

MANAGING EFFICIENT SHUTDOWNS & TURNAROUNDS

““Delivering Safe, Timely, and Cost-Effective Plant Outages Through Proven Shutdown Strategies””

Schedule

Date	Venue	Fees (Face-to-Face)
01 - 05 Feb 2026	Manama, Bahrain	USD 3495 per delegate
12 - 16 Jul 2026	Kuwait	USD 3495 per delegate
16 - 20 Aug 2026	Doha - Qatar	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Shutdowns and turnarounds (SDTAs) are among the most critical, complex, and costly events in asset-intensive industries. A well-executed shutdown ensures long-term equipment reliability, safety compliance, and operational continuity. However, without proper planning and execution, shutdowns often exceed budgets, run over schedule, and cause operational disruptions.

This intensive five-day course equips participants with the essential knowledge, tools, and practices for managing efficient plant shutdowns and turnarounds. From scope definition and work planning to contractor management and post-shutdown reviews, participants will gain hands-on strategies for delivering shutdowns safely, on time, and within budget.

Objectives

By the end of this course, participants will be able to:

- Plan and execute shutdowns and turnarounds systematically and efficiently
- Define shutdown scope, estimate resources, and manage stakeholder expectations
- Develop integrated schedules and critical path timelines
- Apply proven cost control, safety, and quality management practices during outages
- Conduct post-turnaround reviews and implement continuous improvements

Why Attend

- Gain practical tools to plan, control, and execute successful shutdowns
- Reduce schedule delays and budget overruns through disciplined planning
- Improve cross-department coordination and communication during critical outages
- Learn how to manage contractors, materials, and risk during turnarounds
- Enhance plant reliability, safety, and regulatory compliance

Target Audience

This program is designed for:

- Shutdown and turnaround managers
- Maintenance planners and engineers
- Operations and plant supervisors
- Project and reliability engineers
- HSE coordinators and contractor supervisors involved in SDTAs

Individual Benefits

Key competencies that will be developed include:

- Shutdown work scope definition and planning
- Scheduling, resource leveling, and critical path analysis
- Contractor and vendor coordination during outages
- Risk management and contingency planning
- Cost tracking, performance metrics, and audit techniques

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More predictable and controlled shutdown outcomes
- Higher asset reliability post-turnaround
- Reduced risk of safety incidents during outages
- Stronger contractor performance and reduced downtime
- Continuous improvement in SDTA management across cycles

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Overview of shutdown best practices and project management principles
- Case Studies - Real-world turnaround challenges and success factors
- Workshops - Scope definition, schedule building, risk analysis, and resource planning
- Peer Exchange - Group discussions and lessons learned from prior SDTA experiences
- Tools - Templates for scope control, scheduling, job packs, and audit checklists

Course Outline

Detailed 5-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Shutdown & Turnaround Fundamentals

- Module 1: Introduction to Shutdowns and Turnarounds (07:30 – 09:30) • Types, objectives, and drivers of shutdown events • Lifecycle phases and organizational impact
- Module 2: Scope Development and Work Identification (09:45 – 11:15) • Scope freeze, worklist generation, and validation • Categorizing critical vs optional work
- Module 3: Shutdown Organization and Roles (11:30 – 01:00) • SDTA team structure and stakeholder roles • Communication and approval processes
- Module 4: Workshop – Define a Shutdown Scope (02:00 – 03:30) • Develop scope items for a sample plant outage

Day 2: Planning, Estimating & Scheduling

- Module 1: Shutdown Planning Process (07:30 – 09:30) • Workpacks, task planning, and tool requirements • Job steps, durations, and constraints
- Module 2: Estimating Resources and Budgeting (09:45 – 11:15) • Labor, equipment, material, and cost estimation • Cost coding and budget preparation
- Module 3: Scheduling and Network Diagrams (11:30 – 01:00) • Logic sequencing, critical path method (CPM), and Gantt charts • Float, lags, and constraints
- Module 4: Workshop – Build a Shutdown Schedule (02:00 – 03:30) • Create a sample shutdown schedule with key milestones

Day 3: Execution Readiness and Contractor Management

- Module 1: Pre-Shutdown Readiness and Control (07:30 – 09:30) • Checklists, staging, and material availability • Permits, logistics, and safety reviews
- Module 2: Contractor Selection and Supervision (09:45 – 11:15) • Contracting models (lump sum, unit rate, T&M) • KPIs and supervision practices
- Module 3: Safety and Quality Assurance (11:30 – 01:00) • Toolbox talks, risk assessments, and job safety analysis • Inspection and quality control procedures
- Module 4: Workshop – Contractor Management Scenario (02:00 – 03:30) • Develop a contractor control plan for turnaround execution

Day 4: Shutdown Execution & Cost Control

- Module 1: Managing the Execution Phase (07:30 – 09:30) • Daily tracking, coordination meetings, and issue resolution • Managing deviations and urgent scope additions
- Module 2: Cost and Progress Monitoring (09:45 – 11:15) • Earned value, productivity tracking, and reporting • Change orders and cost reconciliation
- Module 3: Risk and Contingency Planning (11:30 – 01:00) • Risk register, response strategies, and escalation paths
- Module 4: Workshop – Develop an Execution Monitoring Dashboard (02:00 – 03:30) • Create visual tools for tracking execution KPIs

Day 5: Shutdown Closeout & Continuous Improvement

- Module 1: Mechanical Completion and Handover (07:30 – 09:30) • Final inspections, punch lists, and system turnover
- Module 2: Post-Turnaround Review and Lessons Learned (09:45 – 11:15) • KPIs, success criteria, and stakeholder debriefs • Documenting improvement opportunities
- Module 3: Turnaround Audit and Future Planning (11:30 – 01:00) • Shutdown audits and readiness for future cycles
- Module 4: Certification and Wrap-Up (02:00 – 03:30) • Final Q&A, course review, and certificate distribution

Certification

Participants will receive a Certificate of Completion in Managing Efficient Shutdowns & Turnarounds, validating their capabilities in planning, executing, and reviewing high-impact plant outages that enhance asset performance and reduce operational risk.

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TEL:

+601116373203

EMAIL:

info@mawaevents.net

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