



Accommodation - 44 Man Rig

Demobilization



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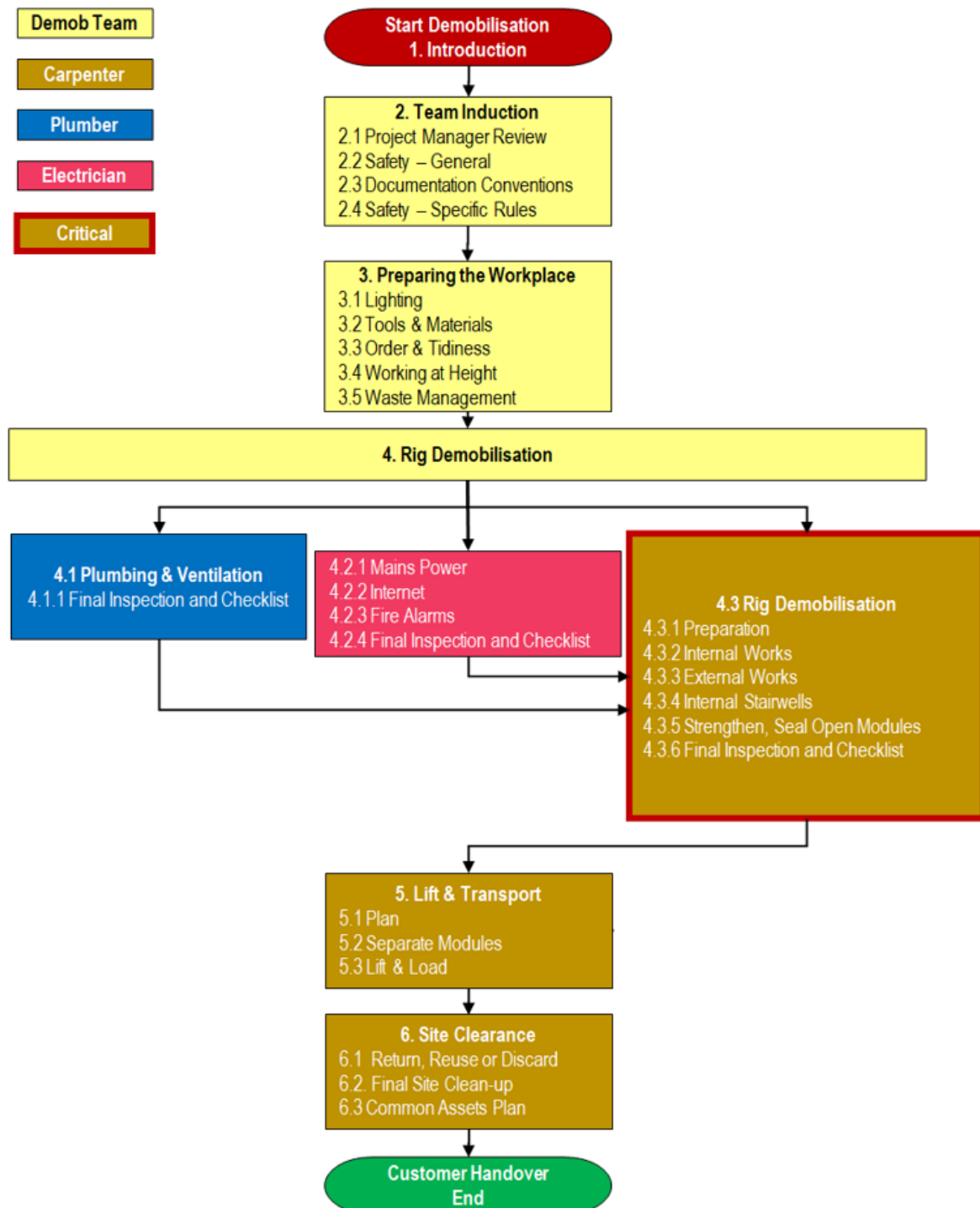


1. Introduction

This manual describes best practices that we adopt when demobilising Algeco Rigs and send it to a new project. The purpose of the manual is to maximise Safety and Efficiency whilst striving for ever higher Quality.

Figure 1 is a Flow Chart showing a typical Demobilisation process flow. The chart determines the structure of this manual.

Figure 1. "Project Plan" Flow Chart



*This flow chart is presented as a "generic" Project Plan.
Project Managers will advise on precise details of the Demobilisation plan.
This document is structured according to the flow chart.*



Here we describe a typical Demobilisation and the order in which tasks are conducted. Local conditions may dictate changes to this basic plan.

The Demobilisation Team should clarify any such changes during the Induction phase of the project. Project Managers and Supervisors will advise.

We describe the tasks for the various phases, under the following sections:

Section [2 Team Induction](#).

Section [3 Preparing the Workplace](#).

Section [4 Rig Demobilisation](#).

Section [5. Lift and Transport](#).

Section [6. Site Clearance](#).

Under [Appendix A](#) we include a Glossary that defines specific or unusual technical and other terms.



IMPORTANT

- You must familiarise yourself with the contents of this manual, particularly regarding Safety, Quality and Efficiency.
- See Section [2.3 Documentation Conventions](#) for details on how we highlight certain rules and advice.



2. Team Induction

Before you start work:

- Think through the various tasks well in advance of project start.
- Ensure that the necessary tools and equipment are available to work safely.
- Always work according to the [Work Environment Plan](#) that Algeco has prepared for the project.
- The Contractor must submit to the Project Manager separate risk assessments for each task before project start.
- The Project Manager will plan appropriate safety training as required for the work in partnership with customer/primary contractor.
- All our Partners must, before their employees are exposed to risks in the workplace, carry out a relevant [Construction Industry Safety Introduction](#)¹. Partners are also responsible for passing on these safety requirements to their own subcontractors.

Figure 2 and Figure 3 illustrate Good practice, Risk reduction and Safety disciplines that apply and must be observed in all Algeco workplaces.

Figure 2. Group Best Practice

MODULAIRE GROUP

HOW WE WORK

OUR FIVE BASIC BEHAVIOURS

"BUSINESS TARGETS DO NOT COME BEFORE PEOPLE"


Our Basic Behaviours apply to all:


- ▶ **Employees**
- ▶ **Agency / Temporary Workers**
- ▶ **Contractors**


If we all behave in this way, we will...
get closer to our destination of zero accidents.


If we all behave in this way, we will all be able to...
look after our colleagues so we can all deliver.
look after the lifeblood of our organisation - our customers.
look after the business as if it was our own - be accountable.


If we all behave in this way, we will...
create the space our customers need in a safe way.

BEHAVIOUR ONE
 It is **your** responsibility to protect yourself and your colleagues.

BEHAVIOUR TWO
 **You** have to challenge, intervene and report any unsafe acts, conditions or hazards immediately. It is **your** responsibility to stop the job.

BEHAVIOUR THREE
 **You** must keep your work area clean and tidy in order to be safe.

BEHAVIOUR FOUR
 Manage **your** environment by not wasting resources. Report any environmental waste or hazards.

BEHAVIOUR FIVE
 Understand and follow **your** SBU's work procedures and Life Saving Rules.

¹ [https://www.hallnollan.se/ Work Environment Standard #C Safety Introduction](https://www.hallnollan.se/Work%20Environment%20Standard%20-%20C%20Safety%20Introduction)



Figure 3. Group Life-saving



2.1. Project Manager Review

The Algeco Project Manager holds a review with the appointed contractor and confirms the stages of the project.

IMPORTANT

- Verify that roof safety is in place.
- If not, order installation of roof safety.
- The Project Manager contacts the Tenant to:
 - Arrange a time for Demobilisation.
 - Ensure that power is available on Demobilisation day.
- Preparation, Security and Cordoning:
 - Demobilisation is handled with:
 - [ID06](#) in Sweden
 - [HMS-card](#) in Norway
 - The area for dismantling must be fenced off before work starts.
 - Safety rules for the workplace must be clearly displayed on the fence, including signage for:
 - Protective equipment,
 - Lifting precautions,
 - Electrical risks,
 - Forbidden access,
 - Others, as appropriate.



2.1.1. Project Manager's initial Check list

The Project Manager will advise the team of those items that require special attention.

- Clarify with the customer and the contract who is responsible for final Site Clean-up and the state of the site after demobilisation.
- Check if temporary power will be available when the main power supply is cut. Consider if generators will be required.
- Decide if scaffolding towers will be needed to access roofs.
- Are roof anchor points installed? Consider ordering and installing.
- Decide how waste is to be handled. Do we need to order specific waste bins?
- Collect and check that all keys are present. Store in the cabinet in module 101.
- Clarify the final destination for the demobilised rig.
- Decide if plastic sheeting or Looping covers are to be used to seal modules. Looping covers will need to be ordered in advance.
- Survey the rig for any signs of damage or maintenance requirements. Be aware that some aspects will be the responsibility of the customer and some Algeco.
- Clarify what we should do about return of water meters, if installed.
- Survey the rig for any electrical maintenance requirements. List any issues that will need to be resolved at the next site.
- Clarify ownership of any external distribution boards.
- Clarify ownership of any Internet-related equipment, routers, repeaters etc.
- Clarify ownership of any fire alarm-related hardware and subscriptions. If necessary, consider upgrading fire alarm equipment with plugs for easy, quick re-connection.
- Arrange for production of labels to clearly identify modules. Some may need also to be mounted externally on any Looping covers.
- Clarify if external stairs or their component parts are to be transported with the rig.
- Order relevant materials and tarpaulins to seal stairwell modules.

2.1.2. Freight Procedure


The Project Manager informs all relevant parties about the materials to be transported and to where they will be transported.



2.2. Safety - General

For Safety, Environmental and Quality documents, as well as customer and assembly documents:

- Ensure that the work site is set up according to the developed:
 - For Sweden: [APD plan](#).
 - For Norway: [Logistic Plan](#).
- Review carefully all customer documents, drawings and descriptions before starting.
- Contractors must present, on request, valid training certificates as proof of competence.

 SPECIFIC SAFETY ISSUES:
DESCRIBED IN SECTION [2.4 SAFETY](#).

2.3. Documentation Conventions

Get an overview of work tasks and drawings with [Next Field](#). The system performs, among other things, Self-checks, Safety rounds and Inspections. The system gives you an overview of which tasks are pending, in progress and incomplete.



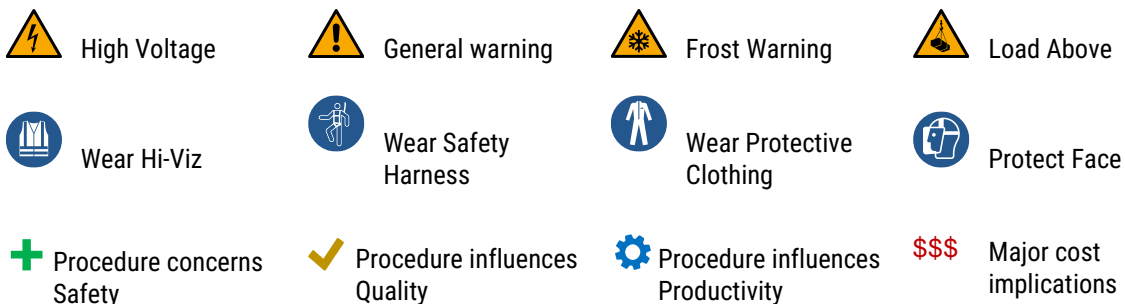
Download Next Field to your phone via these QR codes (Figure 4).

Figure 4. "Next Field" QR Codes



In this document you will find a range of icons that draw your attention to certain aspects of your work. The idea is to enhance all aspects of the Algeco work place, with particular emphasis on:

- Your Safety and that of your colleagues.
- Avoiding waste and damage to equipment, and the associated cost implications.
- The Quality of the work we do.
- Your Productivity and that of your colleagues.





2.4. Safety – Specific Rules

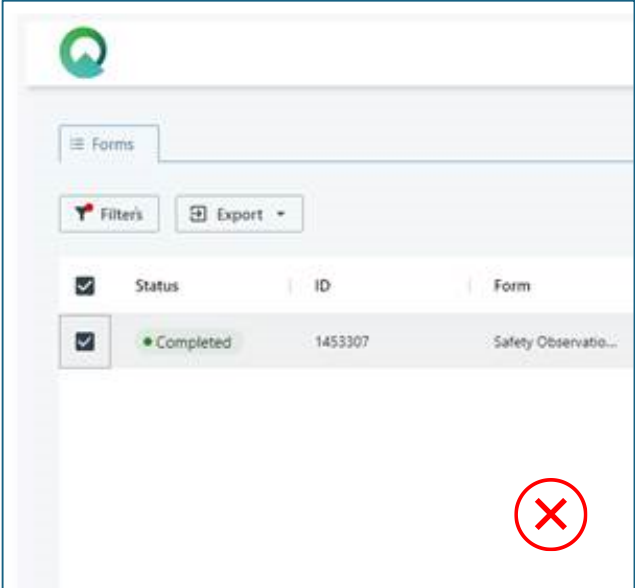
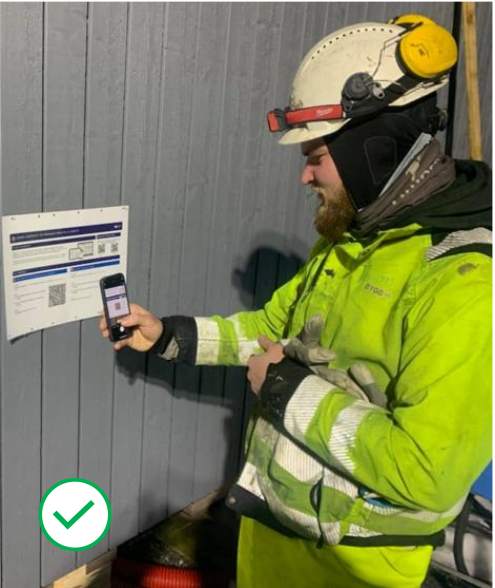
The general safety rules discussed here apply to all Algeco sites and to all personnel authorised to be on site. Supervisors and Project Managers will advise on any additional considerations.

2.4.1. Safety Instructions and Brochures

No:	Task	Illustration	Task Time
1	<p>Check that the site displays safety instructions in all relevant languages.</p> <p>X Safety instructions printed only in the local language. This is NOT acceptable as Algeco is an international company and staff from other countries may be on site.</p> <p>+ Display Safety instructions in ALL relevant languages.</p>		



2.4.2. Safety Awareness for Sub-contractors

No:	Task	Illustration	Task Time
1	<p>Check for compliance with the Safety Awareness rules.</p> <ul style="list-style-type: none"> ✘ Sub-Contractor safety observations on site are not complete - only 1 entry in the Quentic system. • Make sure that all staff are briefed formally on safety awareness. + Ensure that Sub-contractors receive a complete briefing on safety issues using Quentic. The Quentic QR code is displayed at the site. 	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  </div> <div style="width: 48%;">  </div> </div>	






2.4.3. Access Safety

No:	Task	Illustration	Task Time
1	<p>Check steps for safety.</p> <ul style="list-style-type: none"> • Ensure 3 points of contact for users of stairs. <p>X The steps on the left show only 1 point of contact –for the feet only.</p> <p>Check that stairs conform to the “3 points of contact” rule.</p> <p>✓ The steps on the right are complete with hand rails.</p> <p>+ People can safely climb the stairs maintaining three points of contact.</p>		



3. Preparing the Workplace

3.1. Lighting

No:	Task	Illustration	Task Time
1	<p>Ensure that the workplace has sufficient lighting for both safety and efficiency.</p> <p>Check that the installed lighting meets these recommendations:</p> <p> Do not use Halogen lighting as it increases risk of fire.</p> <ul style="list-style-type: none"> • Outdoors: Use mobile lighting towers. • Indoors: Use LED strips for even, efficient lighting. 	  	




3.2. Tools & Materials

No:	Task	Illustration	Task Time
1	<p>Check the state of all tools you will be using.</p> <ul style="list-style-type: none"> • Check that you have all the required tools. • Ensure that all tools are clean and free from corrosion or damage. <p>✓ Make sure that tools are carefully maintained according to manufacturer instructions.</p>		



3.3. Order and Tidiness



No:	Task	Illustration	Task Time
1	<p>Ensure that the workplace is free from waste materials.</p> <ul style="list-style-type: none">• Store all waste in containers before transportation.• Sort waste into designated containers for different types of waste. <p>Carry out regular cleaning to prevent accumulation of combustible materials.</p> <p>+ This greatly reduces the risk of both accidents and fire.</p>		









No:	Task	Illustration	Task Time
2	<p>Ensure that the site in general is kept clean and tidy. Ensure that that random materials are stored correctly.</p> <p>+ A clean site is a safer site.</p>		





3.4. Working at Height

No:	Task	Illustration	Task Time
1	<p>You must use safety harnesses with adjustable lifelines.</p> <p> Ensure that all workers are trained and use safety harnesses correctly.</p> <p>When working at height secure yourself and all tools and equipment.</p>		






No:	Task	Illustration	Task Time
2	<p>Working on 1st floor module roof</p> <p>+ Do not use Fall arrester when working at 1st Floor Use a Rope system with fall prevention.</p>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Fall arrester Use only when working on 2nd floor or above</p>  </div> <div style="text-align: center;">  <p>Rope System: Lifeline Used between modules, maximum length 30 meters</p> </div> <div style="text-align: center;">  <p>Fall preventer & adjustable rope system Used between fall protection equipment and rope system.</p>  </div> <div style="text-align: center;">  <p>Triple locking Carabiner Prevents unintentional opening.</p> </div> </div>	



No:	Task	Illustration	Task Time
4	<p>Scaffolding towers for entering 2nd floor</p> <p>When using scaffolding towers, only qualified personnel must carry out assembly, modifications or disassembly.</p> <p>+ Scaffolding MUST be officially approved before use.</p>	 <div data-bbox="1211 459 1709 608" style="background-color: #008000; color: white; padding: 10px; display: inline-block;">  <p style="margin: 0;">Scaffolding complete Safe to use</p> </div> <p data-bbox="1301 624 1621 651" style="color: red; font-weight: bold;">Conforms to EN ISO 7010:2020</p>	



3.5. Waste Management

No:	Task	Illustration	Task Time
1	<p>Ensure proper sorting of waste.</p> <p> DO NOT mix waste. Algeco requires waste to be managed responsibly, for environmental and regulatory reasons. Sort waste to recycle and minimise landfill.</p> <ul style="list-style-type: none"> • Provide clearly marked bins for the various waste materials such as metal, wood, gypsum, hazardous waste, etc. • Ensure that containers are: <ul style="list-style-type: none"> ◦ Labeled with text and symbols (ideally in relevant languages). ◦ Easily accessible to all personnel on site. ◦ Regularly emptied and monitored for compliance. <p> All waste management must follow the requirements of the authorities.</p>		




4. Rig Demobilisation

4.1. Plumbing & Ventilation

No:	Task	Illustration	Task Time
1	<p>Locations for storage \$\$\$ Ensure that all floors are covered to avoid damage to flooring.</p>	<p>The illustration shows a floor plan of a rig accommodation unit. It includes a Laundry Room on the left, a Changing Room in the center, and two Bedrooms on the right. External features are also shown: Metal steps, gratings and platforms along the perimeter; External lighting and other electrical equipment; Outdoor cover boards; An Outdoor power cabinet; A Water pipeline; and Gutters. Red arrows point from text labels to these specific locations on the plan.</p>	




No:	Task	Illustration	Task Time
2	<p>Suspended ceilings</p> <ul style="list-style-type: none"> Make sure the carpenters have removed any suspended ceilings before proceeding. <p>Remove all suspended ceilings.</p> <p>The project manager will advise on whether suspended ceilings should be reused or thrown away.</p> <p>If they are to be reused, store them safely in a suitable place.</p> <p>Inform the project manager via email.</p>		





No:	Task	Illustration	Task Time
3	<p>Turn off building's water supply at the external shut-off valve.</p> <p>Release water pressure and drain down the system from the lowest taps in 1st floor modules.</p> <p> Use Antifreeze Freezing causes damage. Taps and pipes develop leaks – drain or add 1:1 antifreeze.</p> <p> Replacement equipment is costly and takes time to install.</p>		



No:	Task	Illustration	Task Time
4	<p>If applicable, remove any water meter.</p> <ul style="list-style-type: none">Return meters to the customer or the municipality.Replace water meter with a copper pipe link.	 <p>The illustration shows a close-up of a water meter mounted on a wall. The meter is a circular device with a white cover that is open, revealing the internal mechanism. It is connected to brass pipes. A red arrow points to the meter with the text "Replace with copper pipe link".</p>	





No:	Task	Illustration	Task Time
In 2nd Floor modules			
5	<p>Disconnect all sanitary installations between modules:</p> <ul style="list-style-type: none"> • Disconnect all water and sewage outlets to each module, along with any associated plumbing. • Blow out taps and mixer taps with a compressor to drain them of water. • Dismantle ceramic seals in thermostatic mixers and valves. • Empty any hot water tanks. <p> Make sure the power to the water heaters is turned off.</p> <ul style="list-style-type: none"> • Flush the toilets, open all faucets on the sink and mixer completely (in the middle position). <p>\$\$\$ Store pipes in a suitable place to avoid damage during transport.</p>		





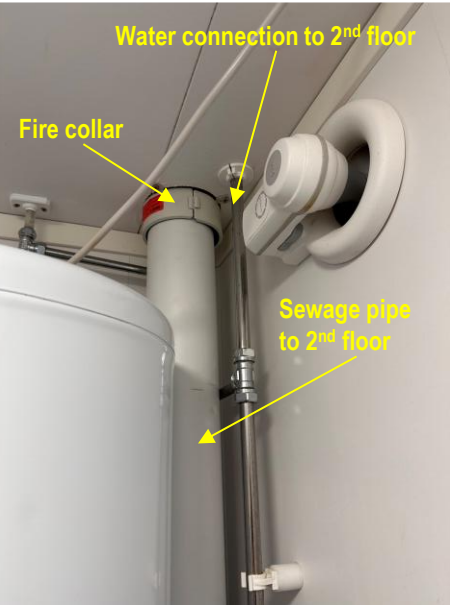



No:	Task	Illustration	Task Time
6	<p>Disconnect fire hose water supplies from the 1st floor.</p> <p>In both corridors, drain the water from the fire-hose into one of the bathroom toilets.</p>		

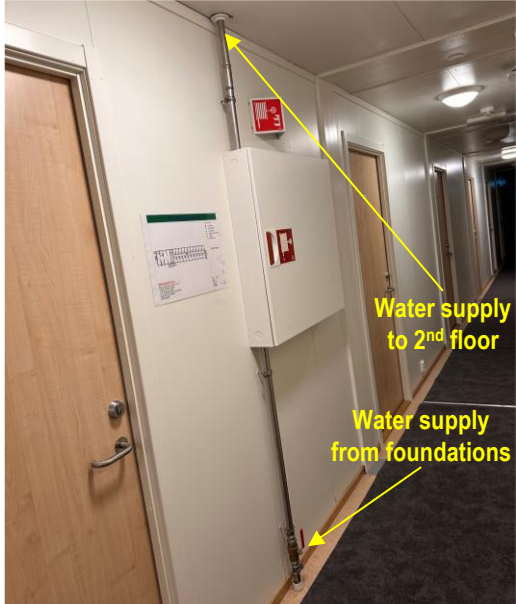


No:	Task	Illustration	Task Time
7	<p> Frost-proof all water traps with antifreeze (toilets, floor drains, and sinks).</p> <p>\$\$\$ Frost-proofing is vital as replacement parts are very costly.</p>		

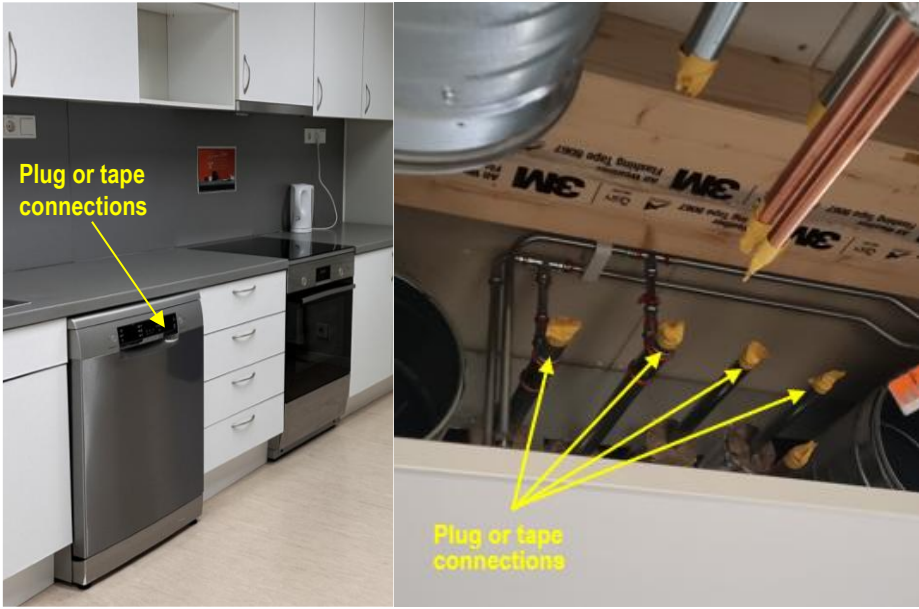


No:	Task	Illustration	Task Time
In 1st Floor modules			
8	<p>Dismantle sanitary installations in 1st floor bedrooms, toilets, storage rooms, changing rooms and/or kitchens:</p> <ul style="list-style-type: none"> Remove water pipes to the 2nd floor (in the floor/ceiling structure). Remove and store Fire collars. Remove and store sewage pipes from the 2nd floor (in the floor/ceiling structure). Blow out taps and mixer taps with a compressor to empty them of water Dismantle ceramic seals in thermostatic mixers and valves. Disconnect power to water heaters – you may need an electrician. Drain water heaters. Flush toilets, open all sink taps fully (in middle position). Disconnect all water pipes from the foundations to the 1st floor and drain down water in the system. <p> Store pipes in the room in which they were disconnected, for efficient reconnection at the next site.</p> <p> Secure to avoid damage during transportation.</p>	   	



No:	Task	Illustration	Task Time
9	Disconnect and remove water supply to 2 nd Floor fire hoses. Disconnect and remove water supply from the foundations to 1 st floor fire hoses.		



No:	Task	Illustration	Task Time
10	Drain radiators, dishwashers, washing machines etc. Blow/suck out and all connections and plug or tape them.	 <p>The illustration consists of two photographs. The left photograph shows a kitchen with a dishwasher. A yellow arrow points to the bottom of the dishwasher with the text 'Plug or tape connections'. The right photograph shows a radiator with several pipes. Three yellow arrows point to the connections on the radiator with the text 'Plug or tape connections'.</p>	




No:	Task	Illustration	Task Time
11	<p> Frost-proof all water traps with antifreeze (toilets, floor drains, and sinks).</p> <p>\$\$\$ Frost-proofing is vital as replacement parts are very costly.</p>		

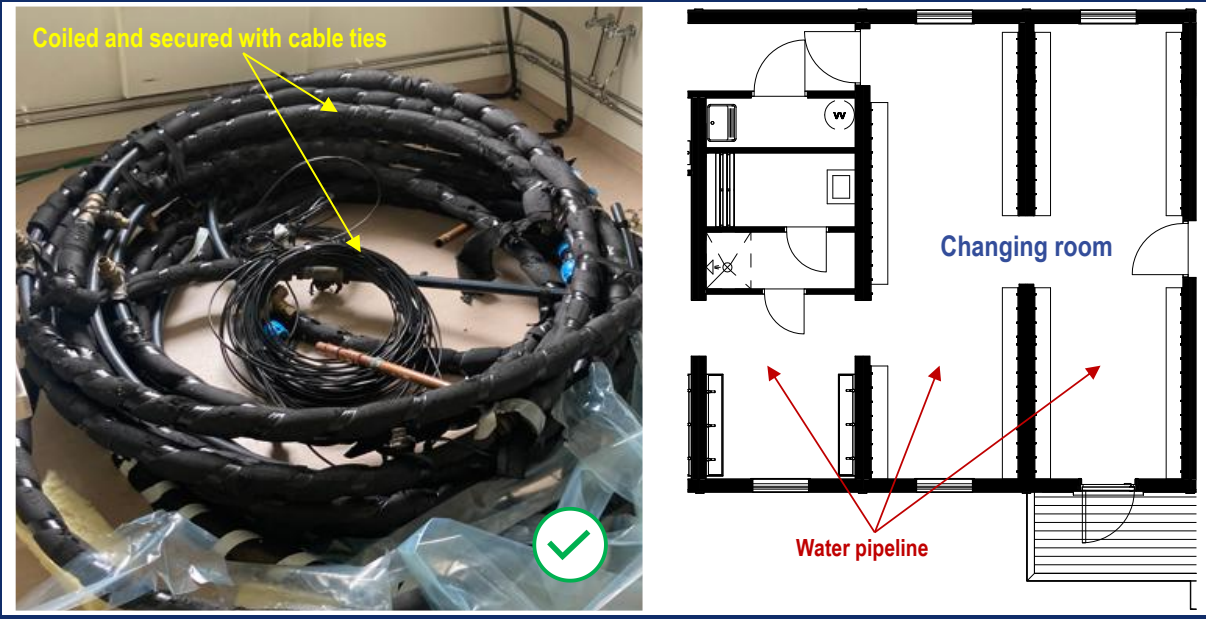


No:	Task	Illustration	Task Time
12	<p>Industrial kitchens Engage your industrial equipment supplier to:</p> <ul style="list-style-type: none">• Disconnect all equipment.• Drain the water and blow out, securing against frost.• Uninstall and place, where appropriate, and secure for transportation. <p>✓ The customer is responsible for completely cleaning the interior of all equipment to eliminate grease and other dirt.</p>	<p>The illustration consists of two side-by-side photographs of industrial kitchen equipment. The left photograph shows a row of stainless steel units on casters. A yellow arrow points to the wheels, and a red circle with a white 'X' is overlaid. Text reads: "Secure for transport. These units are NOT secure." The right photograph shows similar units bolted to the floor. A yellow arrow points to the base, and a green circle with a white checkmark is overlaid. Text reads: "These units are secure. They are bolted to the floor".</p>	



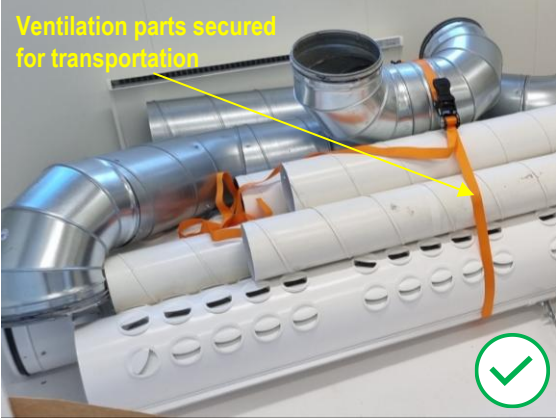


No:	Task	Illustration	Task Time
Within foundations:			
13	Disconnect all sewage pipes.		



No:	Task	Illustration	Task Time
14	<p>Disconnect water pipes under modules.</p> <ul style="list-style-type: none"> • Mark T-connections and pipes with numbers when they are to be reused. • Similarly, mark connections under the modules when pipes are reused. ⚙️ This makes it much more efficient when reassembling and we can reuse 80-90% of parts. • Remove and coil heating cable for reuse. Store in Changing rooms. 	 <p>The illustration consists of two parts. On the left is a photograph of a large coil of black pipes, with yellow arrows pointing to specific connections and a green checkmark in a circle at the bottom right. A yellow text label 'Coiled and secured with cable ties' is positioned above the pipes. On the right is a floor plan of a 'Changing room'. Red arrows point from the text 'Water pipeline' to three vertical lines representing pipes in the room.</p>	




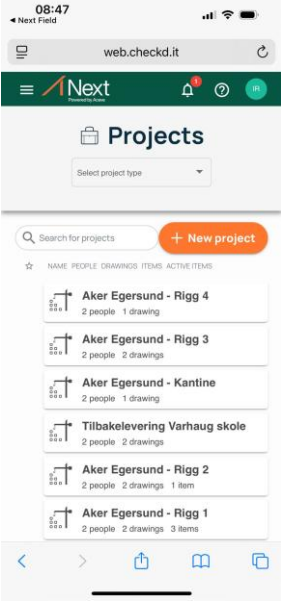
No:	Task	Illustration	Task Time
15	<p>Removal and Storage of Ventilation components.</p> <p> Check that all electricity is disconnected.</p> <p>Disconnect ventilation pipes between modules.</p> <ul style="list-style-type: none"> • Take photos of ducting before removal and send pictures to the Project Manager for reference. • Secure loose parts in each module to ensure they are not lost or damaged during transportation. • Dismantle necessary ducting from "kitchen/dining area" modules and place on floor in the Laundry room. Protect the floor before storing materials. <p>Clearly mark any remote controls for ventilation units showing to which unit(s) they belong.</p> <ul style="list-style-type: none"> • Protect well to avoid damage from damp and during transportation. • Store remote control(s) in the desk-cabinet in room 101. 	 	



No:	Task	Illustration	Task Time
16	<p>Tidy the site and discard external sewage pipes. Store securely for transportation all Ventilation components for reuse.</p> <p> Consult the Project Manager for any specific details. See Section 6 Site Clearance.</p>		



4.1.1. Final Inspection and Checklist: Plumber

No:	Task	Illustration	Task Time
1	<p>Complete checklists</p> <p> Double-check that all work has been carried out according to the instructions in the Next Field app.</p> <ul style="list-style-type: none"> Check with Project Manager that all tasks have been completed. 	 <p>The screenshot shows the 'Next Field' app interface on a mobile device. At the top, the time is 08:47 and the location is 'Next Field'. The browser address bar shows 'web.checkd.it'. The app header includes the 'Next Field' logo and navigation icons. Below the header, there is a 'Projects' section with a 'Select project type' dropdown menu. A search bar is present with the text 'Search for projects' and a '+ New project' button. A list of projects is displayed, each with a star icon, a project name, and details about people and drawings. The projects listed are:</p> <ul style="list-style-type: none"> Aker Egersund - Rigg 4 (2 people, 1 drawing) Aker Egersund - Rigg 3 (2 people, 2 drawings) Aker Egersund - Kantine (2 people, 1 drawing) Tilbakelevering Varhaug skole (2 people, 2 drawings) Aker Egersund - Rigg 2 (2 people, 2 drawings, 1 item) Aker Egersund - Rigg 1 (2 people, 2 drawings, 3 items) 	


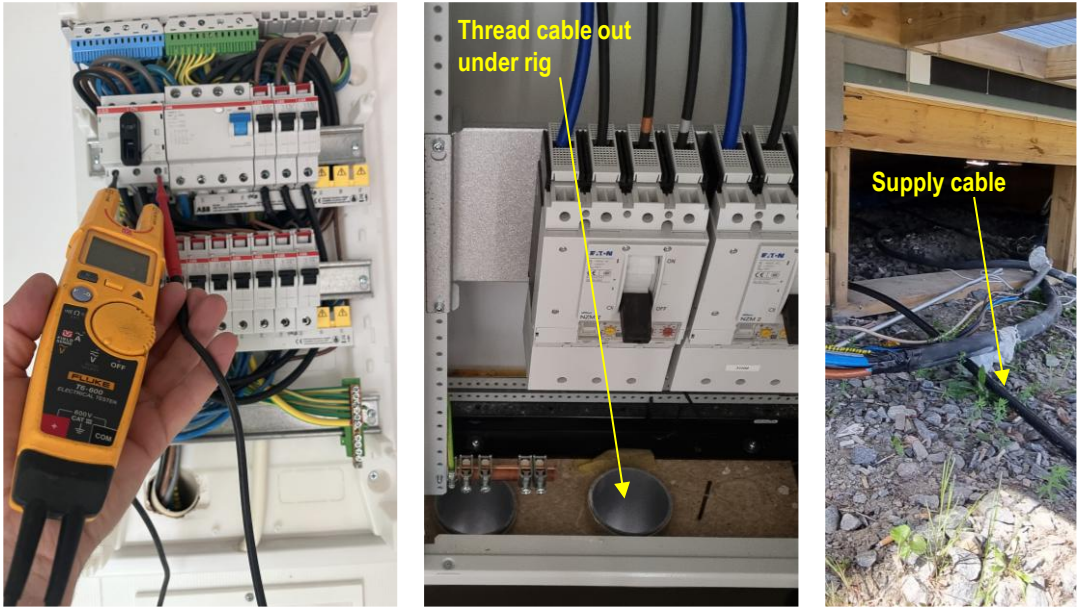


4.2. Electrics

4.2.1. Mains Power

No:	Task	Illustration	Task Time
1	<p>Preparation</p> <ul style="list-style-type: none"> Inspect and check for faults in lighting, fire alarms, and emergency lights before turning off the power. Send report of any issues to the Project Manager. <p> High Voltage You must be a qualified Electrician to work on these procedures.</p> <p> All cables must be checked with a voltmeter if you cannot see both ends of the cable.</p> <p>\$\$\$ Do not cut cables. Disconnect them at distribution boards or junction boxes. Rewiring takes time and is expensive.</p>	  	

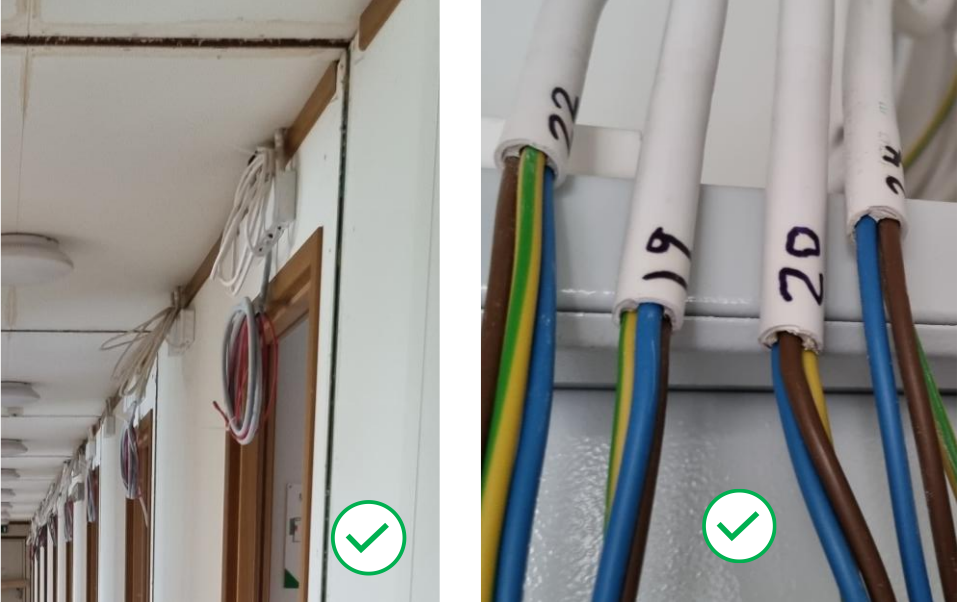


No:	Task	Illustration	Task Time
2	<p> Ensure that the energy provider has cut the supply to the rig.</p> <ul style="list-style-type: none">• Disconnect the supply cable to the rig's main distribution board inside the rig.• Thread the cable out and place it under the rig.		



No:	Task	Illustration	Task Time
3	<p>Sub-Distribution board cables.</p> <ul style="list-style-type: none"> • Disconnect internal feed cables to sub-distribution boards. • Retract and coil cables and label them clearly with the circuit number. 		

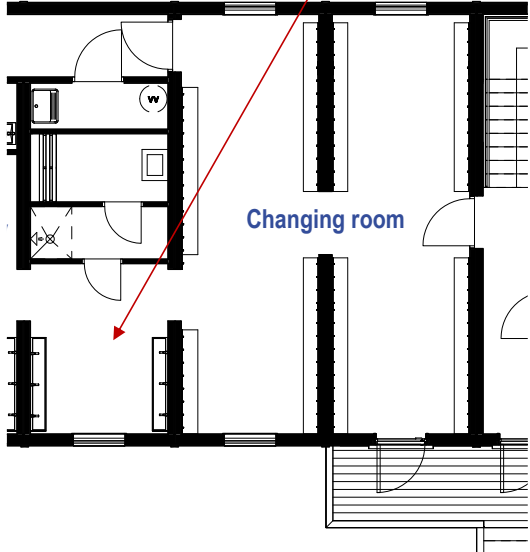



No:	Task	Illustration	Task Time
4	<p>Disconnect and pull back all power cables to individual modules.</p> <ul style="list-style-type: none">• Ensure that cables are clearly marked for reconnection at the next site.• Retract and coil the cables and label them clearly with the circuit number.		





No:	Task	Illustration	Task Time
5	Cable Trays/Ducts <ul style="list-style-type: none">• Dismantle Trays/Ducts.• Mark clearly for easy re-assembly.• Store Trays/Ducts in their respective modules		



No:	Task	Illustration	Task Time
6	<p>External lighting and other electrical equipment</p> <ul style="list-style-type: none"> • Disconnect and remove any external lighting and other electrical equipment. • Store all items in the Changing room. 	<p style="text-align: center; color: red;">External lighting and other electrical equipment</p>  <p style="text-align: center; color: blue;">Changing room</p>	



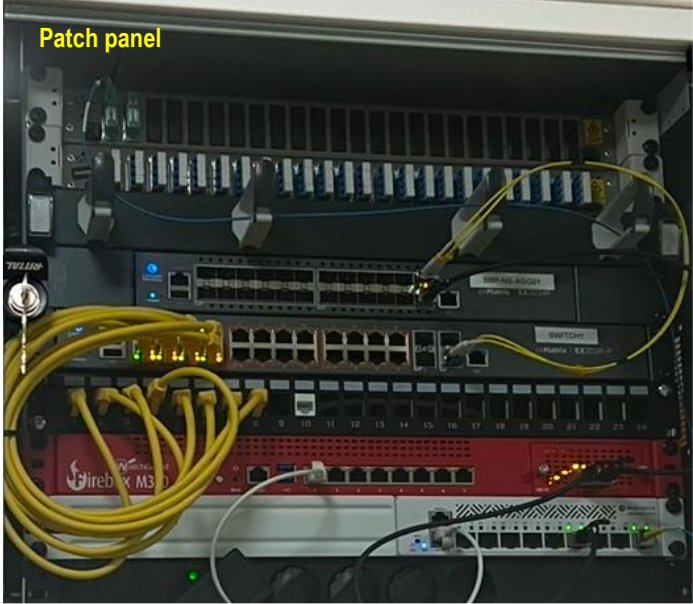
No:	Task	Illustration	Task Time
7	<p>External electrical installations under modules.</p> <p> Ensure power is disconnected.</p> <ul style="list-style-type: none">Remove electrical supply to all heating cables.Remove earth connections to the main distribution board.Store any reusable items as instructed by the Project Manager.		



No:	Task	Illustration	Task Time
8	<p>If power to modules is connected externally.</p> <ul style="list-style-type: none"> • Disconnect cables. • Roll up cables and secure with cable ties or similar. • Remove any external distribution boards. • Store cables and boards in the Changing room, as above. • Check with the Project Manager. 	<p>The illustration consists of two photographs. The left photograph shows an orange external distribution board mounted on a grey metal stand. A yellow arrow points to the board, which has a yellow lightning bolt warning sign and the 'algeco' logo. The right photograph shows a coiled black cable with blue connectors, with a green checkmark in the bottom right corner.</p>	



4.2.2. Internet

No:	Task	Illustration	Task Time
1	<p>Establish ownership for all Internet-related equipment.</p> <ul style="list-style-type: none"> Ensure that all customer-owned equipment has been removed by the customer. For all Algeco-owned equipment, proceed as follows. 		
2	<p>Network cables.</p> <ul style="list-style-type: none"> Disconnect all network cabling. Coil cables and secure with cable ties and store with the Patch panel. 		



No:	Task	Illustration	Task Time
3	<p>Other Internet-related equipment.</p> <ul style="list-style-type: none"> • Pack into appropriate cartons. • Leave any internet routers and switches in place in the Patch panel. • Disconnect internet provider cable and thread it through the floor and leave it under the Rig. • When internet peripherals are securely installed (e.g. WiFi repeaters, etc.), leave them for use at the next site. <p> Store internet equipment for reuse in cartons and mark clearly for re-installation.</p>		



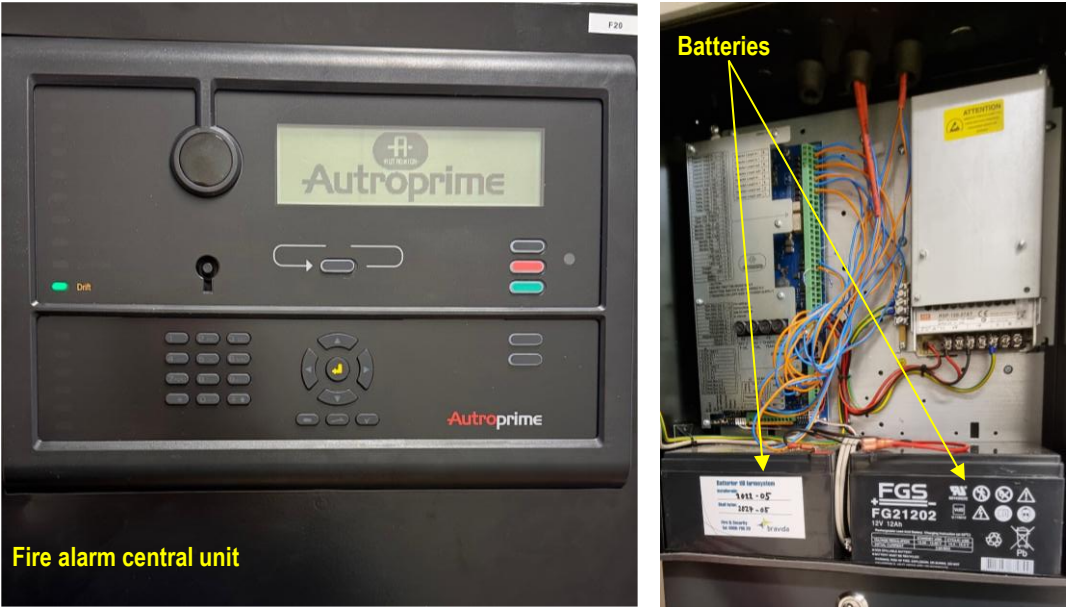
4.2.3. Fire alarm

No:	Task	Illustration	Task Time
1	<p>Cancel (if any) <u>Addsecure</u> or similar fire alarm monitoring and response subscription.</p> <p>Consult the Project Manage if in doubt.</p>	 <p>The illustration shows a rectangular alarm monitoring device. At the top, it says "Subscription to be cancelled" in yellow. Below this is a blue emergency call button. To the right is a white label with the text "ALARM-OVERFØRING 24/7" and the "ADDiSECURE" logo. The main label on the device contains the following information:</p> <ul style="list-style-type: none"> ADDiSECURE STC 00294 NO/SE r14 AddSecure AS 0661 Oslo Østansjøveien 18 Norway Airborne DC8 Medium e-SIM: MSISDN: +45371004399989 ICC number: 89450421200514828050 CE 17 Notified Body No: 2544 2544-CPR-30336-F03-20 P21196-02-18-RED https://www.addsecure.no E/54-21 2006 Type1 EN50131-10:2014 EN50136-2:2013 SP4 (GPRS-LTE) ATS 5 (GPRS-LTE) Grade 2 Class II EN50130-4:2011/A1:2014 EN50130-5:2011 SBF110:8 SSF114:2 Larmklasse 2 <p>There are two barcodes at the bottom of the label with the numbers 7 090010 450936 and 21230214.</p>	




No:	Task	Illustration	Task Time
2	<p>Alarm Sender</p> <ul style="list-style-type: none"> • Disconnect power to alarm sender. • Remove the battery from sender. • The fire alarm cables are handled as in No. 4 below. 		



No:	Task	Illustration	Task Time
3	<p>Fire alarm central unit</p> <ul style="list-style-type: none">• Turn off and disconnect the fire alarm central unit power supply.• Disconnect the batteries but keep them securely in place in the unit.	 <p>Fire alarm central unit</p> <p>Batteries</p>	




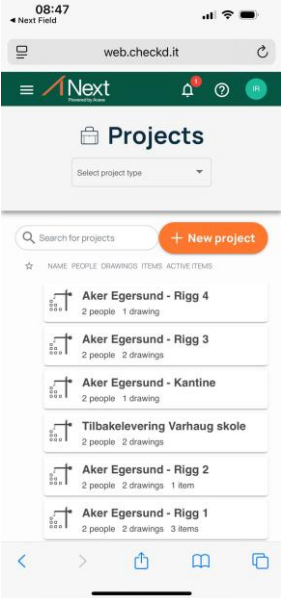
No:	Task	Illustration	Task Time
4	<p>Disconnect fire-alarm cabling between detectors/modules.</p> <ul style="list-style-type: none">• Coil cables and secure with cable ties. <p> For easy reinstallation at the next location, clearly mark cables.</p> <p> Do not cut cables. Disconnect them at the box or centrally.</p> <ul style="list-style-type: none">• Label cables with detector number and location.• Roll up all cables and secure them with cable ties.		



No:	Task	Illustration	Task Time
5	<p>For alarm systems with bare terminations.</p> <ul style="list-style-type: none">⚙️ Consider installing plugs for easy reconnection at the next deployment. Consult the Project Manager.• Fit plugs to fire alarm connecting cables.		



4.2.4. Final Inspection and Checklist: Electrician

No:	Task	Illustration	Task Time
1	<p>Complete checklists</p> <p> Double-check that all work has been carried out according to the instructions in the Next Field app.</p> <ul style="list-style-type: none"> Check with Project Manager that all tasks have been completed. 	 <p>The screenshot shows the 'Next Field' app interface. At the top, the status bar shows the time 08:47 and the location 'Next Field'. The browser address bar shows 'web.checkd.it'. The app header includes the 'Next' logo and navigation icons. Below the header, there is a 'Projects' section with a 'Select project type' dropdown. A search bar is present with a '+ New project' button. A list of projects is displayed, each with a location icon, name, and resource count:</p> <ul style="list-style-type: none"> Aker Egersund - Rigg 4 (2 people, 1 drawing) Aker Egersund - Rigg 3 (2 people, 2 drawings) Aker Egersund - Kantine (2 people, 1 drawing) Tilbakelevering Varhaug skole (2 people, 2 drawings) Aker Egersund - Rigg 2 (2 people, 2 drawings, 1 item) Aker Egersund - Rigg 1 (2 people, 2 drawings, 3 items) 	



4.3. Rig Demobilisation

4.3.1. Preparation for Demobilisation

No:	Task	Illustration	Task Time
1	<p>General locations for storage. Ensure that all floors are covered to avoid damage to flooring.</p>	<p>The illustration shows a floor plan of a rig module with several rooms: Laundry Room, Changing Room, and two Bedrooms. Red arrows point to specific locations for storage during demobilization: <ul style="list-style-type: none"> Metal steps, gratings and platforms: Located at the entrance and along the main corridor. Outdoor lights: Located on the exterior wall. Outdoor cover boards: Located on the exterior wall. Place module keys here: Located near the entrance. Outdoor power cabinet: Located on the exterior wall. Water pipeline: Located on the exterior wall. Gutters: Located along the roof edge. </p>	



No:	Task	Illustration	Task Time
2	<p>Keys to the building.</p> <ul style="list-style-type: none"> • Install a key safe by the side of the main entrance door and place 1 master key inside. Set the code to the safe to 1950. • Alternatively, securely screw a master key to the door frame close to the door handle. • Place all remaining keys (or key tags) to the building inside the desk cabinet in room 101. 	<p>The illustration for task 2 consists of three photographs. The first shows a white door with a silver handle and a key safe mounted on the wall to the right. A yellow arrow points to the key safe with the text 'Code set to 1950'. A green checkmark is at the bottom right of this photo. The second photo shows a close-up of the key safe mounted on a grey wooden wall, with a green checkmark at the bottom right. The third photo shows a wooden desk cabinet containing a white box labeled 'Keys to Rig - 11' and several plastic bags containing keys, with a green checkmark at the bottom right.</p>	
3	<p>Install number signs on all modules, as shown here.</p> <ul style="list-style-type: none"> • Note the numbering convention – 1nn for 1st floor, 2nn for 2nd floor. • Always number from left to right when facing the main entrance. 	<p>The floor plan diagram shows two rows of modules. The top row is labeled 201 through 207, and the bottom row is labeled 101 through 107. The main entrance is located between modules 105 and 106. A staircase is shown on the left side of the building.</p>	




4.3.2. Internal Works

No:	Task	Illustration	Task Time
1	<p>Keep the rig clean and tidy during the entire dismantling process.</p> <ul style="list-style-type: none">• Ensure that the work area is clean and organised before commencing any disassembly work.• No nails or other materials that could damage the floor or cause accidents.		




No:	Task	Illustration	Task Time
2	<p>Protect flooring from damage.</p> <ul style="list-style-type: none"> • Store all materials in the appropriate module. • Place floor protection underneath materials to protect floors. 		



No:	Task	Illustration	Task Time
3	<p>Remove all suspended ceilings. The project manager will advise on whether suspended ceilings should be reused or thrown away. If they are to be reused, store them safely in a suitable place. Inform the project manager by email.</p>		



No:	Task	Illustration	Task Time
4	<p>Remove mouldings, trims, floor plates and cut tape between modules, including door mouldings leading into corridors.</p> <p>+ Ensure that NO sharp objects, such as screws protrude.</p> <ul style="list-style-type: none">• Take care not to damage walls and ceilings during removal.• Place materials in each room on the right-hand side of the join.• If internal door closers need to be dismantled, leave the mounting bracket or similar in place to ensure doors remain closed during transport.	 <p>Mouldings and Trim</p> <p>Protect surfaces during removal</p> <p>Cut tape between modules</p>	



No:	Task	Illustration	Task Time
5	<p>Remove and dispose of insulation between modules.</p> <ul style="list-style-type: none">• If expanding foam has been used, cut away and discard according to relevant regulations. <p>+ May be hazardous for the environment.</p>		




No:	Task	Illustration	Task Time
6	<p>Prepare the bedrooms</p> <ul style="list-style-type: none"> Lift the mattress and store chairs in the bed frame (applies in rooms with a fixed bed frame). Close all doors, cabinet doors and drawers, as well as the bathroom cabinet. Tape them all. Empty trash cans. Open curtains. Pull the blinds all the way back to the open position. Mark the module number clearly in the rig in the window. If there is a TV, place it under the mattress, if possible, with a message/warning on top. Pack microwaves etc well for transportation. Stack all tables, chairs and other furniture and secure them for transport. 		



No:	Task	Illustration	Task Time
7	<p>Clean the module after packing.</p> <ul style="list-style-type: none">• Ensure that all surfaces are clean and free from dust and debris.• Remove any tools or similar items so that the interior is clean and tidy for the next occupant.	<p>Floor clean and free of tools, debris, etc.</p> <p>Cleared & Cleaned before Demob</p>	



No:	Task	Illustration	Task Time
8	Secure mirrors. Make sure that all mirrors are secured for transport.		




No:	Task	Illustration	Task Time
9	<p>Store fire extinguishers securely.</p> <ul style="list-style-type: none"> Remove fire extinguishers from wall brackets. Secure them so they cannot fall or move during transportation. 		
10	<p>⚠️ Secure the loads correctly. Risk of serious injury and damage to equipment.</p> <ul style="list-style-type: none"> Secure machines to prevent movement during transport. Securely attach the straps to the wall. For industrial kitchen units, detailed planning with the industrial equipment supplier is necessary. This is crucial for ensuring the safe transport of heavy and expensive equipment. <p>\$\$\$ All such equipment MUST be protected from movement and damage during transportation.</p>		



No:	Task	Illustration	Task Time
11	<p>Secure materials and furnishings.</p> <ul style="list-style-type: none"> • Fold kitchen tables. • Stack chairs • Tape cabinet doors and drawers to keep them closed. • Empty kitchen drawers and cupboards. Pack everything properly and mark "Kitchenware Fragile". 		




No:	Task	Illustration	Task Time
12	Åpne eventuelle veggventiler fra innsiden av modulen. Dette reduserer dannelsen av kondens inne i bygningen.		





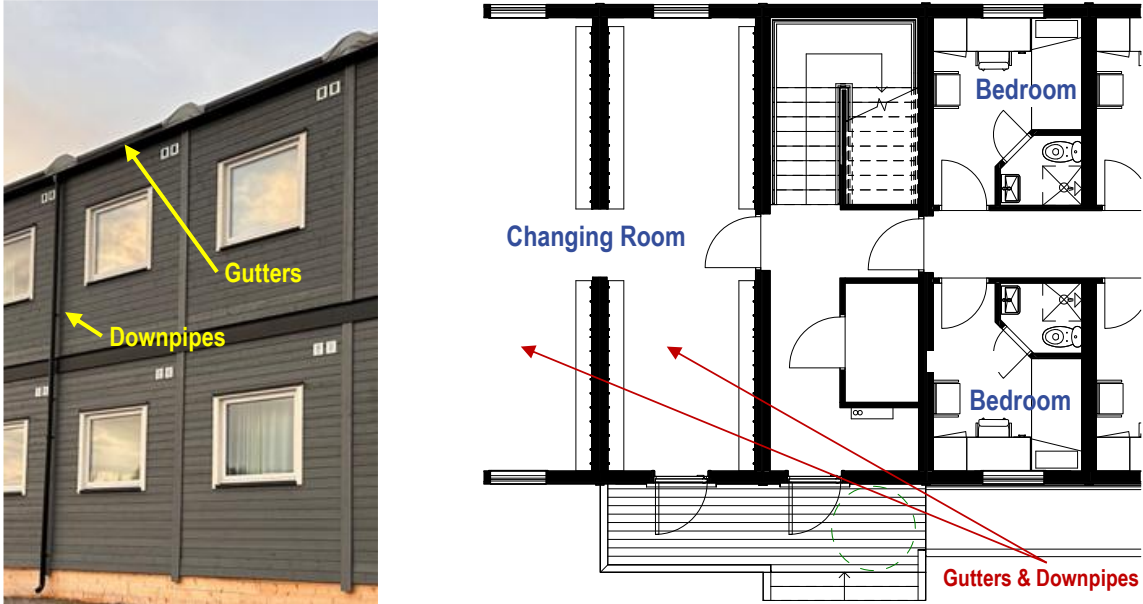
4.3.3. External Works

No:	Task	Illustration	Task Time
1	<p>Dismantle external fire escape stairs.</p> <ul style="list-style-type: none"> • If the building is to be transported directly to a new project, agree with the destination Project Manager which components of the stairs should be packed, recycled and transported with the modules. • Secure fire escape doors externally with a wooden brace to ensure doors cannot be opened from the inside after stairs have been removed. • Disassemble metal steps and platforms and pack them in the washing room module. <p> You MUST use Fall protection when working at height.</p>		



No:	Task	Illustration	Task Time
2	<p>Dismantle the main entrance stairs.</p> <ul style="list-style-type: none">If the building is to be transported directly to a new project, agree with the destination Project Manager which components of the main stairs and roof should be packed, recycled and transported with the modules. <p>+ This should be the last operation to ensure safe access to the building remains in place until modules are craned out.</p> <ul style="list-style-type: none">Disassemble metal steps and platforms and pack them in the washing room module.If the stairs are not packed inside the module but transported separately, mark which stair belongs to which rig using a permanent marker.	 <p>Recover Steps & Platforms</p>	



No:	Task	Illustration	Task Time
3	<p>Dismantle guttering and downpipes.</p> <p> You MUST use Fall protection when working at height.</p> <p>Store all components in the Changing room modules according the Storage Plan.</p> <p> Remove gutter hooks only if Looping cover is used.</p>	 <p>The illustration consists of two parts. On the left is a photograph of a dark grey building exterior with windows. Yellow arrows point to the guttering and downpipes, with labels 'Gutters' and 'Downpipes'. On the right is a floor plan diagram of a building with rooms labeled 'Changing Room' and 'Bedroom'. Red arrows point from the 'Gutters & Downpipes' label at the bottom to the corresponding locations on the building's exterior in the floor plan.</p>	




No:	Task	Illustration	Task Time
4	<p>If necessary, install temporary steps for safe access to the building.</p> <ul style="list-style-type: none"> Use pallets and install secure handrails. <p>+ When the unit is higher than 30 cm, steps are mandatory.</p>		



No:	Task	Illustration	Task Time
5	<p>Dismantle external connections between modules.</p> <ul style="list-style-type: none">Remove vertical boards between modules.Remove horizontal joint covers between 1st and 2nd floors.If relevant, remove lowest cladding board from 1st floor modules.	<p>The illustration consists of two side-by-side photographs of a building's exterior wall. The left photograph shows a section of the wall with windows and a wooden base. Yellow arrows point to 'Horizontal covers' at the top, 'Vertical boards' in the middle, and 'Cladding removed' at the bottom. The right photograph shows a similar section where the horizontal joint covers and vertical boards have been removed, with a yellow arrow pointing to the remaining horizontal joint covers and a green checkmark in a circle at the bottom right.</p>	



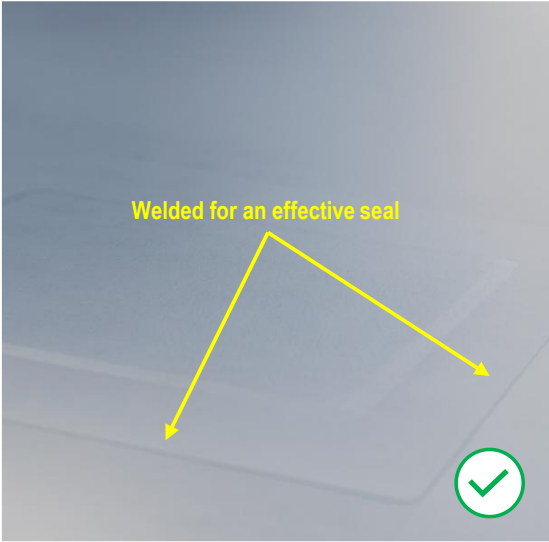



No:	Task	Illustration	Task Time
6	<p>If necessary, install a scaffolding tower and roof safety anchor points for safe access to the roof.</p> <ul style="list-style-type: none"> Determine the optimal location for the scaffolding tower. <p>+ Only fully qualified persons must build and install scaffolding.</p> <p>+ Do not use scaffolding if the "Approved" sign is not clearly displayed.</p> <p>+ A sign of compliance similar to the one illustrated must be visible on the scaffolding tower before use.</p>		



No:	Task	Illustration	Task Time
7	<p>Cutting roof membrane overlaps between modules.</p> <ul style="list-style-type: none"> • Try to cut on one side of the joint, holding the knife horizontally so the flap can be reused when remounting modules. • Avoid cutting through and damaging the roof membrane. • If the building has been moved many times or is old, it may be necessary to replace the entire overlap when the building is remobilised. 		




No:	Task	Illustration	Task Time
8	<p>Ensure that all roof penetrations are properly sealed.</p> <p> Use fall protection.</p> <ul style="list-style-type: none"> If the building has sewage ventilation pipes or other services penetrating the 2nd floor, these should be removed, packed and the holes temporarily sealed. Obtain a suitable piece of roof cover and weld it into place over the hole(s) in the roof. Alternatively, in suitable weather conditions, tape with T-Flex. <p>✓ All penetrations in the 1st floor modules for water, sewage and electrical cables must be temporarily sealed. This operation must be carried out as 2nd floor modules are removed.</p> <p>\$\$\$ Effective sealing is VITAL. Water ingress causes major damage and expense.</p>	  	



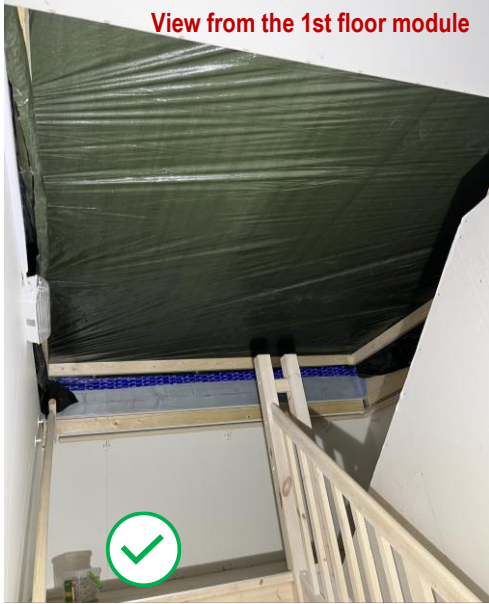
No:	Task	Illustration	Task Time
9	<p>If applicable, when there is a roof mounted ventilation unit on the inside of a module, there is also an external unit. Remove the external unit.</p> <ul style="list-style-type: none"> Seal holes in external roof with plywood and welded roof membrane. Place and secure the external unit in the laundry room. Secure the hood before transport. 		



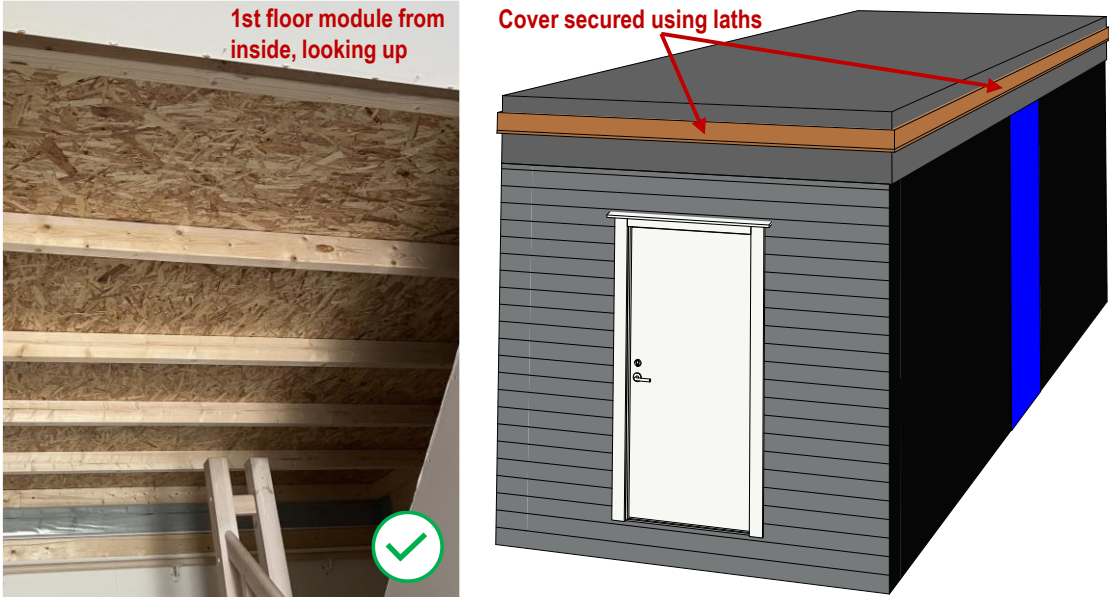

4.3.4. Internal Stairwells

No:	Task	Illustration	Task Time
1	<p>Dismantle stairs and handrails between landing and 2nd floor module.</p> <ul style="list-style-type: none">• Store all components.• Store screws and other small components so they cannot be lost.• To enable safe access to the 2nd floor for as long as possible, only remove stairs and handrails when all other 2nd floor operations are complete. <p>+ If required, securely install a temporary ladder according to relevant safety instructions.</p>		




No:	Task	Illustration	Task Time
2	<p>Secure the two stairwell modules against water ingress.</p> <p>Module on the 2nd floor: Seal and reinforce the stair opening in the floor of the module on the 2nd floor</p> <ul style="list-style-type: none"> • Reinforce the opening in the floor with beams spaced 600 mm apart (e.g. use 45 x 95 mm beams). • From the landing, seal the underside of the joists with heavy-duty plastic wrap and secure it in place with splinters. • Consider installing beams and plywood as for the roof on the ground floor, described in point 3 below. <p>The project manager determines the right method.</p> <p>✓ Plastic film must be transparent, weatherproof, PE:</p> <ul style="list-style-type: none"> ◦ UV resistant, ◦ Weight = >103 g/m², ◦ Thickness = 0.20 mm. 	 <p style="color: red; text-align: center;">View from the 1st floor module</p>	



No:	Task	Illustration	Task Time
3	<p>Module on the 1st floor: Seal and reinforce the roof. Work from landing, prepare to seal the roof</p> <ul style="list-style-type: none"> Reinforce the modular roof opening on the 1st floor with beams in the middle of 600 mm. (use e.g. 45x95 mm beams). Install the joists so that the plywood sheet is at an angle so that the water can drain. <p>When the module on the 2nd floor has been removed:</p> <ul style="list-style-type: none"> Install 12mm plywood on top of the joists. Cover the entire roof of the module on the ground floor with a tarpaulin that hangs at least 100 mm down the side walls. Seal the seams with heat or glue to create a waterproof barrier Secure the tarpaulin with battens, as shown in the illustration. <p>✔ Use a heavy-duty tarpaulin (e.g.: >600 g/m²).</p> <ul style="list-style-type: none"> If the lather cannot be used, secure the tarpaulin with elastic cords ("bungees"). 	 <p>1st floor module from inside, looking up</p> <p>Cover secured using laths</p>  <p>Cords secure tarpaulin</p>	



4.3.5. Strengthening, Seal Open Modules

No:	Task	Illustration	Task Time
1	<p>Modules MUST always be fully sealed before transport and storage.</p> <p> Protect open modules from weather and water ingress.</p> <p>Pack modules to avoid water ingress during transportation or storage. There are two methods:</p> <ul style="list-style-type: none">• Plastic foil, or• Plastic wrap AND loop covers. <p>The project manager determines the right method.</p>		






No:	Task	Illustration	Task Time
2	<p>Fully open modules MUST be structurally supported.</p> <p>Strengthen the structure of open modules with cross bracing (e.g.: 45x95 mm studs).</p>		



No:	Task	Illustration	Task Time
3	<p>Method 1: Plastic sheeting Procedure</p> <ul style="list-style-type: none"> Strengthen the structure of open modules with cross bracing (e.g.: 45x95 mm studs). After completing each module, stretch plastic across the opening and secure in place using laths/battens. <p>✓ Ideally, the plastic should be installed from the outside after modules are lifted to the ground.</p> <ul style="list-style-type: none"> Stretch plastic across the opening and secure in place using laths. Ensure that modules are as watertight as possible. <p>⚠ Plastic must be tight to avoid vibration and tearing during transport.</p> <p>✓ Plastic sheeting must be transparent, weatherproof, PE: <ul style="list-style-type: none"> UV-resistant, Weight = >103 g/m², Thickness = 0.20 mm. </p>	<p>Structural support of open module</p> <p>Battens tighten plastic sheet</p> <p>Wrap plastic around battens</p>	




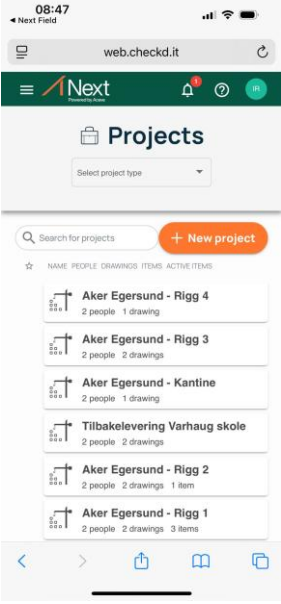
No:	Task	Illustration	Task Time
4	<p> Protect open modules against weather and water ingress.</p> <p>Pack modules to avoid water ingress during transport or storage. There are 2 methods:</p> <ul style="list-style-type: none"> • Plastic sheeting, or • Plastic sheeting AND Looping covers. <p>The Project Manager decides the appropriate method.</p> <p>Method 1: Plastic sheeting</p> <p>Generally used for:</p> <ul style="list-style-type: none"> • Transporting modules short distances in optimal weather conditions, or • Long term storage where modules will be assembled as a complete building. <p> Plastic sheeting must be transparent, weatherproof, PE:</p> <ul style="list-style-type: none"> ◦ UV-resistant, ◦ Weight = >103 g/m², ◦ Thickness = 0.20 mm. 	 <p>The illustration consists of three photographs demonstrating the application of plastic sheeting to a module. The top-left photo shows a module with a roof membrane over plastic sheeting and external seals and battens. The top-right photo shows a module with a roof membrane and batten over plastic sheeting. The bottom photo shows a module with battens used to tighten the plastic sheet and wrap it around the battens.</p>	



No:	Task	Illustration	Task Time
5	<p>Method 2: Looping covers Best for winter/ship/long-distance transport when modules sent directly to next project. \$\$\$ If you rent Looping covers, they must be returned as soon as possible.</p> <p>Crane modules to the ground to install covers.</p> <p>There are different types of Looping cover that:</p> <ul style="list-style-type: none"> • Just seal corridor openings or one side of a module. • Wrap the whole module. 		






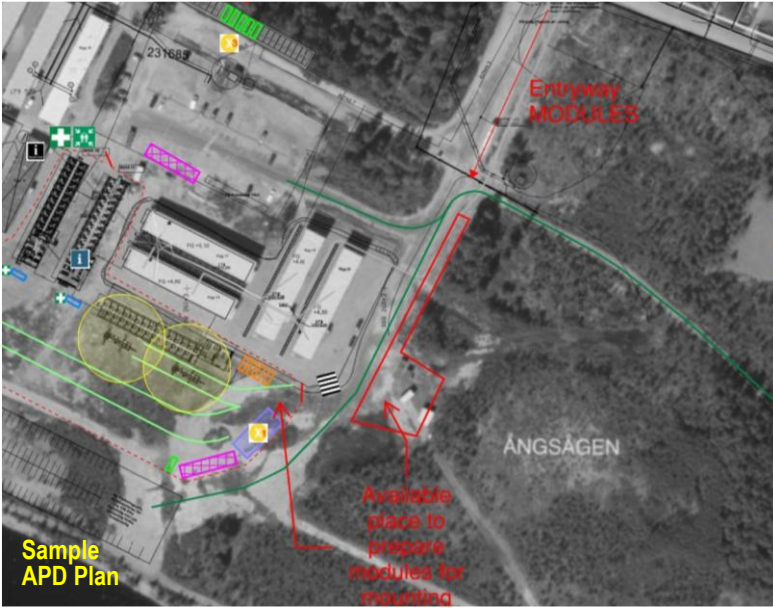
4.3.6. Final Inspection and Checklist: Carpenter

No:	Task	Illustration	Task Time
1	<p>Complete checklists</p>  <p>Double-check that all work has been carried out according to the instructions in the Next Field app.</p> <ul style="list-style-type: none"> Check with Project Manager that all tasks have been completed. 		



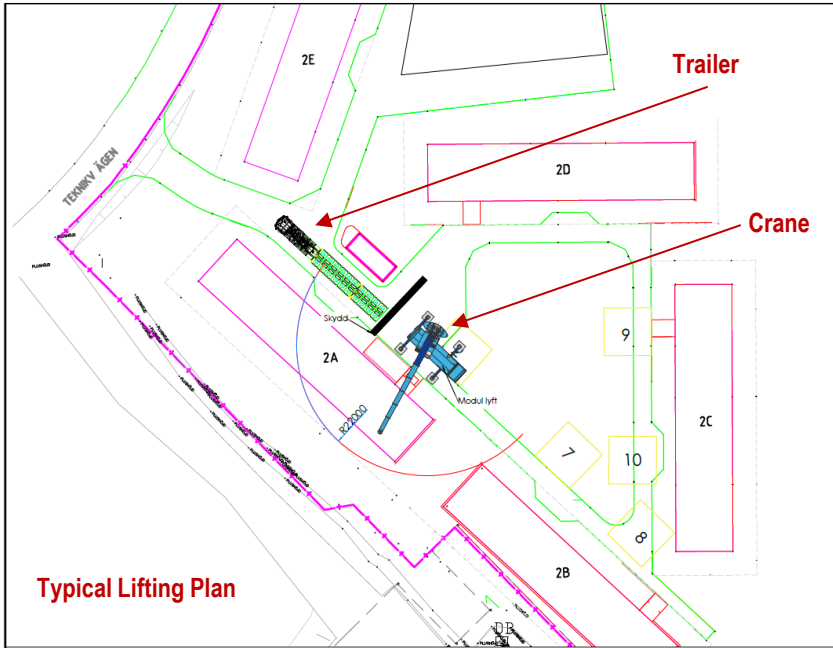


5. Lift and Transport



5.1. Plan

No:	Task	Illustration	Task Time
1	<p>Carefully plan crane parking and vehicle access.</p> <p>This procedure must be completed during the site survey by the crane supply company.</p> <p> A proper APD Plan / Logistic Plan is vital as Lift and Transport has major safety implications.</p> <p> The crane location must be planned with respect to underground infrastructure (pipes, cables, foundations, etc.).</p> <p> The choice of crane location and access for vehicles greatly affect efficient demobilisation.</p>	 <p>The illustration is a detailed site plan for 'Etapp 4 Sitplan APD'. It shows an aerial view of a construction site with various zones and infrastructure. Key features include: <ul style="list-style-type: none"> Crane Area: A yellow circle labeled 'Crane area' is positioned in the lower-left quadrant. Entryway Modules: A red dashed line outlines an 'Entryway MODULES' area in the upper-right. Goods Reception: Three yellow circles labeled 'Goods reception 1', '2', and '3' are located in the lower-left and center. Material Storage: A purple rectangle labeled 'Material storage' is in the lower-center. Temporary Parking: A pink dashed rectangle labeled 'Temporary parking' is in the lower-center. Other Features: The plan includes an info-board (blue square), reunion place (green square), first aid (green cross), gate in fence (red line), fencing (dashed red line), storage and recycling containers (green and orange rectangles), lunch carts (blue rectangles), and road crossing pedestals (grey rectangles). Labels: 'Sample APD Plan' is written in yellow in the bottom-left, and 'Available place to prepare modules for mounting' is written in red in the bottom-center. Legend: A legend on the right side lists all symbols and their corresponding site features. Scale and Title: A scale bar and the title 'Etapp 4 Sitplan APD' are at the bottom, along with the 'algeco' logo. </p>	



No:	Task	Illustration	Task Time																																																												
2	<p>Obtain and understand the Lifting Plan.</p> <ul style="list-style-type: none"> Place modules according to the plan, with the correct distance between each. The Project Manager clarifies: <ul style="list-style-type: none"> Lifting Plan, Logistics and APD Plan, Assembly order, Communication method (sign language, telephone or other), Working methods for safe, efficient lifts. <p> All personnel must participate in work preparation and must read and understand the work methods, procedures and risks for lifting and for module disassembly. All lifting team members must formally acknowledge that they have read and that they understand the plan and all procedures.</p> <p> Ensure that crane lifting capacity is sufficient. Crane capacities vary. Refer to the Crane Calculator: https://nordiccrane.com/se/krankalkylator.</p>	<p>Typical Lifting Plan</p>  <p>Crane capacity</p> <table border="1" data-bbox="1563 395 1870 646"> <thead> <tr> <th colspan="4">LTM 1100</th> </tr> </thead> <tbody> <tr> <td>OPERATING MODE: LCCOM CODE</td> <td>T</td> <td></td> <td>0001</td> </tr> <tr> <td>COUNTERWEIGHT</td> <td>36</td> <td></td> <td>ton</td> </tr> <tr> <td>OUTRIGGER DIMENSIONS</td> <td>7.3x6m</td> <td></td> <td>m</td> </tr> <tr> <td>MAX BOOM</td> <td>30.0</td> <td></td> <td>m</td> </tr> <tr> <td>JIB LENGTH</td> <td>10.0</td> <td></td> <td>m</td> </tr> <tr> <td>OUTRIGGER MAT SIZE</td> <td>1.8 x 1.8</td> <td>m</td> <td>1.2</td> </tr> <tr> <td>MAXIMUM OUTRIGGER FORCE</td> <td>81</td> <td></td> <td>ton</td> </tr> <tr> <td>MAX OUTRIGGER FORCE under load (t)</td> <td>22.7</td> <td></td> <td>ton</td> </tr> <tr> <td>COMPONENT</td> <td>Ball</td> <td></td> <td></td> </tr> <tr> <td>WEIGHT</td> <td>10.0</td> <td></td> <td>ton</td> </tr> <tr> <td>WORKING RANGE RADIUS</td> <td>21.0</td> <td></td> <td>m</td> </tr> <tr> <td>CAPACITY @ OCCURRING RADIUS</td> <td>11.1</td> <td></td> <td>ton</td> </tr> <tr> <td>CRANE UTILIZATION @ MAXIMUM RADIUS</td> <td>95.1</td> <td>###</td> <td>%</td> </tr> <tr> <td>MAXIMUM ALLOWABLE 3 SECOND GUST WIND</td> <td>9</td> <td></td> <td>m/s</td> </tr> </tbody> </table> <p>All personell needs to read and understand PR235 RAMS where workmethod, procedure and risks are described for the lifting and module assembly. Kranförare namn och kontakt:..... Signal personal:..... Lift start & End:..... Windspeed & Weather forecast:..... All involved in lifting operation sign:.....</p> <p>JINERT</p> <p>Design Date: 2014-02-10, All rights reserved.</p> <p>REVISION: Boden</p> <p>REVISION: LTM1 100</p> <p>FILE: Lyftplan</p> <p>MARK: <ul style="list-style-type: none"> • Module • Tak material </p>	LTM 1100				OPERATING MODE: LCCOM CODE	T		0001	COUNTERWEIGHT	36		ton	OUTRIGGER DIMENSIONS	7.3x6m		m	MAX BOOM	30.0		m	JIB LENGTH	10.0		m	OUTRIGGER MAT SIZE	1.8 x 1.8	m	1.2	MAXIMUM OUTRIGGER FORCE	81		ton	MAX OUTRIGGER FORCE under load (t)	22.7		ton	COMPONENT	Ball			WEIGHT	10.0		ton	WORKING RANGE RADIUS	21.0		m	CAPACITY @ OCCURRING RADIUS	11.1		ton	CRANE UTILIZATION @ MAXIMUM RADIUS	95.1	###	%	MAXIMUM ALLOWABLE 3 SECOND GUST WIND	9		m/s	
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No:	Task	Illustration	Task Time
3	<p>Clearly mark lifting zone with signs or barriers. Only the lifting team are allowed in the lifting zone.</p> <p> You MUST observe these safety rules:</p> <ul style="list-style-type: none"> ◦ Check lifting straps before lift. ◦ Maximum caution during this activity. ◦ Audible warning before each lift. ◦ Keep a safe distance from both module and crane. Use guide rope if necessary. • Collect all lifting straps for reuse. Discard damaged ones. 		







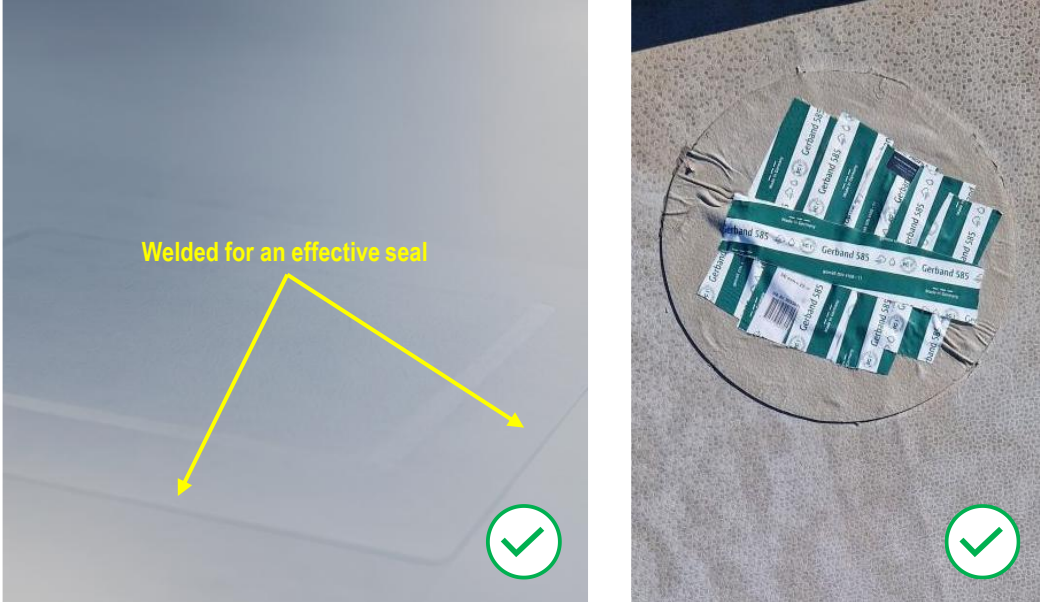
5.2. Separate Modules

No:	Task	Illustration	Task Time
1	<p>If demobilising using lifting eyes, ensure appropriate safety. Connect chains to lifting eyes using a lift or other safe method such as a harness.</p> <p> See Section 3.4 Working at Height for how safely to access the roof of 1st and 2nd floors.</p> <p> DO NOT go on to the roof of the module.</p>		



No:	Task	Illustration	Task Time
2	<p>Demobilising using lifting straps</p> <ul style="list-style-type: none"> Use a certified L-shaped tool to separate modules on the 2nd floor. Use same tool on 1st floor. Insert lifting straps under the module and connect them to the crane chains if not already connected. Ensure the crane uses a lifting frame to stabilise the lift. Spread out straps so they are attached horizontally across the underside of the module and vertically up the sides of the module. NOT at angles. <p>✓ Make sure the lifting straps do not cause any damage to the façade.</p> <p>⚙️ If the L-shaped tool is not available, consult the Project Manager.</p>	<p>The illustration consists of three photographs. The first shows a close-up of an L-shaped tool being used to separate a wooden frame. A yellow arrow points to the tool with the label 'L-shaped tool'. The second shows a worker on a scaffold using the tool on the underside of a module. A yellow circle highlights the tool's position. The third shows a crane lifting a module. Two yellow arrows point to the straps, labeled 'Vertical' and 'Horizontal'.</p>	



No:	Task	Illustration	Task Time
3	<p>Prepare to safely lift the module. The crane will lower chains and lifting straps.</p> <ul style="list-style-type: none"> Connect lifting straps from the sides of the modules, using lifts for access. <p> DO NOT perform this task from the module roof. Use a hook to grab the lifting strap underneath the module.</p> <ul style="list-style-type: none"> Position lifting straps under the ends of the module. Adjust their positions carefully under supervision. <p> Avoid damage to the module.</p>		
4	<p>Seal 1st Floor roof penetrations after removal of 2nd Floor modules.</p> <p> Use fall protection. See Section 3.4 Working at Height.</p> <ul style="list-style-type: none"> Obtain a suitable piece of roof cover and weld it into place over the hole(s) in the roof. Alternatively, in suitable weather conditions, tape with T-Flex. Check with the Project Manager if you are in any doubt. <p>\$\$\$ Effective sealing is VITAL. Water ingress causes major damage and expense.</p>		




No:	Task	Illustration	Task Time
5	<p>For 1st Floor modules only: Do not climb on to the module roof to connect lifting straps.</p> <ul style="list-style-type: none"> Lifting straps must be long enough to be connected to the crane without anyone having to climb on to the module roof. The crane must lower chains to module, where lifting straps are connected. 	<p>The illustration consists of two side-by-side photographs. The left photograph shows a dark blue rectangular module being lowered by a crane. Yellow arrows point to the chains and straps connecting the module to the crane hook. The right photograph shows a worker in a high-visibility vest and safety harness standing on the ground, guiding the module as it is lowered. A yellow arrow points to the strap hook being used to guide the module.</p>	



No:	Task	Illustration	Task Time
6	<p>If applicable, when there is a roof mounted ventilation unit on the inside of a module, there is also an external unit. Remove the external unit.</p> <ul style="list-style-type: none"> Seal holes in external roof with plywood and welded roof membrane. Place and secure the external unit in the laundry room. Secure the hood before transport. 		



No:	Task	Illustration	Task Time
7	<p>Clearly identify modules.</p> <ul style="list-style-type: none">• The Project Manager will advise on appropriate module labelling.• Ensure that module numbers have been applied, as in Section 4.3.1, Preparation for Demobilisation.• Ensure that the module identification number is clearly displayed on the window. <p>• If Looping covers are used, modules must be clearly identified on the outside of the cover.</p>		





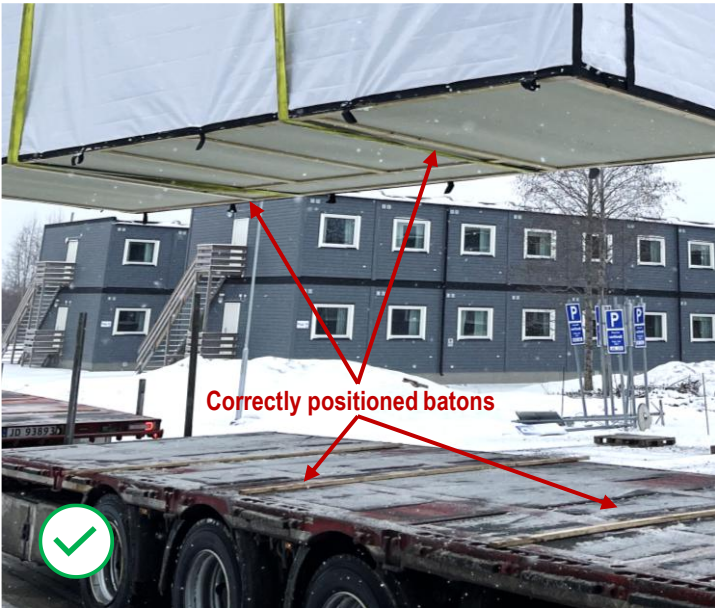


5.3. Lift and Load

No:	Task	Illustration	Task Time
1	<p>Survey site accessibility for heavy vehicles.</p> <p> The Project Manager will advise.</p> <p> 4.5 meters high by 3.1 meters wide are accepted maximums in some countries. But you must check with the Project Manager.</p> <ul style="list-style-type: none">• Check for hanging vegetation, wires, gantries or signs.• Check for tight turning circles; trucks must be able to navigate curves. <p> It is the responsibility of the truck driver to comply with load regulations.</p>		



No:	Task	Illustration	Task Time
2	<p>Lifting modules without lifting eyes.</p> <ul style="list-style-type: none"> • Use sufficiently long lifting straps. • Use a lifting frame to avoid too sharp an angle on straps. <p>✓ Make sure the lifting straps do not cause any damage to the façade.</p>		



No:	Task	Illustration	Task Time
3	<p>Lift modules on to trucks.</p> <ul style="list-style-type: none"> Use batons (22x45mm, for example) as spacers on the truck. Place the batons on the truck directly under the batons on the module to create adequate space to remove straps. Double check that the height doesn't exceed the total clearance agreed with the Project Manager. <p> 4.5 meters high by 3.1 meters wide are accepted maximums in some countries. You must check with the Project Manager.</p> <p> The maximum permitted module overhang at the rear of the truck is 2 meters. You must check with the Project Manager.</p>	 <p>Correctly positioned batons</p>	
4	<p>Final check for loose materials and hazards on the loaded module.</p> <ul style="list-style-type: none"> Check for and remove any loose items. <p> In winter, check for and remove snow and ice.</p> <p> Work safely. If you need to go on top of modules, be sure the consult Section 3.4 Working at Height.</p>		



No:	Task	Illustration	Task Time
5	<p>Establish which items are to be transported with modules to the next site.</p> <p>Typically, these might include:</p> <ul style="list-style-type: none"> • Prefabricated external stairs. • Reusable foundation components. • Any oversized components not stored in modules for reuse at the next site. <p> Check with the Project Manager the final destination for any such materials.</p>		



6. Site Clearance

6.1. Return, Reuse or Discard


No:	Task	Illustration	Task Time
1	<p>Discard all waste material, as agreed with the Project Manager.</p> <p>Refer to Section 3.5 Waste Management for details on how to dispose of waste materials.</p> <p>Note that waste must be sorted and placed into the relevant containers.</p>		




<p>2</p>	<p>Dismantle foundations.</p> <ul style="list-style-type: none"> • Consult the Project Manager to agree how best to handle remaining materials. • Reusable wooden foundation pads can be returned to the nearest Algeco Service Centre. • Standard wooden foundations can be reused or disposed as agreed with the Project Manager. • Pack reusable materials carefully to resist adverse weather conditions. • Pack materials separately for easy identification. • Clear construction waste as per Section 3.5 Waste Management. 			
<p>3</p>	<p>For Freight planning and Materials handling, refer to Section 6.3 Common Assets Plan.</p>			



6.2. Final Site Clean-up

No:	Task	Illustration	Task Time
1	<p>Check the terms of the contract.</p> <p> The project manager will define the responsibilities here.</p> <ul style="list-style-type: none">• The contract will define the condition of the site after the demobilization of the building.• The contract will also define specific issues such as the decommissioning of infrastructure. This includes electricity, water, sewage, communications, etc.• <p>The project manager and the client approve the acceptance in writing via email.</p>		



No:	Task	Illustration	Task Time
2	<p>Do a final check of the entire site.</p> <ul style="list-style-type: none">• Keep all areas free from loose material.• Make sure that waste materials have been placed in the appropriate containers.• Check that materials for reuse have been stored and secured as per Section 6.3 Common Assets Plan.		



6.3. Common Assets Plan

Table 1 lists those items that need special attention. This is in the interests of cost, efficiency and quality of our demobilisation service.

Table 1. Common Assets Plan

Item	Destination/Storage requirements	Comments/Criticality
Main entry Roof	Send with rig	Secured on separate truck(s)
External stairs, platforms and handrails.	Send with rig	Secured on separate truck(s)
Scraper grates	Send with rig	Secured on separate truck(s)
Foundations: Beams/frames/plates/shims	Send with rig (if applicable) Check with Project Manager.	Secured on separate truck(s)
Foundation covers (if applicable)	Send with rig	Secured on separate truck(s)
Module covers (horizontally between 1 st and 2 nd floor)	Send with rig	Secured on separate truck(s)
Locking system (normally 2-3 keys per room and main entry)	Send with modules	Secured inside Room 101 cabinet.
Ventilation ducts	Send with modules	Secured inside modules
Electrical cables (as per disassembly instructions)	Send with modules	Secured inside modules \$\$\$ Vital not to cut cables.
Fire cables (as per disassembly instructions)	Send with modules	Secured inside modules
WiFi material (as per disassembly instructions)	If applicable, send with modules	Secured inside modules. As per agreement (customer owned or otherwise).
Water pipes (with heating cables)	Send with modules	Secured inside modules \$\$\$ Vital to secure against damage in transportation.
Downpipes/Gutters/Gutter connections and Gutter ends	Send with modules	Secured inside modules
External module joint mouldings	Send with modules	Secured inside modules
Internal module joint mouldings	Send with modules	Secured inside modules
Kitchen utensils (if applicable)	Send with modules	Secured inside modules
Furniture (in social areas and in each room)	Send with modules	Secured inside modules
Door closers (if applicable)	Send with modules Check with Project Manager.	Secured inside modules
Microwaves/fridges and freezers (if applicable)	Send with modules	Secured inside modules \$\$\$ Vital to secure against damage in transportation.
Washing machines and Tumble dryers	Send with modules	Secured inside modules \$\$\$ Vital to secure against damage in transportation.
TVs with remotes	Send with modules	Secured inside modules \$\$\$ Vital to secure against damage in transportation.



Item	Destination/Storage requirements	Comments/Criticality
Kitchen tables and kitchen chairs (if applicable)	Send with modules	Secured inside modules
Heating/Ventilation pumps with remote controls.	Send with modules (if applicable)	Secured inside modules \$\$\$ Vital to secure against damage in transportation.
Damaged materials (Notify next site if possible). <ul style="list-style-type: none"> • Sewage pipes (send to recycling). • Thin "top" mattresses. • Shower curtains. • Window blinds. 	Normally NOT sent with rig. For other items, consult the Project Manager.	For details of waste materials handling, refer to Section 3.5 Waste Management .



7. Appendix

Appendix A. Glossary

Term	Definition
1st Floor	"Ground" floor module (in UK).
2nd Floor	The one above it, the "second storey" (in UK).
Addsecure	Alarm signalling and Fleet management provider – link here .
APD Plan (Sweden) Logistic Plan (Norway)	Visualizes the placement of various elements like containers, storage areas, access routes, safety equipment, and emergency procedures.
CPCS	Construction Plant Competence Scheme
DSS-Safety Champions	Safety programme from DSS+ Risk and Safety consultants – link here .
ID06	IT systems and solutions company for industrial efficiency in Sweden – link here .
HMS-card	An HSE card (Health, Safety and Environment) is a mandatory identity card for everyone who works on construction sites in Norway.
Lifting Plan	A detailed document that outlines how a lifting operation will be carried out safely.
Looping	Norwegian industrial covering company – link here .
Module	A single Module. Multiple Modules make up a "Rig".
Next Field	Construction project tracking software – link here .
PASMA	Prefabricated Access Suppliers & Manufacturers Association
PEL Hose	A PolyEthylene (PE) Layflat hose.
PEM Hose	A hose made from or incorporating Polyethylene Medium-density (PE-M) material.
PVC	PolyVinyl Chloride A thermoplastic polymer made from the polymerisation of vinyl chloride monomers.
Protan	A high-quality PVC waterproofing membrane.
Quentic	Software for site Safety and Compliance – link here .
Rig	A complete building consisting of Modules.
T-Flex	A high-performance, diffusion-tight sealing tape.
T-Pipe	A pipe or hose fitting used to connect three sections of pipe or tubing.
Work Environment Plan	A document outlining how Health, Safety, and Environmental risks will be managed.



8. Changes from the previous version

Revision number	Date	Changes	Employee involvement	Done by	Approved by
2	2025-12-15	Minor changes and clarifications in general.	<ul style="list-style-type: none">• <u>Ray Hennig</u>• <u>Ian Ratcliffe</u>• <u>Daniel Ritscher</u>• <u>Ali Javadi.</u>• <u>Hans Christian Holmsen</u>	Daniel Ritscher	Ramon Fernandez

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