

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Maintenance Shutdown Planning

Code	City	hotel	Start	End	price	Language - Hours
MA-160SA	Jeddah	Hotel Meeting Room	2026-12-20	2026-12-24	12950 SR	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 overturns 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 Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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