



Accommodation - 44 Man Rig

Mobilisation



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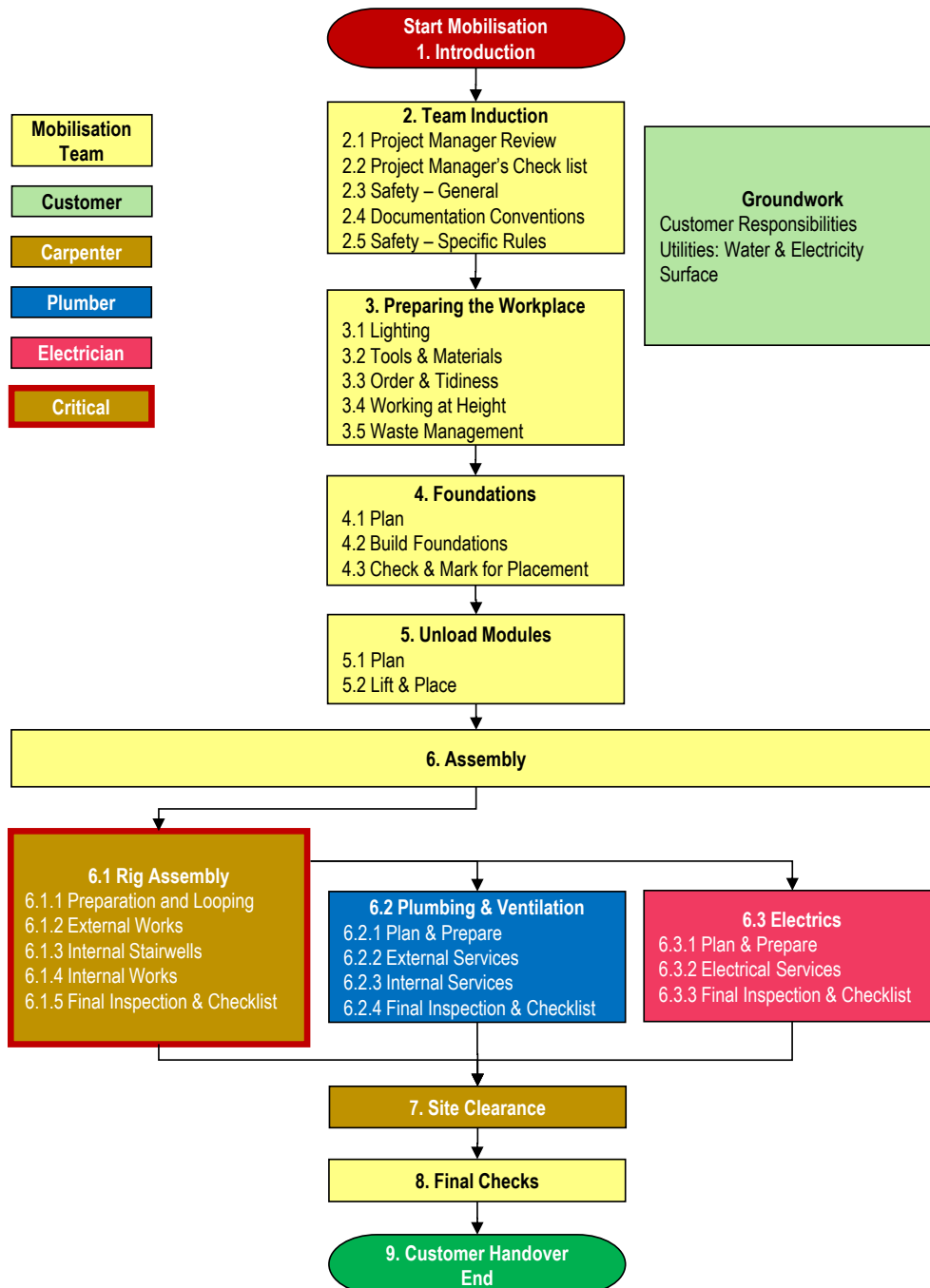


1. Introduction

This manual describes best practices that we adopt when mobilising Algeco Rigs. 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 Mobilisation 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 Mobilisation plan.
This document is structured according to the flow chart.
Note that Groundwork here is deemed to be a Customer task.*



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

The Mobilisation 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 Foundations](#).
- Section [5 Unload Modules](#).
- Section [6 Assembly](#).
- Section [7 Site Clearance](#).
- Section [8 Final Checks](#).

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 [2.4 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 sub-contractors.

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#C%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 Mobilisation.
 - Ensure that power is available on Mobilisation day.
- Preparation, Security and Cordoning:
 - Mobilisation is handled with
 - [ID06](#) in Sweden.
 - [HMS-card](#) in Norway
 - The area for mobilisation 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.



2.2. Project Manager's Initial Check List

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

- Clarify contractual terms regarding:
 - Ground conditions prevalent at the site and the type of foundations to be installed.
 - Who is responsible for the state of the site, both before and after mobilisation.
 - Who is responsible for the supply of Internet, WiFi and related equipment.
 - If the site is subject to very high winds. In such cases, modules must be anchored both to the foundations and to each other. See Page [34](#).
 - Insulation between the 1st and 2nd Floors. This is based on weather conditions. The Project Manager decides if insulation is to be installed. See Page [33](#).
- The Project Manager obtains a Fire Concept for the project. Fire Concepts are location-specific and therefore need to be created for each project.
The Fire Concept describes local conditions such as:
 - Distance to the nearest building,
 - Location of the nearest fire hydrant,
 - Distance to the nearest fire brigade etc.
 - Other constructional details that need to be taken into consideration
- Clarify who is responsible for applying Fire stopping between stairwells and corridors. Operators MUST be qualified in the use of the chosen product.
- Check if temporary power will be available before the main power supply is connected. 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?
Refer to Section [3.5 Waste Management](#) for details on how to dispose of waste materials.
- Check that all keys are present in Module 101.
- Note if plastic sheeting or Looping covers are used to seal modules. Looping covers must be returned to the supplier as soon as possible to avoid unnecessary costs.
- Clarify the details for the subscriptions to [Addsecure](#) or other alarm monitoring service.
- The Project Manager checks reports from previous projects to see if any special maintenance may be required. This might include replacement furniture, replacement mattresses, replacement shower curtains, missing keys etc.
- Refer to Section [8 Final Checks](#) for details of the checks that we MUST do before final handover to the customer.



2.3. 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: [Logitic 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 [2.5 SAFETY](#).

2.4. 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.



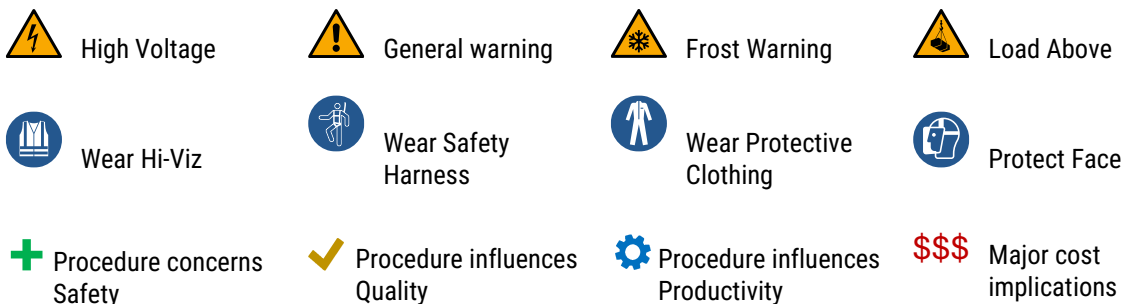
Download Next Field to your phone via these QR codes (Figure 4).

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.





2.5. Safety – Specific Rules

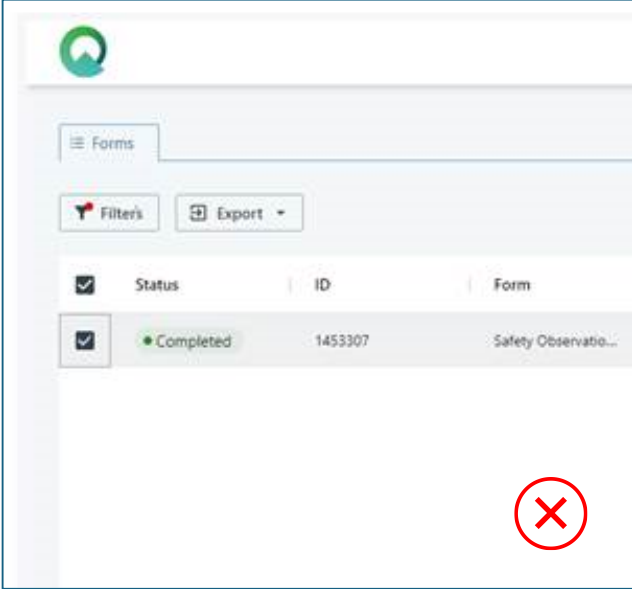
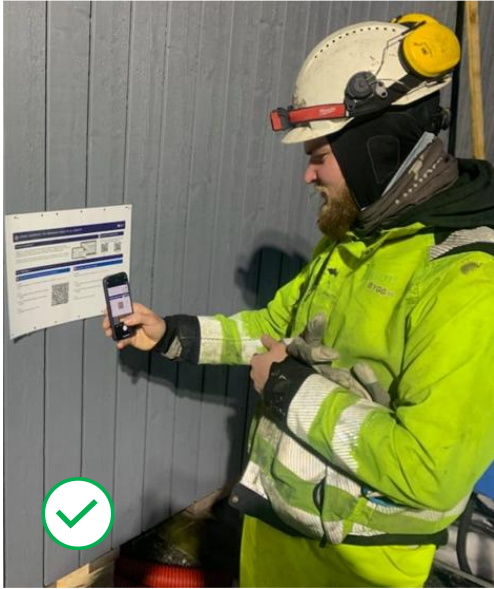
The general safety rules discussed here apply to all Algeco sites and to all personnel authorised to be on site. Supervisors and Project Managers will advise on any additional considerations.

2.5.1. 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>		



2.5.2. 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"> X 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. 	 	




2.5.3. 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>		



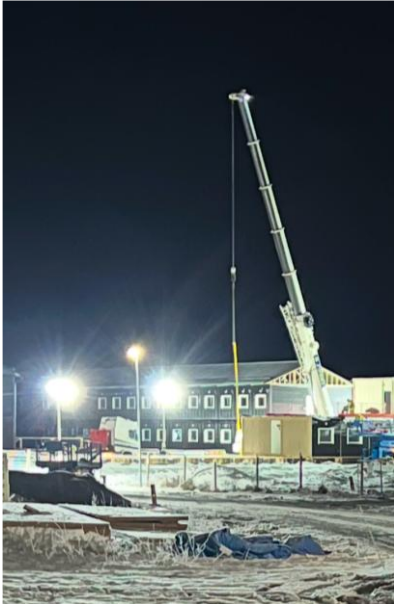
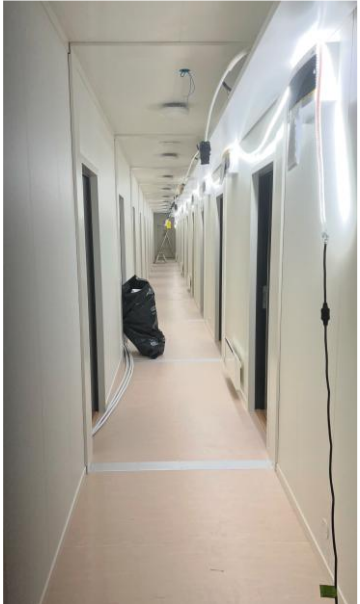


3. Preparing the Workplace

No:	Task	Illustration	Task Time
1	<p>Locations for retrieving stored items. \$\$\$ During removal, make sure NOT to damage internal walls and fittings.</p>	<p>The illustration shows a floor plan of a rig accommodation unit. Red arrows point to various features: 'Metal steps, gratings and platforms' at the entrance; 'External lighting and other electrical equipment' on the exterior wall; 'Outdoor cover boards' above the entrance; 'Place module keys here' near the top right bedroom; 'Laundry Room' on the left; 'Changing Room' in the center; two 'Bedroom's on the right; 'Outdoor power cabinet' at the bottom left; 'Water pipeline' at the bottom center; and 'Gutters' at the bottom right.</p>	
2	<p>Clarify with the customer.</p> <ul style="list-style-type: none"> • Define responsibilities. Who is responsible for what? Algeco and Customer responsibilities. • Utilities: Water, Electricity. • Groundwork. <p> Consult with Project Manager(s).</p>		



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>Refer to Section 3.5 Waste Management for details on how to dispose of waste materials.</p> <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>		





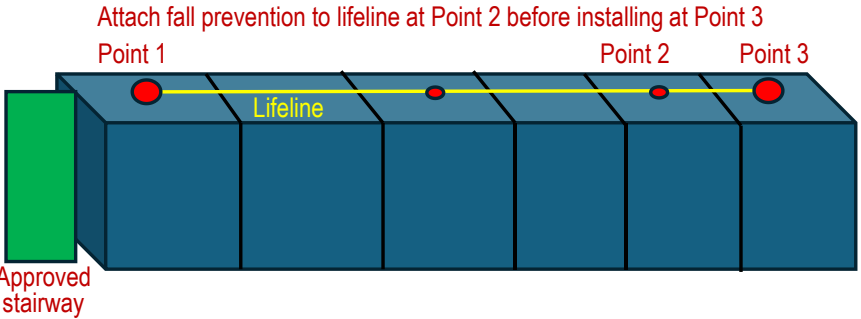



3.4. Working at Height

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	Working on 1st floor module roof + Do not use Fall arrester when working at 1 st Floor Use a Rope system with fall prevention.	 <p>Fall arrester Use only when working on 2nd floor or above</p> <p>Rope System: Lifeline Used between modules, maximum length 30 meters</p> <p>Fall preventer & adjustable rope system Used between fall protection equipment and rope system.</p> <p>Triple locking Carabiner Prevents unintentional opening.</p>	



No:	Task	Illustration	Task Time
3	<p>Installation of Lifeline when working at 1st and 2nd Floors.</p> <ul style="list-style-type: none"> • Install approved stairway. • Attach Carabiner 1 to Anchor Point 1 (connected to lifeline). • The lifeline must be tensioned manually by two people. If only one person is available, tension with a winch. • Attach your Fall preventer to Anchor Point 2. • Proceed to Anchor Point 3 and attach Carabiner 2. <p> Do NOT move closer than 2 meters from the edge.</p> <p>Maximum spacing between intermediate anchor points is 15 meters.</p> <p>If the Lifeline system is shorter than 15 meters, anchor intermediately in the middle.</p> <p>Multiple intermediate anchors are preferred – the more, the better.</p> <p> Lifeline must remain under tension with zero slack.</p>	<p>Attach fall prevention to lifeline at Point 2 before installing at Point 3</p>  <p>Approved stairway</p>  <p>If the module has two anchor points, install a shorter lifeline between them.</p>  <p>Point 1 & Point 3 anchoring</p>  <p>Approved stairway</p>	



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>		



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"> ◦ Labelled 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. Foundations

4.1. Plan

No:	Task	Illustration	Task Time
1	<p>The Foundation plan</p> <p>The illustration shows part of a typical foundation plan.</p> <p>We include this here to clarify of some terms.</p>		



No:	Task	Illustration	Task Time
2	<p>Determine the type of foundations to be used.</p> <ul style="list-style-type: none"> • Site surveys should already have been conducted. • The Foundation plan should give full details. • The type of foundations will be dependent on many factors including ground conditions, wind load, snow load and others. • Under certain conditions, foundations must be specially designed. Standard wooden foundations or standard foundation pads cannot be used. • The Project Manager will advise on all relevant details. 	<p>The illustration consists of three photographs. The top-left photo shows a concrete foundation wall with wooden pallets on top, labeled 'Concrete foundation'. The top-right photo is a close-up of a wooden pallet structure, labeled 'Standard foundation pad'. The bottom photo shows a large wooden frame structure on a gravel base, labeled 'Standard wooden foundation'.</p>	

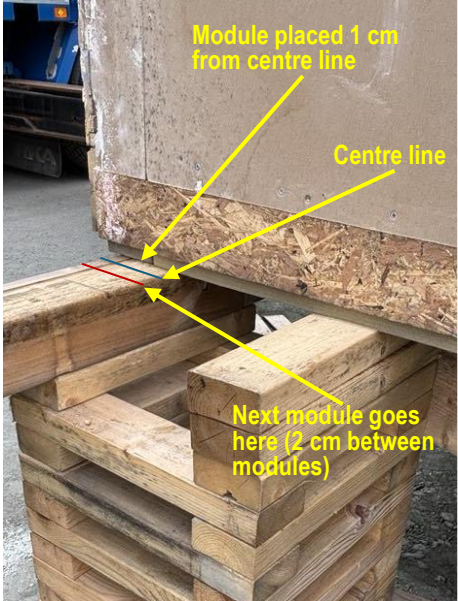


4.2. Build Foundations

No:	Task	Illustration	Task Time
1	<p>Build foundation</p> <ul style="list-style-type: none"> • Check ground conditions. • Check that the ground has been marked for each corner and that the positioning is square. The diagonal measurement ensures that the foundations are square. • Construct foundations to comply with the specifications agreed with the Project Manager. 		






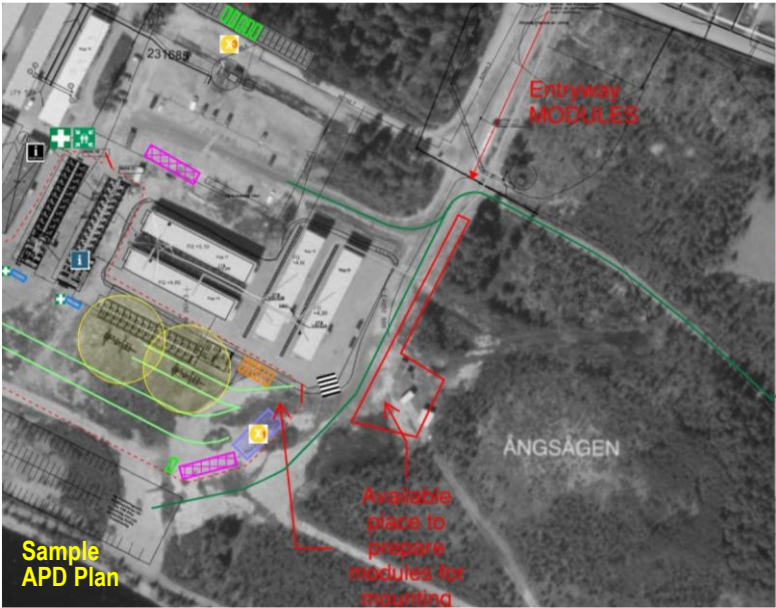
4.3. Check and Mark for Placement

No:	Task	Illustration	Task Time
1	<p>Mark on the foundations the centre lines between modules according to the Foundations plan.</p> <ul style="list-style-type: none"> ✓ Mark the top beams to ensure 2 cm clearance between modules. This ensures correct positioning of the first and subsequent modules. ⚙ It is vital that the 1st module is positioned correctly as this determines positioning for the following modules. 		



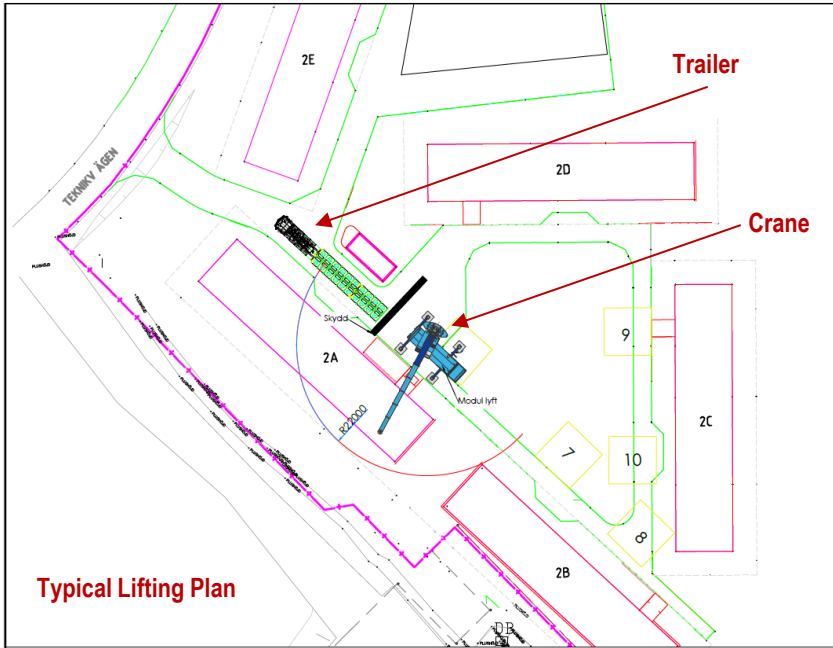


5. Unload Modules


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 Transport and Lift 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 mobilisation.</p>	 <p>The illustration is a detailed site plan for 'Etapp 4 Sitplan APD' at the 'ANGSÄGEN' site. It shows an aerial view of the construction area with various zones and infrastructure overlaid. Key features include: <ul style="list-style-type: none"> Entryway MODULES: A red dashed line indicating the entrance for modules. Crane area: A yellow circle marking the location for a crane. Goods reception zones: Three numbered yellow circles (1, 2, 3) indicating where materials will be received. Material storage: A purple rectangle. Temporary parking: A pink rectangle. Storage and recycling containers: Green and orange rectangles. Lunch carts: Three blue rectangles. Reunion place: A green cross icon. First Aid: A green cross icon. Info-board for construction: A blue 'i' icon. Gate in fence: A red dashed line. Fencing: A red dashed line. Road crossing pedest: A grey rectangle. Parking Lorries: A red outline. New car road to camp: A green line. </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 1863 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>38</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>sq ft 2.0</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>COMPONENTS</td> <td>Ball</td> <td>-</td> <td>-</td> </tr> <tr> <td>WEIGHT</td> <td>10.0</td> <td>-</td> <td>-</td> </tr> <tr> <td>WORKING RANGE RADIUS</td> <td>21.0</td> <td>-</td> <td>-</td> </tr> <tr> <td>CAPACITY @ OCCURRING RADIUS</td> <td>11.1</td> <td>-</td> <td>-</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>-</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: Erik Axelsson, All rights reserved.</p> <p>REVISIONER: Boden</p> <p>PROJEKT: LTM1100</p> <p>TITEL: Lyftplan</p> <p>SKALA: <ul style="list-style-type: none"> • Modul • Tak material </p>	LTM 1100				OPERATING MODE: LCCOM CODE	T		0001	COUNTERWEIGHT	38		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	sq ft 2.0	MAXIMUM OUTRIGGER FORCE	81		ton	MAX. OUTRIGGER FORCE under load (t)	22.7		ton	COMPONENTS	Ball	-	-	WEIGHT	10.0	-	-	WORKING RANGE RADIUS	21.0	-	-	CAPACITY @ OCCURRING RADIUS	11.1	-	-	CRANE UTILIZATION @ MAXIMUM RADIUS	95.1	###	###	MAXIMUM ALLOWABLE 3 SECOND GUST WIND	9	-	-	
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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. 		



No:	Task	Illustration	Task Time
4	<p>For modules with Looping covers. \$\$\$ We rent Looping covers so they must be returned to supplier as soon as possible.</p> <ul style="list-style-type: none"> Remove all covers just before lifting so that modules are exposed for the minimum of time. <p>For modules with plastic sheeting.</p> <ul style="list-style-type: none"> Leave plastic sheeting in place until modules are in position. <p>Consider the weather before removing ANY covers. Water ingress causes damage.</p> <p>✓ Report any transport damages in Next Field and inform the Project Manager.</p>		



5.2. Lift and Place

No:	Task	Illustration	Task Time
1	<p>Lift and place 1st Floor modules.</p> <ul style="list-style-type: none">Note the decisions made in Section 5.1 Plan. <p>+ Work safely. If you need to go on top of modules, be sure the consult Section 3.4 Working at Height.</p> <p>✓ Make sure the lifting straps do not cause any damage to the façade.</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. • If necessary, use a lifting frame to avoid too sharp an angle on straps. 		


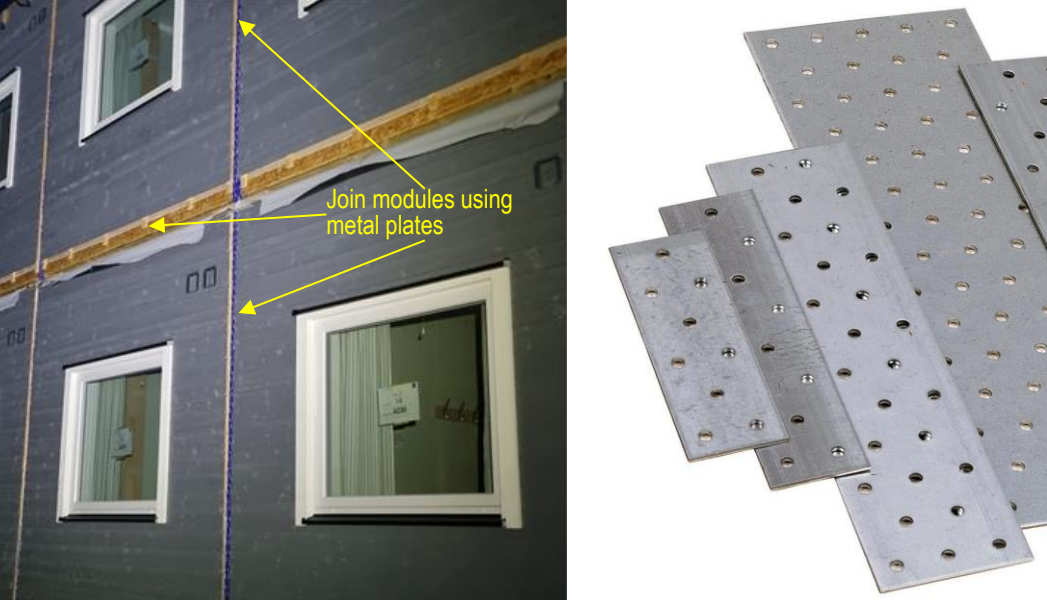


No:	Task	Illustration	Task Time
3	<p>If unloading using lifting eyes, ensure appropriate safety. Connect chains to lifting eyes using a lift or other safe method such as a harness.</p> <p> See Section 3.4 Working at Height for how safely to access the roof of 1st and 2nd floors.</p> <p> DO NOT go on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



No:	Task	Illustration	Task Time
4	<p>Before placing 1st Floor staircase modules:</p> <ul style="list-style-type: none"> ✓ Check weather conditions. Do not allow water ingress when the module is uncovered. • Remove cover, laths, plywood and joists. 	<p>The illustration shows a 3D view of a staircase module with a grey roof. A red arrow points to the roof edge, labeled 'Covering & laths'. A blue vertical bar is visible on the side of the module. The photograph shows the interior of the roof structure, with wooden joists and a layer of plywood, labeled 'Plywood and joists'.</p>	
5	<p>Lift and place 2nd Floor modules.</p> <p>Before lifting 2nd floor modules make sure that batons are positioned correctly.</p> <ul style="list-style-type: none"> + Batons MUST be positioned above load-bearing points. ✓ In cold zones, install insulation BEFORE placing modules. This prevents water freezing between the 1st and 2nd Floors. ⚙ Clarify with the Project Manager. 		




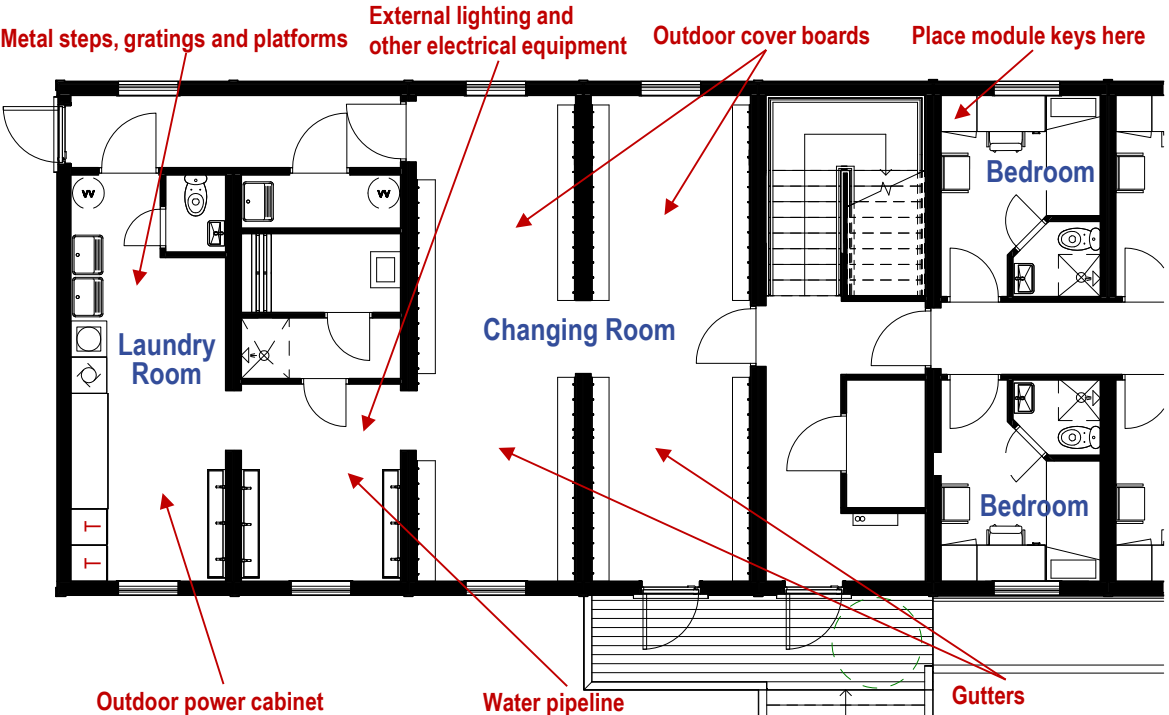
No:	Task	Illustration	Task Time
6	<p>If modules are to be installed in areas exposed to very high winds.</p> <p>In such cases, modules must be anchored both to the foundations and to each other.</p> <ul style="list-style-type: none"> Screw modules to each other, both vertically and horizontally, using robust metal plates. <p> Consult the Project Manager for instructions.</p>		



6. Assembly

6.1. Rig Assembly

6.1.1. Preparation for Assembly


No:	Task	Illustration	Task Time
1	<p>Locations for retrieving stored items.</p> <p>\$\$\$ During removal, make sure NOT to damage internal walls and fittings.</p> <ul style="list-style-type: none"> List all items that are either broken or missing.  Present the list to the Project Manager. Replace, as instructed, any broken or missing items. 	 <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 various external and internal features:</p> <ul style="list-style-type: none"> Metal steps, gratings and platforms: Located at the entrance of the Laundry Room. External lighting and other electrical equipment: Located on the exterior wall of the Changing Room. Outdoor cover boards: Located on the exterior wall of the Changing Room. Place module keys here: Located on the exterior wall of the top Bedroom. Outdoor power cabinet: Located on the exterior wall of the Laundry Room. Water pipeline: Located on the exterior wall of the Changing Room. Gutters: Located on the exterior wall of the bottom Bedroom. 	





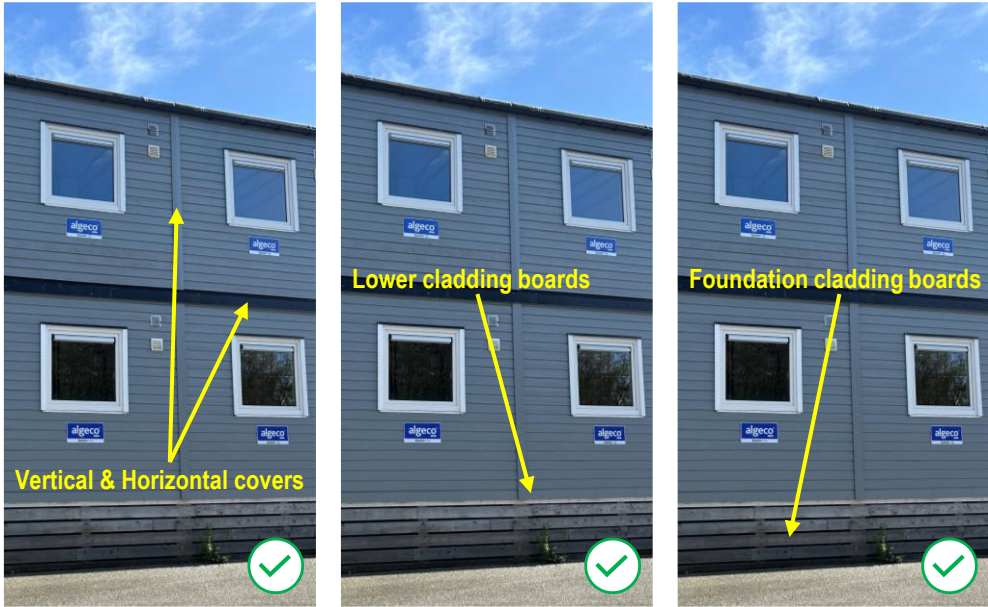
6.1.2. External Works

No:	Task	Illustration	Task Time
1	<p>When the 2nd floor is in place, weld membranes over the joints between each module.</p> <p>✓ Under adverse weather conditions, consider sealing modules as soon as possible after they are positioned.</p>		



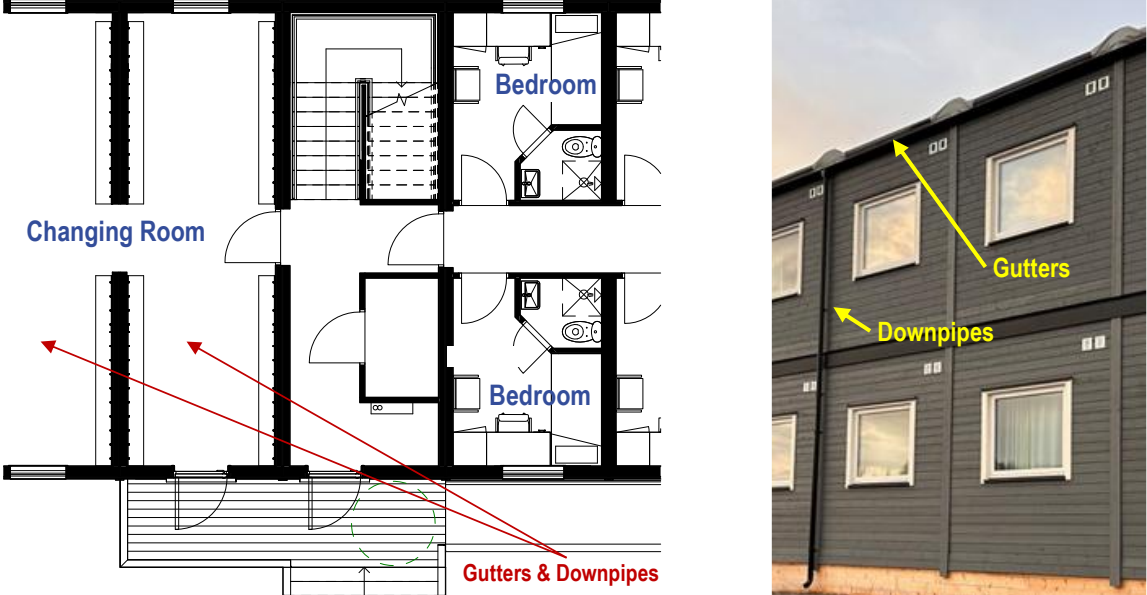


No:	Task	Illustration	Task Time
2	<p>External vertical joints between modules.</p> <ul style="list-style-type: none">• Make sure that surfaces are clean and dry.• Tape joints between each module to protect against the weather.	 <p>The illustration shows a close-up of a dark grey, vertically-slatted metal structure, likely part of a modular accommodation unit. Two rectangular windows with white frames are visible. A blue vertical rope or cable runs down the center of the structure. A yellow arrow points to the rope with the text "Securely taped external joints". The structure is mounted on a wooden base.</p>	



No:	Task	Illustration	Task Time
3	<p>External connections between modules.</p> <ul style="list-style-type: none"> • Install Vertical boards between modules. • Install Horizontal joint covers between 1st and 2nd floors. • Install lower cladding board on to 1st floor modules, if applicable. • Install foundation cladding boards around the foundations. <p> You MUST use Fall protection when working at height.</p> <p> See Section 3.4 Working at Height for how safely to access the roof of 1st and 2nd floors.</p>	 <p>The illustration consists of three side-by-side photographs of a two-story modular building facade. Each photo shows two modules with windows. Yellow arrows point to specific installation points. The first photo is labeled 'Vertical & Horizontal covers' and shows arrows pointing to the joints between the first and second floors. The second photo is labeled 'Lower cladding boards' and shows an arrow pointing to a board being installed on the first floor. The third photo is labeled 'Foundation cladding boards' and shows an arrow pointing to a board being installed at the base of the module. Each photo has a green checkmark in the bottom right corner.</p>	



No:	Task	Illustration	Task Time
4	<p>Gutters and downpipes.</p> <ul style="list-style-type: none"> Retrieve all components from the Changing room modules according to the Storage Plan. Install gutters and downpipes. <p> You MUST use Fall protection when working at height.</p> <p> See Section 3.4 Working at Height for how safely to access the roof of 1st and 2nd floors.</p>		





No:	Task	Illustration	Task Time
5	<p>Exterior stairs to 1st and 2nd floors.</p> <ul style="list-style-type: none">• You MUST construct stairs in compliance with the specifications in the Fire concept for the building.• Construct and install all exterior stairs. <p>+ Install main entrance stairs as soon as possible to ensure safe access to the building.</p>	<p>The illustration column contains three photographs. The first photograph shows a grey building with a blue sign that says 'RIGG 10'. A white fold-out ladder is mounted on the wall. A yellow arrow points to the ladder with the text 'Fold-out ladder'. A red circle with a white 'X' is overlaid on the bottom right of this photo. The second photograph shows a wooden ramp leading to a ground-level entrance of a grey building. A bicycle is parked on the gravel area. A green circle with a white checkmark is overlaid on the bottom left. The third photograph shows a wooden staircase leading to a second-floor entrance of a grey building. A green circle with a white checkmark is overlaid on the bottom right.</p>	



6.1.3. Internal Stairwells

No:	Task	Illustration	Task Time
1	<p>Install panels in stairwells.</p> <ul style="list-style-type: none"> • Make sure that the panels are not damaged. • Replace any panels that are severely damaged. <p>X Note that, at this stage, the staircases to the 2nd Floor will NOT have been installed.</p> <p>✓ If in doubt, consult the Project Manager.</p>		



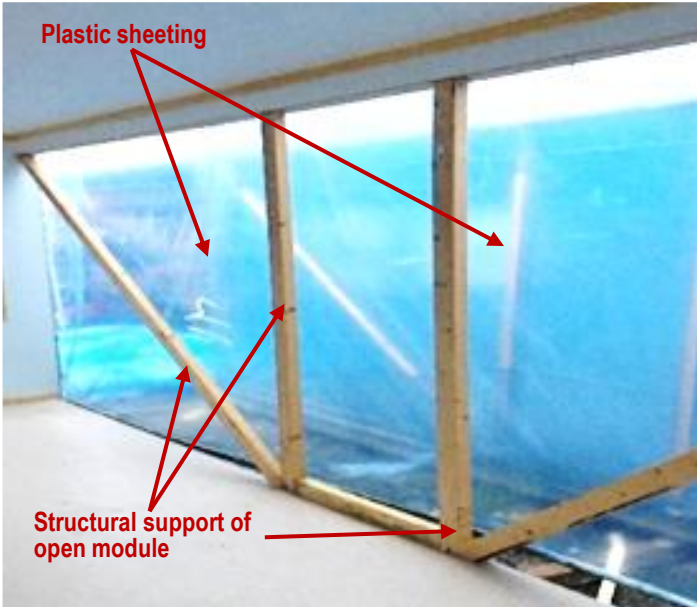
No:	Task	Illustration	Task Time
2	<p>Install internal staircases to 2nd Floor.</p> <ul style="list-style-type: none"> Complete installation as soon as possible to ensure safe access to the 2nd Floor. <p> During transportation to the site, the lower flight remains in the 1st Floor module.</p>		



6.1.4. Internal Works

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




No:	Task	Illustration	Task Time
2	Initial Module preparation. <ul style="list-style-type: none">Remove all plastic and structural support in openings.Clean out all waste materials. Refer to Section 3.5 Waste Management for details on how to dispose of waste materials.	 <p>Plastic sheeting</p> <p>Structural support of open module</p>	



No:	Task	Illustration	Task Time
3	<p>Internal connections and joints between modules.</p> <ul style="list-style-type: none">• Insulate and tape internal connections and joints between modules, using either expanding foam or standard insulation material. Consult the Project Manager if in doubt.• Install mouldings and trims over module joints. <p>Do NOT compress any electrical channels in corridors. This greatly hinders the electrician installing the channel cover.</p>	<p>The illustration consists of three photographs. The first shows a worker in a yellow jacket and blue helmet applying blue tape to a wall joint, with a red arrow pointing to the insulation. The second shows a close-up of the blue tape being applied to a corner joint, with a yellow arrow pointing to it. The third shows a hallway with white mouldings and trim installed over the joints, with red arrows pointing to them.</p>	



No:	Task	Illustration	Task Time
4	Prepare bedrooms for use. <ul style="list-style-type: none">• Restore mattresses and chairs.• Remove all tape from doors, drawers and mirrors.• Open curtains, if necessary.• Fully retract roller blinds to the open position.• Remove label from the window.• If relevant, restore TV and test function.	 <p>The illustration consists of two photographs. The left photograph shows a bedroom with a desk and a window. A yellow arrow points to a white label on the window with the text 'Remove module label'. Another yellow arrow points to blue tapes on the desk and a cabinet with the text 'Remove tapes'. The right photograph shows a window with blue curtains and a mirror. Yellow arrows point to blue tapes on the mirror and window frame with the text 'Remove tapes'.</p>	



No:	Task	Illustration	Task Time
5	Shower curtains. <ul style="list-style-type: none">• Check the state of all shower curtains.• Replace any that are damaged or dirty.		



No:	Task	Illustration	Task Time
6	<p>Hang fire extinguishers.</p> <ul style="list-style-type: none"> Hook extinguishers back into place. 		




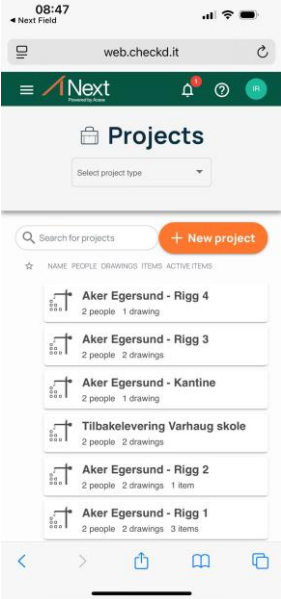
No:	Task	Illustration	Task Time
7	Unpack, reposition and connect white goods. <ul style="list-style-type: none">• Ensure that both electrical and water connections are made.• Test for leaks and correct operation.		



No:	Task	Illustration	Task Time
8	<p>Unpack and install living room furniture and, if relevant, kitchen ware.</p> <ul style="list-style-type: none"> • Arrange all furniture neatly. • Rehang and connect TVs. Test correct function. • Remove tape from doors and drawers. • Restore utensils etc. to appropriate cupboards and drawers. 		



6.1.5. 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. • Refer to Section 8 Final Checks. 	 <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 Field' logo and navigation icons. Below the header 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 with columns for 'NAME', 'PEOPLE', 'DRAWINGS', 'ITEMS', and 'ACTIVE ITEMS'. 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) 	



6.2. Plumbing and Ventilation

6.2.1. Plan and Prepare



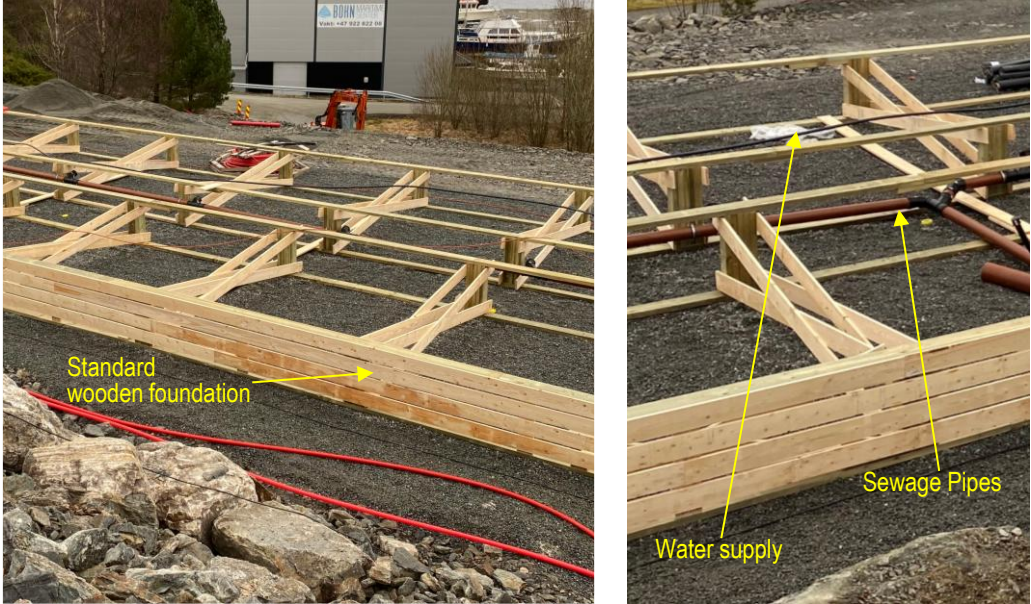
No:	Task	Illustration	Task Time
1	<p>Locate and review all stored plumbing items.</p> <ul style="list-style-type: none"> • Locate plumbing items. • Check for damage to any items. Decide what can be repaired and what must be discarded. Consult the Project Manager if in doubt. • List all items that are either broken or missing. • Present the list to the Project Manager. • Replace, as instructed, any broken or missing items. <p>+ Stairs to 2nd Floor modules must be in place to ensure safe access.</p>		



No:	Task	Illustration	Task Time
2	<p>Visual check of plumbing equipment throughout rig.</p> <ul style="list-style-type: none"> • Check for breakage throughout. Consider toilet seats and toilets in general. • Check for missing items, such as Toilet seats, Fire collars. 		




6.2.2. External Services

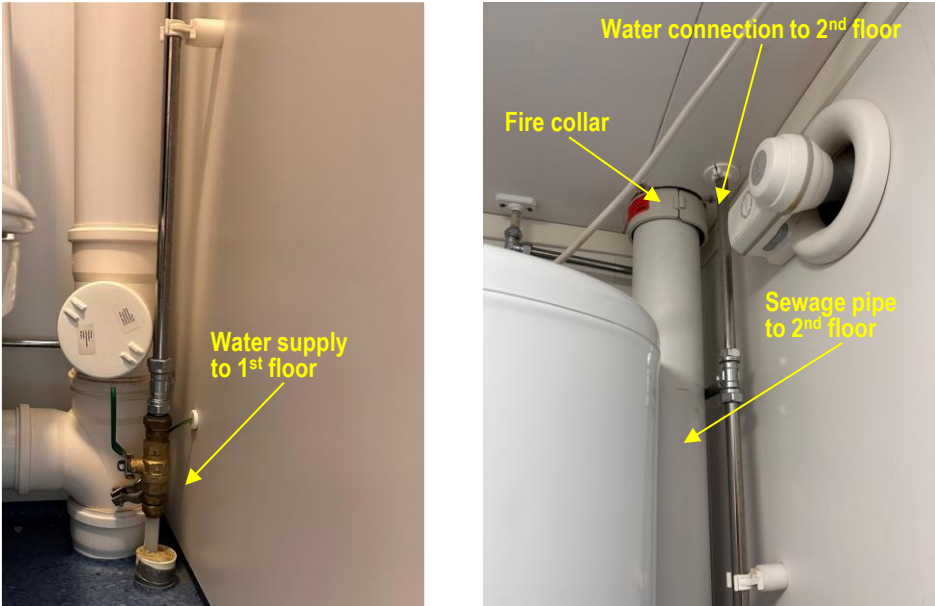
No:	Task	Illustration	Task Time
1	<p>Install and connect sewage pipes and water supply pipes under the rig, within foundations.</p> <ul style="list-style-type: none"> Install heating cables to all water supply pipes, to avoid freezing. <p> In extreme conditions, install heating cables and insulation around sewage and water pipes. Consult the Project Manager if in doubt.</p> <p> We recommend that this work be carried out BEFORE modules are placed. This enables quick, easy access to the foundations.</p>		



6.2.3. Internal Services

No:	Task	Illustration	Task Time
1	<p>Water meter</p> <ul style="list-style-type: none"> If required, install an appropriate water meter. Consult the Project Manager for details. 		



No:	Task	Illustration	Task Time
2	<p>Starting in the 1st Floor, install and connect sewage and water supply pipes.</p> <ul style="list-style-type: none">• Connect all water supplies from the foundations.• Connect water supply to the 2nd Floors.• Connect sewage pipes to the 2nd Floors.• Install all Fire collars <p>+ If necessary, seal around sewage and water pipes with expanding fire foam before installing the fire collars, if the fire collar do not cover the entire opening.</p>		





No:	Task	Illustration	Task Time
3	<p>Mixer taps in showers.</p> <ul style="list-style-type: none"> • Install shower mixer taps. • Connect shower hose and install, as appropriate. <p>✓ Test correct function.</p>		

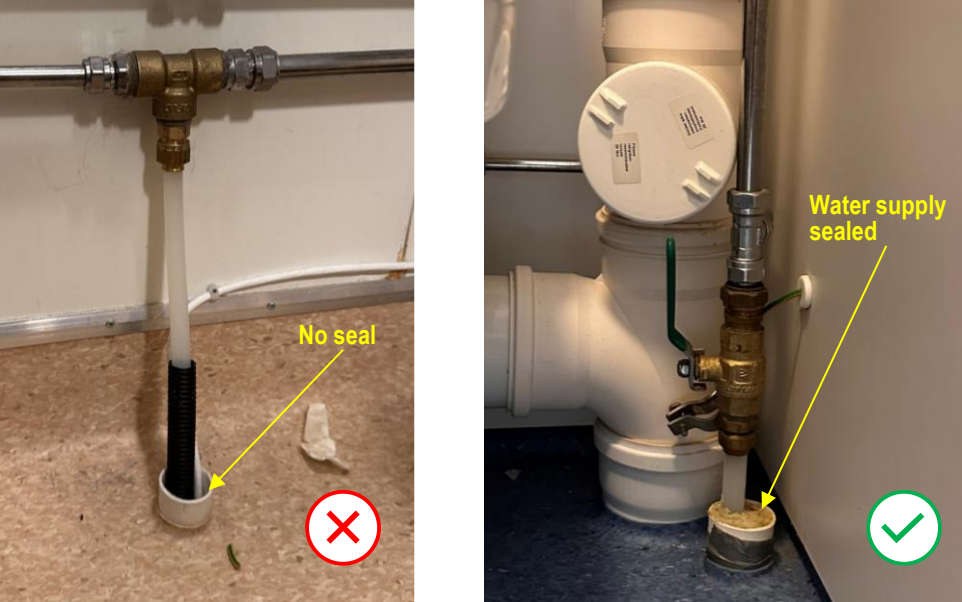


No:	Task	Illustration	Task Time
4	<p>Fire hoses on 1st and 2nd Floors.</p> <ul style="list-style-type: none"> • Ensure secure connections on both 1st and 2nd Floors. <p>+ Seal around ALL floor and ceiling openings with expanding Fire foam.</p>		



No:	Task	Illustration	Task Time
5	<p>Turn on the water supply to the rig.</p> <p> Ensure that power supply is restored to avoid freezing.</p> <ul style="list-style-type: none">• Open the main water supply valve.• Throughout the rig, check for leaks and test functioning of all services, including:<ul style="list-style-type: none">◦ All connections.◦ Taps and mixer taps for leaks and function.◦ Functioning of water heaters.		



No:	Task	Illustration	Task Time
6	<p>Seal all openings between floors.</p> <ul style="list-style-type: none">• Make sure that all such openings are well sealed.• The Project Manager will advise on appropriate sealing materials. <p>✓ Seal around ALL such openings with expanding Fire foam.</p>		




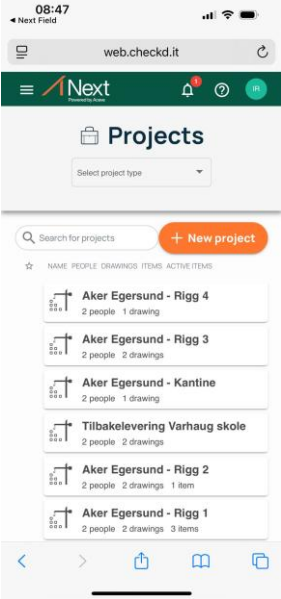
No:	Task	Illustration	Task Time
7	<p>Check installation of fire collars.</p> <ul style="list-style-type: none">+ This is a vital safety issue.• Check carefully that ALL Fire collars have been installed and secured.		



No:	Task	Illustration	Task Time
8	<p>Ventilation, as appropriate.</p> <ul style="list-style-type: none"> • Reassemble ventilation pipes and joints between modules. • Note the labelling on the component parts. These will help you assemble in the correct order. 		





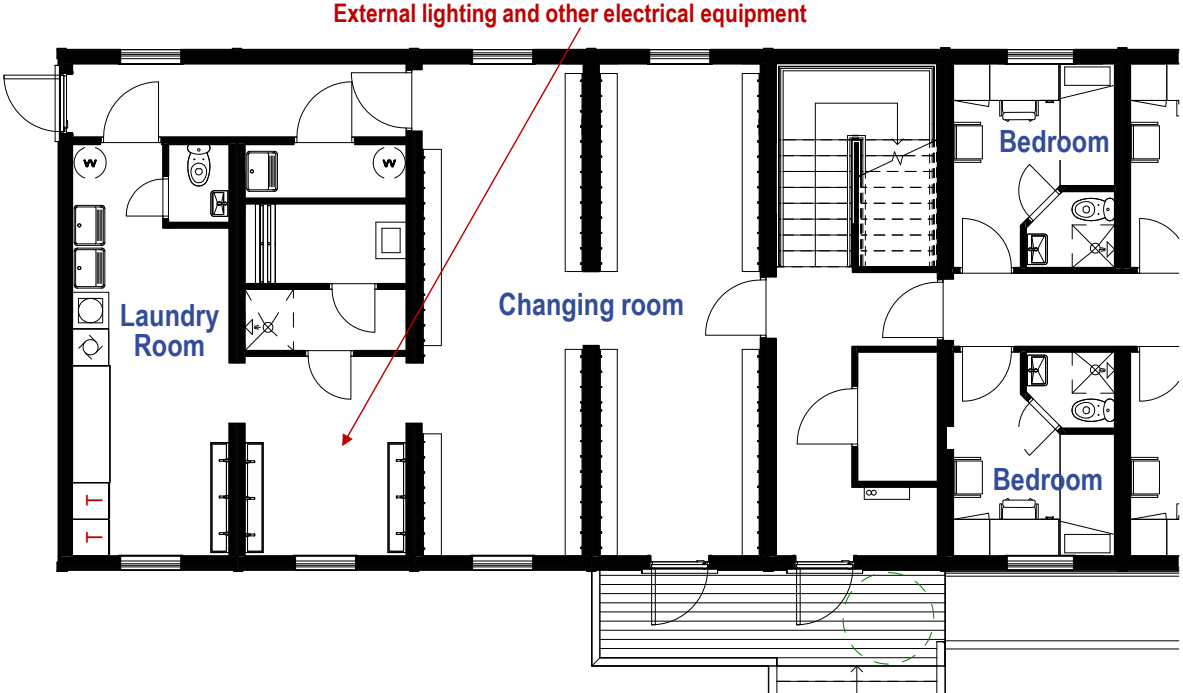
6.2.4. Final Inspection and Checklist: Plumber

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. • Refer to Section 8 Final Checks. 	 <p>The screenshot shows the 'Next Field' app interface on a mobile device. At the top, the status bar shows the time as 08:47 and the location as 'Next Field'. The browser address bar displays 'web.checkd.it'. The app header includes the 'Next' logo and navigation icons. The main content area is titled 'Projects' and features a search bar with the text 'Search for projects' and a '+ New project' button. Below the search bar, there is a list of project entries, each with a small icon, a title, and a summary of resources:</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) 	





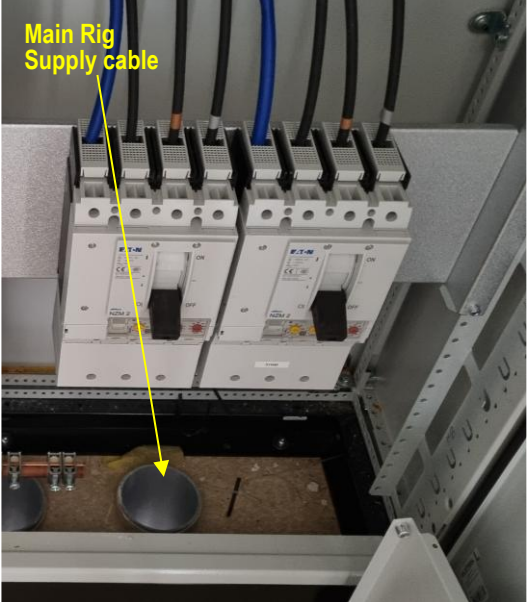
6.3. Electrics

6.3.1. Plan and Prepare


No:	Task	Illustration	Task Time
1	<p>Locate and review all electric items.</p> <ul style="list-style-type: none"> • Locate electric items. • Check for damage to any items. Decide what can be repaired and what must be discarded. Consult the Project Manager if in doubt. • List all items that are either broken or missing. <p> Present the list to the Project Manager.</p> <ul style="list-style-type: none"> • Replace, as instructed, any broken or missing items. <p> Stairs to 2nd Floor modules must be in place to ensure safe access.</p>	 <p style="color: red; text-align: center;">External lighting and other electrical equipment</p> <p style="color: blue; text-align: center;">Laundry Room</p> <p style="color: blue; text-align: center;">Changing room</p> <p style="color: blue; text-align: right;">Bedroom</p> <p style="color: blue; text-align: right;">Bedroom</p>	



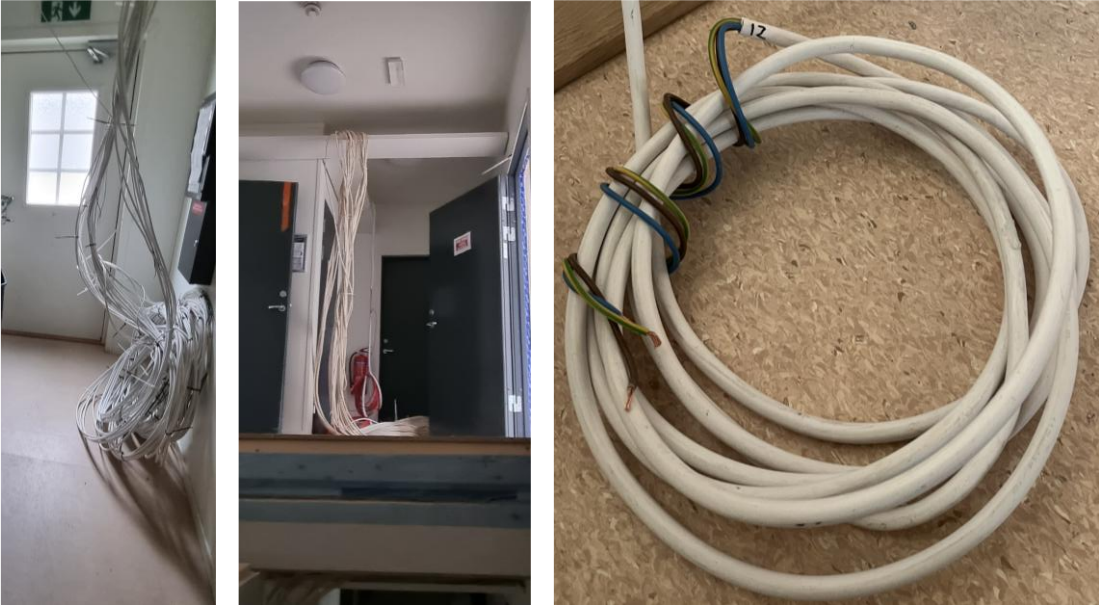
6.3.2. Electrical Services

No:	Task	Illustration	Task Time
1	<p>Connecting the main rig supply cable to the main distribution board.</p> <p> You MUST check that the main supply cable is not live.</p> <ul style="list-style-type: none">• Draw the main cable up from the foundations, through the duct, into the distribution board.• Ensure that connections are securely made.• Seal the duct using an appropriate filler. <p> Do NOT switch on power at this stage.</p>	 <p>The photograph shows an open electrical distribution board. At the top, several blue and black cables are connected to terminal blocks. A yellow arrow points from the text 'Main Rig Supply cable' to a specific cable entering the board from the top. Below the terminal blocks, there are two large white circuit breakers. The bottom of the board is open, showing a metal base with some components and a dark circular object.</p>	

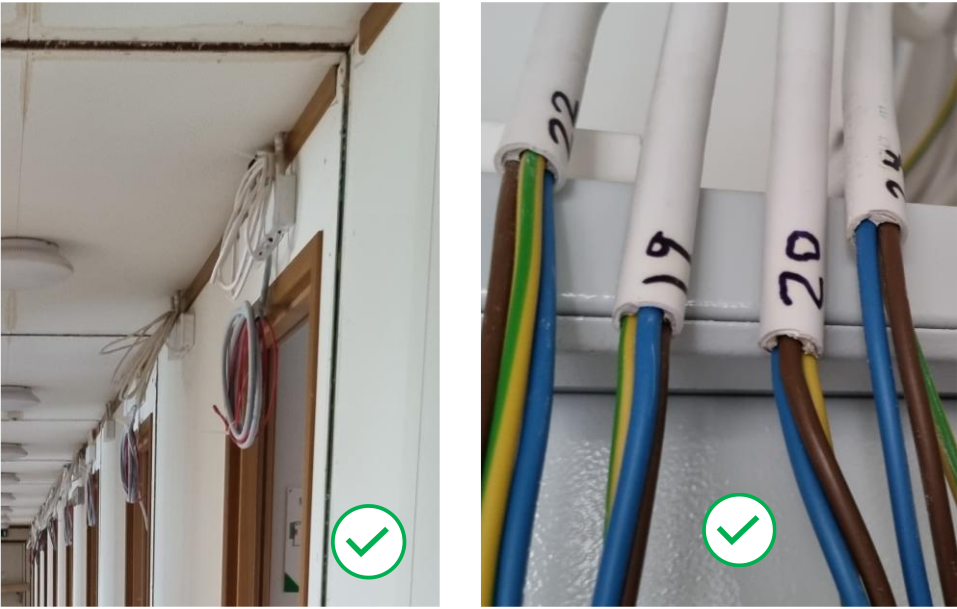


No:	Task	Illustration	Task Time
2	Cable Trays/Ducts <ul style="list-style-type: none">Reinstall Trays/Ducts.	 <p>The illustration consists of two side-by-side photographs. The left photograph shows a close-up of a bundle of white and grey cables on a wall. A blue strap is used to hold the cables together. A yellow arrow points to the area where a cable tray was previously located, with the text 'Cable Tray removed' in yellow. The right photograph shows a long hallway with a white wall and a ceiling. A yellow arrow points to a white cable tray installed on the ceiling, with the text 'Cable Tray installed' in yellow.</p>	



No:	Task	Illustration	Task Time
3	<p>Sub-Distribution board cables.</p> <ul style="list-style-type: none">• Reconnect internal feed cables to sub-distribution boards.• Uncoil cables and reconnect them according to the circuit numbers.		

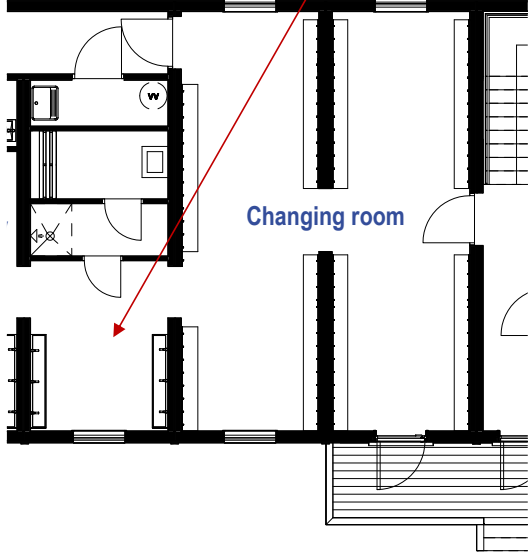



No:	Task	Illustration	Task Time
4	<p>Uncoil and reconnect all power cables to individual modules.</p> <ul style="list-style-type: none">• Connect all power cables to sub-distribution boards.• Uncoil and install cables according to the labelling. <p>+ Do NOT switch on power at this stage.</p>		



No:	Task	Illustration	Task Time
5	<p>When power to modules is connected externally.</p> <ul style="list-style-type: none"> • Install external distribution board. • Connect the main supply cable. • Connect feed cables from external board to modules, according to the Connection plan. • Make all interconnections between modules, according to the Connection plan. • Check with the Project Manager and study the Connection plan to ensure compliance. <p>+ Do NOT switch on power at this stage.</p>		



No:	Task	Illustration	Task Time
6	<p>External lighting and other electrical equipment.</p> <ul style="list-style-type: none"> All items should have been stored in the Changing room. Install and reconnect external lighting and other electrical equipment. 	<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>Electrical installations under modules.</p> <ul style="list-style-type: none">Reconnect electrical supply to all heating cables. <p> Connect a suitable earth connection to the main distribution board.</p>		





No:	Task	Illustration	Task Time
8	<p>Check that the power supply is available.</p> <p> The Project Manager will decide, in collaboration with the electrician, if and when to switch on the power.</p>		



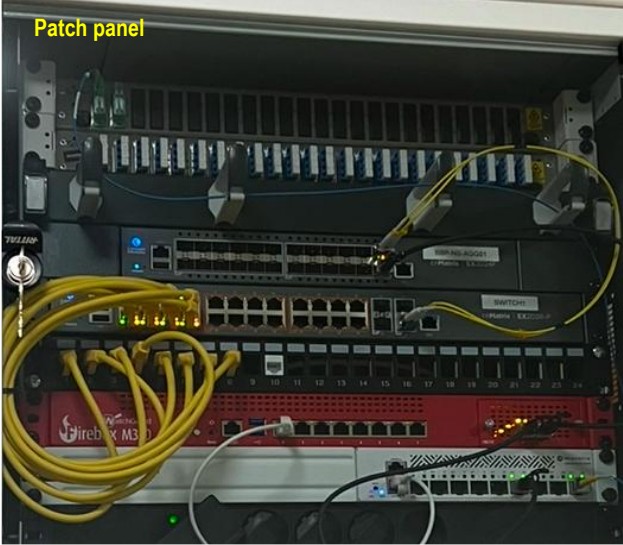



No:	Task	Illustration	Task Time
9	<p>Reconnecting Fire alarms.</p> <p>✚ Stairs to 2nd Floor modules must be in place to ensure safe access.</p> <ul style="list-style-type: none"> • Reconnect 2nd Floor fire alarms. • Reconnect 1st Floor fire alarms. 		





No:	Task	Illustration	Task Time
10	<p>Fire alarm orientation plan.</p> <ul style="list-style-type: none"> • Check that the Orientation plan is installed next to the Central unit. • Check that the plan is correct. If the building layout has changed, the Orientation plan MUST be updated to match. <p> Consult the Project Manager for precise details of this vital operation.</p>		




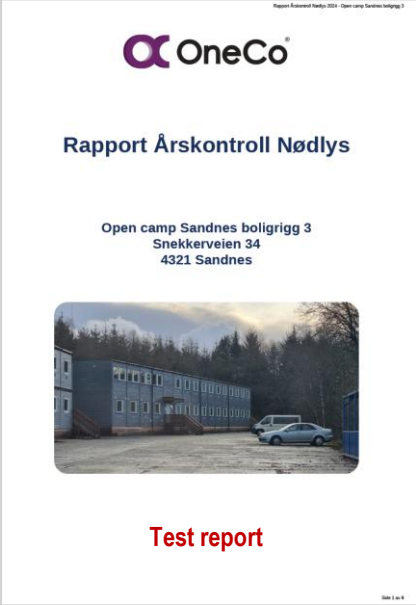
No:	Task	Illustration	Task Time
11	<p>Fire Alarm sender</p> <ul style="list-style-type: none"> Ensure that the Fire Alarm sender is installed, configured and functional. <p> Consult the Project Manager for precise details of this vital operation.</p>	 <p style="text-align: right; color: yellow;">Fire Alarm sender</p>	
12	<p>Network cables.</p> <ul style="list-style-type: none"> If contracted, connect all network equipment. If contracted, install any WiFi equipment. 	 <p style="color: yellow;">Patch panel</p>  <p style="color: yellow;">WiFi repeater</p>	




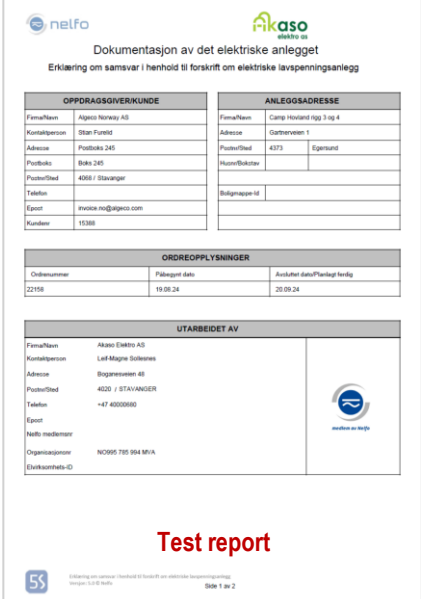
6.3.3. Final Inspection and Checklist: Electrician

No:	Task	Illustration	Task Time
1	<p>Fire alarm system inspection and test.</p> <ul style="list-style-type: none"> • Agree who performs the Fire alarm system tests. • The appropriate body now performs the function test of the system and records the results. • Send the Test report to the Project Manager. 	 	


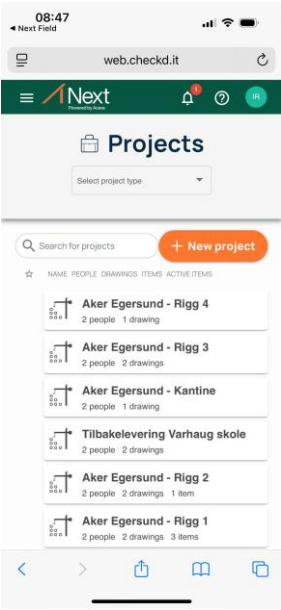


No:	Task	Illustration	Task Time
2	<p>Emergency lighting system inspection and test.</p> <ul style="list-style-type: none"> • Perform function test and record the results (as per standard procedure). • Repair or replace any defective items. • Send the Test report to the Project Manager. 	 	



No:	Task	Illustration	Task Time
3	<p>Test that power is present.</p> <ul style="list-style-type: none"> • Test the supply to all sockets. • Test all lighting, both internal and external. • Test all electrical equipment, including electric heaters and water heaters. • Check that all distribution boards' circuit schedules are present, updated, and correct. • Record all test results in a report. • Send the Test report to the Project Manager. 	 	



No:	Task	Illustration	Task Time
4	<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.• Refer to Section 8 Final Checks.	 <p>The screenshot shows the 'Next Field' app interface. 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' logo and a notification icon. Below the header is a 'Projects' section with a 'Select project type' dropdown. A search bar is present with a '+ New project' button. The main content area lists several projects with details on people and drawings:</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)	



7. Site Clearance

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>Waste containers must be removed from site by the relevant company.</p>		



No:	Task	Illustration	Task Time
2	Foundation Inspection hatches. <ul style="list-style-type: none">Ensure that all Foundation Inspection hatches are installed correctly.		



No:	Task	Illustration	Task Time
3	<p>Returning Looping covers.</p> <p>\$\$\$ We rent Looping covers so they must be returned to supplier as soon as possible.</p> <ul style="list-style-type: none">• If relevant, ensure that all Looping covers have been returned to the supplier.• If in doubt, consult the Project Manager.		



8. Final Checks


This section consolidates the checks that must be made by the Project Manager during final handover to the customer.

i NOTE:
Some of the procedures described below may be duplicates of those in specific sections.
This is intentional.

The Project Manager conducts Final Checks with the customer and, optionally, with key members of the Carpenter, Plumber and Electrician teams.

No:	Task	Illustration	Task Time
1	<p>Fire prevention measures between fire cells.</p> <ul style="list-style-type: none"> • Ensure that all penetrations between fire cells are sealed with the approved Fire stopping. • Use Fire collars for larger PVC pipes. 		



No:	Task	Illustration	Task Time
2	<p>Fire alarm orientation plan.</p> <ul style="list-style-type: none"> • Check that the Orientation plan is installed next to the Central unit. • Check that the plan is correct. If the building layout has changed, the Orientation plan MUST be updated to match. 		



No:	Task	Illustration	Task Time
3	<p>Fire escape plan.</p> <ul style="list-style-type: none"> • Check that the Fire escape plan is displayed in 8 or more strategic places throughout the building. • Check that the plan is correct. If the building layout has changed, the Fire escape MUST be updated to match. 		






No:	Task	Illustration	Task Time
4	<p>Fire Extinguishers, Hoses and Signage</p> <ul style="list-style-type: none">• Check that all fire-related equipment and signage is installed according to the Fire escape plan.• Fluorescent signs and the Fire escape plan must be securely placed and clearly visible.• Ensure that all fire extinguishing equipment receives a NEW annual inspection and approval, by the relevant body.	<p>Fluorescent sign</p> <p>Extinguisher installed</p> <p>Fluorescent sign</p> <p>Fire hose installed</p> <p>Fire escape plan</p> <p>Annual inspection sticker</p>	




No:	Task	Illustration	Task Time
5	<p>Fire Alarm sender</p> <ul style="list-style-type: none"> Ensure that the Fire Alarm sender is installed, configured and functional. 	 <p style="text-align: right; color: yellow; font-weight: bold;">Fire Alarm sender</p>	



No:	Task	Illustration	Task Time																																																																							
6	<p>Clean the entire rig.</p> <ul style="list-style-type: none"> Ensure that the rig has been professionally cleaned, throughout. 	 																																																																								
7	<p>Handover of Keys</p> <ul style="list-style-type: none"> List all keys, the rooms to which they apply and their quantity. Ensure that the customer signs the list to confirm receipt. 	 <div data-bbox="1294 868 1883 1155"> <p>algeco Utlevering/Innlevering av nøkkel</p> <p>Boligrigg</p> <table border="1"> <tr> <td>Prosjekt nr.:</td> <td></td> </tr> <tr> <td>Prosjektnavn:</td> <td>Aker Egersund</td> </tr> <tr> <td>Algeco ansvarlig:</td> <td>Stian Furelid</td> </tr> <tr> <td>Algeco Rigg navn/nr.:</td> <td></td> </tr> <tr> <td>Låssystem nr.:</td> <td>MS-2073</td> </tr> </table> <table border="1"> <tr> <td>Kunder/leietaker:</td> <td>Aker Egersund</td> </tr> <tr> <td>Kunder Rigg navn/nr.:</td> <td>Boligrigg 4 – Hus C</td> </tr> <tr> <td>Kunder ansvarlig:</td> <td></td> </tr> </table> <table border="1"> <thead> <tr> <th></th> <th>Stempel</th> <th>Antall nøkler utlevert</th> <th>Antall nøkler innlevert</th> <th>Avvik</th> </tr> </thead> <tbody> <tr> <td>Master nøkkel</td> <td>M</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>Rom 101</td> <td>1</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 102</td> <td>2</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 103</td> <td>3</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 104</td> <td>4</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 105</td> <td>5</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 106</td> <td>6</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 107</td> <td>7</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 108</td> <td>8</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Rom 109</td> <td>9</td> <td>2</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Prosjekt nr.:		Prosjektnavn:	Aker Egersund	Algeco ansvarlig:	Stian Furelid	Algeco Rigg navn/nr.:		Låssystem nr.:	MS-2073	Kunder/leietaker:	Aker Egersund	Kunder Rigg navn/nr.:	Boligrigg 4 – Hus C	Kunder ansvarlig:			Stempel	Antall nøkler utlevert	Antall nøkler innlevert	Avvik	Master nøkkel	M	5			Rom 101	1	2			Rom 102	2	2			Rom 103	3	2			Rom 104	4	2			Rom 105	5	2			Rom 106	6	2			Rom 107	7	2			Rom 108	8	2			Rom 109	9	2			
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No:	Task	Illustration	Task Time
8	<p>Customer induction and sign-off.</p> <ul style="list-style-type: none"> • Ensure that the customer receives user training for the Fire alarm system. • Ensure that the customer is fully aware of all fire precautions, including: <ul style="list-style-type: none"> ◦ Extinguishing equipment, ◦ Fire doors, ◦ General fire safety instructions. • Ensure that the customer is familiar with locations of power distribution boards and circuit breakers. • Ensure that the customer is familiar with locations of water shut-off valves. • Ensure that the customer signs the customer handover report. 		



9. Appendix

Appendix A. Glossary

Term	Definition
1st Floor	"Ground" floor module.
2nd Floor	The one above it, the second storey.
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.
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 .
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.



10. Changes from the previous version

Revision number	Date	Changes	Employee involvement	Done by	Approved by
1	2025-07-31	New Procedures document formatted as per Algeco branding. All content to be reviewed and approved by key contributors.	<ul style="list-style-type: none">• Ray Hennig• Ian Ratcliffe• Daniel Ritscher• Ali Javadi• Hans Christian Holmsen	Daniel Ritscher	Ramon Fernandez

