Roveya™

PRACTICAL GUIDE · 09

Roveya Mobilisation Checklist

Set up the work. Confirm readiness. Start with clarity.

A practical checklist for preparing a new site, contract or service before the first shift or activity.

01	02	03	04
Define	Prepare	Check	Start

DEFINE · PREPARE · CHECK · START

Mobilisation record

ORGANISATION	CLIENT	CONTRACT/PROJECT
SITE OR SERVICE LOCATION	SERVICE/ACTIVITY	PLANNED START DATE
MOBILISATION LEAD	CLIENT CONTACT	OPERATIONAL OWNER

01

Confirm the assignment

- [ ] Scope of work and expected outcomes are recorded
- [ ] Locations, operating hours and start date are agreed
- [ ] Service levels, reporting requirements and key contacts are identified
- [ ] Site access, induction and permission requirements are known
- [ ] Equipment, materials, vehicles or plant requirements are identified
- [ ] Relevant contract and client instructions are available to the delivery team
- [ ] Changes or assumptions requiring agreement are listed

Open decisions

DECISION NEEDED	OWNER	DUE DATE	OUTCOME

02

Prepare the team

- [ ] Required roles, numbers and shift or attendance pattern are agreed
- [ ] Named personnel or resource cover is arranged
- [ ] Relevant competence, licences, training and authorisations are checked against the activity
- [ ] Induction and site-specific information are available
- [ ] Supervisor, escalation contact and absence cover are confirmed
- [ ] Team members know when and where to report

03

Prepare the site and resources

- [ ] Access arrangements, keys, passes and check-in requirements are confirmed
- [ ] Welfare, parking, storage and working areas are understood
- [ ] Equipment, materials, PPE and any required plant are available
- [ ] Delivery, collection and replenishment arrangements are agreed
- [ ] Client interfaces and other contractors or site teams are identified

Readiness gaps

GAP	EFFECT ON START	OWNER	ACTION	DUE DATE

04

Confirm safe and controlled delivery

- [ ] Activity-specific risk assessments and method statements follow the organisation's process
- [ ] Permits, approvals and site rules relevant to the work are identified
- [ ] Emergency arrangements and incident reporting route are understood
- [ ] Lone-worker, out-of-hours or high-risk arrangements are addressed where relevant
- [ ] Required inspections, checks and evidence are defined
- [ ] Issues and changes have an agreed escalation route

05

Set up the operational record

- [ ] Correct site, client, work and team details are ready to use
- [ ] Work orders, schedules or assignments are prepared as applicable
- [ ] Attendance, progress and completion recording requirements are clear
- [ ] Required forms, photographs or other evidence are identified
- [ ] Reporting recipients and frequency are agreed
- [ ] Handover and follow-up responsibilities are assigned

Where Roveya fits

Roveya Admin	Supports back-office coordination.
Roveya Ops	Supports field teams.
Roveya Hub	Supports managers on the move.

06

Confirm the start

READINESS REVIEW

- ◯ Ready to start
- ◯ Start with agreed actions
- ◯ Start deferred

- [ ] Critical people, access, resources and controls are in place
- [ ] Remaining actions have an owner and deadline
- [ ] The client and delivery team know the start arrangements
- [ ] The first shift or visit has a named supervisor/contact
- [ ] A first-day review time is agreed

READINESS OUTCOME _____ REVIEWED BY _____ DATE _____

CLIENT CONTACT INFORMED _____ FIRST-DAY REVIEW DATE/TIME _____

Action log

ISSUE/ACTION	OWNER	TARGET DATE	STATUS	CLOSE-OUT REFERENCE

> Do not mark an activity ready where a required safety control, authorisation or essential resource is missing. Resolve it through the organisation's approval and escalation process.

Roveya

A well-prepared start makes the work easier to manage.

Mobilisation creates a shared understanding of the work, the people, the controls and the record needed from day one.

Continue exploring

01 Roveya Platform Overview

02 Roveya Admin Overview

03 Roveya Ops Overview

07 Field Operations Checklist

08 Compliance Evidence Guide

Roveya website

See how Roveya fits your operation

roveya.io

Book a demo