

L7 Construction Senior Management

SUGGESTED EVIDENCE

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
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
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
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	Personal Development Plan/Record
For a free template and further guidance please go to Free Personal Development Plan (PDP) (workforceskillssupport.co.uk)	