

L3 Construction Contracting Operations – Planning

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	Construction Phase Plan	
12	Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
13	Site Quality Plan	
14	Site Diary	
15	Health Safety and Welfare Inspection	May also include Environmental
16	Environmental Management Reports / Inspections	
17	Programme of Works	Highlighted in your own area of work
18	Drawings you have prepared	To include revisions / amendments / specification
19	Conditions of Contract	To subcontractors, suppliers etc
20	Survey Reports	Roof, Asbestos etc
21	Survey Data	
22	Dimensional Data	
23	Design Data	
24	Traffic Management Plan	
25	Prepared Estimates, Bids and Tenders	
26	Minutes from Progress / Design Meetings / Safety Meetings	Fully detailed – To clearly detail your involvement within the meetings
27	Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
28	Minutes from Suppliers Meetings	May be emails or correspondence
29	Minutes from Stakeholders Meetings	
30	F10 Certificate	
31	Permits	Hot works / permit to dig etc
32	Requisition Register	

33	Personal Development Plan	A plan can be provided by assessor, on request
34	Requisitions	Materials / plant
35	Memos	Informing of defect / mistake and the recommended measures of how to rectify (sent / received by you)
36	Client / Sub-Contractors Letter	
37	Client / Sub-Contractors Order	
38	CPCS and CSCS Checks	Showing competence checks
39	Alteration of works / Variation Order / RFI / CVI / Technical Query	
40	Equality and Diversity Briefs/Sessions	
41	Bi - Annual Appraisals	For self and employees
42	Annual Appraisals	For self and employees
43	Training and Course Request	For self and employees
44	Membership Application	Confirmation letter
45	Budget Expenditure	
46	Non Conformance Report	
47	Training Schedule / Qualification Matrix	For the personnel working on your site
48	Cost Analysis	Costed returns for Labour, Plant, Materials, Variations etc
49	Improvement Opportunities	Company procedure and examples