

# COURSE OVERVIEW RE0930 Process Plant Shutdown, Turnaround & Troubleshooting

#### **Course Title**

Process Plant Troubleshooting

Shutdown, Turnaround

Course Reference RE0930

## **Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs

#### **Course Date/Venue**

Session(s)	Date	Venue
1	October 13-17, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
2	December 08-12, 2024	Boardroom, Warwick Hotel Doha, Doha, Qatar

#### **Course Description**



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

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The process industry is losing over half a billion dollars of profits a year due to poor turnaround results and missed opportunities. The majority of turnarounds lacked strategic focus and front-end planning. In addition, turnaround teams lacked leadership and understaffed. The major negative factor is the growing higher turnaround performance gap between expectations and rapidly shrinking qualified resources to manage the turnarounds. As a result, the planning effort not only starts late, but it is also ineffective, and typically does not contribute in the turnaround success.



This course is designed to bridge the above-mentioned gap. It will provide turnaround managers and engineers with enough knowledge and skills to understand the purpose of the turnaround, to properly plan and manage the turnaround, and to achieve exponential results of their turnaround project. The course will teach participants how to establish a systematic turnaround management processes and procedures that incorporate the best turnaround practices, planning techniques and execution strategies.

















Turnaround results have a long-term effect on the facility's operational reliability and it dictates the plant's operational efficiency and business survival in the competitive global market. The turnaround performance can be dramatically improved if companies focus on key issues such as strategic planning, selection of qualified contractors, synergistic and innovative organizations, and tactical initiative to improve field productivity.

The course will cover the emerging industry trends, turnaround benchmarking and the challenges faced by plant executives to consistently achieve pacesetter results on plant shutdowns and turnarounds. We will teach you how to fairly balance your business, marketing and financial goals with your plant needs for mechanical integrity and operational reliability. We will show you how to focus on risk areas, early work scope definition, high-performance initiatives, the assignment of qualified staff and the best practice contracting strategy. Upon the completion of this course, you will have good knowledge to perform World-Class turn arounds.

#### **Course Objectives**

Upon the successful completion of this course, each participant will be able to: -

- Get a certificate as a "Professional Turnaround Manager"
- Apply systematic techniques in the shutdown, turnaround and troubleshooting of process plants
- Implement the special needs of time constrained projects (24/7)
- Identify the work to be accomplished for the shutdown project
- Plan to meet deadlines & complete turnaround projects on time within budget
- Apply shutdown best practices
- Plan, lead, organize, control and co-ordinate shutdown type projects
- Schedule the work effectively
- Manage resources effectively
- Implement feedback systems
- Identify risks and manage these effectively
- Reporting and documenting the shutdown activity
- Recognize the use of software packages

#### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

#### **Who Should Attend**

This course is intended for those involved directly or indirectly in the plant shutdown and turnaround operations. This includes maintenance and project staff such as managers, engineers, planners, supervisors and other technical people.

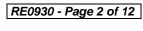


















### Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

#### Recertification is FOC for a Lifetime.

# **Sample of Certificates**

The following are samples of the certificates that will be awarded to course participants:-







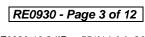




















(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs)



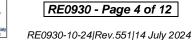




















#### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

#### **Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations: -

The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the ANSI/IACET 2018-1 Standard which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 2018-1 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award 3.0 CEUs (Continuing Education Units) or 30 PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



#### British Accreditation Council (BAC)

Haward Technology is accredited by the British Accreditation Council for Independent Further and Higher Education as an International Centre. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

#### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.















#### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Attalla Ersan, PEng, MSc, BSc, is a Senior Engineer with over 35 years of extensive experience within the Project Safety Oil & Gas, **Hydrocarbon** and **Petrochemical** industries. His expertise widely covers the areas of HAZOP Facilitation. Hazardous Materials. Material Safety Data Sheets (MSDS), Hazardous Wastes, Hazards of Chemical Incidents, Shipping Configurations, Respiratory Protection, Protective Clothing, Donning and Doffing Procedures,

Boiler & Steam System Management, Waste Heat Recovery, Boiler Plant Safety, Boiler Controls, Steam Distribution Systems, Steam Traps, Pollution Control, Cracked Gas Compressor, Reboilers, Sulphur Unit Air Blower, Steam Turbine, Distillation Columns, Gas Treatment, Waste & Water Treatment Units, Process Plant Operations, Process Plant Startup & Operating Procedure, Ethylene & Vinyl Chloride, Ethane Cracking Furnaces Operations, Ethylene & Polyethylene Operation, Acid Gas Treatment, Sulphur Recovery, EDC & VCM, Caustic Soda Storage, Debottle-necking, Loss Prevention, Process Operation, Safety Audits, Process Engineering, Root Cause Investigations, Pyrolysis Cracking, Gas Plant Commissioning, Loss Prevention Techniques, Occupational Hazards, Hot Tapping & Tie-Ins, Pre-Start-Up Safety Review (PSSR), Standard Operating Procedure (SOP), Emergency Operating Procedure (EOP), Permit to Work Systems (PTW), Hazard and Operability (HAZOP) Study, Process Hazards Analysis (PHA), Consequence Analysis Application, Gas Detectors Operation, Accident/Incident Investigation (Why Tree Method), Occupational Exposure Assessment, Fire Fighting & First Aid, Environmental Management, Basic Safety Awareness, Steam Cracking, Steam Generation, Binary Fractionators Operations, Tanks Farm & Metering Station Techniques, Gas Treatment, Sulphur Recovery Process Unit Operation, Permit to Work System and Emergency Response Planning. Further, he is also well-versed in Project Management, Human Resources Consultancy, Manpower Planning, Job Design & Evaluation, Recruitment, Training & Development and Leadership, Creative Problem Solving Skills, Work Ethic, Job Analysis Evaluation, Training & Development Needs, Bidding & Tendering, Technical Report Writing, Supervisory Leadership, Effective Communication Skills and Total Quality Management (TQM). He is currently the CEO of Ersan Petrokimya Teknoloji Company Limited wherein he is responsible for the design and operation of Biogas Process Plants.

During his career life, Mr. Ersan has gained his practical and field experience through his various significant positions and dedication as the Policy, Organization & Manpower Development Head, Training & Development, Head, Ethylene Plant -Pyrolysis Furnace Engineer, Production Engineer, Process Training Coordinator, Ethylene Plant Shift Supervisor, Ethylene Plant Panel & Fit Operator, Process Training & Development Coordinator, Technical Consultant, and Instructor/Trainer for Qatar Vinyl Company Limited and Qatar Petroleum Company (QAPCO).

Mr. Ersan is a Registered Professional Engineer and has a Master's degree of Education in Educational Training & Leadership and a Bachelor's degree of Petrochemical Engineering. Further, he is a Certified Instructor/Trainer and has delivered numerous trainings, courses, workshops, conferences and seminars internationally.



















### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures

20% Practical Workshops & Work Presentations

30% Hands-on Practical Exercises & Case Studies

20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

#### **Course Fee**

Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK <sup>®</sup> (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

#### **Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### Day 1

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 – 0900	Introduction & Fundamentals Introduction to PM: What is a Project? • PM Associations & Body of Knowledge • Project Management Body of Knowledge (PMBOK) • Project Management Elements • Projects Environment • Project Life Cycle Phases • Project Managers Job profile • Project Manager Job Description • Project Management Skills • Project Management Toolkit
0900 – 0915	Planning the Shutdown Identifying the Work ● Starting Your Project ● Project Charter/Project Document ● Defining & Limiting the Scope ● Constraints of the Shutdown
0915 - 0945	Prioritizing the Proposed Work  Identifying the Work ● Review the Maintenance Backlog ● Jobs Not Requiring a Shutdown ● Equipment History ● Predictive Maintenance (PDM) Records ● Preliminary Work of Shutdown ● Walk-downs & Check Lists ● Solicit the Input of Others ● Reviewing Shutdown Files ● Identify Start-up Activity ● Compiling Identified Work
0945 - 1000	Break
1000 – 1030	Sources of Shutdown Work & Shutdown Project Parameters Class Task

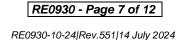




















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1030 - 1100	Risk Management  Staffing Assumptions • Estimate Risks • Commercial Data • Procurement Problems • Project Risk Management - Model
1100 – 1200	Risk Management Plan  Identify Risks Throughout the Project • Develop Risk Assessment Criteria • Tabulate The Risks • Prepare Standby Plans or Alternatives
1200 - 1230	The Project Managers Role
1230 – 1245	Break
1245 - 1330	Quality Control Plan & Project Quality Management
1330 - 1400	<b>Quality Management</b> Group Task
1400 - 1420	Shutdown Manager's Skills
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

### Day 2

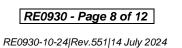
Day 2	
	Planning Processes
0730 - 0930	Doing the Right Work • Doing The Work Right • Doing The Work at the
	Right Time
0930 - 0945	Break
0945 - 1015	What is the Difference Between Planning & Scheduling?
0343 - 1013	What is Scheduling? • Planning Objectives • Planning Tools Cycle
1015 - 1045	Project Management Toolkit
1015 - 1045	Project Plan • Shutdown Plan
	Shutdown Definition
1045 - 1115	The Shutdown Work Breakdown Structure • The Project WBS – It's Uses
1043 - 1113	• The Project Work Breakdown Structure • The Shutdown Budget • The
	Project OBS ● The Shutdown OBS ● The Shutdown WBS
1115 - 1130	The Shutdown WBS & SOW
1113 - 1130	Group Task
	Planning Thought Process
	What Must Happen First on the Job? • Who Must Do This Step? • How
1130 - 1200	Many People Are Required? • What Parts, Materials, or Supplies Will Be
	Needed? • Is Any Support Equipment Required? • How Long Will It
	Take? • What Must Happen Next on this Job? • Documentation
	Determining Contract Work
	Technical Support • Non-technical Support • Work That Can Be
1200 – 1215	Performed Off-site • Work Requiring Special Equipment • Activities from
	WBS • Activities Data • Task Duration - PERT Method • Activity
	Work Content & Costing/Pricing
1215 - 1230	Break
	Base Line Plan with Budget Approval
	Networks For Activity Logic - Overview & Convention • Shutdown- Early
1230 - 1330	Start Calculations - Forward • Project Plan - Late Start Calculations-
	backwards, Float Calculations – Subtract & Network to Gantt Chart •
	Common Network Errors • Schedules • Milestones



















1330 – 1420	Base Line Plan with Budget Approval (cont'd)  Resource Utilization ● Milestone Plan & Chart ● Resource Utilization ●  Resource Loading & Leveling ● Schedules: Resource Requirements ●  Manual Load Leveling
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3	
0730 - 0900	Base Line Plan with Budget Approval (cont'd) Leveling Other Resources ● Resource Utilization ● Budgets & Committed Cash Flow ● Tracking Project Costs ● The Basic Principle ● Base Line Plan
0900 - 0930	Shutdown - Network Logic, Schedules: Committed Cash Flow & Schedules: Actual Projected Cash Flow Group Task
0930 - 0945	Break
0945 - 1015	Organizing & People Management Shutdown Toolkit ● The Shutdown Organisation ● Organizing Tools & Techniques ● Most Important Communications ● Tender / Contract Clause Coverage ● Parts, Material & Equipment ● Material & Equipment Responsibility
1015 - 1115	Organizing & People Management (cont'd)  Tracking Long Delivery Items ● Accounting ● Reporting Structure ●  Assigning Responsibility ● Shutting Down Meeting ● Organization  Breakdown Structure (OBS)
1115 - 1145	Organizing Group Task
1145 – 1215	The Matrix Organisation  Administration • Communication • Forms, Formats & Files • Project  File • Shut Down Toolkit- Resource Utilization
1215 - 1230	Break
1230 - 1330	<b>Leadership Tools &amp; Techniques</b> Team Selection – Organisation ● - Motivation ● - Shutdown Sponsor Role
1330 - 1420	Execution & Feedback The Execution Phase • Shutdown Practical Execution Issues • Feedback on Project Status • Job Status Update • Feedback on Project Status • Feedback on Project Status: Costs
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

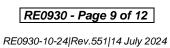




















# Haward Technology Middle East

Day 4

Requirements  0930 - 0945  Break  Quality Control Plan (QCP) Information  Cost of Quality • Inspection Reports • Activity Inspection Resu Quality Control Sheet  1015 - 1100  Quality Group Task  Proven Turnaround Practices The Nature of Turnaround/Shutdown Project Management • Environment In Which a Turnaround/Shutdown Takes Place Turnaround/Shutdown Success Factors • More Success Factors • S Planning Approach To Projects • Elements of a Turnaround/Shutdown Turnaround/Shutdown Toolkit • The Work Breakdown Structure (W. the Organization Breakdown Structure (OBS) • Identifying the Wo	lts •  The  imilar
Management • Staging/Rigging • Shutdown Safety • Control Plan (QCP) Information  O945 - 1015	lts •  The  imilar
Requirements  0930 - 0945  Break  Quality Control Plan (QCP) Information  Cost of Quality • Inspection Reports • Activity Inspection Resu Quality Control Sheet  Quality  Group Task  Proven Turnaround Practices  The Nature of Turnaround/Shutdown Project Management • Environment In Which a Turnaround/Shutdown Takes Place Turnaround/Shutdown Success Factors • More Success Factors • S Planning Approach To Projects • Elements of a Turnaround/Shutdow Turnaround/Shutdown Toolkit • The Work Breakdown Structure (W. the Organization Breakdown Structure (OBS) • Identifying the Wo	lts •  The  imilar
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General Shutdown/Turnaround Checklist • Planning A Plan • Mil	
Plan • Milestone Chart • Work Scope • Budgets & Cost Cont	rol •
Projects	
1230 - 1245 Break	
Proven Turnaround Practices (cont'd)	
Materials • Process Operations • Pre-shutdown/Pre-turnaround Re	
• Safety • Typical Safety Questions That Should Be Asked • Inspect	
Contracting • Quality: What is Required? • Quality Control Plan (	
<ul> <li>Quality Control Plan (QCP) Inspection Report • Quality Control</li> <li>Risk Management • Shutdown/Turnaround Practices Discussion</li> </ul>	Sneet
Control of Shutdown	
Control Tools & Techniques • Tracking Project Costs • Project Pro	actical
1400 – 1420   Control • Controlling • Control - Overview • Control: CSCS =	= Cost
Schedule Control System • Control Cycle -CSCS • CSCS Illusi	
Graph • Scope Control	,,,,,,,
Recap	
Using this Course Operation the Instructor(s) will Brief Participants	about
the Topics that were Discussed Today and Advise Them of the Topics	
Discussed Tomorrow	
1430 Lunch & End of Day Four	

Day 5

Day 5	
0730 - 0930	Control of Shutdown (cont'd)  Shutdown & Turnaround • Shutdown Acceleration • Project  Acceleration • Contractor Controls • Control Tools & Techniques •  Tracking Project Costs • Project Practical Control • Controlling •  Control - Overview
0930 - 0945	Break
0945 - 1015	Control of Shutdown (cont'd)  Control: CSCS = Cost Schedule Control System • Control Cycle -CSCS •  CSCS Illustrative Graph • Scope Control • Shutdown & Turnaround •  Shutdown Acceleration • Project Acceleration • Contractor Controls
1015 - 1030	Accelerating a Project & Start-up & Handover Group Task

















1020 1100	Start-up & Handover
1030 – 1100	Elements of Handover • Contactor Handover • Final Report •
	Conclusion
1100 - 1200	Use of Computer & Software
1100 - 1200	Project Management Software • Sorting & Communicating Information
1200 1220	Using Microsoft Project & Shutdown Workshop
1200 – 1230	Group Task
1230 – 1245	Break
	Typical Causes of Shutdown Failure
	Work not Clearly Defined • Risks not Analysed or Managed with
	Contingency Plans • No Baseline Plan –Poor or Non-existent Planning •
1245 – 1300	Lack of Scope Management • Poor Leadership • Not Taking
	Environmental needs into the Plan • Focus on Critical Path items only- the
	Rest Catch up with you
	Course Conclusion
1300 - 1315	Using this Course Overview, the Instructor(s) will Brief Participants about
1500 - 1515	
	the Course Topics that were Covered During the Course
1315 – 1415	COMPETENCY EXAM
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course

# **Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "MS Project" and "Mindview Software".



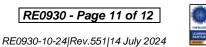




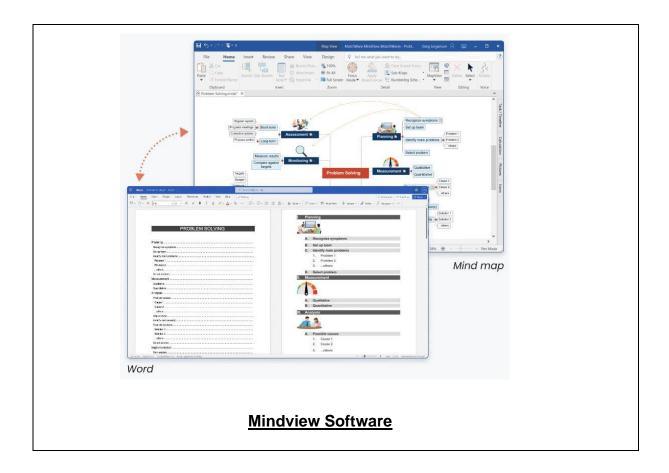












<u>Course Coordinator</u>
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