms	From clients / clerk of works / sub-contractors / NHBC
69	Customer Care Reports	For the personnel working on your site
70	Training Schedule / Qualification Matrix	For the personnel working on your site
71	Confirmation of Appointment Letters	For employees and description of post
72	Appraisal System	Proof of system for both self and employees

73	Calibration Certificate / Auto Level Check Sheet	
74	Extract from Engineers Book	Copy of working out levels
75	Cost Analysis	Costed returns for Labour, Plant, Materials, Variations etc
76	Improvement Opportunities	Company procedure and examples