



# Contractor Mobilization Plan Review Checklist for Consultants

Contractor Mobilization Plan Review Checklist for consultants; interactive checklist, commentable, and export as PDF/Excel to prevent phasing conflicts and delays.

Project:
Date:
Filled by:

Planning & Sequencing	
1	Cross-check mobilization scope across all phases using a WBS-linked logistics matrix (Excel). Acceptance: all activities supported with locations/dates. Evidence: completed matrix signed by contractor PM and consultant.
2	Review 4D phasing animation or time–location diagram (Navisworks/Powerproject). Acceptance: zero spatio-temporal overlaps between work zones. Evidence: exported clash report PDF and stamped snapshots.
3	Verify interface handover/handback milestones include $\geq 72$ h buffer between phases. Method: compare integrated programme and logistics release dates. Evidence: baseline programme with buffers highlighted and dual signatures.
4	Check weather and wind windows for critical lifts using historic data and site anemometer criteria. Acceptance: planned lifts within limit (e.g., $\leq 10$ m/s or per specs). Evidence: metocean summary and lift criteria sheet.
5	Align procurement deliveries with laydown readiness via 6-week lookahead. Acceptance: storage areas available $\geq 7$ days before first delivery. Evidence: lookahead schedule and area release memo.

Site Access, Logistics & Phasing	
6	Run swept-path analysis for delivery routes (AutoTURN). Acceptance: lane width $\geq 4.0$ m, turning radius $\geq 8.0$ m, overhead clearance $\geq 5.0$ m. Evidence: annotated route drawings with vehicle envelopes.
7	Confirm a 3.5 m-wide emergency route remains unobstructed 24/7. Method: overlay access route on all phasing drawings. Evidence: route map, signage schedule, and contractor commitment letter.
8	Validate pedestrian segregation using rigid barriers. Acceptance: walkway width $\geq 1.2$ m; controlled crossings (flagger or lights). Evidence: layout drawings with dimensions and barrier specification.
9	Size laydown and storage from material take-off. Acceptance: planned area $\geq$ calculated requirement +20% buffer. Evidence: area schedule, scaled plan, and marked storage zones.
10	Plan waste skips and collection paths clear of cranes/exclusion zones. Acceptance: vehicle queuing $< 15$ min at gates. Evidence: waste flow diagram, service contract, and gate operation SOP.

### Temporary Works & Utilities

11	Review temporary power load schedule and single-line diagram. Acceptance: feeders sized per specs with $\geq 25\%$ spare capacity. Evidence: stamped SLD, load list, and earthing details.
12	Verify temporary water and firefighting mains routing with backflow protection. Acceptance: hydrant/hose points within $\leq 50$ m of active zones. Evidence: utilities plan and valve/hydrant schedule.
13	Assess drainage/dewatering capacity using rainfall design data. Acceptance: maintain $< 50$ mm standing water after design storm; discharge per approved specs. Evidence: pump sizing calculations and discharge permits.
14	Require recent underground utility survey (GPR/vacuum excavation) and permit-to-dig workflow. Acceptance: no-dig zones hatched and authorized. Evidence: survey report, marked drawings, and permit template.
15	Check traffic management plan for entries/exits. Acceptance: sight distance $\geq 120$ m and compliant signage. Evidence: TMP drawing, sign schedule per approved project specifications and authority requirements.

### Plant, Cranes & Heavy Lifts

16	Overlay crane bases, swing radii, and exclusion zones on combined-phase drawings. Acceptance: zero overlap into future workfaces, roads, or neighbours. Evidence: layered CAD/PDF with consultant mark-up and sign-off.
17	Verify crane mat design against allowable ground bearing from geotechnical report. Acceptance: design pressure $\leq$ allowable with FS $\geq 1.5$ . Evidence: signed calculations and geotechnical extract.
18	Review crane erection/dismantle sequence and laydown footprint. Acceptance: tail-swing clearance $\geq 1.5 \times$ counterweight radius. Evidence: method statement, rigging plan, and space layout.
19	Check lift paths for obstructions and wind stop criteria. Acceptance: $\geq 600$ mm clearance to structures; wind limit defined (e.g., 10–12 m/s) per specs. Evidence: approved lift study.
20	Confirm delivery booking system and off-site holding area. Acceptance: on-site queue $\leq 2$ vehicles; dwell time $\leq 15$ min. Evidence: slot register, marshalling plan, and gate signage.

### HSE & Compliance

21	Ensure hoarding $\geq 2.4$ m high, lighting on routes $\geq 50$ lx, and wayfinding/safety signage installed. Evidence: lighting calculations, sign legend, and site layout.
22	Compile permit/approval register (excavation, traffic, utility tie-ins). Acceptance: all pre-start permits approved. Evidence: signed register and copies per approved project specifications and authority requirements.
23	Confirm 100% induction for site access with turnstile/badge control. Evidence: induction roster, sample badges, and gate SOP with escalation steps.
24	Plan environmental controls: noise, dust, and water. Acceptance: boundary noise trigger $\leq 70$ dB(A) unless stricter by authority. Evidence: monitoring plan, PM10 monitor locations, silt control details.
25	Verify emergency preparedness: muster points, spill kits, first aid, extinguishers. Acceptance: response reach $\leq 2$ min from workfaces. Evidence: emergency layout and equipment inventory.

Resources & Controls	
26	Check supervision ratios and roles. Acceptance: $\geq 1$ foreman per 15 operatives; named logistics lead. Evidence: organization chart and key CVs.
27	Review maintenance plans/spares for critical plant (cranes, pumps, generators). Acceptance: OEM service intervals adopted; critical spares on-site. Evidence: maintenance matrix and delivery notes.
28	Approve materials receiving ITP with hold/witness points for identity, quantity, damage, storage. Evidence: signed ITP and sample receiving checklist with photos.
29	Examine mobilization risk register. Acceptance: top 10 risks with owners, due dates, mitigations. Evidence: signed register and review meeting minutes.
30	Confirm financial securities active: performance bond, advance payment guarantee, and CAR insurance. Evidence: valid certificates covering mobilization period and values.

**Comments:**

Filled by:

Signature:

Introduction	How to use this checklist
<p>Contractor Mobilization Plan Review Checklist helps consultant and supervision teams scrutinize contractor mobilization submittals before site start. This mobilization review focuses on a construction mobilization plan's logistics, phasing, and temporary works so the site can activate safely and efficiently. By rigorously assessing crane locations, access routes, laydown sizing, utilities, and staffing, you prevent hidden phasing conflicts and downstream blockages—like a phase 1 crane base that obstructs phase 2 works. The checklist guides a logistics and phasing review using overlays, 4D/time–location analysis, swept-path checks, and quantified acceptance criteria. It emphasizes verifiable evidence, approvals, and signatures per approved project specifications and authority requirements. Outcomes include safer lifts, clearer access, right-sized laydown, compliant permits, and a mobilization that supports—not hinders—the programme. Use this interactive tool to collaborate with contractors, assign actions, and track close-out. Start interactive mode to tick items, add comments, and export PDF/Excel with a secure QR for traceable sign-off.</p>	<p>1. Preparation: gather combined-phase logistics drawings, 4D model or time–location diagrams, crane lift studies, geotechnical report, swept-path software, temporary works layouts, permit registers, and authority requirements. Brief the team, assign roles, and arrange a joint desk review followed by a site walk. Equip tablets/laptops with the checklist app and camera for evidence capture. 2. Using the Interactive Checklist: start interactive mode, filter by group (access, cranes, utilities, etc.), and tick items as you review. Attach photos, marked-up PDFs, and calculations. Add comment threads, mention responsible parties, and set due dates. Record approvals and decisions, then export to PDF/Excel for circulation and meeting minutes. 3. Sign-Off: compile outstanding actions and verify close-out evidence. Obtain digital signatures from contractor PM, consultant RE, and client if required. Issue the signed checklist to stakeholders and archive it. Use the QR-authenticated export so field teams can verify the latest approved mobilization on site.</p>