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Mobilization Plan Starter Checklist: Preconstruction Setup

Mobilization Plan Starter Checklist—an interactive checklist for contractors to verify preconstruction setup; fully commentable and export as PDF/Excel, aligning contract needs and site readiness.

Project:
Date:
Filled by:

Contract Preliminaries & Approvals

1	Compile a contract preliminaries matrix mapping employer/engineer requirements to deliverables using a spreadsheet; acceptance: PM and Contracts sign-off; evidence: dated matrix, document references, and responsibility assignments uploaded to DMS.
2	Submit the Mobilization Plan for approval per approved project specifications and authority requirements via DMS workflow; acceptance: returned status “Approved” or “Approved as Noted”; evidence: transmittal ID, revision number, and approval date.
3	Obtain permits/NOCs for temporary works, site access, utilities using authority portals; acceptance: valid permit numbers and dates; evidence: copies displayed onsite and stored in DMS with renewal reminders.
4	Confirm insurances, bonds, and warranties cover mobilization activities with broker certificates; acceptance: policy validity spans mobilization; evidence: certificates signed, policy numbers recorded, and risk register updated.
5	Schedule and minute a formal readiness review with employer/engineer; method: agenda covering scope, risks, and evidence; acceptance: actions closed; evidence: signed minutes and action tracker with target dates.

Site Access & Boundaries

6	Verify heavy vehicle approach and gate geometry via swept-path analysis; acceptance: design vehicle clears turns with ≥ 300 mm margin; evidence: marked-up drawings and arrival route photos.
7	Set out legal boundary and work limits with total station; acceptance: stakes within ± 50 mm of coordinates; evidence: as-built CSV, sketches, and surveyor’s signature.
8	Install temporary fencing 2.0 m high with lockable gates; acceptance: anti-climb panels, stable ballast at 2.0 m centers; evidence: photos, panel tag numbers, and inspection checklist.
9	Place mandatory and directional signage at entrances; method: reflective signs; acceptance: legible from 20 m in daylight; evidence: photo log and sign schedule.

Temporary Works & Utilities

10	Size and install temporary power with 25% spare capacity; method: load calc spreadsheet and single-line diagram; acceptance: RCDs 30 mA trip verified; evidence: approved SLD, test records, and generator rating (kVA).
11	Establish temporary water supply; method: flow and pressure test; acceptance: ≥ 1.0 L/s at 300 kPa; evidence: calibrated gauge readings and chlorination certificate if tanks are used.
12	Provide site lighting; method: lux meter survey; acceptance: ≥ 200 lux in offices, ≥ 50 lux in yards; evidence: logged readings and lighting layout plan.
13	Implement drainage and sediment control; method: silt fence and sump pump setup; acceptance: no offsite discharge; evidence: photos, pump capacity ≥ 10 L/s, and maintenance schedule.
14	Install communications: internet, phones, and radios; method: ISP commissioning and radio coverage test; acceptance: ≥ 50 Mbps downlink and 100% yard coverage; evidence: speed test screenshots and radio test sheet.

Facilities & Welfare

15	Set modular offices and meeting rooms level; method: rotary laser; acceptance: floor level within ± 5 mm; evidence: leveling log, occupancy labels, HVAC achieving 21–24 °C.
16	Provide toilets and wash stations; method: connect to septic/holding tanks; acceptance: minimum 1 toilet per 20 workers; evidence: service contract, cleaning schedule, and photos.
17	Equip welfare and first aid; method: stock check and AED self-test; acceptance: first aider roster posted; evidence: inspection record signed by site medic and expiry dates captured.
18	Set up employer/engineer facilities per contract; method: furnish and equip rooms to approved list; acceptance: witness by Engineer; evidence: handover certificate and inventory.
19	Install fire extinguishers and evacuation maps; method: coverage check within 30 m; acceptance: tagged monthly; evidence: location plan, tag photos, and drill schedule.

Plant, Deliveries & Materials

20	Issue plant mobilization schedule; method: Gantt with transport windows; acceptance: permits attached; evidence: haulage permits, driver inductions, and route risk assessment.
21	Pre-inspect equipment before first use; method: OEM checklists; acceptance: maintenance records current; evidence: signed pre-start forms and serial-numbered photos.
22	Publish delivery plan and time windows; method: booking matrix; acceptance: off-peak slots agreed; evidence: supplier confirmations and toolbox talk records.
23	Prepare laydown and storage zones; method: mapped bays with pallets and racks; acceptance: weather protection and segregation; evidence: zone map, MSDS, and lot labels.

Staffing, Security & Closeout	
24	Onboard labour; method: site induction, PPE issuance, medical fitness check; acceptance: 100% cards issued; evidence: signed attendance, competency copies, and medical certificates.
25	Establish guardhouse and access control; method: visitor log and badge system; acceptance: gate order posted; evidence: access register template and trial-run signature.
26	Approve Emergency Response Plan; method: muster point signage and drill; acceptance: time-to-muster ≤ 5 min; evidence: drill report, attendance sheet, and contact tree.
27	Configure document control; method: DMS workflows and templates; acceptance: automated numbering and daily backups; evidence: workflow screenshots and backup audit log.
28	Draft demobilization/relocation strategy; method: modular utilities and staged zones; acceptance: approved by PM; evidence: plan drawing and risk checklist.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Mobilization Plan Starter Checklist helps contractors, project managers, and site engineers finalize a practical, contract-aware preconstruction mobilization plan. It aligns your contractor startup plan with employer/engineer requirements and confirms a safe, efficient site setup before works begin. Within scope: site access and boundaries, temporary site layout, welfare and first aid, temporary power and services, plant and delivery logistics, security and emergency arrangements, permits and approvals, labor onboarding, and document control. This pre-start mobilization checklist also validates engineer/employer facilities required by contract and anticipates future demobilization or relocation. By addressing risks like delayed utilities, unsafe yards, unsecured perimeters, and missing permits, you improve schedule certainty, reduce rework, and pass readiness reviews. Use this tool to assign actions, attach evidence, and create an auditable trail per approved project specifications and authority requirements. Start interactive mode to tick items, add comments, and export PDF/Excel with a QR code.</p>	<p>1. Preparation: Assemble contract documents, authority requirements, preliminary drawings, temporary works designs, utility load calculations, survey equipment, lux meter, flow/pressure gauge, calibrated RCD tester, camera, and DMS access. Brief the team on acceptance criteria and assign responsible persons and target dates for each checklist group. 2. Using the Interactive Checklist: Open interactive mode, assign items to team members, attach photos, test readings, permits, and drawings. Tick items when acceptance criteria are met, and add comments for clarifications or follow-ups. Tag blockers with due dates and link related submittals or transmittals from the DMS. 3. Sign-Off: Conduct a readiness review with employer/engineer, close actions, and capture digital signatures. Export the completed, commentable record as PDF/Excel, distribute to stakeholders, and archive in the DMS. Verify the QR code authentication on the exported document for audit and site gate checks.</p>