

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
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	Toolbox Talks	To include H&S measures / waste disposal signs / barriers / briefing sheet signed and dated
5	Daily Activity Briefing / Allocated Sheets / Time Sheets	
6	Site Induction	To include details of induction / briefing sheet signed and dated
7	Site Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
8	Site Diary	To include: weather / orders / resources / deliveries / on-off hires / programme delays / mistakes / defects
9	Minutes from Progress Meetings	Fully detailed
10	Minutes from Safety Meetings	
11	Health & Safety Inspection Checklist	To include defects and recommended measures / alternatives
12	Manufacturers Guidelines	To include health and safety measures / methods of use / waste disposal
13	Programme of Works	Highlighted in your own area of work
14	Site Drawings	To include revisions / amendments / specification
15	Permits	Hot works / permit to dig
16	Scaffold Inspections	
17	Excavation Inspection	
18	Delivery Note	Materials / plant / on-off hire notes
19	Requisitions	Materials / plant
20	Memos	Informing of defect / mistake and the recommended measures of how to rectify
21	Waste Disposal Records	
22	Plant Inspection Sheet	Signed by yourself
23	Alteration of Works / Variation Order / RFI / CVI / Technical Query	
24	Non Conformance Report	
25	Snagging Lists	
26	Day Worksheets	
27	Quality Assurance forms	

28	Customer Care Reports
29	Calibration Certificate