

Q. Whilst unloading materials you sustain a minor injury. Where should it be recorded?

A. The accident book.

Q. Before you sign for materials being delivered, what should you check?

A. Site address, quantity and condition of materials delivered.

Q. What do suppliers issue when they charge a builder for materials?

A. An invoice.

Q. In which document are you most likely to find the quality of materials clearly stated?

A. In the specification.

Q. On a large site how should building sand be stored?

A. On clean hard standing, in a bay with drainage.

Q. Window and door frames have just arrived on a delivery truck. What document should you check to make sure the delivery is correct?

A. The delivery note.

Q. Some materials have a shelf life. What does this mean?

A. That the materials will only last a certain period of time after which they should be discarded.

Q. How should bagged cement be stored?

A. In a dry hut or store not affected by the weather.

Q. What document do materials come with when they are delivered to site?

A. A delivery note.

Q. Which methods of waste disposal are likely to be used on site?

A. Skips, including recycling containers.

Q. What precautions should you take before allowing a forklift truck to place materials onto scaffolding?

A. The scaffold must be safe and suitable and the area clear. There must be suitable access for vehicles and the driver must be qualified.

Q. Which document will a site agent use to make sure deliveries arrive when required?

A. A site programme of work.

Q. What is the most common injury you could get lifting a heavy concrete load?

A. Back injury.

Q. Which documents refer to the quality of materials and the standard of workmanship?

A. The specifications and drawings.

Q. If you need materials from your company's store, which book or document would you fill in?

A. A requisition order or book.

Q. How should large diameter pipes be laid safely along a trench before installation?

A. Wedged along their length to prevent them rolling.

Q. What document does the architect normally produce to list quantities of doors and ironmongery?

A. A schedule and bill of quantities.

