



**ASSET**SCHOOLS

# Shutdown School





For over **25 years**, Asset Schools has been sharing the knowledge of subject matter experts to help maintenance and reliability teams build competency and develop capability.

From deep, technical skills training to strategic asset management concepts, we've got you covered with public, onsite, or online courses. Courses are interactive and founded in extensive case history. Participants gain practical insights and tools that can be immediately applied to their work.

The recognition of our courses for Continuing Professional Development (CPD) participation ensures that the time invested in Asset Schools contributes to career advancement, ongoing professional growth, and development.

# Course Snapshot

Designed to assist maintainers, operators, supply officers, engineers and managers understand work associated with the delivery of shutdowns and turnarounds.



## 8 CORE MODULES

- Establishing The Shutdown
- Develop The Shutdown Organisation
- Shutdown Control Protocols
- Preparation
- Detailed Work Planning
- Scheduling
- Delivering Work
- Close-Out Of Shutdown





# Course Outline

 <b>Public</b>	15 hrs over 2 days
 <b>Onsite</b>	15 hrs over 2 days

## Establishing The Shutdown

- Asset Management Plan - Shutdowns (Portfolio)
- Shutdown Initiation
- Establish the Steering Committee
- Appoint the Shutdown Manager
- Review the Shutdown Drivers
- Review Past Shutdowns (Continuous Improvement)
- Establish Shutdown Objectives
- Formulate Preparation Plan

## Develop The Shutdown Organisation

- Planning and Scheduling Team
- Projects Management
- Works Delivery Team
- Logistics Team
- Materials Team
- Safety Management
- Technical Engineering and QA
- Production / Operations Management

## Shutdown Control Protocols

- Establish Information Systems Strategy
- Establish Control Documents
- Establish Communication Plan
- Establish Registers
- Establish Document Management System
- Auditing Framework (Progress Monitoring)

## Preparation

- Kick Off Meeting
- Generate the Scope of Work
- Approved Capital Project Work Orders
- Corrective and Proactive Work Orders
- Non - Running Preventive Maintenance Work
- Provisional Scope of Work
- Provisional Scope of Work Budget Estimate

## Detailed Work Planning

- Categorise Work
- Plan Internal Resources Work
- Contractor Planned Package Work

## Scheduling

- Work Integration Analysis
- Header Level
- Long Lead Procurement
- Pre-Shutdown Work
- Contracting
- Run Down / Run Up
- Isolations Planning

## Delivering Work

- Work Pack Issue
- Isolations Management
- Work Pack Return
- Adjust Shutdown Schedule
- Shutdown Timetable Change
- Emergent Work
- Track Shutdown Progress
- Daily Meeting Schedule
- Commissioning







## Close-Out Of Shutdown

- Shutdown Close-out Program
- Finalise Commercial Arrangements
- Finalise Technical Data
- Specification of Further Work
- Documentation
- Post-shut Review



# Build Competency & Develop Capability

## Who Should Attend

- Shutdown Planner/Scheduler/Superintendent
- Planning Manager/Engineer
- Maintenance Planner/Manager
- Engineering Manager
- Operations Manager
- Overhaul Coordinator
- Project Manager
- Reliability Manager
- Site Manager
- Anybody who wants to get the most of their Shutdowns, Turnarounds and Outages.

## Overview

Two-day interactive course delivered to assist maintainers, operators, supply officers, engineers and managers understand work associated with the delivery of shutdowns and turnarounds. Improved shutdown delivery methods, when underpinned by sustainable shutdown processes and procedures, will yield substantial savings associated with:

- Extended shutdown intervals developed by the definition of section asset shutdown determinants
- Shorter shutdown durations developed by the application of sound scheduling techniques incorporating critical path analysis
- Control of shutdown durations and the minimisation of overruns through improved management structures and allocation of responsibilities
- Improved maintenance and reliability practices and work method efficiencies





## What You'll Take Away

- Implementation of a detailed shutdown process that is managed as a standard consistently taken up by all departments;
- Specification of roles and responsibilities for executing the activities defined in the shutdown process, including the roles to manage, plan, schedule, and execute shutdowns and the personnel capability required for these roles;
- Specification of the operational mechanisms (meeting schedules, format, objectives, and timing) needed to drive the process flow and interactions;
- Explanation of the governance process and rules to make sure shutdown process is effective and efficient; and
- Performance metrics and efficient control mechanisms to monitor shutdown effectiveness

## Key Learning Objectives

- The establishment and application of sound shutdown processes
- The application of asset reliability methods in a whole of life scenario
- An integrated approach (Maintenance, Production, Project, Safety)
- Risk processes for reviewing pre-determined shut parameters
- Increasing planned and unplanned shutdown intervals
- Decreasing planned and unplanned shutdown durations
- Control of shut overruns

# Your Instructors



**Peter Durrant** | Adjunct Principal, Covaris

Navy veteran, diverse maintenance career. Senior roles in Navy, mining, and resources. Maintenance consultant. Expert in work management, sustainable change. Dip Eng & MBA Tech Mgmt.



**Kylie Nash** | Principal Engineer, Provecta Process Automation

30+ years engineer in electricity generation. AGL Macquarie veteran - asset management, reliability, team leadership. Skilled in problem-solving, change projects. BEng & MBA Tech Mgmt.



**Brian Ropitini** | Director, Ara Ake, New Zealand

Accomplished facilitator, coach & mentor. Fitter & turner turned senior leader. Led multi-million-ton methanol plants & global teams at Methanex. Exceptional communicator & visionary.



**Chris Cunningham** | Principal, Covaris

Leading asset management specialist with 20+ years experience. Diverse industries: power, nuclear, mining, defense & more. Globally renowned in change & risk management, optimized asset performance.





# Private Training

Whether you have 15 or 1500 people to train, we can tailor onsite training that works for you. Benefits include:

## Customisation

Training can be tailored to meet the specific needs of your organisation. Content, examples, and case studies can be customised to align with your industry, culture, and strategic objectives.

## Relevance

Onsite training can focus on topics that are directly applicable to your organisation's operations and industry. This ensures that the training content is highly relevant to the employees' day-to-day work.

## Cost & convenience

Onsite training is always more cost-effective compared to public training, especially when a large number of employees requires training. Your company can save costs associated with travel, accommodation, and registration fees.

## Confidentiality

Onsite training allows for open discussions and sharing of sensitive or confidential information. Employees can freely discuss their challenges, experiences, and specific issues related to their work.

## Productivity & engagement

Onsite training provides an opportunity for employees to participate in training sessions together, fostering teambuilding and collaboration. By sharing a learning experience, employees can strengthen relationships.

## Long-term impact

Onsite training has a lasting impact on culture and performance. Since the training is specifically designed to address the organisation's needs, it can contribute to long-term changes in behaviour, processes, and practices.



# Training Courses



## Asset Management School

2 Days, 8 Modules | Public, Onsite

Understand why specific processes, systems and reports are necessary to inform asset management decision making.



## Lubrication Awareness

4 Hours, 13 Modules | Public, Onsite, Online

An overview of how lubricants work and many elements that are important to an effective lubrication program.



## Lubrication Fundamentals

1 Day, 11 Modules | Public, Onsite

The fundamentals of machinery lubrication necessary for a foundational understanding of lubrication enabled reliability.



## Lubrication School Level 1

2.5 Days, 20 Modules | Public, Onsite, Online

The fundamentals of machinery lubrication necessary for a foundational understanding of lubrication enabled reliability.



## Lubrication School Level 2

2.5 Days, 15 Modules | Public, Onsite, Online

Advanced machinery lubrication topics including lubricant selection, troubleshooting lubrication problems, metrics, PMs and more.



## MRO Inventory Management School

2 Days, 7 Modules | Public, Onsite

Best practices and strategies for effective MRO inventory management, and the principles of spare parts optimisation.



## Planners' School Level 1

2 Days, 8 Modules | Public, Onsite, Online

An introductory level, suitable for planning practitioners who are starting out or for those wanting to brush up on the basics.



## Planners' School Level 2

2 Days, 8 Modules | Public, Onsite

The next body of training building on Planners' 1 introductory concepts looking at how work delivery can be optimised with existing teams, systems, and approach to work management.



## Precision Maintenance School

4 Days, 9 Modules | Public, Onsite

Take dead aim at Precision Maintenance (Fasteners, Lubrication, Alignment and Balance) to significantly improve operational reliability of plant equipment and the plant processes.



## Reliable Assets School

2 Days, 8 Modules | Public, Onsite

The total approach to ensuring assets deliver their required level of reliability and performance throughout their operational life.



## Shutdown School

2 Days, 8 Modules | Public, Onsite

Understand the work associated with the delivery of shutdowns and turnarounds



## Sustainable Assets School

4 Days, 10 Modules | Public, Onsite

Decarbonisation and Energy Management for Maintenance & Reliability Teams.



## Switch On: Safety Leadership

2 Days, 8 Modules | Public, Onsite

Helping Maintenance and Reliability leaders and teams develop their commitment to safety so they can then create a stronger safety culture.



## Vibration Analysis Level 1

3.5 Days, 6 Modules | Public, Onsite

'Entry', or 'Junior Level' Mobius Institute™ Category 1 course is intended for personnel who are new or have 6 months vibration monitoring and analysis experience.



## Vibration Analysis Level 2

4.5 Days, 11 Modules | Public, Onsite

The 'Intermediate Level' Category 2 course is ideal for those who are interested in condition monitoring to ensure the reliability of their machinery.



## Vibration Analysis Level 3

5.5 Days, 9 Modules | Public, Onsite

The Advanced Category 3 is for a candidate who is committed to reliability through condition monitoring, and who has at least two years vibration analysis experience.





# Client Testimonials

“

Asset Management School was absolutely fantastic! Not just the content, but also the networking evening, the whole experience. Despite 23 years as a maintenance engineer and planner, I learnt so much to take back to apply in my business.

**Salman Rashed**

**Assets Maintenance Planner**

Waikato Regional Council

“

Asset Schools give peace of mind that the investment in our Maintenance and Reliability professionals will provide a great return to both them and the business.

**Gwyn Garland**

**Senior Manager,**

Asset Health Newmont

“

The training provided by Asset Schools was exceptional, offering a highly educational experience that enabled us to learn a wealth of new knowledge and skills.

**Ali Sahin**

**Senior Engineer, Reliability**

Rio Tinto

“

Asset Management School is a great investment for experienced Maintenance Practitioners who want to fine tune their skills, or for new entrants to use it as a sound starting base to the industry.

**Roh Perera**

**Underground Planning Supervisor**

Macmahon



# Contact Us

## PUBLIC SCHOOLS ENQUIRIES



**Claire Sauerman**  
Asset Schools Manager

**T** +61 2 9955 7400  
**M** +61 400 553 600  
**E** [claire.sauerman@theeventfulgroup.com](mailto:claire.sauerman@theeventfulgroup.com)



**Amy Salmon**  
Customer Engagement Manager

**T** +61 2 9955 7400  
**E** [amy.salmon@theeventfulgroup.com](mailto:amy.salmon@theeventfulgroup.com)

## PRIVATE SCHOOLS ENQUIRIES



**Lisa Irving**  
Community Director

**T** +61 2 9955 7400  
**M** +61 411 883 266  
**E** [lisa.irving@theeventfulgroup.com](mailto:lisa.irving@theeventfulgroup.com)



**Val McMullan**  
Customer Success Manager

**T** +61 2 9955 7400  
**M** +61 418 876 286  
**E** [val.mcmullan@theeventfulgroup.com](mailto:val.mcmullan@theeventfulgroup.com)





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