



Shut Down Planning	
Objective	To take participants through the stages of prolonging a potential failure; pre-shutdown activities; shutdown activities and post shutdown activities.
Benefits	<ul style="list-style-type: none">▪ Improved production and cost effective maintenance resulting from reduced length of shutdown period.▪ Introduction of a systematic approach to make logical decisions that need to be prioritised and executed when planning and organising a shutdown.
Who Should Attend?	Maintenance Managers, Supervisors, Leading Hands and Maintenance Tradespersons currently involved – or planning to become involved – in Shutdown Planning.
Course Outline	Introduction to theoretical and practical aspects of Shutdown Planning by identifying the activities that need to be completed when planning a shutdown, sorting activities into four stages of the shutdown process, analyse and reduce the critical path and improve productivity and cost effective allocation of maintenance resources.



1.0 WELCOME AND INTRODUCTION

- Welcome and introductions
- Course overview
- Maintenance history
- Benefits of Shutdown Planning

2.0 TYPICAL SHUTDOWN PLANNING PROBLEMS

- Maintenance has with other departments
- Maintenance has with outsiders
- Maintenance has with maintenance

3.0 SELECT WORKSHOP SCENARIO

- Workshop requirements
- Workshop scenarios
- Plant infrastructure

4.0 PROLONGING EQUIPMENT FUNCTIONAL FAILURE

- The benefits of prolonging a functional failure
- What is required to prolong equipment failure
- Other possibilities

5.0 PRE SHUTDOWN, SHUTDOWN AND POST SHUTDOWN PLANNING

- Pre shutdown planning activities
- Shutdown planning activities
- Post shutdown planning activities



Critical Path Analysis

Prepare bar graph and Gantt chart

Analyse critical path

Workshop

6.0 MANPOWER, MATERIALS AND EQUIPMENT UTILISATION

Prepare manpower chart

Prepare list of materials and equipment

Prepare a budget for presentation

7.0 MEETINGS AND PRESENTATIONS

Meeting purpose and types

Criteria for successful meetings

Negotiation skills to deal with difficult people