

THE MARSHALL-TEICHERT GROUP, LTD. TURNAROUND MAINTENANCE PROCESS

Organization

Planning & Scheduling

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Execution

Measurement

	-25 Months Plus	-24	-18	-15	-12	-10	-8	-6	-4	-3	-2	-1	Turnaround	Post Turnaround	
	Review/Refine Long-Term (10-15 yr) T/A Strategy	Review/Refine Short-Term (1-3 yr) T/A Strategy	Establish Steering Committee Refine Contractor Strategy Define Preliminary T/A Budget Define Worklist Screening/Priority Process	Designate T/A Coordinator Coordinate Local T/A Strategy with Corporate	Begin Steering Committee Meetings Refine Inventory & Customer Supply Contingency Plans Establish T/A Premise (Cost, Duration, Run Interval, Etc.)	Establish T/A Management Team Establish T/A Organization Update T/A Process Manuals	Develop T/A Shift Strategy Review Contractor Performance Incentive Plans	Review T/A Logic with Corporate Review Contractor Rqmnts., I.D. Preferred Contractor Plan & Estimate Job Sequences	Review of T/A Schedule With Safety & Envir. Establish Envir. & Safety Goals Develop Bid Packages Close T/A Work List, Implement Scope Growth Procedure	Update Overall T/A Schedule Create Pre & Post Projects Schedule Create Pre & Post T/A Schedules I.D. Need for Mfg. Reps. Update Employee Certifications Inspect Ladders, Rigging, Cords, Etc. Receive Contractor/Supplier Bids, Make Awards	Define T/A Audit Process Define Returned Materials Process Finalize Logistics Plan, Company & Contractor Verify Shutdown & Start-Up Sequences Determine Radio/Comm. Needs Finalize Crane & Support Equip. Schedule Inventory PPE, Define Distribution Methods Staffing Plan for Locks/Permitting Inventory Lock & Tag Mtls. Staffing Plan for Non-T/A Maint. Activities	Finalize Pre, Post & T/A Schedules MSDS Sheets Distributed Implement Monitoring of Contractor Certification Initiate Field Testing Training Define Safety Meeting Criteria Production Activity Review Define Delegation of Authority Guidelines Assign Supervisory Responsibilities for Pre T/A Work Initiate Pre T/A Work Execution Status Tracking Process	Define Work Rules Define MOC Admin. Procedures Distribute Contractor Orientation Packages Finalize Shift Strategy Conduct Contractor Orientation Sessions Finalize/Distribute T/A Org. Chart Safety Training & Review Release Supervision to the T/A Implement Lubrication Plan Incorporate Pre T/A Cost & Schedule Status Reviews	Implement Scope Growth Management System Implement Shutdown & Lockout Procedures Initiate Shutdown & Clearing Sequences Define Future PM & PDM Activities for Capital Projects Implement Capital Project Turnover Process Assign Supervisory Responsibilities for Post T/A Work Perform Start-Up Inspections, Equipment Exercising Test Equipment Shutdown Interlocks & Alarm Systems Implement Start-Up & Tag Removal Procedures Initiate Plant Start-Up Sequences Implement Execution Non-Cost Tracking & Reporting Process Implement Execution Cost Tracking & Reporting Process	Update Equip Files/Drawings Review Scope Growth for Inclusion in Next T/A Assign Responsibility for Lessons Learned Process Improvement Update T/A Plans & Schedules Based on Actuals Post T/A Demobilization Initiate Post T/A Work Execution & Status Tracking Formats Initiate Weekly Post T/A Cost Reviews Conduct T/A Written Critique Process
	Months - Pre Turnaround														



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