

A Step By Step Plan
**for Heavy Machinery
Moves and Factory
Relocations**

From AIS Vanguard
Your Experienced Industrial Services Partner



About Us

With a 40+ year track record in the industrial services sector, we are experts in machinery moves and factory relocations, with a team of experts and an enviable fleet of lifting equipment at your disposal.

We are a major player with a focus on local service and a no-nonsense approach to getting the job done safely, efficiently and cost-effectively so you can expect us to be on time and on budget, every time.

With eight locations across the UK and a sister company – AIS Eurelo – based in Germany and Poland, we can help you with any machinery move or factory relocation project anywhere in Europe and beyond.



About This Guide

This guide is designed to be a quick reference tool to help you plan your machinery moves or factory relocation projects, outlining the factors you will need to consider to ensure the project runs smoothly and delivers a successful outcome.

The specific requirements for machinery moves and factory relocations differ from sector to sector and site to site, so the contents of this guide are by no means a blueprint. We would advise close collaboration with an industrial services partner from as early as possible in the process to develop a bespoke plan that considers your operational and commercial needs. However, the contents of this guide will provide a good starting point for considering how you need to prepare for a machinery move or factory relocation and will help you brief your industrial services provider.

What This Guide Will Cover:

- + Rationale
- + Planning
- + SHEQ
- + Preparation
- + Itemisation
- + Minimising Downtime
- + Asset Register Opportunities
- + Operational Management
- + Logistics
- + Installation

1. Rationale

Moving your machinery or relocating your factory can involve disruption and expense for your business but these need to be balanced against the potential benefits including:

- + Leaner factory layout
- + Improved production efficiency
- + Increased output
- + Removal of redundant assets
- + Move to an improved location for serving customers or accessing transport infrastructure
- + Reshoring or moving into the EU for commercial advantage
- + Upgrading premises to reduce overheads
- + Reducing your footprint aligned to reduce demand
- + Increasing your premises to enable growth and futureproofing

Whatever your rationale for moving your machine or relocating your factory, by working with an industrial services specialist early in the process, you can reduce disruption and improve cost management to leverage the maximum commercial benefit from your project.



2. Planning

The planning process for your move should begin much earlier than you might think and bringing your industrial services partner into the planning process as soon as possible can help you identify potential challenges so that solutions can be built into the plan.

Our planning focus includes:

- +** Identifying logistical, operational and commercial priorities and challenges
- +** Considering all health and safety challenges, for your team, your site and our operatives
- +** Understanding the M&E modifications and diversions that will be needed to minimise disruption
- +** Outlining access and egress strategies, including any temporary changes to the building and CDM requirements
- +** Establishing deadlines and phasing requirements
- +** Selecting the right lifting equipment for each element of the project
- +** Agreeing roles and responsibilities across your team and ours
- +** Mapping a critical path and defining the steps for each phase
- +** Carrying out a full risk assessment for every aspect of the project
- +** Producing a bespoke method statement for the project



3. SHEQ



SHEQ and risk management is an essential element of any machinery move or factory relocation and this includes the safety of your team, any third parties on site, protecting your assets, and any environmental implications. We carry out a bespoke risk assessment for every project, which is reviewed daily throughout project delivery. Working in partnership with your industrial services provider, SHEQ considerations for your move should include:

- +** Reviewing your health and safety policies and their implications for the project
- +** Assigning SHEQ roles and responsibilities across your team, ours and any third parties on site
- +** Optioneering proposed methodologies against SHEQ implications
- +** Carrying out a detailed risk assessment for the complete project and any phasing
- +** Ensuring a waste strategy is included in the method statement
- +** Working with an industrial services provider that offers rigorous compliance across all areas of safety, quality and environmental management, including relevant accreditations



4. Preparation

If a machine is being moved to another location or another facility, or if you are setting up a new factory, the installation site will need to be prepared. Getting this done in advance ensures that installation and commissioning can happen promptly and the machine can be up and running, earning its keep as quickly as possible. We have a wide-ranging service to help you prepare the installation site including:

- + Preparation of foundations and footings
 - + Floor preparation and positioning checks
 - + Drilling and preparation of floor fixings
 - + Mechanical connections
 - + Electrical connections
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5. Itemisation

Whether you have one machine to move or an entire factory, it's important to have a clear inventory of what needs to be moved where and when. Even single machine move projects may include dismantling your machine and moving each section in a specific order. Your industrial services partner should establish a detailed record of each item involved in the move and the order in which it will be moved. Our best practice approach includes:

- + Marking each item
 - + Collating an inventory
 - + Ensuring the move sequence is accurately aligned to the inventory
 - + Creating shared documentation across our team and yours
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6. Minimising Downtime

Downtime is not always avoidable when planning a machinery move or factory relocation but it is possible to minimise downtime by preparing as thoroughly as possible in advance, phasing activities and leveraging any planned shutdown period to carry out the most disruptive activities. At AIS Vanguard, we help our customers do this by:

- + Understanding the operational and commercial context**
- + Carrying out service diversions and modifications in advance**
- + Phasing decommissioning works to enable other assets to remain in service**
- + Using our hydraulic gantry systems to carry out heavy lifts in confined spaces**
- + Providing a detailed schedule and sequence of works to enable you to plan operationally**
- + Ensuring the right equipment and personnel are on site aligned to the schedule**
- + Carrying out installations with full M&E connections and commissioning as quickly as possible**

7. Asset Register Opportunities

Alongside the planning and risk management involved in reconfiguring or relocating your facilities there are opportunities to benefit from the project in terms of auditing your assets and updating your asset register. We can help by:



Providing detailed data on your assets



Mapping the current location of all assets within your facility, whether they are involved in the move or not



Assisting you in recording additional asset information, such as condition, service date etc.



8. Operational Management

Alongside the added value that planning your project with the assistance of an industrial services specialist can offer to reduce the risk of unplanned downtime, engaging experts in machinery moves and factory relocation can also help you minimise the commercial impacts. We advise our clients on ways to prepare for their projects to help them overcome supply chain and fulfilment challenges. This includes:

- +** Transparent and accurate information on the amount of downtime required to enable production planning
- +** Advice on storage of materials
- +** Advice on upscaling output prior to project commencement to build up sufficient stockholding while production is reduced or paused
- +** Provision of temporary storage facilities where required
- +** Phasing of work to enable limited disruption to usual production schedules
- +** Advice on customer and supplier communications to help you manage expectations





9. Logistics

If you are simply moving a machine to a new location on the same site, you will not have any logistics requirements but if you are moving machinery to another site, sending it to storage, disposing of it as scrap or selling it you need to consider logistics as an integrated part of the programme. At AIS Vanguard, we offer logistics, including transport and warehousing, as part of a turnkey programme for moves across Europe, throughout Europe and around the world. This includes:

- + Loading and off-loading to transport**
- + Transportation**
- + Route planning**
- + Documentation and compliance in all required languages throughout the route**
- + Insurance during transit**
- + Liaison and co-ordination with any third parties, including new owners or maintenance providers**



10. Installation

Unless your machinery is being decommissioned for scrap, your machinery move or factory relocation also needs to consider installation at the point of destination. Ideally, this should form part of a turnkey project with a single industrial services provider for a joined up and co-ordinated approach to planning, SHEQ and delivery across all requirements. Our installation services include:

- +** Off-loading of machinery at the new site to the prepared location
- +** Mechanical installation
- +** Electrical installation
- +** Alignment and levelling
- +** Testing and pre-commissioning
- +** Final commissioning
- +** Handover with complete documentation



More Information

We hope this guide has provided a useful structure for you to consider your requirements for any machinery moves or factory relocation projects. If you would like to know more about how we work and how we could help you, please contact us on **01257 441111** or email **enquiries@ainscoughindustrial.co.uk**.



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