Contractor pre-mobilisation

10 essential checks before authorising work to commence

PROJECT / SITE

CONTRACTOR / BUSINESS

REVIEWED BY

REVIEW DATE

PLANNED START

HOW TO USE Review each item and sight suitable evidence. Mark V (verified), A (action required) or N/A. Record gaps on page 2; do not release work where critical controls remain unresolved.

	VERIFICATION ITEM	V	A	N/A
01	**Contractor capability** Capability, suitable experience, relevant licences and resources	☐	☐	☐
02	**Scope & accountability** Work scope, interfaces, supervision and responsibilities agreed	☐	☐	☐
03	**Risk controls & SWMS** Controls reviewed; SWMS provided for high-risk construction work	☐	☐	☐
04	**Worker competencies** Relevant qualifications, licences, inductions and VOC checked	☐	☐	☐
05	**Plant & equipment** Suitability, inspections, maintenance and approvals verified	☐	☐	☐
06	**Site requirements** Site access, traffic, permits and restrictions communicated	☐	☐	☐
07	**Fitness for work** Fatigue, hours and applicable fitness / AOD arrangements	☐	☐	☐
08	**Emergency readiness** Emergency response, first aid and communications confirmed	☐	☐	☐
09	**Communication & SIMOPS** Pre-starts, work interfaces and reporting arrangements clear	☐	☐	☐
10	**Final authorisation** Outstanding requirements resolved and start authorised	☐	☐	☐

EVIDENCE / REFERENCES

Close out & authorise

Record outstanding items and make a clear pre-start decision

RECORD THE EVIDENCE Use this page for gaps, document references and actions. An N/A decision should be justified. The checklist supports, but does not replace, statutory controls, site procedures or required permits.

ACTION & CLOSE-OUT REGISTER

#	GAP / REQUIRED ACTION	OWNER	DUE	CLOSED
01				☐
02				☐
03				☐
04				☐
05				☐

MOBILISATION RELEASE DECISION

SELECT ONE OUTCOME

☐ READY TO COMMENCE ☐ CONDITIONAL RELEASE ☐ NOT READY

No commencement where critical safety controls, approvals or mandatory requirements remain outstanding.

AUTHORISED BY / ROLE

SIGNATURE

DATE

CONDITIONS / RESTRICTIONS / FOLLOW-UP

Re-check when work scope, personnel, plant, work methods or site conditions change.