



# Site Assessment Form

## Sup01 | Supervise teams on site

(Underpinning knowledge – Training Spec.: Module 801)

<b>Name of Person Being Observed:</b>	
<b>Date NVQ Achieved:</b>	

<b>Site Address:</b>	<b>Equipment:</b>	<b>Activity:</b>

<b>Observed Tasks:</b>		<small>Covered by NVQ (*See note):</small>	<small>Date Observed On Site as Competent:</small>
1.	Assessment of site conditions		
2.	Review and interpretation of customer specified requirements		
3.	Assessment of progress and planning of immediate resource requirements		
4.	Issuing of instructions to achieve planned outcomes		
5.	Resolving issues that disrupt, or could disrupt, the satisfactory progress of the work		
6.	Inspection of operative First Aid, PPE, Organisation's procedures, Fire extinguisher (if applicable)		
7.	Inspection of the application of signing and guarding		
8.	Inspection of work equipment as suitable and without unacceptable deterioration		
9.	Checking of operative use of work equipment (including CAT and Genny where relevant)		

<b>Observation Comments:</b>

<b>Comments from Person Being Observed:</b>

<b>Has an action plan been produced identifying additional training needs/competency assessments?</b>	<b>Yes</b>	<b>No</b>

<b>Qualified Supervisor Name:</b>		<b>QS Number:</b>	
<b>Signature:</b>		<b>Date:</b>	

Qualifications and Training Evidence (*See note below):		Date Achieved:	Witnessed as seen original:

**Authorising Officers Comments:**

<b>AUTHORISING OFFICER:</b>				
<b>Outcome: Assessed as:</b>	<b>Competent:</b>		<b>Not yet competent:</b>	
<b>Authorising Officer Name:</b>		<b>AO Number:</b>		
<b>Signature:</b>		<b>Date:</b>		

\*Note:

1. All Training must be in strict accordance with the Highway Electrical Training Specification and must be delivered by Highway Electrical Skills Academy (HESA) Approved Trainers. The Training Specification and details on the Requirements for Approved Trainers are available as downloads from the HERS web-site - <https://thehea.org.uk/hers-hesa/approved-trainers/>
2. Add details of additional education & training evidence relevant to the occupation & tasks carried out
3. CBQ-NVQ Unit(s), which after a review of the NVQ portfolio evidence, can be identified within the 'Covered by NVQ' Column by changing the 'No' to a 'Yes'. This confirms that the QS has actually identified the appropriate evidence within the portfolio. It should be noted that some evidence may be equipment specific only. The 'Date Observed as Competent' column must reflect the date of the NVQ Certificate, and where appropriate, any additional unit/s