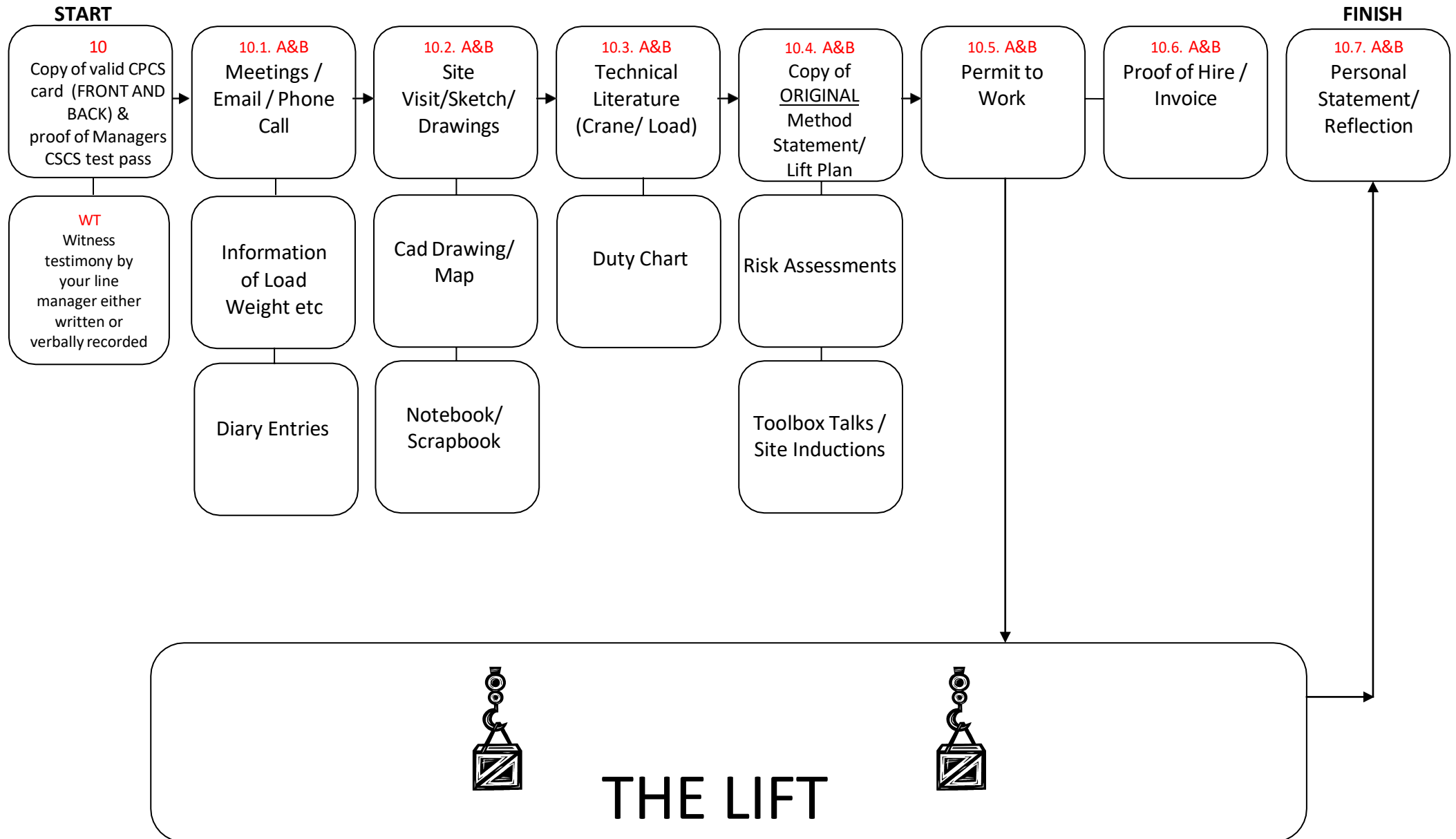


# Appointed Person Evidence Chart

**\*\*\*IF YOU ARE NEW TO THE ROLE THEN YOU WILL NEED 2 SETS OF THIS EVIDENCE THAT ARE AT LEAST 6 MONTHS APART\*\*\***



## Appointed Person Evidence Checklist.

<b><u>Set 1 of Evidence</u></b>	
<b><u>A</u></b>	
<b>Items/Documents Needed</b>	<b>Done ?</b>
Copy of valid Appointed Person CPCS/Other card.	
Copy of valid H&S test pass certificate.	
Minutes of meetings or any Email trails.	
Site visit sketches – CAD drawings/Site maps.	
Duty chart – Technical literature of the plant used.	
Copy of the original Method Statement/Risk Assess/Toolbox Talk.	
Permit to work/lift.	
Proof of hire sheet/Invoice for the plant used.	
Personal Statement/Reflection of lift.	
Witness Testimony.	

<b><u>Set 2 of Evidence</u></b>	
<b><u>B</u></b>	
<b>Items/Documents Needed</b>	<b>Done ?</b>
Minutes of meetings or any Email trails.	
Site visit sketches – CAD drawings/Site maps.	
Duty chart – Technical literature of the plant used.	
Copy of the original Method Statement/Risk Assess/Toolbox Talk.	
Permit to work/lift.	
Proof of hire sheet/Invoice for the plant used.	
Personal Statement/Reflection of lift.	