

# *SIRF Roundtables*

## JOEL LEVITT PRESENTS SHUTDOWNS AND OUTAGES

Benchmark your Maintenance Practices to World Class





International Specialist  
Workshop

## Introduction

Joel is the consummate Maintenance Systems and Practices presenter with vast experience in many industries throughout the world.

This workshop is designed for heavy maintenance work places such as refineries or power plants, and is specifically aimed at the teams controlling shutdowns. Joel guides trainees through global benchmark shutdown methods giving expert insight into the strategies used for getting the most out of a shutdowns.

Attendees will finish the course with an extensive insight into shutdown planning and optimisation. Leading to a massive improvement towards efficiency during shutdowns saving time and money for every future shutdown with a continuous improvement method.

## Course Outline

An introduction to the Strategies, Procedures and Resources capable of optimising your shutdowns and the methods of implementation and analysis.

### DAY 1

The Inputs of a Shutdown:

- Basics
- Communications and Phases
- Justification, Timelines and Audits
- Organisation
- Master Schedule for phase 1: Initiation

Planning:

- Scope of work, how to select tasks.
- Work Validation and planning.
- Risk Management and Safety

### DAY 2

Shutdown Essentials:

- Master Schedule for phase 2: Planning
- Contractors, Accounting, Logistics, Execution
- Master Schedule for phase 2: Execution
- Completion
- Reporting

Project Management Techniques

- History, Resources and the Critical Path Method (CPM)

## Workshop Methodology

Joel combines training with practical application exercises to ensure attendees get the most out of the training. Joel challenges individuals to go back and make genuine system improvements. With each attendee being given one specific focus to improve upon in their next shutdown.



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## Learning Outcomes

- **CHECKLISTING:** Knowing what needs to be done before a shutdown and when it needs doing.
- **DOCUMENT ORGANISATION:** Using Gantt, CPM and PERT chart methods to maximise efficiency.
- **ESTIMATING:** How to do it and where to look for help. Learn to budget future shutdowns.
- **PROJECT MANAGEMENT:** Methods to improve the individual's and the teams' management capacity.
- **SAFETY:** How to keep workers safe through risk management and what to do if a shutdown goes wrong.
- **KNOWING WHERE TO START:** Understanding what jobs to approach first and how to most effectively delegate tasks.
- **IMPROVEMENT:** Learning to critically analyse shutdowns to see where improvements can be made in future.
- **DEFINING CONSTRAINTS:** Knowing what is possible and how to manage work around constraints.

## Business Benefits

Drastically improve shutdown efficiency leading to less down time, less money wasted and a longer time between shutdowns.

Increased employee understanding leading to less micro management of senior leaders during shutdowns.

Continuous improvement shutdown method leading to better and better shutdowns in the future.

Achieve a global benchmark standard for your shutdowns.

### Additional Courses

Known worldwide for his 2-day planning and scheduling workshop, Joel has a number of other courses available for public or in-house delivery.

Management skills for supervisors and team leaders

Preventative and Predictive Maintenance

Managing Shutdowns and Turnarounds

Managing Factories and Process Industries

Facilities Management

Lean Maintenance

Fleet Management

Total Productive Maintenance

Maintenance Management

Optimizing Inventories



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## The Presenter

Joel Levitt is an international trainer and renowned author in his chosen field of maintenance systems and practices. Joel has trained more than 17,000 managers, engineers, supervisors, maintenance planners, team leaders from over 3,000 organisations and 500+ sessions in 25 countries. With decades of hands on experience, Joel is an expert in all facets of maintenance management, including management skills, preventative maintenance, inventory control, CMMS design and system installation. A seasoned author of more than 10 books and 200+ articles we have no doubt Joel can help you on your maintenance continuous improvement journey.



## Who should attend

This course is applicable to anyone involved in Shutdowns, from Maintenance and Engineering Managers to Supervisors, Team Leaders, Planners and Project Management Roles. If you want to set up or improve your maintenance practices then this course and trainer is a great option for you.

## Testimonials

"I would just like to take the opportunity to congratulate you on a very well-run workshop. The content was applicable and understandable. I have already used some of your knowledge to assist our maintenance department. The highlight of the presentation for me was the way in which the course was delivered. You certainly know how to get the message across and make the attendees comfortable. Once again my congratulations and thanks." **John Russell**, Peabody Energy Australia Coal

"It was interesting to hear Joel basically reinforce what Grahame Adams and I had worked out here at Queensland News. We have introduced a couple his tools in our planning function. To be able to sit with other planners doing similar jobs was of a benefit, as the cross pollination of ideas is always advantageous. Thanks for the opportunity to be a part of the workshop."  
**John Kluver**, Engineering Supervisor, Queensland News, Australia

"I have found Joel Levitt to be the most realistic and practical trainer I know. He can relate with the whole facility from the shop floor to the boardroom." **Steve Lindborg**, Holcim (US) Inc. GM Theodore Plant

For more information, visit the website: [sirfrt.com.au](http://sirfrt.com.au)  
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