



# Mobilisation Plan Check List

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| 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  |

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|  | 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   |