

## Maintenance Shutdown Planning

### **Introduction:**

This seminar is intended for plant short term and long term (shutdown) planners and contractor staff, who are involved in the planning, co-ordination and execution of plant shutdowns and turnarounds. The workshop is especially valuable for turnaround managers and co-coordinators, planning/scheduling and cost control staff, construction supervisors, project engineers and contract administrators. Participation from inspection, materials, safety and maintenance engineering is also encouraged.

### **Who Should Attend?**

This course is recommended for all Maintenance, Reliability, Engineering and technical support staff including leadership and management

### **Course Content & Schedule**

#### **Introductions**

- Shutdown and Turnaround Introduction
  - Setting the stage
  - Preparing a realistic plan
  - Implementing and controlling the plan
- Shutdown Planning Team
  - Required Skills
  - Profile of a planner
  - Team communication issues
  - RACI
- Shutdown Planning Challenges
  - Scope
  - Performance measures
  - History
  - Communication
  - Establishing performance measures

## Maintenance Shutdown Planning

- Value Based Maintenance
- Contingency Planning
- Shutdown Planning Process – Overview
- Shutdown Planning Details

### Elements of Shutdown Planning

- Communication
- Time
- Cost
- Quality
- Resource Management Time and Project Management
- Estimating and Controlling Shutdown and Turnaround Costs
- Cost Performance Measures
  - Labor
  - Overhead
  - Parts
  - Materials and supplies
  - Rental and leasing costs
  - General and administrative
- Shutdown Performance Management
  - Reliability
  - Durability
  - Maintainability'
  - Financial (short and long term)
- Legislated activities Identifying and Managing Risk
  - FMEA
  - Risk Point Identification tools and worksheets
- Scheduling Processes and Tools
  - Flowcharting
  - Gantt charts and software
  - Critical path
  - Resource Sheets

## Maintenance Shutdown Planning

- Maximizing People Resources
- Controlling the Shutdown
  - Shutdown control process
  - Cost control
  - WBS
  - Quality control
  - Control charts and worksheets
- Continuous Improvement

In a team-based environment, you will participate in a case study exercise, applying all the elements of seminar to develop a shutdown plan.