

L3 Construction Contracting Operations – Buying

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
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	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	Recycling Policy	
16	Conditions of Contract	To subcontractors, suppliers etc
17	Survey Reports	Roof, Asbestos etc
18	Survey Data	
19	Dimensional Data	
20	Design Data	
21	Traffic Management Plan	
22	Site Security	Showing responsibilities and public protection
23	Labour Forecast and Trade Activity	
24	Minutes from Progress / Design Meetings	Fully detailed
25	Minutes from Safety Meetings	That you have chaired
26	Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
27	Minutes from Suppliers Meetings	May be emails or correspondence
28	Minutes from Stakeholders Meetings	
29	Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
30	Programme of Works	Highlighted in your own area of work
31	Working Drawings	To include revisions / amendments / specification
32	Delivery note	Materials / plant / on-off hire notes

33	Requisitions	Materials / plant
34	Memos	Informing of defect / mistake and the recommended measures of how to rectify (sent / received by you)
35	Client / Sub-Contractors Letter	
36	Waste Disposal Records	Recycling Confirmation
37	Bill of Quantities	
38	Delivery Schedule	
39	Tenders	
40	Alteration of works / Variation Order / RFI / CVI / Technical Query	
41	Equality and Diversity Briefs/Sessions	
42	Bi - Annual Appraisals	For self and employees
43	Annual Appraisals	For self and employees
44	Training and Course Request	For self and employees
45	Personal Development Plan	A template can be supplied on request
46	Membership Application	Confirmation letter
47	Budget Expenditure	
48	Non Conformance Report	
49	Snagging Lists	
50	Day Worksheets	
51	Quality Assurance Forms	From clients / clerk of works / sub-contractors / NHBC
52	Customer Care Reports	For the personnel working on your site
53	Training Schedule / Qualification Matrix	For the personnel working on your site
54	Confirmation of Appointment Letters	For employees and description of post
55	Appraisal System	Proof of system for both self and employees
56	Calibration Certificate / Auto Level Check Sheet	
57	Extract from Engineers Book	Copy of working out levels
58	Cost Analysis	Costed returns for Labour, Plant, Materials, Variations etc
59	Improvement Opportunities	Company procedure and examples