

Level 6 Senior Site Inspection - suggested evidence

Learners are to provide documentation they implement within their organisation, below is a list of potential evidence that could be provided to support your qualification, if it states that “**This is an Optional Unit**” you may not need to provide this evidence unless you choose this as a unit for your NVQ, this will be discussed with your assessor:

you are not required to provide everything on the list, but it is advised that this can include documentation relating to the following:

1. CV detailing current H&S Role.
2. Method statements (Provide examples of this documentation that you have actively be involved in putting together, reviewing and implementing through the business)
3. Risk assessments and Method Statements (Provide examples of this documentation that you have actively be involved in putting together, reviewing and implementing through the business), example could include: <ul style="list-style-type: none"> • Workplace Hazard related risk assessments • Fire Risk Assessments • COSHH Assessments • Method statements detailing project requirements
4. Implementation and reviewing of company policies , examples can include: <ul style="list-style-type: none"> • Company Health and Safety Policy • Environmental policy • Equality and Diversity policy • Waste Management policy • Any H&S company policies that you review and update, it is not limited to the examples given above.
5. Site inspection documentation/Audits (produced by the learner) <ul style="list-style-type: none"> • Completed site safety inspection forms • Completed site welfare inspection forms • Completed Inspections of installed products on site • Site or workplace audit documentation carried out and completed by the learner
6. Managing Project progress and Handover <ul style="list-style-type: none"> • Construction Programme of works • Handover documentation either produced by your organisation or the Principal Contractor or the Client on completion of works, this could include emails. • Snagging Lists • Final inspections of installed products • Customer sign off of works completed
7. Communication documents to implement H&S between varying roles – Directors, Managers, employees (Emails, Pamphlets, handouts, notices boards etc), information could relate to recent: <ul style="list-style-type: none"> • Workplace good practice – Toolbox Talks • Meeting Minutes • Photos of workplace noticeboards for H&S



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<ul style="list-style-type: none"> • Safety alerts or bulletins • Near miss reports (completed)
<p>8. Technical Information: Provide any technical data for products that you may implement and use within your organisation, this could include:</p> <ul style="list-style-type: none"> • Product data sheets for the equipment/materials you install or inspect on site • Product installation guides • Construction installation drawings
<p>9. Testing Documentation – (This is an optional unit) provide any testing or commissioning documentation you may have to use in your organisation, such as:</p> <ul style="list-style-type: none"> • System or product commissioning documentation • Product testing certificates or documents • CCTV surveys • site investigation • physical surveys • materials and systems tests • laboratory analysis • examination of compliance with statutory, health and safety, environmental and other ruling constraints
<p>10. Quality Standards you have to comply with and work to: Provide documents of any standards you have to work to, for example statutory regulations, British standards or Industry standards:</p> <ul style="list-style-type: none"> • statutory requirements • project drawings and specifications • British Standards • international Standards • Codes of Practice • organisation standards • dimensional control criteria
<p>11. H&S information sourcing methods and methodology behind H&S purchasing procedures for safety equipment's.</p> <p>H&S Info Sourcing, this could include but not limited to:</p> <ul style="list-style-type: none"> • Emails to other professionals • Conversations on professional forums • Documents sourced from professional bodies • Qualifications gained through training (by the learner) <p>H&S purchasing info, this could include but not limited to:</p> <ul style="list-style-type: none"> • purchase orders of control equipment's – Trench support, barriers etc. • Delivery Notes – equipment's, PPE etc. • Training booked for employees
<p>12. Survey/construction documents for site – This could include documentation relating to site operations provided by external organisations. This could include, but not limited to:</p>



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<ul style="list-style-type: none"> • Topographical surveys • Ecological surveys • Pre-construction Information • Temporary works designs • Site Rules • Traffic Management plans
<p>13. Meeting minutes, detailing your involvement in heading the meetings. Examples could include but not limited to:</p> <ul style="list-style-type: none"> • Company meetings with topics on health and safety • Health and Safety meetings • Client meetings • Project meetings • Meeting on design risks
<p>14. presentations delivered by the learner: (This is an optional unit) The unit is about managing and developing teams and individuals in the workplace to ensure they are competent to carry out the work on site. This could include, but not limited to:</p> <ul style="list-style-type: none"> • Site inductions presentations and associated documents • Toolbox talks with completed attendance sheets • H&S power-point presentations you may deliver internally: <ul style="list-style-type: none"> ○ Manual Handling, Working at Heights, PPE etc ○ General H&S meeting presentations ○ Conference presentations ○ Any other H&S training presentations • Any documentation to coaching, mentoring or instructing the workforce
<p>15. Recruitment and planning for the workforce (this is an optional Unit) – This unit cover identifying gaps in competence within the business and recruiting to fill those gaps. Evidence types could include, but not limited to:</p> <ul style="list-style-type: none"> • Job Descriptions • Communication between your company and recruitment agencies • Adverts posted either on social media or websites for recruitment • Meeting minutes identifying staff shortfalls
<p>16. Dealing with disputes and resolutions (this is an optional unit) – This unit covers dispute resolution both internal and external situations (e.g. customers/sub-contractors/principal contractors/any 3rd party etc.) Evidence types could include, but not limited to:</p> <ul style="list-style-type: none"> • Emails between you and the other party including information of dispute and the resolution. • Internal complaints documentation • Internal Complaints procedure/policy • Dispute review procedure/documentation • Variation orders to original contracts • 3rd party claims documentation • Negotiation procedures • Information reviewed as part of the dispute resolution such as technical data.



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<p>17. Construction Safety, Health and Environmental plans Any documentation that makes up the site plans for health and safety and could include but not limited to:</p> <ul style="list-style-type: none"> • Pre-Construction Information • Construction Phase Plans • Health and Safety files • Welfare assessments and provision
<p>18. Training Matrix for your company detailing training received and required by operatives. Or any other documentation that identifies training and development of staff</p> <ul style="list-style-type: none"> • Appraisals (yours and staff members (where applicable)). • Training bookings for staff • Certification of training
<p>19. Continual Professional Development Record – This should include courses completed within the past 2 years, research carried out i.e. reviewing regulations, reading construction news, IOSH Publications or any other industry relevant information. In the CPD Log it should include Reflective Accounts (RA) on how you have used this information and how it has helped you in your job role.</p> <p>For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)</p>
<p>20. Any other Health and Safety documentation you implement, review or have input in to relating to your company.</p>

All information provided must relate to the Learner, the learner must be able to confirm what relevance the documentation has and the methods of implementation in their organisation, this will be confirmed through recorded professional discussions.

Please contact your assessor for any further details.

