

### L3 CONSTRUCTION CONTRACTING OPERATIONS 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
CV	Including present job description, referees with name, company address, position, telephone numbers
Reference	To cover roles and responsibilities within the company
Certificates	To include training company address and telephone number and brief description of the course on the reverse
Management Chart	To include company job description and responsibilities – family tree
Health and Safety Plan	Showing you role and responsibilities
Method Statement/Risk Assessment	To include full briefing sheet signed and dated
Toolbox Talks	To include H&S measures / waste disposal signs / barriers / briefing sheet signed and dated
Daily Activity Briefing / Allocated Sheets / Time Sheets	
Site Induction	To include details of induction / briefing sheet signed and dated
Safe Systems of Work	
Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
Site Quality Plan	
Site Diary	To include: weather / orders / resources / deliveries / on-off hires / programme delays / mistakes / defects
Health Safety and Welfare Inspection	May also include Environmental
Recycling Policy	
Conditions of Contract	To subcontractors, suppliers etc
Survey Reports	Roof, Asbestos etc
Survey Data	
Dimensional Data	
Design Data	
Traffic Management Plan	
Site Security	Showing responsibilities and public protection
<b>Example Evidence</b>	<b>Additional Information</b>
Labour Forecast and Trade Activity	

Minutes from Progress / Design Meetings	Fully detailed
Minutes from Safety Meetings	That you have chaired
Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
Minutes from Suppliers Meetings	May be emails or correspondence
Minutes from Stakeholders Meetings	
Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
Programme of Works	Highlighted in your own area of work
Working Drawings	To include revisions / amendments / specification
Delivery note	Materials / plant / on-off hire notes
Requisitions	Materials / plant
Memos	Informing of defect / mistake and the recommended measures of how to rectify (sent / received by you)
Client / Sub-Contractors Letter	
Waste Disposal Records	Recycling Confirmation
Bill of Quantities	
Delivery Schedule	
<b>Tenders</b>	
Alteration of works / Variation Order / RFI / CVI / Technical Query	
Equality and Diversity Briefs/Sessions	
Bi - Annual Appraisals	For self and employees
Annual Appraisals	For self and employees
Training and Course Request	For self and employees
Personal Development Plan	A template can be supplied on request
Membership Application	Confirmation letter
Budget Expenditure	
Non Conformance Report	
Snagging Lists	
Day Worksheets	
Quality Assurance Forms	From clients / clerk of works / sub-contractors / NHBC
Customer Care Reports	For the personnel working on your site

Training Schedule / Qualification Matrix	For the personnel working on your site
Confirmation of Appointment Letters	For employees and description of post
Appraisal System	Proof of system for both self and employees
Calibration Certificate / Auto Level Check Sheet	
Extract from Engineers Book	Copy of working out levels
Cost Analysis	Costed returns for Labour, Plant, Materials, Variations etc
Improvement Opportunities	Company procedure and examples