



## COURSE OVERVIEW RE0977

### Process Plant Shutdown, Turnaround, Troubleshooting, Critical Activities, Isolation, Start Up & Commissioning

#### Course Title

Process Plant Shutdown, Turnaround, Troubleshooting, Critical Activities, Isolation, Start Up & Commissioning

#### Course Date/Venue

January 04-08, 2026/Yeşim Meeting Room, Elite World Comfy Istanbul Taksin, Istanbul, Turkey

#### Course Reference

RE0977

#### Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



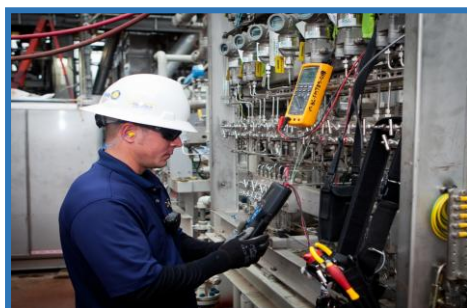
#### Course Description



***This practical and highly-interactive course includes real-life case studies where participants will be engaged in a series of interactive small groups and class workshops.***



The process industry is losing over a billion dollars of profits a year due to poor shutdown and startup results. The majority of shutdown and startup lacked strategic focus and front-end planning. In addition, shutdown & startup teams lacked leadership and were understaffed. The major negative factor is the growing gap between higher shutdown performance expectations and rapidly shrinking qualified resources to manage the shutdowns. As a result, the planning effort not only starts late, but it is also ineffective, and typically does not contribute in the shutdown success.



This course is designed to bridge the above-mentioned gap. It will provide participants with enough knowledge and skills to understand the purpose of the shutdown, to properly plan and manage the shutdown, and to achieve exponential results of their shutdown project. The course will teach participants how to establish a systematic shutdown management processes and procedures that incorporate the best shutdown practices, planning techniques and execution strategies.



The course will cover the emerging industry trends, shutdown and startup benchmarking and the challenges to consistently achieve pacesetter results on plant shutdowns and startups. We will teach you how to fairly balance your business, marketing and financial goals with your plant needs for mechanical integrity and operational reliability. We will show you how to focus on risk areas, early work scope definition, high-performance initiatives, the assignment of qualified staff and the best practice contracting strategy.

The course will provide participants with a complete and up-to-date overview of the start-up of Process plants. It will also cover the troubleshooting of the start-up process. Upon the successful completion of this course, each participant will gain enough skills to anticipate and avoid problems associated with such start-up processes. Further, this course will provide participants with a satisfactory understanding of the organizational issues, estimation of required resources, CPM planning, mechanical integrity, troubleshooting, start-up operations, technical inspection, instrumentation/control systems, HSE and much other necessary knowledge associated with the process plant start-up. 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 shutdown, turnaround, troubleshooting, critical activities, isolation, start-up and commissioning
- Compile and define the scope of work and budget as well as operate and maintain inputs, identify pre-shutdown and start-up work and validate the work
- Illustrate the structure of shutdown including planning processes and their application
- Recognize shutdown team, materials and equipment
- Carryout shutdown organising, shutdown documentation, procurement and handover
- Execute shutdown and review feedback
- Control shutdown, apply starting up and handover and discuss health, safety and environment
- Employ process plant start-up, start-up operations, start-up progress monitoring and control
- Discuss instrumentation and control systems as well as apply performance and acceptance testing and preliminary tests
- Troubleshoot and solve problem in a professional manner
- Carryout change management covering the implementation of change, operational techniques and post commissioning audit



### **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 shutdown and start-up for those involved in the shutdown and start-up operations of a process plant. This includes refinery process engineers, team leaders, project managers, section heads, plant supervisors, refinery maintenance engineers, refinery maintenance supervisors, refinery maintenance planners, maintenance operations personnel, operational staff and contractor personnel involved in the shutdown and start-up process. Mechanical, electrical, instrumentation and control engineers and operators who are involved in process plant shutdown and start-up will definitely benefit from this course.

### **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 Fee**

**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.

### **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. Attalla Ersan**, PEng, MSc, BSc, is a **Senior Mechanical & Maintenance Engineer** with over **30 years** of extensive experience within the **Oil & Gas, Hydrocarbon** and **Petrochemical** industries. His expertise widely covers the areas of **Process Plant Shutdown & Turnaround, Start-Up Progress Monitoring & Control, Shutdown Materials & Equipment, Maintenance Optimization & Best Practices, Maintenance Auditing & Benchmarking, Reliability Management, Maintenance & Reliability Best Practices, Maintenance & Reliability Management, Process Plant Operations, Process Plant Startup & Operating Procedure, Ethylene & Vinyl Chloride, Boiler Operation & Steam System Management, Boiler Inspection & Testing, Boiler Troubleshooting & Safety, Boiler Emissions & Pollution Control, Pumps Maintenance & Troubleshooting, Valve Maintenance, Plunger Valve, Ethane Cracking Furnaces Operations, Ethylene & Polyethylene Operation, Acid Gas Treatment, Sulphur Recovery, EDC & VCM, Caustic Soda Storage, Debottle-necking, Process Operation, Safety Audits, Process Engineering, Root Cause Investigations, Pyrolysis Cracking, Gas Plant Commissioning, Loss Prevention Techniques, Occupational Hazards, Hot Tapping & Tie-Ins, Pre-Start-Up Safety Review (PSSR), Standard Operating Procedure (SOP), Emergency Operating Procedure (EOP), Permit to Work Systems (PTW), Steam Cracking, Steam Generation, Binary Fractionators Operations, Tanks Farm & Metering Station Techniques, Gas Treatment, Sulphur Recovery Process Unit Operation, Permit to Work System, Emergency Response Planning, Sulphur Unit Air Blower, Steam Turbine, Distillation Columns, Gas Treatment, Pumps, Compressors, Turbines, Motors, Turbo-expanders, Gears, Heat Exchanger, Hazard and Operability (HAZOP) Study, Process Hazards Analysis (PHA), HAZOP Facilitation, Loss Prevention, Consequence Analysis Application, Gas Detectors Operation, Accident/Incident Investigation (Why Tree Method), Occupational Exposure Assessment, Fire Fighting & First Aid, Environmental Management and Basic Safety Awareness. Further, he is also well-versed in Project Management, Human Resources Consultancy, Manpower Planning, Job Design & Evaluation, Recruitment, Training & Development and Leadership, Creative Problem Solving Skills, Work Ethic, Job Analysis Evaluation, Training & Development Needs, Bidding & Tendering, Technical Report Writing, Supervisory Leadership, Effective Communication Skills and Total Quality Management (TQM). He is currently the **CEO of Ersan Petrokimya Teknoloji Company Limited** wherein he is responsible for the design and operation of Biogas Process Plants.**

During his career life, Mr. Ersan has gained his practical and field experience through his various significant positions and dedication as the **Policy, Organization & Manpower Development Head, Training & Development, Head, Ethylene Plant – Pyrolysis Furnace Engineer, Production Engineer, Mechanical Engineer, Boiler Mechanic, Process Training Coordinator, Ethylene Plant Shift Supervisor, Ethylene Plant Panel & Fit Operator, Process Training & Development Coordinator, Technical Consultant, and Instructor/Trainer** for Qatar Vinyl Company Limited and Qatar Petroleum Company (QAPCO).

Mr. Ersan is a **Registered Professional Engineer** and has a **Master's degree of Education in Educational Training & Leadership** and a **Bachelor's degree of Petrochemical Engineering**. Further, he is a **Certified Instructor/Trainer** and has delivered numerous trainings, courses, workshops, conferences and seminars internationally.



### **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: Sunday, 04<sup>th</sup> of January 2026**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Shutdown</b> Compiling & Defining the Scope of Work and Budget • Operations & Maintenance Inputs • Kickoff Meeting Agenda - Structured Group Interviews • Identifying Pre-Shutdown & Start-up Work • Validating the Work
0930 – 0945	Break
0945 – 1100	<b>Structure of the Shutdown</b> Planning Lead Time – Planning Phase is Actually a Project on its Own • Project Work Hours and Shifts • Project Charter and Scope Control • Risks Assessment • Quality Control Requirements • Checklists and Action Item Lists • Class Task
1100 – 1215	<b>Planning Processes &amp; their Application</b> The Planning Tasks Cycle • Work Breakdown Structure, Organization Breakdown Structure • Activity Lists • Activity Information Determination-Duration, Resources, Costs • Dealing with Uncertainty in Job Estimates • Class Tasks
1215 – 1230	Break
1230 – 1420	<b>Shutdown Team, Materials &amp; Equipment</b> Organising the Shutdown Project Team-Selecting the Manager • Organising Contracts and Procurement • Tracking Shutdown Materials • Coordinating Support Equipment
1420 – 1430	<b>Recap</b> 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: Monday, 05<sup>th</sup> of January 2026**

0730 -0930	<b>Organising Shutdown</b> Organising the Shutting Down Meeting • Organising on Site Logistics • Organising Contract Work – Shifts, Labour and Technical Support
0930 – 0945	Break
0945 – 1100	<b>Organising Shutdown (cont'd)</b> Organising Tasks • Class Tasks
1100 – 1215	<b>Shutdown Documentation, Procurement &amp; Handover</b> Documentation Needed & its Organisation • Organising the Store & Procurement Processes (Before & During)
1215 – 1230	Break
1230 – 1420	<b>Shutdown Documentation, Procurement &amp; Handover (cont'd)</b> Organising Progress Feedback • Organising Start-up and Handover Work Packages
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today & Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two



**Day 3: Tuesday, 06<sup>th</sup> of January 2026**

0730 - 0930	<b>Shutdown Execution &amp; Feedback</b> Feedback Methods & Documentation • Meetings • Materials Management • Accounting – Time and Materials Systems for Feedback • Timeous Staging • Quality, Safety & Activity Completion • Class Tasks
0930 - 0945	Break
0945 - 1100	<b>Shutdown Execution &amp; Feedback (cont'd)</b> Accounting – Time & Materials Systems for Feedback • Timeous Staging • Tracking Shutdown Materials • Coordinating Support Equipment • Quality, Safety and Activity Completion • Class Tasks
1100 - 1215	<b>Control of Shutdown</b> Methods of Control • Time Control from Feedback • Money Control from Feedback • Class Tasks
1215 - 1230	Break
1230 - 1420	<b>Control of Shutdown (cont'd)</b> Scope Change & Impact Control • Project Acceleration • Contractor Controls & Safety Control
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today & Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

**Day 4: Wednesday, 07<sup>th</sup> of January 2026**

0730 -0830	<b>Starting Up &amp; Handover</b> Schedules & Checklists • Completion Sign off Certificates • Payment Certificates (as Applicable) • Accounting Reports • Payment of Contractors
0830 - 0930	<b>Health, Safety &amp; Environment</b> Hazard & Operability Analysis (HAZOP) • Hazard Analysis (HAZAN) • Process Safety Management (PSM) • Root Cause Analysis and Why Trees • Risk Assessment • Hazard identification • Safety Training • HSE Problems and contingency plans • Safety Procedures and Implementation • Safety Manual
0930 - 0945	Break
0945 - 1100	<b>Process Plant Start-Up</b> Responsibilities & Authorities • Organizational Structure • Manpower & Staffing • Coordination Procedures • Leadership
1100 - 1215	<b>Start-Up Operations</b> Isolation of Vessels and Pipes • Types of Isolation • Initial Start-Up Activities • Steaming • Fuel Gas or Nitrogen Purge • Feed-in
1215 - 1230	Break
1230 - 1330	<b>Start-Up Progress Monitoring and Control</b> Planning for Success • Sequence by Units • Sequence by Systems • Recovery from False Starts
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today & Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four



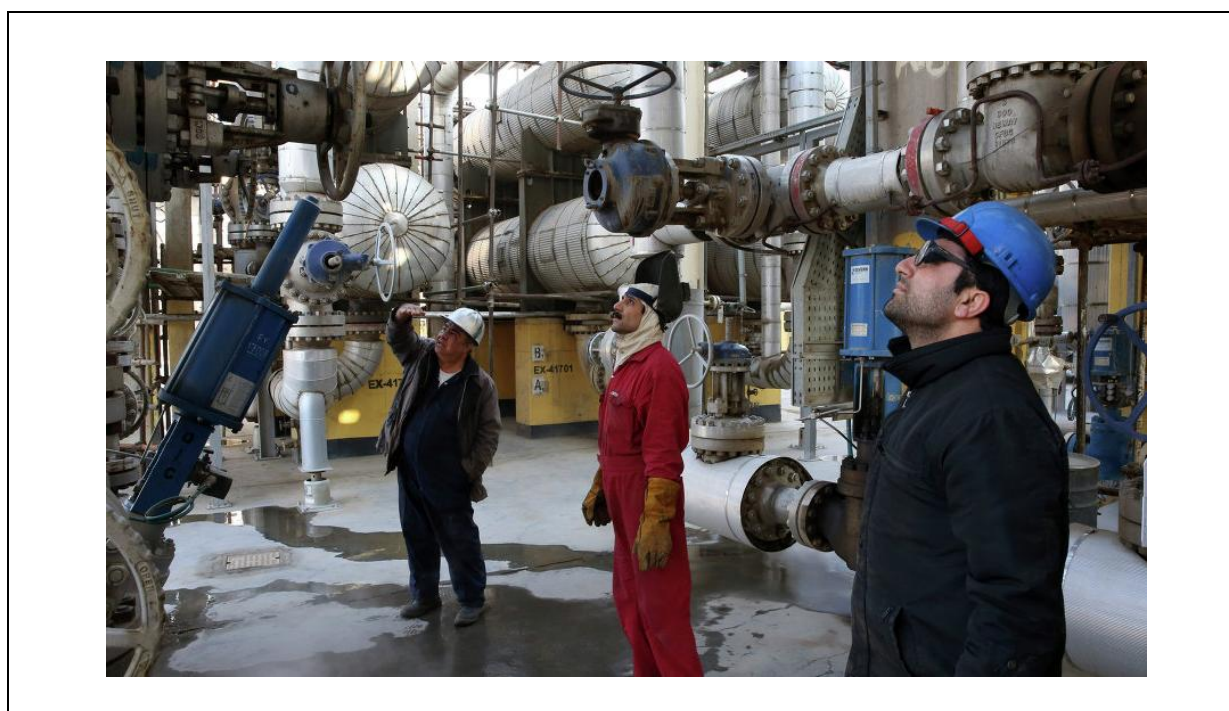


**Day 5: Thursday, 08<sup>th</sup> of January 2026**

0730 – 0930	<b>Instrumentation &amp; Control Systems</b> <i>Instrument Commissioning • Start-up Problems and Causes</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Performance Trials</b> <i>Performance and Acceptance Testing, Preliminary Tests • Performance Test Runs</i>
1100 – 1215	<b>Troubleshooting &amp; Problem Solving</b> <i>Identification of Problems &amp; Priorities • Resource Allocation &amp; Teamwork • Data Collection &amp; Solution Selection • Troubleshooting Techniques • RCFA &amp; RCM • Murphy's Law</i>
1215 – 1230	<i>Break</i>
1230 – 1300	<b>Change Management</b> <i>Implementation of Change • Success Measures • Operational Techniques • Post Commissioning Audit • Close-out Certificates</i>
1345 – 1400	<b>Course Conclusion</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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