



Site Mobilization Readiness Checklist

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Pre-Mobilization Planning & Permits

Ensures all necessary planning, approvals, and permits are secured before any site activity commences.

Permit Application Submission Date

Enter date...

Primary Permit Status

- ☐ Applied
- ☐ Approved
- ☐ Rejected
- ☐ Pending Review
- ☐ Withdrawn



Environmental Impact Assessment (EIA) Status

- ☐ Completed
- ☐ In Progress
- ☐ Not Required
- ☐ Rejected

Summary of Key Permits Required

Write something...

Permit Fees Paid (Total)

Enter a number...

Copies of Approved Permits

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Expected Permit Approval Date

Enter date...

Contact Person for Permits

Write something...

Site Access & Security

Covers provisions for safe and controlled access to the site and protection against unauthorized entry and theft.

Site Access Point Designated?

- ☐ Yes
- ☐ No

Perimeter Fencing Installed?

- ☐ Yes
- ☐ No
- ☐ Partial

Security Measures Implemented (Select all that apply)

- ☐ Security Personnel
- ☐ CCTV Cameras
- ☐ Lighting
- ☐ Access Control System (Keycards/Codes)
- ☐ Visitor Log
- ☐ Vehicle Access Restrictions

Number of Security Personnel Scheduled

Enter a number...

Date of Last Security Assessment

Enter date...

Notes on Security Risks and Mitigation Strategies

Write something...

Site Signage Installed?

☐ Yes

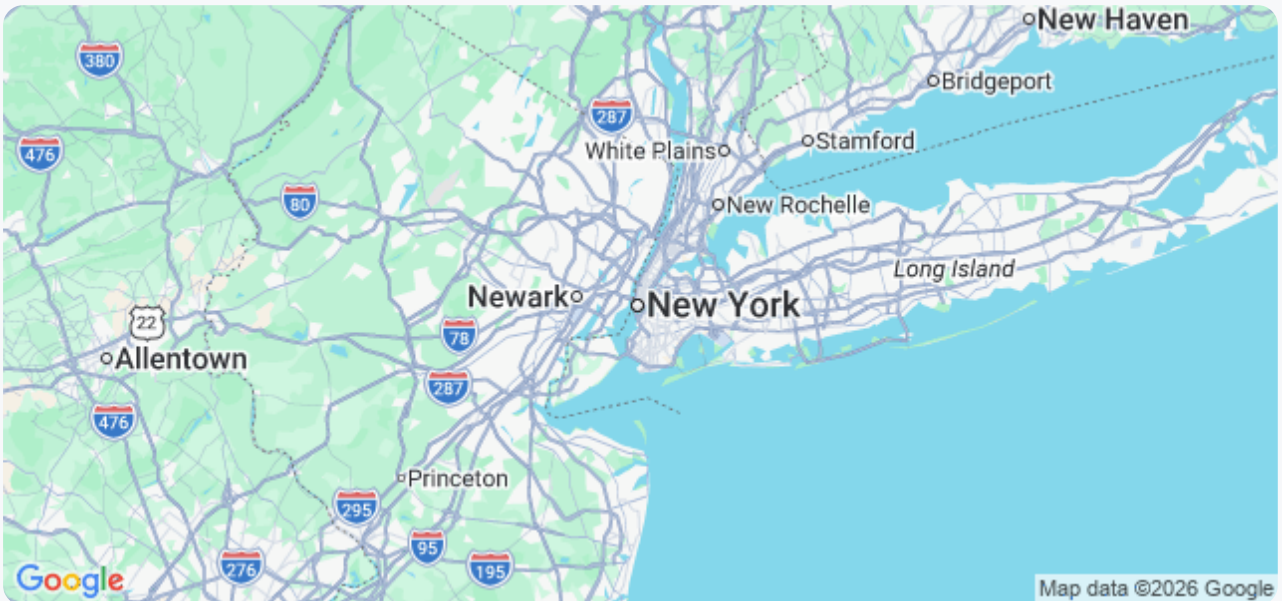
☐ No

Site Layout & Staging Areas

Details the preparation of the site, including clearing, grading, and establishing designated areas for materials, equipment, and personnel.

Site Boundary Markers Established?

 [Set My Current Location](#)



Areas Designated for:

- ☐ Material Storage
- ☐ Equipment Parking
- ☐ Worker Welfare (e.g., restrooms, break area)
- ☐ Off-Site Vehicle Parking
- ☐ Waste Management

Area of Material Storage (sq ft)

Enter a number...

Area of Equipment Parking (sq ft)

Enter a number...

Describe Site Grading and Leveling Activities Completed:

Write something...

Site Layout Plan (PDF or Image)

 Upload File

Soil Erosion and Sediment Control Measures in Place?

☐ Yes

☐ No

Date Site Layout Approved

Enter date...

Utilities & Services

Addresses the establishment and verification of essential utilities such as water, power, sanitation, and communication infrastructure.

Water Source Confirmed?

- ☐ Municipal Water
- ☐ Well Water
- ☐ Temporary Tank
- ☐ Not Required

Initial Water Supply Volume (Gallons)

Power Supply Method

- ☐ Grid Power
- ☐ Generator
- ☐ Combination
- ☐ Not Required

Generator Capacity (kW)

Estimated Power Connection Date

Enter date...

Sanitation Facilities Plan

Write something...

Waste Disposal Method

- ☐ Roll-off Containers
- ☐ Hauling Service
- ☐ On-site Processing
- ☐ Other

Site Communication Plan

 Upload File

Environmental Protection & Compliance

Focuses on environmental safeguards, erosion control, waste management, and adherence to regulations.

Erosion and Sediment Control Plan Reviewed and Approved?

- ☐ Yes
- ☐ No
- ☐ Pending Review

Which environmental permits are secured?

- ☐ Stormwater Pollution Prevention Permit (SWPPP)
- ☐ Air Quality Permit
- ☐ Waste Disposal Permit
- ☐ Wetlands Permit
- ☐ Endangered Species Act Compliance

Upload copies of Environmental Permits

 Upload File

Estimated area of disturbed soil (sq ft)

Enter a number...

Describe planned erosion and sediment control measures.

Write something...

Date of last environmental inspection.

Enter date...

Spill Prevention and Control Plan (SPCC) in place?

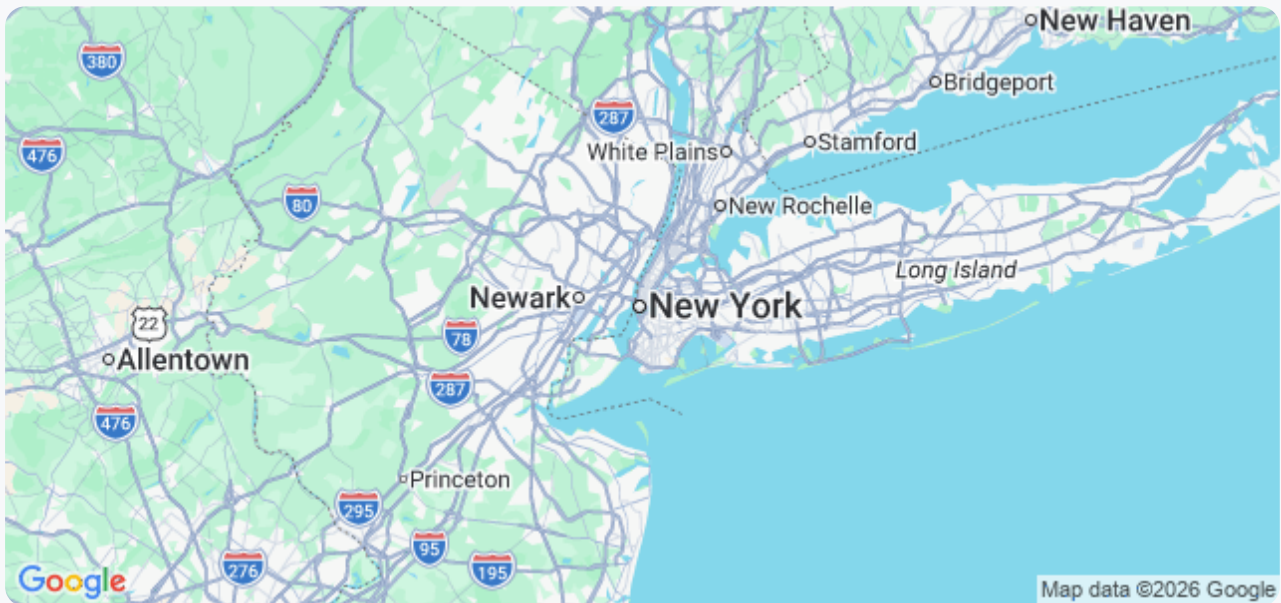
- ☐ Yes
- ☐ No
- ☐ N/A

Describe waste management procedures (recycling, disposal).

Write something...

Location of designated waste storage areas.

[Set My Current Location](#)



Health & Safety Planning

Outlines safety protocols, emergency procedures, and provisions for worker health and well-being.

Emergency Contact List (including local emergency services)

Write something...

Confirmed Hazard Identification and Risk Assessment Completed?

- ☐ Yes
- ☐ No
- ☐ Pending Review

Site-Specific Safety Plan Document

 Upload File

Number of First Aid Kits Available and Regularly Checked

Enter a number...

Date of Last Safety Briefing/Toolbox Talk

Enter date...

Outline of Emergency Evacuation Procedures

Write something...

Medical Services Proximity (e.g., Hospital, Clinic)

- ☐ Within 1 mile
- ☐ Within 5 miles
- ☐ Greater than 5 miles

Safety Officer Signature (Confirmation of Plan Review)

Communication & Coordination

Defines communication channels, stakeholder engagement, and coordination processes for effective project execution.

Primary Communication Method (Site)

- ☐ Radio
- ☐ Mobile Phone
- ☐ Email
- ☐ Project Management Software

Key Contact List (Internal Team)

Write something...

Key Contact List (External Stakeholders)

Write something...

Stakeholder Meetings Scheduled?

- ☐ Client Kick-off Meeting
- ☐ Local Authority Meeting
- ☐ Community Liaison Meeting
- ☐ Subcontractor Coordination Meeting

Date of First Stakeholder Meeting

Enter date...

Communication Protocol for Urgent Matters

Write something...

Frequency of Progress Reports (e.g., Daily, Weekly)

Communication Plan Document

 Upload File

Equipment & Resource Availability

Confirms the readiness of essential equipment, tools, and personnel needed for the initial site activities.

Number of Available Excavation Machines

Number of Available Delivery Trucks

Essential Hand Tools Verified and On-Site?

☐ Yes

☐ No

Date of Last Equipment Inspection

Enter date...

Notes on Equipment Condition or Shortages

Write something...

Number of Qualified Operators Available

Enter a number...

Fuel Supply Status

- ☐ Adequate
- ☐ Needs Refill
- ☐ Insufficient

Equipment Inventory List (Upload)

 Upload File

Project Documentation & Reporting

Establishes systems for record-keeping, progress tracking, and reporting of site mobilization activities.

Project Mobilization Plan Document

Write something...

Copies of Approved Permits & Licenses

 Upload File

Date of Site Mobilization Start

Enter date...

Total Number of Site Personnel During Mobilization

Enter a number...

Daily Mobilization Progress Log (First 3 Days)

Write something...

Method of Communication to Stakeholders during Mobilization

- ☐ Email
- ☐ Phone Call
- ☐ Site Meetings
- ☐ Project Management Software

Summary of Potential Risks & Mitigation Strategies Identified During Mobilization

Write something...

Date of Mobilization Completion Review

Enter date...