



# Mobilisation Plan Check List

Assess the number, requirements and specification of each site
Divide the zones into operative teams. Input the site Names, addresses, postcode, service detail, tenant monitor on CRM MAX system
Complete an initial, full Risk Assessment, per site. Electronically communicate a copy to the Neighbourhood Officer/Manager.
Plan handover with outgoing contractor
Compile new scheduled worksheets for the required services
Communicate scheduled site attendance days and dates for core and periodic tasks to Officer
Exchange email addresses, phone numbers, escalation procedures with an NPT homes Officer/Managers
Add Specification to MASTER folder on MAX System for Contracts Manager to refer when inspecting sites.
Adjust Contracts Manager site review schedule adding the new sites into the geographical zones.
Add the new sites to the Quality Manual
Plan Bank Holiday contingency cover
Establish recruitment needs. Recruit numbers required, desirably from the local economy
Contact REED employment, advertise vacancies in local media, local job centres, agencies etc.
Candidates to complete application form 19 Screen application forms
Invite successful candidates to interview
Take up references and CRB checks. Check National Insurance nos.
Confirm contract offers to the successful candidates
Complete New Employee form. Plan training for new recruits
Supply Uniform, identity badges, personal protective equipment (PPE) etc.
Establish any additional purchasing requirements, purchasing procedure in line with principles of ISO 9001:2008 PLAN
Training Supervisor to validate training. Sign off when competent.
Plan holidays for 2011/2012 for new employees, taking into account the days/weeks that have already been booked
Complete a comprehensive service standard inspection of all sites with Contracts Manager prior to contract start date.
Advise and confirm any planned maintenance
Review sites prior to start date and compile an action plan for improvement, with timescales and share with Officer/Manager. Compile spread sheet for shortfalls in access and keys to site
Agree Implementation and handover Action Plan with incumbent contractor communicate action plan with Officer/Manager
Provide a copy of specification service standards etc. to the Contracts Manager for reviewing purposes.
Pre plan meeting with NPT homes Team to communicate changes and Implementation Plan.
Supply Scheduled worksheets to Operative Teams
Contracts Manager to walk Operative Team & Supervisors around selected sites, showing what

	needs to be done to the specification standards. Operations Manager asks open questions to ensure Operative Team understanding.
	Brief Operative Team on sites where services will be provided to vulnerable groups.
	Add specification to Operative Team Folder for future reference This folder contains Health and Safety Accident Reporting, RIDDOR, COSHH, Risk Assessments, Method Statements, Specifications of service etc.
	Supervisors receive Specification & Attendance sheets to display in the internal communal areas. This shows transparency of service to residents
	Plan and develop collective KPI's (Key Performance Indicators) with and resident monitors
	Plan 6 monthly Partnership Reviews
	Plan site inspections with tenant monitor one month's service