

## L6 Construction Contracting Operations – Surveying

### SUGGESTED EVIDENCE

Following your induction, you are now registered on your NVQ.

Your NVQ is at Level 6 and is called: **Construction Contracting Operations**

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.

1	Package Checklist	Documentation/Procedure checklist
2	Design Brief	Management/Client Pre or post tender stage
3	Construction Phase Plan	Front page, index page and page where your name appears
4	Environmental Plan/Policy	
5	Survey Reports	Roof, Asbestos etc
6	Method Statement/Risk Assessment	To include full briefing sheet signed and dated, reviews or amended
7	Toolbox Talks	
8	Site Induction	To include details of induction / briefing sheet signed and dated
9	Site and Traffic Plan	Showing site facilities / storage / waste area / access / egress / pedestrian and traffic routes / muster point / security
10	Health Safety and Welfare Inspection	Carried out by you
11	Health & Safety Audit	Completed by H&S Manager or external company
12	Conditions of Contract	To subcontractors, suppliers etc
13	Proposed Drawings	1 x A 4
14	Setting Out Drawings	1 x A 4

<b>15</b>	Revised Drawings	1 x A 4
<b>16</b>	Labour Forecast and Trade Activity	Can be emails
<b>17</b>	Minutes from Progress / Design Meetings	Showing your name in the minutes as attending
<b>18</b>	Minutes from Safety Meetings	Showing your name in the minutes as attending
<b>19</b>	Minutes from Pre-start Meeting or Contract or Review Meeting	Showing your name in the minutes as attending, there is a need for 3 sets of minutes, ensure the titles are different.
<b>20</b>	Manufacturers Guidelines	In your subject area, only require two pages
<b>21</b>	Programme of Works	Highlighted in your own area of work
<b>22</b>	Requisitions	Materials / plant, can be emails
<b>23</b>	Delivery note	Materials / plant / on-off hire notes (1 of each)
<b>24</b>	Waste Disposal Records	Recycling Confirmation
<b>25</b>	Tender Bid	
<b>26</b>	Quotations	Sent and/or received
<b>27</b>	Procurement Programme	
<b>28</b>	Payment Programme	
<b>29</b>	Payment Amendments	Payless notice etc
<b>30</b>	Schedule of Rates	
<b>31</b>	Bill of Quantities/Schedule of rates	
<b>32</b>	Delivery Schedule	Can be emails arranging specific delivery dates
<b>33</b>	Plant Check List	To include on-off hires
<b>34</b>	CPCS and CSCS Checks	Showing competence checks
<b>35</b>	Site Quality Plan	Front and index page only
<b>36</b>	Alteration of works	Can be email
<b>37</b>	Variation Order	
<b>38</b>	Early Warning Notification	
<b>39</b>	Technical Query	

40	RFI	
41	RFI Register/Log	
42	CVI	
43	Handover Programme	
44	Snagging Lists	
45	Day Worksheets/Site Instruction	
46	Quality Assurance Forms	Handover sheets
47	KPI's,	
48	Quality Check	Company and/or client
49	O&M Manual/Warranties	
50	Annual Appraisals	For self and employees
51	Training and Course Request	For self and employees, can be emails, use level 6 for yourself
52	Personal Development Plan	<a href="https://workforceskillssupport.co.uk/free-personal-development-plan-pdp/">https://workforceskillssupport.co.uk/free-personal-development-plan-pdp/</a>
53	Training Schedule / Qualification Matrix	For the personnel working on your site
54	Detailed CV	Including present job description, referees with name, company address, position, telephone numbers
55	Detailed Reference	On company headed paper, confirming length of time in current role and responsibilities, signed by line manager.
56	Relevant Certificates	NEBOSH, SMSTS, SSTS etc

**Note:**

When compiling your evidence please present it in the order listed. If electronic have one folder with a series of pdfs numbered and named. When compiled please send via <https://wetransfer.com/>

If hard copy, please remember there is no need to print off large documents. Front page, Index page and where your name appears (if applicable) will suffice.

Your evidence can be from more than one project.

No need to number the documents, don't place in plastic sleeves etc.

