COURSE OVERVIEW PE0230K1
Safe Process Units Start-Up/Shutdown & Development of Equipment Handling Over/Commissioning Procedures

Course Title
Safe Process Units Start-Up/Shutdown and Development of Equipment Handling Over/Commissioning Procedures

Course Date/Venue
Please refer to page 3

Course Reference
PE0230K1

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

Plant modifications are an ongoing process throughout the life of any process plant. Reasons for modification include efforts to improve reliability, production capacity, quality, or productivity. Seamless incorporation is the key concern associated with the installation of any new equipment in an operating plant due to the high cost of process downtime. Several steps shall be taken to minimise the risk associated with the installation of new equipment such as hazard and operability studies, project management, development of redundancy plans, and commissioning of the new equipment.

Start-up and commissioning are essential activities in all process plant-modification projects and have significant implications for project success. Yet paradoxically they tend to be approached in an ad hoc manner. Commissioning is often included in project plans, so it is not that people are ignorant. However, there is usually a lack of systematic approaches to commissioning, so it is frequently left to tradespeople and plant operators to manage in whatever way they see fit. This is an undesirable situation since it results in unpredictable outcomes. In some cases it can even cause serious problems. Lack of experience in dealing with these problems has frequently resulted in prolonged and costly start-ups, caused by inadequate preparation for the events of start-up.

This course is designed to provide participants with an up-to-date overview of the start-up and commissioning of Process plants including troubleshooting of the start-up process. It includes the methodology for start-up and commissioning of process plants, which can be used when commissioning a new plant, or for modified equipment in an existing facility, or in a turnaround, shutdown or overhaul scenario. It takes the approach that commissioning is a series of checks and counter-checks to confirm every unit in the process plant is fit for purpose and suitable for operation.

During the course, each participant will gain enough skills to anticipate and avoid problems associated with start-up processes. Participants will gain a satisfactory understanding of the commissioning strategy, organizational issues, estimation of required resources, CPM planning, mechanical integrity, troubleshooting, start-up operations, technical inspection, instrumentation/control systems, HSE and other necessary knowledge associated with the process plant start-up and commissioning. Actual case studies from around the world will be demonstrated to highlight the topics discussed.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply systematic techniques in process plant start-up, commissioning and troubleshooting
- Carryout planning and preparation as well as cost estimation
- Discuss health, safety and environment, process plant start-up management and develop process plant commissioning strategy
- Conduct mechanical integrity testing and pre-commissioning, technical inspection and dynamic hydraulic testing
- Explain construction completion and the importance of machinery commissioning
- Apply start-up operations, start-up progress monitoring and control as well as determine instrumentation and control systems in commissioning process
- Demonstrate performance trials, troubleshooting and problem solving
- Implement change management including operational techniques and post commissioning audit in process plants

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides a complete and up-to-date overview of the process plant start-up and commissioning for those involved in the start-up operations of a process plant. This includes process engineers, team leaders, project managers, refinery managers, plant managers, section heads, plant supervisors, process engineers, maintenance staff, technical staff and contractor personnel involved in project execution and plant start-up in process industry. Mechanical, electrical, instrumentation and control engineers who are involved in process plant start-up and commissioning will also benefit from this course.

Course Date/Venue

Session(s)	Date	Venue
1	May 11-15, 2026	Salon Expo, NH Hotel Plaza de Armas, Seville, Spain
2	June 21-25, 2026	Meeting Plus 9, City Centre Rotana, Doha, Qatar
3	July 12-16, 2026	Meeting Room 4, Four Seasons Hotel Cairo at Nile Plaza, Corniche El Nil, Garden City, Cairo, Egypt
4	August 16-20, 2026	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
5	September 06-10, 2026	Pierre Lotti Meeting Room, Movenpick Hotel Istanbul Golden Horn, Istanbul, Turkey
6	December 21-25, 2026	Ruben Boardroom, The Rubens at The Palace, Buckingham Palace Road, London, United Kingdom
7	January 18-22, 2027	Salon Expo, NH Hotel Plaza de Armas, Seville, Spain
8	February 07-11, 2027	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
9	March 14-18, 2027	Meeting Room 4, Four Seasons Hotel Cairo at Nile Plaza, Corniche El Nil, Garden City, Cairo, Egypt

Course Fee

Doha	**US$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	**US$ 6,000** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
London	**US$ 8,800** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Seville	**US$ 8,800** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Cairo	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Kyle Bester is a **Senior Mechanical & Process Engineer** with extensive years of practical experience within the **Oil & Gas**, **Power & Water Utilities** and other **Energy** sectors. His expertise includes **Process Design & Engineering**, **Piping Control Loops & Heat Exchangers**, **Safe Process Units Start-Up/Shutdown**, Development of Equipment Handling Over/Commissioning Procedures, **Process Plant** Troubleshooting & Engineering Problem Solving, **Process Plant** Performance & Efficiency, **Process Plant** Optimization, Rehabilitation, Revamping & Debottlenecking, **Distillation** Operation & Troubleshooting, Operation of the **Hydrocarbon Process** Equipment, Fired Heaters, Air Coolers, Crude Desalter, **Flare**, **Blowdown & Pressure Relief** Systems Operation, **Separation** Techniques, **Bulk Liquid Storage** Management, **Process Reactors**, **Compressors & Turbines** Troubleshooting, **Pumps & Valves** Installation & Operation, **Bearing & Bearing Failure** Analysis, **Pressure Vessel** & **High Pressure Boiler** Operation, Mechanical Seals, **Pipe** Maintenance & Repair, **Centrifugal & Positive Displacement Pump**, **Rotating Machinery**, **Tank Farm & Tank**, **Process Piping** Design, **Condition Monitoring** System, **Maintenance** Planning & Scheduling, **Maintenance** Shutdown & Turnaround, Reliability-Centered Maintenance (**RCM**), Root Cause Analysis (**RCA**) and Asset Integrity Management (**AIM**). Further, he is also well-versed in **Water Pumping** Station, **Water Distribution & Network** System, **Water Hydraulic** Modelling, **Water Pipelines** Materials & Fittings, **Potable Water Transmission**, **Water Supply & Desalination Plants** Rehabilitation, **Pipes & Fittings**, **Main Water Line** Construction and **Sewage & Industrial Wastewater** Treatment.

During his career life, Mr. Bester has gained his practical and field experience through his various significant positions and dedication as the **Project Manager**, **Asset Manager**, **Process Engineer**, **Water Engineer**, **Maintenance Engineer**, **Mechanical Engineer**, **Team Leader**, **Analyst**, **Process Engineering Dept. Supervisor**, **Landscape Designer** and **Senior Instructor/Trainer** for various international companies as well as infrastructures, water and wastewater treatment plants from New Zealand, UK, Samoa, Zimbabwe and South Africa, just to name a few.

Mr. Bester holds a **Diploma** in **Wastewater Treatment** and a **National Certificate** in **Wastewater & Water Treatment**. Further, he is a **Certified Instructor/Trainer**, an **Approved Chemical Handler** and has delivered numerous courses, trainings, conferences, seminars and workshops internationally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Introduction & Welcome*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Introduction to Process Plant Commissioning*** *Terminology ● Requirements ● Project Details ● Contracting Strategy ● Organizational Structure & Responsibilities ● Success Measures & Problem Avoidance*
0930 – 0945	*Break*
0945 – 1230	***Planning & Preparation*** *Project Planning, Critical Path (CPM/PERT) ● Gantt Chart ● Logic Diagrams ● Planning Methods ● Preparation of Checklists & Spare Parts Planning*
1230 – 1245	*Break*
1245 – 1330	***Cost Estimation*** *Budget Components ● Estimation Sheets ● Resource Prediction ● Extra Costs & Change Orders*
1330 – 1420	***Cost Estimation (cont'd)*** *Spare Parts ● Inventory ● Material Ordering ● MIS & Cost Control*
1420 –1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	***Health, Safety & Environment*** *Hazard & Operability Analysis (HAZOP) ● Hazard Analysis (HAZAN) ● Process Safety Management (PSM) ● Root Cause Analysis & Why Trees ● Risk Assessment*
0930 – 0945	*Break*

0945 – 1230	***Health, Safety & Environment (cont'd)*** *Hazard Identification ● Safety Training ● HSE Problems & contingency plans ● Safety Procedures & Implementation ● Safety Manual*
1230 – 1245	*Break*
1245 – 1330	***Process Plant Start-Up Management*** *Responsibilities & Authorities ● Organizational Structure ● Manpower & Staffing ● Coordination Procedures ● Leadership*
1330 – 1420	***Process Plant Commissioning Strategy*** *The Commissioning Team ● Training ● Commissioning Strategy ● Start-Up Procedures & Logic*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0900	***Mechanical Integrity Testing & Pre-commissioning*** *Hydraulic Testing ● Flushing ● Breaking-in Pumps ● Drying Heaters*
0900 – 0915	*Break*
0915 – 1100	***Technical Inspection & Dynamic Hydraulic Testing*** *Vessel & Column Internals ● Dynamic Loop Testing ● Tightness Testing*
1100 – 1230	***Construction Completion (The Beginning of Start-Up)*** *Construction Schedules vs. Start-Up Needs ● Start-Up by Systems ● Systems Definition ● Punch Listing ● Handover*
1230 – 1245	*Break*
1245 - 1420	***Machinery Commissioning*** *Types of Process Equipment Plant Machinery ● Preparation of Machines ● Compressor Commissioning ● Compressor Surge*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4

0730 – 0930	***Start-Up Operations*** *Isolation of Vessels & Pipes ● Types of Isolation ● Initial Start-Up Activities ● Steaming ● Fuel Gas or Nitrogen Purge ● Feed-in*
0930 – 0945	*Break*
0945 – 1100	***Start-Up Progress Monitoring & Control*** *Planning for Success ● Sequence by Units ● Sequence by Systems ● Recovery from False Starts*
1100 – 1230	***Instrumentation & Control Systems*** *Instrument Commissioning ● Start-up Problems & Causes*
1230 – 1245	*Break*

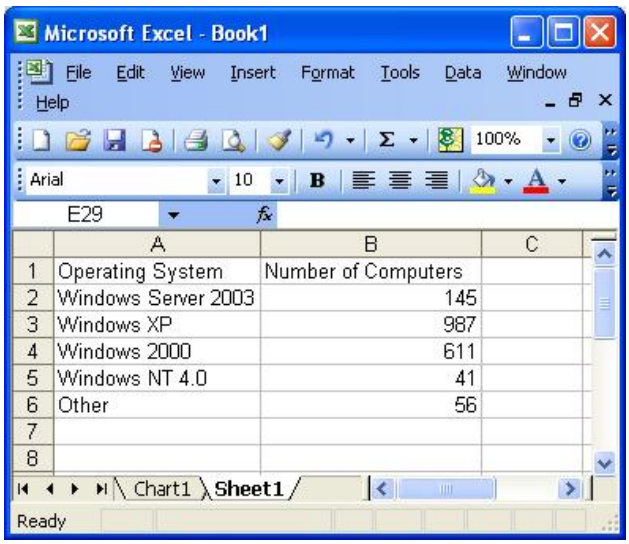
1245 - 1420	***Performance Trials*** *Performance & Acceptance Testing, Preliminary Tests ● Performance Test Runs*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	***Troubleshooting & Problem Solving*** *Identification of Problems & Priorities ● Resource Allocation & Teamwork ● Data Collection & Solution Selection*
0930 – 0945	*Break*
0945 – 1100	***Troubleshooting & Problem Solving (cont'd)*** *Troubleshooting Techniques ● RCFA & RCM ● Murphy's law*
1100 – 1215	***Change Management*** *Implementation of Change ● Success Measures ● Operational Techniques ● Post Commissioning Audit ● Close-out Certificates*
1215 – 1230	*Break*
1230 – 1345	***Case Studies***
1345 – 1400	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

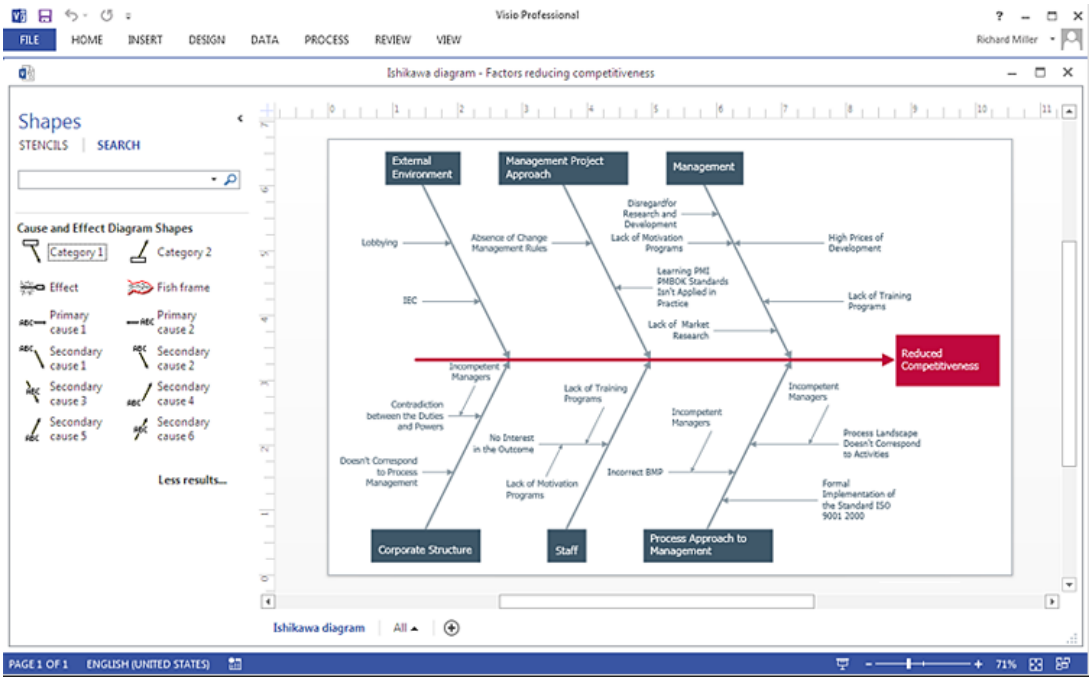
Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using our state-of-the-art "MS -Project", "MS-Excel", "Visio Software", "Mindview Software", "PHA/HAZOP Simulator", "SIM 3300 Centrifugal Compressor Simulator", "Centrifugal Pumps and Troubleshooting Guide 3.0" simulators, "ASPEN HYSYS" simulator and "DWSIM software".

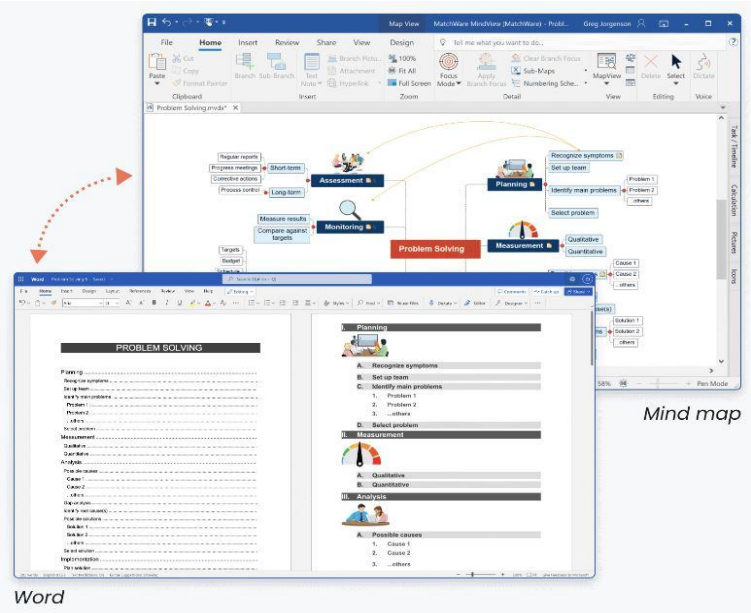


	A	B	C
1	Operating System	Number of Computers	
2	Windows Server 2003	145	
3	Windows XP	987	
4	Windows 2000	611	
5	Windows NT 4.0	41	
6	Other	56	
7			
8			

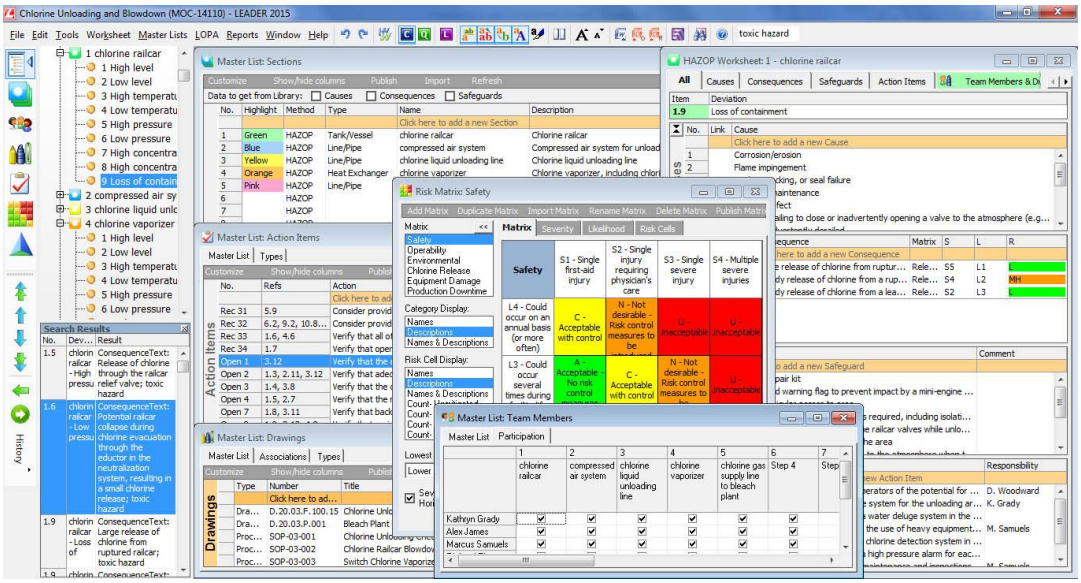
Microsoft Excel



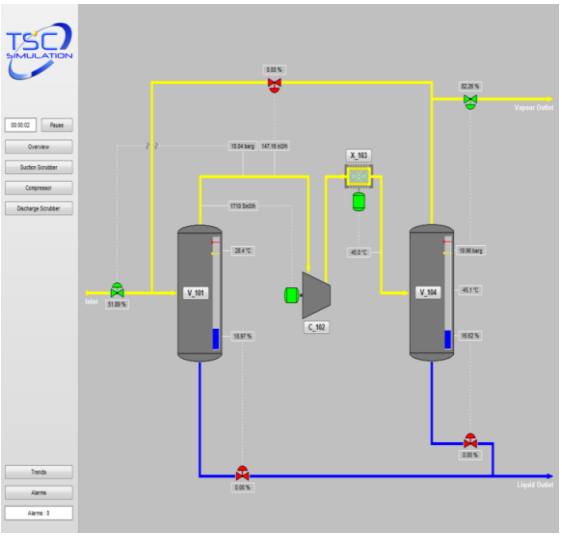
Visio Software



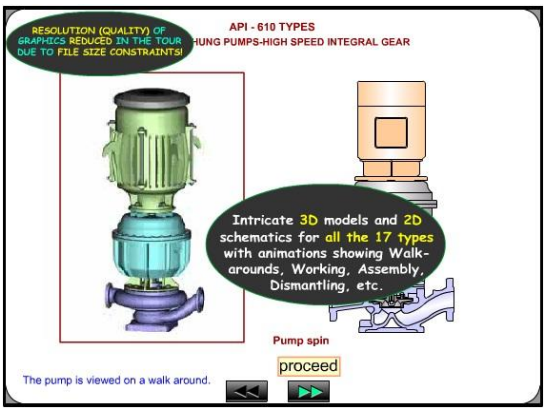
Mindview Software



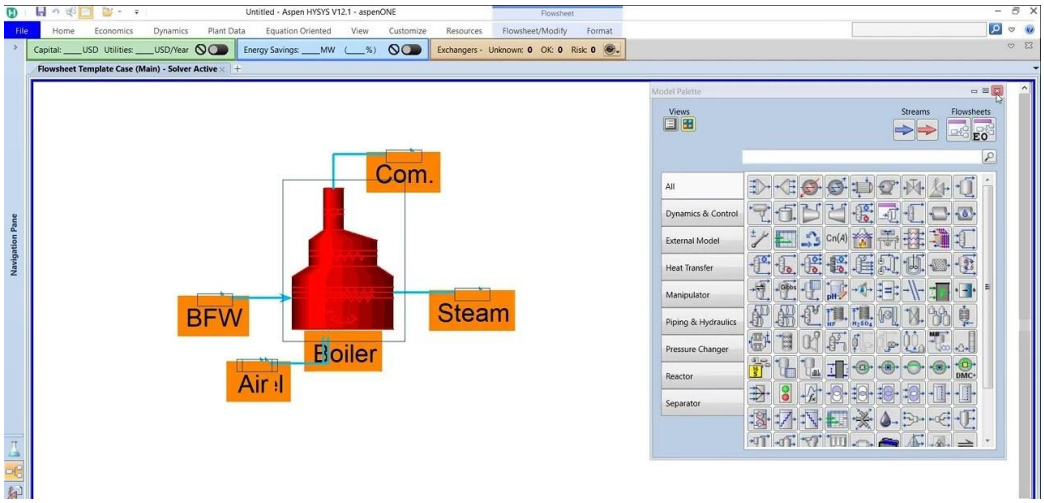
PHA/HAZOP Simulator



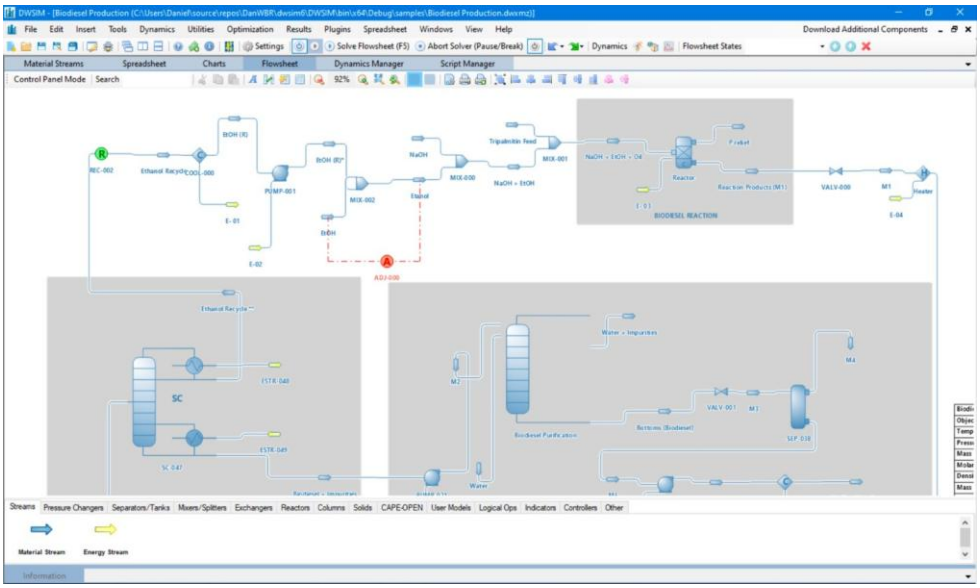
SIM 3300 Centrifugal Compressor Simulator



Centrifugal Pumps and Troubleshooting Guide 3.0



ASPEN HYSYS V12.1 Simulator



DWSIM software

Course Coordinator

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