



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Maintenance Shutdown Planning

Code	City	Hotel	Start	End	Price	Language - Hours
160	Baku (Azerbaijan)	Hotel Meeting	2025-09-15	2025-09-19	5450 €	En - 25

Introduction

Learn to take control and not let equipment problems risk your production schedule. Don't be afraid to schedule shutdowns — it's a good preventive measure. There are many benefits of well planned and executed shutdowns; more proactive maintenance = less reactive or emergency maintenance. Expertly plan your shutdowns, managing and controlling the risks of serious budget overruns and costly schedule delays while maintaining the quality of the work being performed.

WHO SHOULD ATTEND?

This course 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 Conference 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 and maintenance Supervisor is also encouraged.

Course Contents

DAY 1

- 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

DAY 2

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

DAY 3

- 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

DAY 4

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

DAY 5



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



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.