

Organised by:
PARTNERS

This course has just been certified as a Continuous Professional Development programme with 14 Professional Development Units with the Professional Engineers Board in Singapore!

A Two-Day Comprehensive and Practical Course on ...

Managing Maintenance Shutdowns, Turnarounds and Outages

Bookable at Three Venues

6 – 7 October 2003,
Grand Hyatt Singapore

9 – 10 October 2003,
Grand Hyatt Erawan
Bangkok, Thailand

13 – 14 October 2003,
Sheraton Imperial
Kuala Lumpur, Malaysia

Led by **Joel D. Levitt**,
Author of "The Handbook of Maintenance Management"
and Founder and President of Springfield Resources

Could missing this course cost you a \$1,000,000 on your next outage?

Unique course where results are guaranteed

Small increases in your effectiveness will result in big reductions in labour, contract costs and materials. The return on your training investment can be immediate, at your next shutdown. How much did you spend on your last outage or shutdown? This course guarantees results. Follow these ideas and we will guarantee that you save FIVE times or more the cost of the session!



Latest Release by
Joel D Levitt
FREE to All Attendees!
(Worth US\$39.95)

Who Should Attend

Designed for heavy maintenance environments including mines, refineries, power plants, airports, large factories and large facilities. It is designed specifically for project teams that consist of Maintenance Managers, Project and Maintenance Engineers, Supervisors, Planners, Clerks, and people who are in training for these positions.

Prior background in Project Management would be useful but not essential. The best use of this course would be for an organisation planning a shutdown or outage in the near future. This course is 85% concerned with the time before the first spade of dirt is moved. The remaining 15% is execution tactics to keep the project on course.

Important Note

In this class, the terms outage, shutdown and turnaround are used interchangeably. Different companies and industries favour different terms and in the maintenance world, we recognise that they have slightly different meanings. For our purposes in this class, they are the same.

Benefits of Attending This Course

Our promise for this programme is that you will have a new and deeper understanding of how to effectively manage large maintenance jobs such as power plant outages, refinery refits, etc. With this understanding will be the increased ability to plan for and manage such projects.

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.

Attend this Course and You can Reap Immediate Benefits at your next Shutdown! Register NOW!



Small Sampling of Benefits

- How to limit extra jobs coming in late in the project?
- What kind of management style works in different kinds of outages?
- How to know when and what to contract out?
- What kind of contracts work best?
- How to use MS Project?
- Where to find inexpensive project management software?
- Where to find out tips and tricks of outages?
- How to build a planned job package?
- What goes into a planned job package?
- How to avoid contract claims?
- What are pitfalls to avoid in outage management?
- Who should be on the shutdown team?
- What is the difference between project management and outage, shutdown and turnaround management?
- How to justify a maintenance shutdown? (Specific items to include in the justification.)
- A trick to promote buy-in in your shutdown.
- A master checklist for all shutdowns.
- Safety checklist to make sure you have identified hazards.
- How to set-up Gantt and PERT Charts?
- How to organise the documents so you don't make the same mistakes next time?
- How to master the critical path?
- Specifics on how to manage risks in your shutdowns.
- How to run meetings? (You can use these tips anytime.)

Course Agenda

Day One

1. Introduction

- Who this programme is designed for?
- Objectives and goals of the course
- Basic information about your shutdowns (a questionnaire)
- Basics of shutdowns, turnarounds and outages
- Drivers for the need for shutdowns
- Project management phases
- Framework for success
- Project management styles
- What is the basic difference between traditional project management and what do we do with a typical shutdown?
- How to measure success?

2. Master Schedule for Whole Effort

- Overview of the 50 over possible tasks for a shutdown, turnaround or outage

3. Detailed Review of Phase One Feasibility of Shutdown

- How to justify the project?
- Conducting meetings (A skill for all phases)

4. A Short Course in MS Project

Day Two

5. Detailed Review of Phase Two

- Project team
- Determining lead time required for successful project planning
- Scope
 - Allocating the shutdown budget
 - How do we prioritise other work for the shutdown?
 - Soliciting input from stakeholders
 - Sources of shutdown work
 - Identifying needed work from existing maintenance files
- Setting up shutdown files
 - Element #1 Planned job package
 - Element #2 Schedule
 - Element #3 Control
- Project management
 - History
 - Basics of Gantt Chart, CPM and PERT networks
 - Activity
 - Why go to the trouble of project management?

- Software
- What is the critical path?
- Float
- Critical path compression (what to do if you get into trouble?)
- Resource load leveling
- Uncertainty in job estimates
- Control
- Final deliverable for this phase is the whole turnaround package

6. Phase Three - Execution

- Managing the shutdown
- Pitfalls
- Manager's daily routines establish good practices
- Risk management
- Working a safe shutdown
- Managing contractors
- Scope creep

7. Phase Four - Turnover, Quality Assurance, Life Safety Testing and Start-up, Punch List Completion

- Three steps of completion

8. Phase Five - Reporting: Completion of Project Paperwork, Close out and Review Meetings

- Project review meetings
- Files to review and keep

Programme Schedule

Registration: 08:30 – 09:00 hours

Course: 09:00 – 17:00 hours

Luncheon, morning and afternoon tea-breaks will be provided for during the course.

Certification

All participants will receive a certificate upon successful completion of training. PLUS - This course has just been certified as a Continuous Professional Development programme with 14 Professional Development Units with the Professional Engineers Board in Singapore!

PLEASE NOTE: To maximise your learning and participation, this course is strictly limited to 35 attendees only. Registration is on a first-come-first-serve basis. Please book early to avoid disappointment.

Hear What Others Have to Say About Joel's Courses

"I was truly enlightened on the matters of real maintenance and all associated practices that make up the system. It has also drawn me to implement and establish a good maintenance system in my company in days to come. I appreciate mostly the real case studies used in class and can relate to every topic."

- **Joshua Sang, Mechanical Engineer,**
JAC Malaysia Sdn Bhd

"Course content was concise, course delivery was clear and understandable."

- **Noor Azimah Ismail, Engineer,**
Petronas Dagangan Berhad

"This course is very easy to understand, with accurate explanations."

- **Kemal Miftah Muthi, Maintenance Supervisor,**
PT Chubb Safes & Security Indonesia

"Very good illustrations and calculations."

- **Jimmy Chia, Assistant Logistics Officer,**
Singapore Police Force

"Areas covered that applied to my business were excellent. Motivation to analyse my facility maintenance."

- **Phil Balmer, Director of Maintenance,**
Jet Aviation (Asia Pacific) Pte Ltd

About Joel D Levitt



Joel D Levitt is a top-notch trainer of maintenance professionals. He has personally trained over 7,000 managers and supervisors from over 3,000 organisations in 20 countries in over 400 sessions. With over 20 years' of training experience, Joel brings to the course a unique blend of real-world experience as a skilled electrician and computer technician and expert in high technology, psychology and organisational behaviour. Ninety-eight percent rated his training very good or excellent.

Joel is the Founder and President of Springfield Resources (SRC), a company that designs and installs management systems in a wide variety of industries including airports, hospitals, high tech manufacturing, primary metal, mining, universities, school systems, military, government, etc. He has extensive experience in all facets of maintenance management including preventive maintenance, inventory control, computerised maintenance, system design and system installation.

Joel has conducted custom-made training and consulting for industry leaders such as BP, General Electric, Seagate Technologies, Sony, Coca Cola Bottlers, Exxon, MAS Aerotechnologies Sdn Bhd, Motorola, Osram Opto Semiconductors, Siemens, SCM Chemicals and many others.

Prior to SRC, Joel was a Senior Consultant at Computer Cost Control Corp. He assisted its president design and market computerised maintenance management systems to organisations including FedEx, United Airlines, JFK Airport, BFI, etc. He had also designed, installed and serviced complete automation with rack control, accounting and inventory control for BP North America's 30,000-barrel/day-oil terminal. He has designed the railroad fuel security and accounting system that was adopted by the American RR Association as the recommended standard.

Joel has written five books on maintenance management and chapters of two other books. He has written over two dozens of articles for trade publications on maintenance topics. His latest release is "**The Complete Guide to Preventive and Predictive Maintenance**".

Registration Form Closing Date of Registration - 15 September 2003

Registration for Malaysia's Course

Registration fee RM 3,200 nett per person

To register, contact:

Partners Conferences Sdn Bhd at:

Tel: 603-2169 6296

Fax: 603-2169 6168

Email: enquiries@partners-conference.com

Registration for Singapore's and Thailand's Courses

Registration fee S\$1,495 nett per person

To register, contact:

Partners Conference & Event Management Pte Ltd at:

Tel: 65-6786 7363

Fax: 65-6786 3282

Email: enquiries@partners-conference.com

(Team discount is available for a team of 3 or more delegates.)

YES! Please register me / us:

Name of Delegates

Designation

Email

1. _____

2. _____

3. _____

Approving Manager

Name: _____ Designation: _____ Email: _____

Organisation: _____ Address: _____

Postal Code: _____ Country: _____ Tel: _____ Fax: _____

Methods of Payment

For Malaysia's Course

Bank Transfer

Account Name: Partners Conferences Sdn. Bhd.

Account Number: 214-231-000-11-851

Pay to: RHB Bank Berhad

Address: Plaza OSK, Jalan Ampang, Kuala Lumpur, Malaysia

Cheque

Please make your crossed cheque payable to "Partners Conferences Sdn. Bhd."

Kindly mail your cheque and registration form to:
Partners Conferences Sdn. Bhd. (Reg. No. 549988-H)
Level 36, Menara Citibank, 165 Jalan Ampang,
50450 Kuala Lumpur, Malaysia

For Singapore's and Thailand's Courses

Bank Transfer

Account Name: Partners Conference & Event Management Pte Ltd

Account Number: 501-584692-001 (Bank Code: 7339)

Pay to: OCBC Bank (SWIFT Code: OCBCSGSG)

Branch: OCBC Centre

Cheque

Please make your crossed cheque payable to "Partners Conference & Event Management Pte Ltd"

Kindly mail your cheque and registration form to:
Partners Conference & Event Management Pte Ltd
2 Flora Drive, #08-36, Singapore 507025