

L3 OCCUPATIONAL WORK SUPERVISION 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
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
Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
Site Diary	To include: weather / orders / resources / deliveries / on-off hires / programme delays / mistakes / defects
Minutes from Progress Meetings	Fully detailed
Minutes from Safety Meetings	
Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
Manufacturers Guidelines	To include health and safety measures / methods of use / waste disposal
Programme of Works	Highlighted in your own area of work
Site Drawings	To include revisions / amendments / specification
Permits	Hot works / permit to dig
Scaffold Inspections	
Excavation Inspection	
Delivery Note	Materials / plant / on-off hire notes
Requisitions	Materials / plant
Memos	Informing of defect / mistake and the recommended measures of how to rectify
Waste Disposal Records	
Plant Inspection Sheet	Signed by yourself
Alteration of Works / Variation Order / RFI / CVI / Technical Query	
Non Conformance Report	

Snagging Lists	
Day Worksheets	
Quality Assurance forms	
Customer Care Reports	
Calibration Certificate	