

L3 Construction Contracting Operations – Design Coordinator

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
1	CV	Including present job description, referees with name, company address, position, telephone numbers
2	Reference	To cover roles and responsibilities within the company
3	Certificates	To include training company address and telephone number and brief description of the course on the reverse
4	Management Chart	To include company job description and responsibilities – family tree
5	Health and Safety Plan	Showing you role and responsibilities
6	Method Statement/Risk Assessment	To include full briefing sheet signed and dated
7	Toolbox Talks	To include H&S measures / waste disposal signs / barriers / briefing sheet signed and dated
8	Daily Activity Briefing / Allocated Sheets / Time Sheets	
9	Site Induction	To include details of induction / briefing sheet signed and dated
10	Safe Systems of Work	
11	Construction Phase Plan	
12	Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
13	Site Quality Plan	
14	Site Diary	
15	Health Safety and Welfare Inspection	May also include Environmental
16	Environmental Management Reports / Inspections	
17	Programme of Works	Highlighted in your own area of work
18	Drawings you have prepared	To include revisions / amendments / specification
19	Conditions of Contract	To subcontractors, suppliers etc
20	Survey Reports	Roof, Asbestos etc
21	Survey Data	
22	Dimensional Data	
23	Design Data	
24	Design Control Documents	To include procedures on how design process is controlled including amendments/review.
25	Design register	To include management process for design
26	Design Meeting Minutes	
27	Traffic Management Plan	
28	Prepared Estimates, Bids and Tenders	
29	Minutes from Progress / Design Meetings / Safety Meetings	Fully detailed – To clearly detail your involvement within the meetings
30	Minutes from Pre-start Meeting / Contract Review Meeting Agenda	
31	Minutes from Suppliers Meetings	May be emails or correspondence
32	Minutes from Stakeholders Meetings	
33	F10 Certificate	
34	Permits	Hot works / permit to dig etc
35	Requisition Register	

36	Personal Development Plan	A plan can be provided by assessor, on request
37	Requisitions	Materials / plant
38	Memos	Informing of defect / mistake and the recommended measures of how to rectify (sent / received by you)
39	Client / Sub-Contractors Letter	
40	Client / Sub-Contractors Order	
41	CPCS and CSCS Checks	Showing competence checks
42	Alteration of works / Variation Order / RFI / CVI / Technical Query	
43	Equality and Diversity Briefs/Sessions	
44	Bi - Annual Appraisals	For self and employees
45	Annual Appraisals	For self and employees
46	Training and Course Request	For self and employees
47	Membership Application	Confirmation letter
48	Budget Expenditure	
49	Non Conformance Report	
50	Training Schedule / Qualification Matrix	For the personnel working on your site
51	Cost Analysis	Costed returns for Labour, Plant, Materials, Variations etc
52	Improvement Opportunities	Company procedure and examples