

# € TRAINING

Shutdown Maintenance Turnaround  
Management Best Practices & Workflow  
Improvement



# Shutdown Maintenance Turnaround Management Best Practices & Workflow Improvement

## Introduction:

This course includes specific checklists, procedures, strategies, and important outside resources that will improve your current shutdown planning and execution. The course also includes examples to demonstrate the major points.

You will learn about Shutdown/Turnaround Maintenance Management.

## Course Objectives:

At the end of this course, the participants will be able to:

- Unearth tools and technologies that can smooth the process and create a backbone for effective plant maintenance and reliability
- Collaborate and balance out contractor engagement and in-house staff to obtain an effective workflow
- Reduce unnecessary costs incurred by properly planning, executing and closing your shutdown
- Develop a checklist of everything to consider before the shutdown and when to consider it
- Evaluate the effectiveness of your current shutdown effort
- Measure your shutdown efficiency by benchmarking with world-class shutdown strategies
- Formulate good contractor relations to further reliability

## Targeted Audience:

- Maintenance Planner/Schedulers
- Production Supervisors
- Storeroom Managers
- Maintenance Managers and Supervisors
- Operation Coordinators
- Plant Engineers
- Outage Coordinators
- Reliability Engineers
- Facilities Managers
- Project Managers
- Asset Management Specialists
- Quality Assurance
- Procurement

## Course Outlines:

### Unit 1:

- Understanding Shutdown Maintenance Objectives for the various Stakeholders
- Understanding the Expectations of the Stakeholders
- Understanding what will Constitute Exceeding Expectations

## Unit 2:

- Good Management Processes for Shutdown Maintenance
- Understanding Shutdown/Turnaround Maintenance Processes
- Identifying the Key Shutdown Processes
- Planning Techniques for Shutdown/Turnaround Maintenance
- Quality Assurance Methodology for Shutdown/Turnaround Maintenance

## Unit 3:

- Collecting Data for Shutdown Planning
- Determining Inspection, Operation Technical Deliverables, and Tasks
- Compiling Data for Shutdown Plan
- Preparing Shutdown Material Requirements
- Preparing Shutdown Scope of Work

## Unit 4:

- Planning Shutdown Materials - Procurement Reserve
- Estimating Shutdown Resource Requirements
- Prepare Shutdown Schedule
- Preparing the Shutdown Package Book
- Shutdown Maintenance Execution Plan

## Unit 5:

- Shutdown Maintenance Monitoring
- Shutdown Maintenance Coordination
- Shutdown Contract Administration Outsourced works
- Shut-down Reporting
- Implementing Improvements in Shutdown/Turnaround Maintenance