**I. Project Information**

|  |  |  |
| --- | --- | --- |
| Project Name | : |  |
|  |  |  |
| Project Code | : |  |
| Project Location | : |  |
| Agency/Client Name | : |  |
| Client Contact Person/Number | : |  |
| Contract Reference Number | : |  |
| Contract Period | : |  |
| Date of Award | : |  |
| Date of NTP | : |  |
| Target Date of Completion | : |  |

**Project Team**

|  |  |  |
| --- | --- | --- |
| Operations Manager | : |  |
| Project/ Field Engineer | : |  |
| Materials Engineer | : |  |
| Foreman | : |  |
| Warehouse In Charge | : |  |
| Equipment In Charge | : |  |
| Safety Officer | : |  |
| Timekeeper | : |  |

**Subcontractors**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Contact Details | Contract Amount | Scope of Work | Billing Schedules | Contract Duration | Number of Personnel |
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**Consultants**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Company | Contact Details | Scope of Work |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Equipment/Tools to be Deployed**

|  |  |
| --- | --- |
| Name | No. of Units |
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**II. Mobilization Checklist**

| **Checkpoint** | **Yes** | **No** | **N/A** | **Remarks** |
| --- | --- | --- | --- | --- |
| **Check Required Documents:** | | | | |
| Project Information Sheet |  |  |  |  |
| Notice to Proceed (NTP) |  |  |  |  |
| Contract Agreement |  |  |  |  |
| Performance Bond |  |  |  |  |
| ProjectSpecifications/Drawings |  |  |  |  |
| Construction Schedule |  |  |  |  |
| Manpower Utilization Schedule |  |  |  |  |
| Equipment Utilization Schedule |  |  |  |  |
| Materials Quantity Take-Off |  |  |  |  |
| Safety and Health Program |  |  |  |  |
| Quality Control Program |  |  |  |  |
| **Check Required Manpower, Materials, Equipment:** | | | | |
| Complete Project Team |  |  |  |  |
| All needed project workers |  |  |  |  |
| Heavy and Light Equipment |  |  |  |  |
| Tools |  |  |  |  |
| Subcontractors |  |  |  |  |
| Suppliers |  |  |  |  |
| Consultants |  |  |  |  |
| Materials needed for the temporary facilities |  |  |  |  |
| **Temporary Facilities (as necessary):** | | | | |
| Planning of the Construction of Temporary facilities |  |  |  |  |
| Location of the temporary facilities has been cleared |  |  |  |  |
| Field Office |  |  |  |  |
| Warehouse |  |  |  |  |
| Motorpool (Repair and Parking Area) |  |  |  |  |
| Bunk house/ Locker Room |  |  |  |  |
| Toilet and Bathroom |  |  |  |  |
| Kitchen, Dining, Washing Area |  |  |  |  |
| Drinking Water Supply |  |  |  |  |
| Water and Power Supply |  |  |  |  |
| **Environmental, Health & Safety Issues:** | | | | |
| Fire extinguishers |  |  |  |  |
| Material Safety Data Sheets (MSDS) for chemicals |  |  |  |  |
| Safety Signs and Barricades |  |  |  |  |
| First Aid Kit |  |  |  |  |
| Personal Protective Equipment (PPE) |  |  |  |  |
| **Forms (*to be issued by the Document Controller):*** | | | | |
| Project Implementation |  |  |  |  |
| Purchasing |  |  |  |  |
| Warehousing |  |  |  |  |
| Equipment/Facilities Maintenance |  |  |  |  |
| Document & Records Control |  |  |  |  |
| **Other Activities:** | | | | |
| Pre-construction Orientation |  |  |  |  |
| Courtesy call to the local government |  |  |  |  |

**III. Pre-Construction Orientation**

**Agenda:**

Project Information Sheet

Introduction of Project Team Members

Discussion of Project Schedule

Report Submission Schedule/ Inspection Schedule

Quality Policy

Safety/Environmental Guidelines

House Rules

Use of Forms

Other matters (*pls. specify)*

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| **Date Conducted :** |  |  | | | | |
| **Conducted by :** |  | | | | | |
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**IV. Report Submission Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Title/Type** | **Frequency of Submission** | **Assigned Person** | **To be Submitted to** |
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**V. Inspection Schedule**

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| --- | --- | --- | --- |
| **Inspection Type** | **Frequency** | **Responsibility** | **Records/Output** |
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