

L4 SITE SUPERVISOR 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 \ Traffic Management Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
Site Quality Plan	
Site Diary / Daily Site Records	To include – To confirm allocation of works, resources used, progress of works against programme
Health Safety and Welfare Inspection	May also include Environmental
Waste Management	
Conditions of Contract	To subcontractors, suppliers etc
Survey Reports	Roof, Asbestos etc
Labour Forecast and Trade Activity	
Minutes from Progress / Design Meetings	Fully detailed
Minutes from Safety Meetings	That you have attended
Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
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
Working Drawings	To include revisions / amendments / specification

Permits	Hot works / permit to dig etc
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)
Plant Inspection Sheet / Plant Certificate / Log Book / Repair Note	Signed by yourself
Plant Check List	To include on-off hires
CPCS and CSCS Checks	Showing competence checks
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 personnel account of training you would like to become better skilled, also to reflect training already completed – For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)
Membership Application	Confirmation letter
Snagging Lists	
Quality Assurance Forms	From clients / clerk of works / sub-contractors / NHBC
Training Schedule / Qualification Matrix	For the personnel working on your site