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COURSE BROCHURE

Shutdown Work List and Readiness Planning Training Course

15 – 19 February 2027
Munich

Shutdown Work List and Readiness Planning Training Course

Ref: 1650_60496 **Date:** 15 – 19 February 2027 **Location:** Munich **Fees:** 6200 GBP

Shutdown Work List and Readiness Planning is a 1-week training course for turnaround planners, maintenance engineers and shutdown coordinators who prepare a plant stop in the months before it begins, ending with a shutdown execution plan. Most overruns are seeded early, when late work list additions, unready materials and unclear critical paths slip past review gates. Jupiter Prime Training offers this course to help teams challenge the work list, prove readiness and plan a safe restart.

Why Shutdown Work List and Readiness Planning Matters Now

Three groups put pressure on every planned stop: production leaders who want shorter outages, integrity and reliability engineers who keep adding inspection items, and contractors whose crews and equipment must be booked well ahead. A site that freezes its work list on time and checks readiness at each gate starts the shutdown with materials, permits and crews in place; one that does not discovers gaps on the first night. The course draws on stage-gate readiness reviews, the critical path method CPM and structured work list challenge so that planning choices are visible and defensible.

Who Gains Most from Shutdown Work List and Readiness Planning

- Planners responsible for compiling and costing the shutdown work list
- Maintenance engineers who justify which items must enter the stop
- Coordinators who track readiness of materials, permits and contractors
- Schedulers who build and test the shutdown critical path
- Operations representatives who plan safe shutdown and restart sequences

A plant gains most when its shutdown coordinator, lead planner and an operations representative attend together and agree one readiness gate checklist.

Shutdown Work List and Readiness Planning Capabilities

Participants practise the decisions that shape a plant stop long before the first flange is broken.

- Assess proposed work items against risk and necessity — work list challenge meetings
- Apply a work list freeze with controlled late additions — scope discipline
- Build a critical path network for shutdown activities — outage duration decisions
- Specify material, permit and contractor readiness checks — gate approvals
- Design contractor mobilisation and site logistics — contractor coordinators
- Communicate restart sequencing and handback steps — operations leaders

Key Shutdown Work List and Readiness Planning Terms

- Work list — the agreed set of maintenance, inspection and project tasks to be completed during a planned plant stop.
- Work list freeze — the point after which new items enter the shutdown only through formal approval.
- Readiness gate — a scheduled review confirming that scope, materials, permits and resources are prepared before the next phase.
- Critical path — the longest chain of dependent activities that sets the minimum shutdown duration.
- Mobilisation plan — the arrangement for bringing contractor crews, equipment and facilities on site in sequence.
- Handback — the formal return of equipment from maintenance to operations after work and testing are complete.

Shutdown Work List and Readiness Planning Day by Day

Day 1: Shutdown Purpose and Planning Phases

- Shutdown Objectives Statement — Setting Duration, Safety and Scope Priorities
- Planning Phase Timeline — Mapping Milestones From Initiation to Execution
- Readiness Gate Structure — Defining Reviews and Approval Criteria
- Shutdown Organisation Chart — Assigning Planner, Coordinator and Operations Roles
- Lessons From Previous Stops — Turning Past Overruns Into Planning Rules

Day 2: Building and Challenging the Work List

- Work Item Request Form — Capturing Justification, Risk and Duration
- Work List Challenge Meeting — Removing Items That Can Run Online
- Risk Ranking of Shutdown Items — Prioritising Safety and Integrity Work
- Work List Freeze Rules — Controlling Late Additions Through Approval
- Scope Change Log — Tracking Impact of Each Late Item

Day 3: Critical Path and Shutdown Schedule

- Activity Breakdown for Major Items — Sequencing Columns, Exchangers and Vessels
- Critical Path Method Network — Finding the Chain That Sets Duration
- Resource Loading by Trade — Avoiding Peaks That Crews Cannot Meet
- Shutdown and Restart Sequences — Linking Operations Steps to Maintenance Work
- Schedule Risk Review — Testing Duration Against Likely Discovery Work

Day 4: Materials, Contractors and Site Readiness

- Long-Lead Material Tracking — Confirming Delivery Before the Gate
- Permit and Isolation Packs — Preparing Safe Systems in Advance
- Contractor Mobilisation Plan — Sequencing Crews, Cranes and Facilities
- Site Logistics Layout — Planning Laydown, Access and Welfare Areas
- Final Readiness Review — Deciding Go or Delay for the Stop

Day 5: Practising the Shutdown Execution Plan

- Case Work List Challenge Session — Applying Risk Ranking and Freeze Rules
- Critical Path Build for a Case Unit — Applying CPM Sequencing
- Readiness Gate Simulation — Applying Material and Permit Checks
- Restart and Handback Walkthrough — Applying Operations Sequencing
- Shutdown Execution Plan — Combining Scope, Schedule, Readiness and Restart

Applying Shutdown Work List and Readiness Planning After the Course

- Run a work list challenge meeting on the next planned stop and record items removed or deferred.
- Introduce a readiness gate checklist and test it at the next shutdown planning milestone.

Shutdown Work List and Readiness Planning Questions FAQ

What is shutdown work list and readiness planning, and why does it matter now?

It is the preparation of a plant stop: building and freezing the work list, scheduling the critical path and checking readiness. It matters now because shorter outages leave no time to fix gaps found after the stop begins.

Which roles gain most from shutdown work list and readiness planning?

Turnaround planners, maintenance engineers, shutdown coordinators and operations representatives gain most. Examples come from refineries and power stations, so you can relate each step to your own planned stops.

How does shutdown work list and readiness planning differ from a general maintenance planning course?

It addresses the once-in-a-cycle plant stop rather than routine weekly work. General planning courses cover everyday work orders, backlog and weekly schedules instead of work list freezes and readiness gates.

What do you bring back from shutdown work list and readiness planning?

You bring back a shutdown execution plan for a case unit, with a challenged work list, critical path, readiness checks and restart sequence ready to adapt.

Shutdown Work List and Readiness Planning: The Way Forward

The shutdown execution plan joins scope, critical path, readiness checks and restart steps in one document. Its first use is deciding at the final gate whether the stop proceeds as scheduled. Coordinators and planners maintain it with operations, and after the stop the scope change log deserves careful review, since late additions show where earlier challenge sessions fell short.