

Guidance on log/report content and format

Preparation

- Always start with a brief description of the task and who authorized you to go ahead.
- Note what documentation (instructions, drawings, manuals, etc.) you needed, also write about any verbal instructions you received. Try and obtain copies to support your log/report.
- You will need to check through all documentation to ensure it is the most up to date information available, there are no faults, you fully understand all information obtained.
- You must now ensure you keep this information safe and clean (wallet, folder, etc).
- You must now prepare yourself and your work area to ensure the task can be carried out in a safe manner.
- List all PPE used, this needs to be checked for damage, state whether safe or unsafe to use.
- Carry out a visual hazard check of work area (form supplied), note any hazards found and action taken (this is your risk assessment).
- You will have to state that you are aware of the Health & Safety statutory regulations and company safe working policies relevant to the task and work area. (supply copies in a H&S appendix , you can refer to these in future log/reports)
- You have made yourself aware of the following:-
 1. fire procedures (nearest escape route, evacuation point)
 2. first aid procedures (first aiders, first aid facilities, accident recording)
 3. Reporting of hazardous incidents, dangerous malfunctions (near miss form).
 4. Safety signs and posters displayed in work area.
(Supply copies of company policies on above items, place in the H&S appendix).
- list all tools and equipment used (all checked for damage, valid calibration and PAT stickers before use)
- List all materials/parts used (all checked for correct specification and quantity) add the COSHH data sheets on any substances used.
- Record any problems you have encountered and how you resolved them

The Task

- Refer to your NVQ units as guidance on what type of work best suits the criteria and range; this will also give you hints on how to word your log/report. Very few job roles match the NVQ units exactly, so think before writing and adapt the log/report to cover as much of the units requirements as possible.
- Bullet point each step/action you take, if don't write it you cannot claim it.
- Ensure your steps/actions are in a logical and sequential order.

Finishing

- Complete all documentation, inform supervisor.
- Return drawings, manuals, etc.
- Return all tools/equipment
- Clean up work area
- Dispose of waste following company procedures.

This should cover most of the criteria and range of NVQ Units 001, 002, 003, (mandatory), plus most of the first criteria block and range statements in your chosen pathway units.