

L4 NVQ Diploma in Controlling Lifting Operations – Supervising Lifts (Construction)

SUGGESTED EVIDENCE

To achieve your qualification you will need to work with your Assessor and gather sufficient evidence to demonstrate your competency in meeting the required National Occupational Standards.

Your Assessor will provide you with a copy of these Standards, which will help you in understanding how many of the activities that you carry out in your usual working role meet the required competency Standards.

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.

You will need to gather examples of these items in preparation for when your Assessor next visits you. The list below shows some examples of what will be useful and is not an exhaustive list

Suggested Evidence List

Evidence Type	
1	Method Statements
2	Risk Assessments
3	Lift Drawings
4	Tool Box Talks
5	Emails: Sent between you and others which include conversations about: Time scales, H&S requirements, Co-ordination of work, Lifts and other people, Plant Hire
6	Completed Lift Plan – Preferably with you named as Appointed Person. Record or procedures to implement deviations / amendments to plans
7	Crane Load Charts
8	Roles and Responsibilities List
9	Contingency Statement / Accident Book
10	End Report
11	Work Schedule
12	Work Progress Documents
13	Traffic Management Plan
14	Environment Policy
15	Security Policy
16	Lifting Accessory List / record of inspections (as per LOLER Regs)
17	Storage and Waste / Recycling Management Policy
18	Signage / Notice schedule and maintenance
19	Plant and Equipment Schedule
20	Pre works meetings Records
21	Training Matrix – Confirmation of all persons qualified / CPCS card holders: Proposed Training

If you have any questions or wish to discuss some potential evidence, your Assessor will be happy to do so.

Your Assessor can be contacted on the following telephone number:

Assessor Name: **Lenny Jones**

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