

EVIDENCE SUMMARY SHEET

As you place your evidence in your portfolio you should register it on this sheet, this allows you to reference the same piece of evidence for different Units/Elements.

| Evidence No. | Evidence |
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| 1 | Health and Safety Plan/Construction Phase Plan |
| 2 | Environmental Plan |
| 3 | Method Statement |
| 4 | Method Statement Register/Review/Amendment |
| 5 | Risk Assessment |
| 6 | Daily Brief/Set to Work |
| 7 | Toolbox Talk |
| 8 | Induction |
| 9 | Site Plan |
| 10 | Traffic Plan |
| 11 | Site Safety Inspection. Internal/External |
| 12 | Take Offs |
| 13 | Design Programme (Showing how the POW evolved) |
| 14 | Labour Forecast |
| 15 | Prestart Meeting |
| 16 | H&S Meeting |
| 17 | Progress Meeting |
| 18 | Management Meeting |
| 19 | Programme of Works |
| 20 | Proposed Drawings |
| 21 | Amended Drawing |

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| 22 | Hot Works Permit/Permit to Work |
| 23 | Purchase Order |
| 24 | On/Off Hire |
| 25 | Delivery Schedule |
| 26 | PM/Client Inspection Quality |
| 27 | Competence and Validity Checks (CSCS PQQ's) |
| 28 | Snag List |
| 29 | Dayworks |
| 30 | Quality Plan / ITP |
| 31 | Schedule of Works |
| 32 | Manufacturers Guidelines (2 pages only) |
| 33 | Evidence of identifying staff turnover/issues (HR) |
| 34 | Evidence of resolving staff turnover/issues (HR) |
| 35 | Outsourcing for Vacancies (emails to recruitment agencies) |
| 36 | Interviews (New post and leaving can be emails) |
| 37 | Condition of Contract (Sub-contractor agreement) |
| 38 | Pre-handover Inspection/Hand Over Sheet |
| 39 | Warranties/Guarantees/O&M Manuals |
| 40 | RFI |
| 41 | Variation Order |
| 42 | Technical Submittal/Query |
| 43 | Invitation to Tender |
| 44 | Tender Estimate |
| 45 | Tender Bid / Review Amendment |
| 46 | Bill of Quantities/Review amendments |

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| 47 | Payment Release Schedule |
| 48 | Payment Programme |
| 49 | Payment Amendments |
| 50 | Retention Payment Confirmation |
| 51 | Annual review/Self and employees |
| 52 | Terms of Employment (PAYE) |
| 53 | Presentations |
| 54 | Training Matrix |
| 55 | Training requests, self and others including confirmation |
| 56 | Company Reference |
| 57 | CV and Relevant Certificates |
| 58 | <p>Personal Development Plan/Record</p> <p>For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)</p> |