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COURSE BROCHURE

Plant Turnaround and Shutdown Documentation Control Training Course

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Registered in the United Kingdom and Saudi Arabia

Plant Turnaround and Shutdown Documentation Control Training Course

Plant Turnaround and Shutdown Documentation Control is a 1-week training course for document controllers and engineers at operating oil, gas and process plants, in which each participant drafts a turnaround documentation control plan for a coming shutdown. Planned outages compress months of inspection, repair and modification into a few weeks, and every work pack depends on the right drawing revision. Jupiter Prime Training runs this course for plant teams preparing those events.

Why Plant Turnaround and Shutdown Documentation Control Matters Now

Three pressures shape shutdown paperwork today. Ageing plants carry decades of modifications, so live drawings often lag behind the equipment on site. Contractor crews arrive in large numbers and need controlled copies, permits and procedures within hours. Integrity and safety reviewers expect a clean trail showing what was inspected, repaired and changed before start-up. Sites that control turnaround documents restart on time with accurate records; others lose days hunting mark-ups and repeat inspections. The course draws on ISO 15489-1 for records principles and on ISO 19650 for status codes and revision practice adapted to brownfield work.

Who Gains Most from Plant Turnaround and Shutdown Documentation Control

- Controllers who issue drawings, procedures and work packs to shutdown crews
- Planners who assemble job cards and scope lists for each outage
- Engineers who prepare modification packages and mark up drawings
- Inspectors who record findings that feed repair scopes and close-out files
- Coordinators who manage contractor document submittals during the event

A site gains most when its document controller, turnaround planner and modification engineer attend together to align on revisions.

Plant Turnaround and Shutdown Documentation Control Capabilities

The outcomes follow the shutdown cycle, from scope freeze through execution to restart records.

- Assess which drawings and procedures each work pack needs before scope freeze — the turnaround manager
- Design a work pack index and issue log for contractor crews — shutdown planners
- Specify red-line mark-up rules and field change capture — modification engineers
- Apply status codes and revision checks to drawings issued on site — document controllers
- Build a close-out package linking inspection findings to updated drawings — integrity teams

- Communicate document readiness at pre-shutdown reviews — plant management

Key Plant Turnaround and Shutdown Documentation Control Terms

- Turnaround — a planned outage of an operating plant for inspection, maintenance and modification, run to a fixed schedule.
- Work pack — the bundle of job card, drawings, procedures, permits and checklists a crew uses to complete one task.
- Red-line mark-up — a hand or digital correction on a drawing showing how equipment was actually changed in the field.
- Scope freeze — the point after which no new jobs enter the shutdown list without formal approval.
- Close-out package — the set of completed work packs, inspection reports and updated drawings filed after restart.
- Field change — an approved departure from the issued design made during execution and recorded for drawing update.

Plant Turnaround and Shutdown Documentation Control Day by Day

Day 1: The Shutdown Information Cycle

- Turnaround Phases Map — Linking Scope, Preparation, Execution and Restart
- Brownfield Drawing Condition Survey — Rating Accuracy of Live Plant Records
- ISO 15489-1 Evidence Principles — Deciding What Shutdown Records Must Prove
- Contractor Interface Matrix — Assigning Who Issues and Returns Paper
- Scope Freeze Gate — Setting the Cut-Off for Document Requests

Day 2: Building Work Packs

- Job Card Template — Standardising Task Steps and Hold Points
- Drawing Extraction Lists — Selecting Isometrics and Layouts for Each Task
- Procedure and Permit Attachments — Pairing Isolation Steps with Jobs
- Work Pack Index and Numbering — Tracing Packs Back to Scope Items
- Pre-Issue Quality Check — Confirming Current Revisions Before Release

Day 3: Controlling Documents During Execution

- Site Issue Desk Routine — Logging Every Copy Handed to Crews
- ISO 19650 Status Codes Adapted to Outages — Signalling Fit for Construction
- Red-Line Mark-Up Rules — Capturing Field Changes Legibly and Consistently
- Inspection Finding Records — Turning Observations into Repair Scope
- Emergent Work Requests — Controlling Late Jobs Without Losing Traceability

Day 4: Restart Records and Close-Out

- Returned Pack Reconciliation — Checking Signatures, Hold Points and Gaps
- Drawing Update Queue — Prioritising Safety-Critical Mark-Ups
- Close-Out Package Structure — Filing Evidence for Integrity Reviews
- Lessons Log — Recording Document Delays for the Next Outage
- Performance Indicators — Measuring Pack Readiness and Return Rates

Day 5: Practising the Turnaround Documentation Control Plan

- Readiness Review — Applying Day One Phase Map to a Sample Outage
- Work Pack Sample — Testing Day Two Templates on Real Jobs
- Mark-Up Exercise — Applying Day Three Rules to Field Changes
- Peer Challenge Panel — Questioning Gates, Desks and Close-Out Steps
- Turnaround Documentation Control Plan — Completing Gates, Logs and Owners

Applying Plant Turnaround and Shutdown Documentation Control After the Course

- Survey the drawings for one unit due for shutdown and flag those whose live revision differs from site condition
- Build a work pack index and issue log template for the next planned outage and agree it with planners

Plant Turnaround and Shutdown Documentation Control Questions FAQ

What is plant turnaround and shutdown documentation control, and why does it matter now?

It is the control of drawings, procedures and work packs before, during and after a planned plant outage. It matters now because ageing sites, large contractor crews and strict restart reviews leave little room for wrong revisions.

Which roles gain most from plant turnaround and shutdown documentation control training?

Document controllers, turnaround planners and modification engineers gain most along with inspectors.

How does plant turnaround and shutdown documentation control training differ from a capital project document control course?

It focuses on operating plants during outages, covering work packs, red-line mark-ups and close-out, rather than configuring systems and vendor submittals for new construction.

What do you bring back from plant turnaround and shutdown documentation control training?

You bring back a turnaround documentation control plan with readiness gates, a work pack index, issue log rules and a close-out structure. Examples come from refineries and gas processing plants.

Plant Turnaround and Shutdown Documentation Control: The Way Forward

The turnaround documentation control plan first informs whether work packs are ready at the scope freeze review. Document controllers, planners and engineers use it to run the site issue desk and return packs in order. After the first outage, revisit the drawing update queue and lessons log, since late mark-ups show where the next shutdown needs earlier preparation.