

L4 Construction Site Supervision

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.

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 you 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 \ Traffic Management Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
12	Site Quality Plan	
13	Site Diary / Daily Site Records	To include – To confirm allocation of works, resources used, progress of works against programme
14	Health Safety and Welfare Inspection	May also include Environmental
15	Waste Management	
16	Conditions of Contract	To subcontractors, suppliers etc
17	Survey Reports	Roof, Asbestos etc
18	Labour Forecast and Trade Activity	
19	Minutes from Progress / Design Meetings	Fully detailed
20	Minutes from Safety Meetings	That you have attended
21	Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
22	Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
23	Manufacturers Guidelines	To include health and safety measures / methods of use / waste disposal
24	Programme of Works	Highlighted in your own area of work
25	Working Drawings	To include revisions / amendments / specification
26	Permits	Hot works / permit to dig etc
27	Delivery note	Materials / plant / on-off hire notes
28	Requisitions	Materials / plant
29	Memos	Informing of defect / mistake and the recommended measures of how to rectify (sent / received by you)

30	Plant Inspection Sheet / Plant Certificate / Log Book / Repair Note	Signed by yourself
31	Plant Check List	To include on-off hires
32	CPCS and CSCS Checks	Showing competence checks
33	Alteration of works / Variation Order / RFI / CVI / Technical Query	
34	Equality and Diversity Briefs/Sessions	
35	Bi - Annual Appraisals	For self and employees
36	Annual Appraisals	For self and employees
37	Training and Course Request	For self and employees
38	Personal Development Plan	A personnel account of training you would like to become better skilled, also to reflect training already completed – For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)
39	Membership Application	Confirmation letter
40	Snagging Lists	
41	Quality Assurance Forms	From clients / clerk of works / sub-contractors / NHBC
42	Training Schedule / Qualification Matrix	For the personnel working on your site