[Your company name and logo]

Construction Project Mobilisation Checklist

From contract award to the first weeks on site

Project		**Client**	
Contract		**Project manager**	
Start on site date		**Completion date**	

Contract and commercial

Check	Yes	No / N/A	Notes and action
Contract documents received and reviewed			
Insurances and bonds in place			
Key dates and notice periods logged			
Payment cycle and application dates agreed			
Change and early warning registers set up			

Programme

Check	Yes	No / N/A	Notes and action
Construction programme prepared and agreed			
Long lead items identified and ordered			
Design information release schedule agreed			
Look ahead programme in place			

CDM and safety

Check	Yes	No / N/A	Notes and action
Pre construction information reviewed			
Construction Phase Plan in place before work starts			
F10 notification made where required			
Temporary works procedure and register set up			
Site rules and induction prepared			

Site set up

Check	Yes	No / N/A	Notes and action
Site boundary, hoarding and access agreed			
Welfare and offices ordered			
Utilities and temporary services arranged			
Highway licences and consents in place			
Logistics and delivery plan agreed			

Team and supply chain

Check	Yes	No / N/A	Notes and action
Site team appointed and briefed			
First packages appointed			
Subcontractor RAMS received and reviewed			
Meeting and reporting schedule agreed with the client			

Sign off

Role	Name	Signature	Date
Project manager			
Contracts manager			

[Your company name and logo]

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.