



# Automatic Door Suppliers Association

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## *NVQ DOCUMENTATION REQUEST*

Would you please forward the following documentation to the association as soon as possible, any delays will slow down, or may even **STOP** the **NVQ** process.

- Company method statements, generic or site specific, these must be signed by the candidate.
- Company risk assessments, generic or site specific, these must be signed by the candidate.
- Job sheets for work done, these should cover a range of products that the candidate has worked on. These should be signed by both the candidate and customer.
- Commissioning sheets for work done, these should cover a range of products that the candidate has worked on. These should be signed by the candidate.
- Drawings associated with work done by the candidate.
- Witness statements covering work history with the company.
- Any other documentation that has been signed by the candidate.

Please note:- All documentation should cover a working period of between the last 12-18 months by the candidate.