



STOP Management B.V.

The shutdown controller

As a plant owner or manager you want your business to be producing non-stop. A business that is shut down is losing production. But sometimes a shutdown is unavoidable, for reasons such as maintenance and cleaning work, inspections or modifications to processes.

The shutdown of a plant or line is a complex event. A very diverse range of activities need to take place in a relatively short timeframe. Internal and external departments and people are involved. The risk of safety and environmental incidents is greater than during the normal production process. There are also major financial risks.

The planning and management of the process are key in order to limit the risks associated with a shutdown as much as possible. A well-established specialist team can do wonders during a shutdown. STOP Management has such a team. We have the people and expertise to manage shutdowns from A to Z.

How does STOP Management work?

STOP Management works efficiently, safely and with an awareness of cost. We draw up a summary of all the work beforehand, with the associated risks for safety and the environment. We also estimate all costs in advance, so that you are not confronted with any surprises during the process. We thereby apply the following principles:

?? *Accidents and environmental incidents must be avoided.*

We draw up a safety plan during the preparatory phase. We also produce a task risk analysis for all activities with an increased risk.

?? *The shutdown is of a limited duration and results in minimal loss of production.*

We ensure an integrated multi-disciplinary timetable. The period from switch off to back in operation and the activities during the shutdown are included in the same timetable. By co-ordinating these activities carefully, no valuable production time is lost. The scope needs to be frozen at an early stage, and the threshold for changes at a later stage needs to be high. During the execution phase we monitor and analyse progress on a daily basis, so that we can respond to changing situations in time.

?? *The costs are controllable.*

The activities are budgeted at an early stage, and clear contracts are agreed with the contractors. We also monitor all costs clearly and systematically using a fixed cost structure, including contract variations.



?? *The shutdown is carried out in accordance with statutory regulations.*

The activities required in order to comply with the statutory regulations with regard to inspections, maintenance and the environment will be included as basic elements in the planning. We can also investigate alternatives and postponement options.

Faster and better end result thanks to optimum preparation

We attach a lot of importance to good preparation, a plant owner's biggest nightmare is always time and budget overruns during a shutdown. To avoid that, we prepare the shutdown right down to the smallest details. Because a minor unresolved confusion in the preparation can result in a confusion many times greater during the execution. Together with experts from within your organisation, we work through the various phases - from the creation of the STOP team through to measuring process - during the preparation.

Clarity and structure in detailed preparation result in:

- ?? a controlled organisation and structure
- ?? a limit on the risk of accidents and environmental incidents
- ?? an effective and efficient way of working
- ?? a reduction in the number of hours and the shortening of the shutdown

How does STOP Management maintain an overview?

STOP Management maintains an overview over the process and keeps the lines of communication short by paying a lot of attention to:

- ?? ample preparation time: by starting the preparation well in advance, the number of team members can be kept small
- ?? optimum preparation: good preparation give clarity, and always recoups its cost during the execution
- ?? timely freezing of the scope: this prevent uncontrollability and, as a result, overruns on time and budget
- ?? outline perpetration of the work: this leaves responsibility for the detailed preparation with the contractors
- ?? simple, concise and clear instructions (specifications) for the contractors: that makes it clear to everyone what needs to happen
- ?? maintaining simplicity: by managing the outline and working in a objective-oriented manner, it remains possible to maintain an overview of the execution



How can STOP Management be used?

STOP Management has the people, the resources and the expertise in-house to provide optimum shutdown management. You can call on us for:

?? **STOP Team**

A complete preparation and management team is available on request. This team ensures that every shutdown is carried out efficiently and effectively.

?? **STOP Management Support**

If you need specific expertise relating to shutdown management, supervision or preparation, we can provide you with support across all disciplines. We have various specialists with extensive experience of stops.

?? **STOP Safety**

We specialise in safety. We develop and integrate safety concepts and provide consultancy services. We can also provide full safety supervision during construction, revamps and shutdowns.

?? **STOPview**

The STOPview package is an advanced piece of software which has been specifically developed to be used as a tool during shutdowns. STOPview provides a standardised approach with a clear arrangement of data and brings together all historical information. As a result, the preparation can be shortened, the costs and timetable are more manageable and everything is recorded unambiguously. This again results in cost savings, clarity, time gains and enhanced control.

STOPview can be up and running at any company within a few days. The plant data, the contractors, the cost and unit structure are entered once during the set-up phase. The work requests can then be entered. Amongst other things, STOPview produces:

- ?? scope list
- ?? specifications by contractor and discipline
- ?? progress measurement
- ?? budget, estimate, commitment, total cost (cost control)
- ?? summary of additional work
- ?? planning and monitoring preparation
- ?? job card by job number
- ?? input for Primavera Project Planner (or other planning package)
- ?? materials management
- ?? summary lists and newsletters during the shutdown



STOP Management: the shutdown specialist

STOP Management specialises in shutdowns. We have experienced specialists, efficient methods and advanced tools for managing shutdowns from A to Z. We believe in a no-nonsense approach, and love clarity. Our approach is straightforward, and we focus on the key issues. This means we can offer you excellent value for money: we deliver high quality at a keen price.

If you are interested in STOP Management, we would be delighted to arrange a personal meeting. Feel free to call or e-mail for an appointment or more information.

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