



# Site Mobilization Readiness Checklist

## Pre-Mobilization Planning & Permits

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

### Permit Application Submission 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- ☐ Withdrawn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

 Upload File

### 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)

Enter a number...

### Power Supply Method

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

### Generator Capacity (kW)

Enter a number...

### 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)

Enter a number...

### 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

Enter a number...

### Number of Available Delivery Trucks

Enter a number...

### 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...