

L3 Wood Occupations – Site Carpentry

EVIDENCE EXAMPLES

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 as a Joiner and Supervisor
3	Certificates	Relevant to Construction / Health and Safety
4	Toolbox Talks	To include H&S measures / waste disposal signs / barriers / briefing sheet signed and dated
5	Daily Activity Briefing / Allocated Sheets / Time Sheets	
6	Site Induction	To include details of induction / briefing sheet signed and dated
7	Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
8	Site Diary	To include: weather / orders / resources / deliveries / on-off hires / programme delays / mistakes / defects
9	Minutes from Meetings	Progress / Health and Safety / Tenders
10	Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
11	Manufacturers Guidelines	To include health and safety measures / methods of use / waste disposal
12	Programme of Works	Highlighted in your own area of work
13	Site Drawings / Plans	To include revisions / amendments / specification
14	Permits	Hot works / permit to dig
15	Delivery Note	Materials / tools
16	Requisitions	Materials / tools
17	Memos	Informing of defect / mistake and the recommended measures of how to rectify
18	Snagging Lists	
19	Customer Feedback / references	