

The following examples of evidence are provided to help the individual identify suitable workplace evidence that helps to supplement the narratives provided in response to the cognitive criteria of the qualification. This list is not exhaustive. Individuals need to ensure that any identified workplace evidence needs to have a clear link to their professional competence.

Examples of Evidence Relating to the Project SHE Plan	
1	Safety, Health & Environment (SHE) Responsibilities Doc
2	Project SHE Organisation Plan
3	Environmental assessments
4	Project SHE Risk Summary
5	Project specific risk assessments
6	Site rules (inc. Site/Client Specific)
7	Site Induction Documents
8	Accident, Incident and Environmental Reporting
9	Transport Management Plan
10	Waste Management Plan
11	Fire & Emergency Plan
12	Safe Systems of Work Documents
Examples of Evidence Relating to Health & Safety Management Systems	
1	Emergency Arrangements
2	Risk Assessment & Safe Systems of Working
3	Safe System of Working Checklists
4	Method Statement Formatting Guide, Evaluation, Comment & Variation Forms
5	Competency, Training & Appointments matrix
6	Records of Co-operation , Consultation involving the workforce
7	Inspection Monitoring, Audit & Review
8	Record Keeping and Document Control
9	Health & Safety Forms
10	Environmental Management Systems
Examples of Evidence Relating to Site Diary etc	
1	Main site diary
2	Personal site diary
3	Personal Records e.g. Action Lists
4	Level record book
Examples of Evidence Relating to Meetings	
1	Site/Project Meetings (Agendas, Minutes)
2	S/c pre-start (Agendas, Minutes)
3	Progress (Agendas, Minutes)
4	S/c progress (Agendas, Minutes)
5	Internal coordination (Agendas, Minutes)
6	Third Party (Agendas, Minutes)

7	Safety (Agendas, Minutes)
8	Training (Agendas, Minutes)
Examples of Evidence Relating to Programmes/Progress	
1	Contract Programmes/Progress Meetings (Agendas, Minutes)
2	Construction Programmes/Progress Meetings (Agendas, Minutes)
3	Subcontractor Programmes/Progress Meetings (Agendas, Minutes)
4	Short term Programmes/Progress Meetings (Agendas, Minutes)
5	Progress reports
6	Training Schedule
7	Holiday Schedule
Examples of Evidence Relating to Contract documentation	
Clients' Scope of works and preliminaries	
Bill of quantities	
Contractors prelims	
Special conditions e.g. planning, 3 rd party obligations	
Specifications	
Contract drawings	
Variations	
Contract Form	
Preconstruction CDM file	
Claims	
F10	
Examples of Evidence Relating to Drawings	
Project Register	
Plans Elevation Sections	
Detailed drawings	
Site sketches	
Examples of Evidence Relating to Staff & Labour	
Induction Register (inc. s/c)	
Organograms, roles & responsibilities	
Toolbox talks (inc. s/c)	
Allocation & resource sheets	
Certification records	
Assessment records	
Personnel Records	
PPE register	
Notice Boards (internal)	
Feedback (suggestion box, email, notes etc)	
Examples of Evidence Relating to Materials	
Procurement process/schedules	
Orders	
Requisitions/Call offs	
Stock control records	
Goods received records	
Checking/Defective deliveries records	
Corrective procedure records	
Storage, protection, security and moving	

Recycling

Reconciliations

Manufacturers/Suppliers literature e.g. COSHH

Waste management procedure (SHE Plan?)

Examples of Evidence Relating to Plant & Equipment
Resources Plan
Orders & procurement
Requisitions/ call offs
Plant returns / allocation
Delivery/Off hire records
Checking/ Certification records
Corrective procedure records
Storage and Security
Operators Certification records
Reconciliations
Manufacturers/ Suppliers literature e.g. Operating Manual
Equipment/Instrument reports and records
Examples of Evidence Relating to Subcontractors (also meetings above)
Pre-start documentation
Certification Records
Resources
Attendance records
Performance records
Corrective procedure records (Snagging)
Examples of Evidence Relating to Communication (also meetings above)
Letters. faxes, file notes etc
Emails
Technical Queries
Information Requests
Statutory Body notifications
Public consultation (meetings, displays etc)
Leaflets/ newsletters
Newspapers/Radio/TV/Internet
Records of verbal (other than site diary)
Site Notices (external)
Trade Advisory literature
Examples of Evidence Relating to safe system of working
Risk assessments
Method Statements
Permits to Work
Temporary Works
Inspection Records
Specialist Information (e.g. Asbestos)
"Near Miss" records
Site Security plan
Examples of Evidence Relating to Value Engineering
Method improvements
Resource improvements
Programme changes
Examples of Evidence Relating to Control/Allowance for Variables
Weather forecasts
Unforeseen events
Client variations

Examples of Evidence Relating to Quality
QA Manual & Procedures
Corrective procedure records (snagging)
As built records
Materials testing e.g. concrete cubes, slump
Client Representative records
Health & Safety File (successor to SHE Plan)
Other records /assessments
Photographs
Witness Statements Testimonies
Observation Reports
“Walk & Talk” records
Professional discussion
Questioning
Accredited Prior Learning
Audio recording
Video recording
Self Report
Peer reports
Project and Assignments
Examples of Evidence Relating to Company Policies
Health & Safety
Equal Opportunities
Employment
Smoking
IT
Environment & Sustainability
Examples of Evidence Relating to Training
Self Assessment Tool
Staff assessment/ability review
Internal courses
External courses
Professional Qualification requirements
Site/Job specific requirements
CPD Programme
Trade/supplier seminars & literature
Professional Institute seminars & site visits
Committee Work (College, CITB, CIOB etc.)
Feedback from tuition
Mentor/training records
Examples of Evidence Relating to Business Plan
Executive Summary
Introduction
Business Plan Overview
Client Relationship
Supplier Issues Relationships
Organisation
KPI's
Risk Management
Project Reporting & Contract Review

Examples of Evidence Relating to Finance
VC1
Contracts Review Meeting surveyors report
Forecast
Completed contracts report
Sub contract procurement schedule
Enquiry for quotation s/c
Sub contractors Analysis
Enquiry for quotation s/c
Sub contract analysis
s/c pre commencement meeting
Notice to commence
Design & Build gains and losses
s/c insurance questionnaire
Scaffold requirement schedule
S/c final account statement
Agency Labour Monitoring Form