



MHG Training

NVQ Level 5 Diploma in Controlling Lifting Operations – Planning Lifts (Construction)

This list is just examples, which is by no means exhaustive, you can use alternative evidence and other documents from your workplace to show you have practical experience and do not need to include the documents listed.

1. Inductions
2. Toolbox talks
3. Health & Safety meetings
4. Lifting team meetings
5. Start of Shift briefings
6. Method statement briefings
7. Other briefings
8. Emails
9. Lifting plans
10. Risk assessments
11. Temporary works requests / information
12. Resources needed for planning
13. Records of amended method statements/lifting plans
14. Records of recommendations of improvements to the above
15. Records of initiatives taken to promote the above
16. Records of inductions/briefings prior to the lifts
17. Thorough examination certificates
18. Risk assessments
19. Pro-active monitoring
20. Re-active accident reporting & emergency procedures
21. Records of reviewing lifting activities
22. Method statement
23. Record of selecting resources efficiently
24. Records of clarification or advice from three sources
25. Records of clarification or advice from three sources
26. Records of updating 2 of the following: bar chart, critical analysis, action lists, method statements
27. Records of monitoring the works against programme & schedules
28. Records of 5 various project data used when planning
29. Provide proof of 2 consultations from various sources
30. Records of presentation and acceptance of 2 responsible parties
31. Records of maintaining, verifying, and updating 4 various types of information for the project plan
32. Construction phase plan
33. Induction/briefings
34. Meetings
35. Site layout plan
36. Noise monitoring



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37. Proof of safety and welfare arrangements prior to work starts and ongoing
38. Records showing types and locations of notices
39. Safety Alert
40. Lift plan
41. Audit reports
42. Responsibilities allocated to plant/supervisors/slinger/signallers
43. Emergency procedures
44. Near-miss reporting
45. Maintenance records for equipment & accessories
46. Records of training needs identified either formally or informal
47. Records of equipment or accessories being put beyond use when not safe to use
48. Inspections
49. Email with suppliers
50. Delivery information
51. Crane Duties

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