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COURSE BROCHURE

Oil and Gas Maintenance Work Control and Job Planning Training Course

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Registered in the United Kingdom and Saudi Arabia

Oil and Gas Maintenance Work Control and Job Planning Training Course

Oil and Gas Maintenance Work Control and Job Planning is a 1-week training course for maintenance planners, schedulers and supervisors that ends with each participant drafting a Work Control Improvement Plan for their own facility. Hydrocarbon plants now run with leaner crews, older equipment and tighter windows for intervention, so the way a work order moves from request to close-out decides uptime and safety. Jupiter Prime Training runs this course.

Why Oil and Gas Maintenance Work Control Matters Now

Three forces press on maintenance departments in production and processing sites: ageing assets that generate more corrective requests, a thinner pool of experienced craftspeople, and operators who expect production losses from intervention to fall every year. A site with disciplined work control releases jobs that are fully prepared, keeps its backlog visible and protects the permit system from rushed starts. The course draws on the work management cycle used across process industries and on standard computerised maintenance management system CMMS practice.

Who Gains Most from Oil and Gas Maintenance Work Control

- Staff who receive notifications, assess priority and turn requests into planned work orders
- Staff who build the weekly schedule and agree it with operations and production
- Supervisors who issue jobs to crews, coordinate isolations and confirm completion
- Engineers who set equipment criticality and review recurring failures in the order history
- Coordinators who prepare materials, scaffolding and contractor support

A site maintenance department gains most when its planner, scheduler and area supervisor attend together and agree one set of release rules.

Oil and Gas Maintenance Work Control Capabilities

Participants move a job from notification to closure with fewer handoffs and clearer readiness checks.

- Assess incoming notifications against a priority matrix — the operations representative agreeing urgency
- Build a job plan with steps, crafts, hours, parts and isolation points — the crew leader executing it
- Calculate ready backlog in crew weeks and set a healthy range — the maintenance superintendent
- Design a weekly schedule with a frozen window and break-in rules — the production planner
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Align job release with permit-to-work, isolation and gas testing steps — the area authority
- Specify work control indicators such as schedule compliance and planned work ratio — the site leadership review

Key Oil and Gas Maintenance Work Control Terms

- Work order — the CMMS record that authorises, costs and documents a maintenance job from approval to technical completion.
- Job plan — the prepared package of steps, crafts, durations, materials, tools, drawings and safety precautions released with a work order.
- Ready backlog — approved work that is fully planned and has materials on site, measured in crew weeks of available labour.
- Schedule compliance — the share of hours on the frozen weekly schedule that crews actually completed in that week.
- Break-in work — unplanned jobs inserted into a frozen schedule, displacing planned work and usually signalling poor reliability or priority setting.
- Wrench time — the proportion of a craftsperson's shift spent directly on productive tasks rather than travelling, waiting or seeking parts.

Oil and Gas Maintenance Work Control Day by Day

Day 1: The Work Management Cycle in Hydrocarbon Plants

- Identify, Plan, Schedule, Execute, Close Cycle — Where Each Handoff Loses Time
- Notification Screening and Priority Matrix — Which Requests Become Orders
- Equipment Criticality Ranking — How Risk Shapes Job Urgency
- Roles of Planner, Scheduler and Supervisor — Clear Ownership of Each Step
- CMMS Order Status Codes — Visibility of Work Across the Site

Day 2: Building Job Packages

- Job Step Sequencing and Craft Estimates — Realistic Duration and Labour Needs
- Bill of Materials and Reservations — Parts Ready Before Release
- Standard Job Library — Reuse of Proven Plans for Recurring Tasks
- Isolation Points and Drawings in the Package — Safe Preparation for Crews
- Field Scoping Walkdown — Hidden Access and Scaffold Requirements

Day 3: Backlog and Weekly Scheduling

- Backlog Classification by Status and Age — Where Work Is Stuck
- Crew-Week Backlog Calculation — Hiring, Overtime or Contractor Decisions
- Frozen Weekly Schedule and Daily Plan — Commitment Agreed With Operations
- Break-In Rules and Emergency Criteria — Protection of the Planned Week
- Opportunity Work During Process Outages — Grouping Jobs Around Production Windows

Day 4: Execution Control and Feedback

- Permit-to-Work and Isolation Interfaces — Release Only When Safe Conditions Exist
- Simultaneous Operations Checks — Conflicts Between Jobs in One Area
- Shutdown Scope Freeze and Work List — Turnaround Readiness Gates
- Completion Feedback and Failure Codes — Better History for Reliability Engineers
- Schedule Compliance and Planned Work Ratio — Monthly Performance Conversation

Day 5: Practising the Work Control Improvement Plan

- Job Package Review of a Live Order — Applying Day 2 Readiness Checks
- Backlog Health Diagnosis From Sample Data — Applying Day 3 Measures
- Permit Interface Walkthrough Exercise — Applying Day 4 Release Rules
- Work Control Indicator Dashboard Design — Targets for the Next Quarter
- Work Control Improvement Plan Drafting — Priorities, Owners and Milestones

Applying Oil and Gas Maintenance Work Control After the Course

- Run a backlog clean-up session that closes duplicate and obsolete orders and recalculates ready backlog in crew weeks.
- Pilot a frozen weekly schedule on one plant area with agreed break-in criteria and report compliance after four weeks.

Oil and Gas Maintenance Work Control Questions FAQ

What is oil and gas maintenance work control and why does it matter now?

It is the discipline of moving each maintenance job from request to close-out through planning, scheduling and controlled release. It matters now because ageing assets and smaller crews leave little room for unprepared jobs, waiting time and unsafe starts.

Which roles gain most from oil and gas maintenance work control and job planning?

Planners, schedulers and area supervisors gain most, followed by reliability engineers and materials coordinators.

How does oil and gas maintenance work control differ from a maintenance strategy course?

It focuses on the weekly flow of individual jobs rather than long-range strategy. A strategy course decides what maintenance to do and why; this subject decides how each job is prepared, scheduled, released safely and fed back into the order history.

What do you bring back from oil and gas maintenance work control training?

You bring back a Work Control Improvement Plan for your facility. It sets backlog limits, schedule rules and permit interfaces with owners and milestones.

Oil and Gas Maintenance Work Control: The Way Forward

The Work Control Improvement Plan first informs which backlog and scheduling rules a site adopts in the coming quarter. Planners, schedulers and supervisors use it to agree release criteria with operations. After its first month, revisit schedule compliance and break-in figures to test whether job packages are truly ready.