Example Readiness Checklist – Oil & Gas



IMPLEMENTATION OF LSR

Example Readiness Checklist

	Yes	No	N/A
Leadership Team Engaged	☐	☐	☐
Management of Change Plan Developed	☐	☐	☐
Communications Plan Developed	☐	☐	☐
• Internal Communications Plan	☐	☐	☐
• External Communications Plan	☐	☐	☐
Stakeholders Engaged	☐	☐	☐
• Health and Safety Team	☐	☐	☐
• Communications Team	☐	☐	☐
• Human Resources Team	☐	☐	☐
• Contracts Management Team	☐	☐	☐
• Learning and Training Team	☐	☐	☐
• Facility Security	☐	☐	☐
• Legal Team	☐	☐	☐
• Key Service Providers (Contractors)	☐	☐	☐
Change Leaders Identified per Area/Function Team	☐	☐	☐
• Installation Team Identified	☐	☐	☐
• Identified Materials to be Changed	☐	☐	☐
• Integration with H&S Management System	☐	☐	☐
• Training Materials	☐	☐	☐
• Standards/Procedures	☐	☐	☐
• ID Cards	☐	☐	☐
• Stickers	☐	☐	☐
• Signs	☐	☐	☐
• Banners	☐	☐	☐