MAINTENANCE / CONSTRUCTION JOB PLAN

Slide 2: Introduction

Slide 3: Worksheet 1. Job Overview (image)

Slide 4: Worksheet 2. Job Asset Details (image)

Slide 5: Worksheet 3. Job Support Document Links (image)

Slide 6: Worksheet 4. Job Activities and Resources 1/2 (image)

Slide 7: Worksheet 4. Job Activities and Resources 2/2 (image)

Slide 8: Worksheet 5. Job Notes and Tools (image)

Slide 9: Worksheet 6. Job Risk-Hazard Form (image)

Slide 10: Worksheet 7. Job Time and Cost Summary (image)

Slide 11: Worksheet 8. Job Spares and Materials (image)

Slide 12: Worksheet 9. Job Miscellaneous Costs (image)

Slide 13: Worksheet 10. Inspection and Test Plan Form (image)

Slide 14: Worksheet 11. Punch List Form (image)

Slide 15: Worksheet 12. Job Work Photos (image)

Slide 16: Worksheet 13. Job Work Report (image)

Slide 17: Worksheet 14. Job Supplementary Reports (image)

Slide 18: Worksheet 15. Risk-Hazard Criteria (image)

Slide 19: Worksheet 16. Associated Dropdown Lists (image)



Introduction

- □ Presentation outlines maintenance project / shutdown job planning / control using 'MMAPS Maintenance / Construction Job Plan' workbook.
- ☐ Workbook comprises the following worksheets:
 - > '1. Job Overview'
 - > '2. Job Asset Details'
 - > '3. Job Support Document Links'
 - '4. Job Activities and Resources'
 - '5. Job Notes and Tools'
 - > '6. Job Risk-Hazard Form'
 - '7. Job Time and Cost Summary'
 - > '8. Job Spares and Materials'

- > '9. Job Miscellaneous Costs'
- > '10. Inspection and Test Plan Form'
- > '11. Punch List Form'
- > '12. Job Work Photos'
- '13. Job Work Report'
- > '14. Job Supplementary Reports'
- '15. Risk-Hazard Criteria'
- '16. Associated Dropdown Lists'

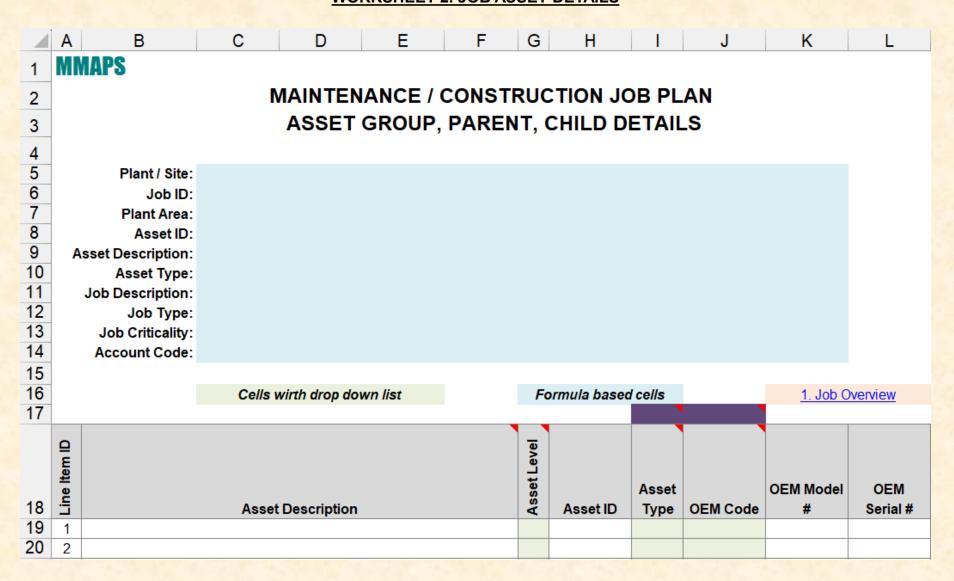
- □ Analysis worksheets' features include;
 - > Multiple worksheet cell explanatory notes re spare parts analysis and worksheet usage.
 - Outline grouping of worksheet columns with second tier data (on which top tier data columns depend) to keep worksheet size manageable in terms of data entry and report printing etc.
 - Frequent use of cell dropdown lists to reduce effort and improve effectiveness. Columns with cell dropdown lists are shaded light green.
 - > Frequent use of cell formulae to reduce effort and improve effectiveness. Columns with cell formulae are shaded light blue.
- Slides 2 to 19 show images of worksheets listed above i.e., basic worksheets with outline groups closed or open and if closed, separate images of expanded outline groups

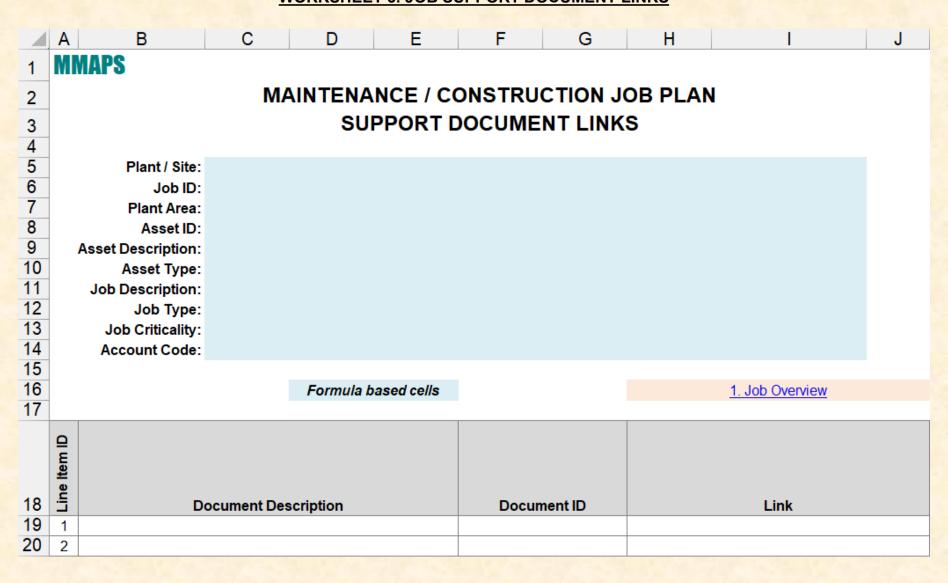
16. Associated Drop Down Lists

MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 1. JOB OVERVIEW

Slide 3 of 19

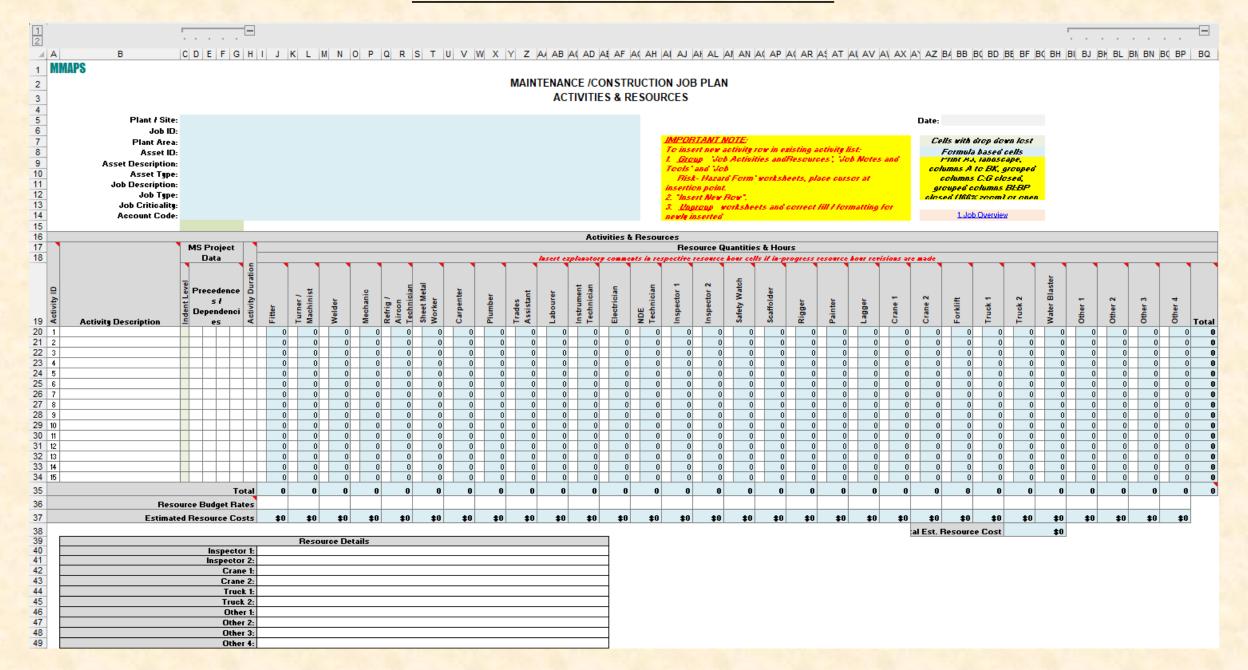
В С D Ε F G Н **MMAPS** MAINTENANCE / CONSTRUCTION JOB PLAN JOB OVERVIEW MAIN INTERFACE WORKSHEET BETWEEN JOB PLAN & PROJECT CONTROL WORKBOOKS Link to project control workbook at start of project or fill out manually for stand alone Job Plan - ref cell notes Link to appropriate 'Maint Project-SD Planning-Control' Plant / Site: workbook, worksheet '4. 'Project-SD Overview' appropriate row in Job ID: cell **D5** or; Enter data manually for isolated job plan. Plant Area: Asset ID: Note: 10 Asset Description: Data cells in worksheets in this workbook are also linked to this cell. 11 Asset Type: 12 Job Description: 13 Job Type: 14 Job Criticality: 15 **Account Code:** 16 Links to other worksheets in this workbook 2. Job Asset Details 3. Job Support Document Links 4. Job Activitiesand Resources 5. Job Notes and Tools 6. Job Risk-Hazard Form 7. Job Time and Cost Summary 8. Job Spares and Materials 9. Job Miscellaneous Costs 10. Inspection and Test Plan (ITP) Form 27 11. Punch List Form 12. Job Work Photos 13. Job Work Report 14. Job Supplementary Reports 31 15. Risk-Hazard Criteria





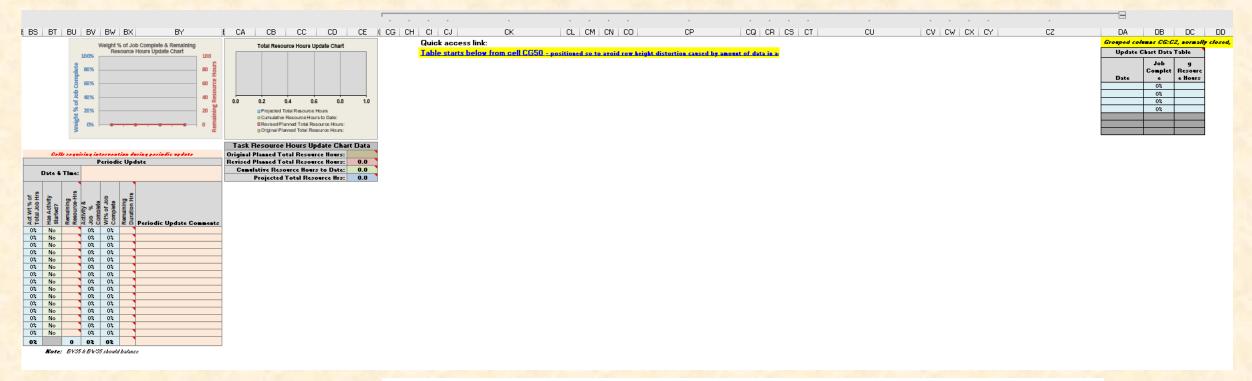


MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 4. JOB ACTIVITIES AND RESOURCES 1/2



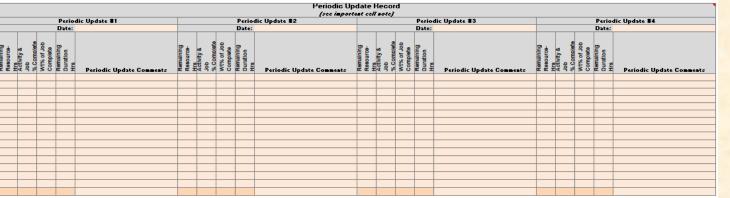


MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 4. JOB ACTIVITIES AND RESOURCES 2/2



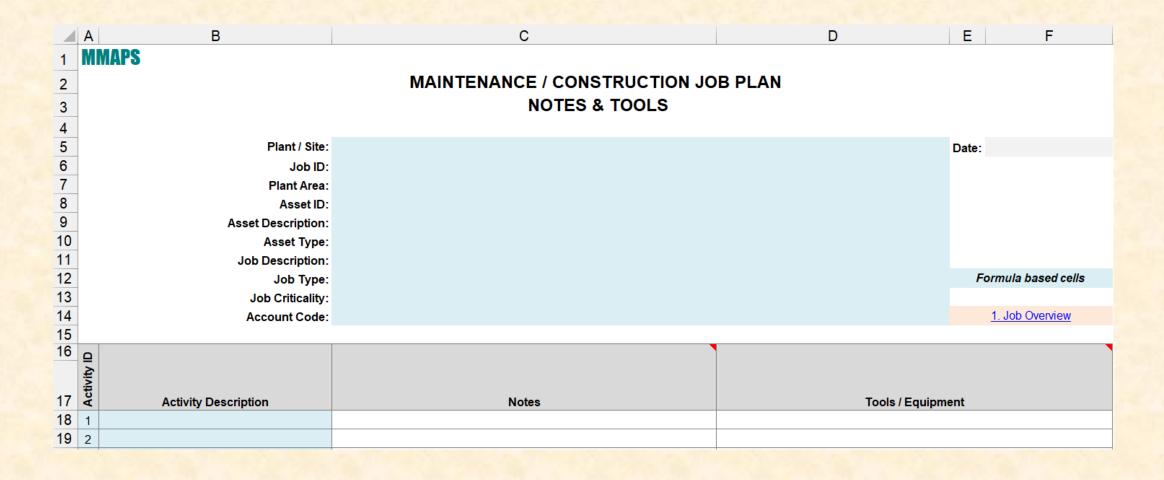
Note:

This slide shows the analysis tools for periodic progress updating and the recording of such progress updates. Used for calculation only and not included in printouts.



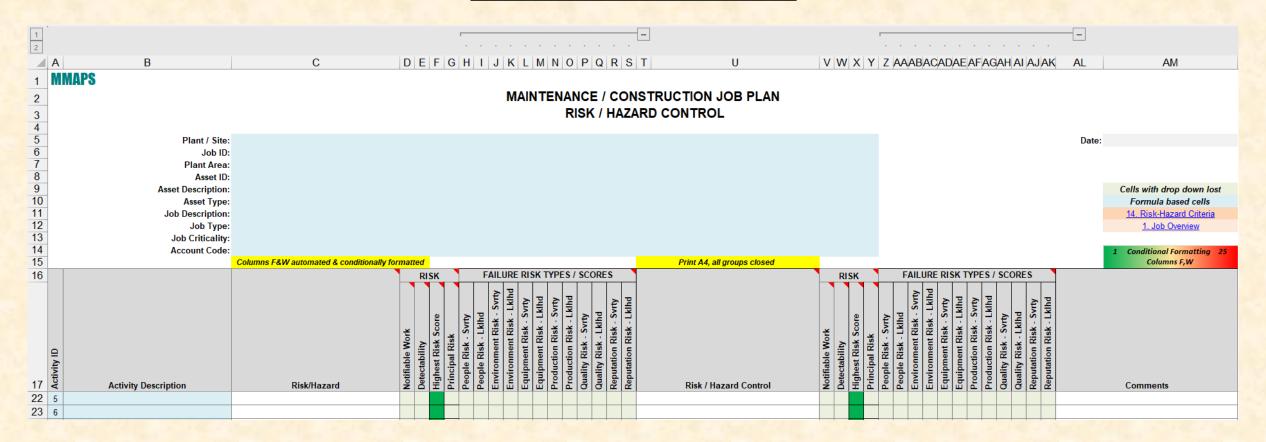


MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 5. JOB NOTES AND TOOLS



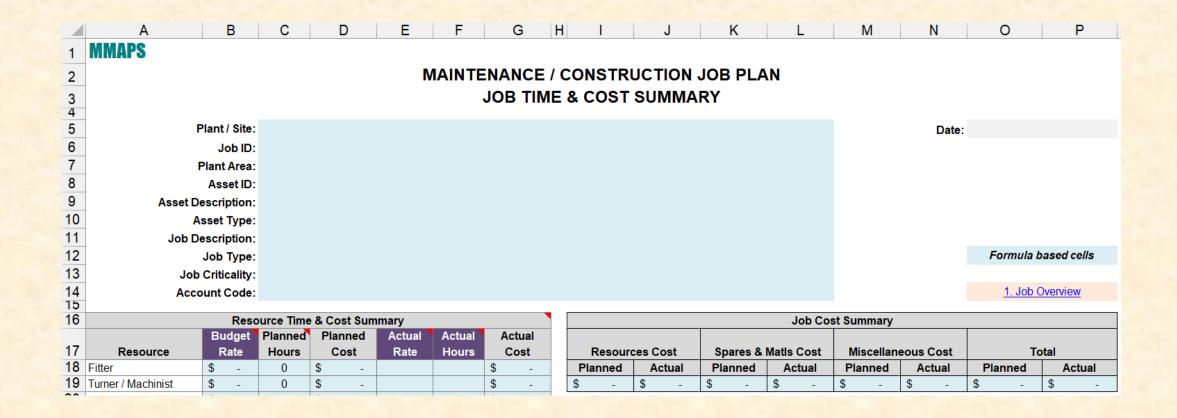
MMAPS

MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 6. JOB RISK-HAZARD FORM



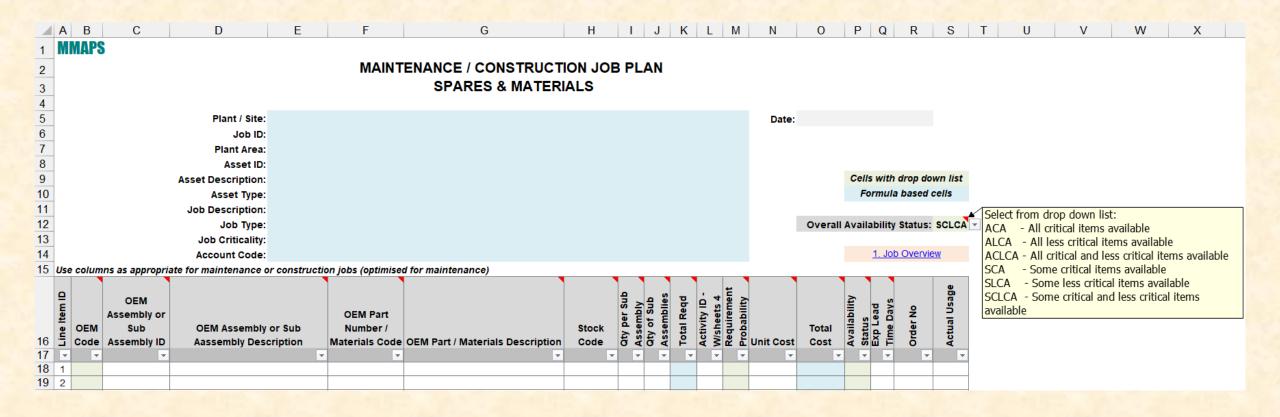


MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 7. JOB TIME AND COST SUMMARY



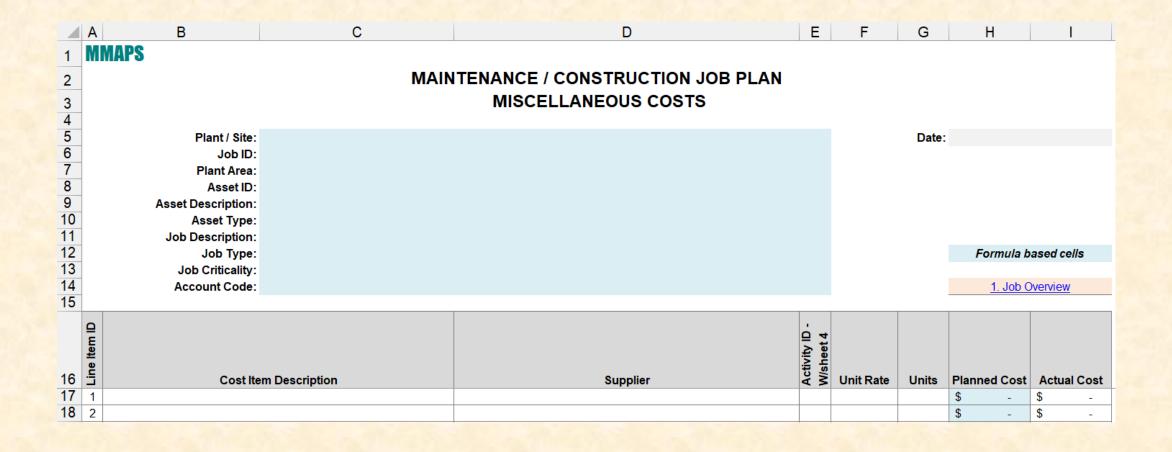


MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 8. JOB SPARES AND MATERIALS





MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 9. JOB MISCELLANEOUS COSTS

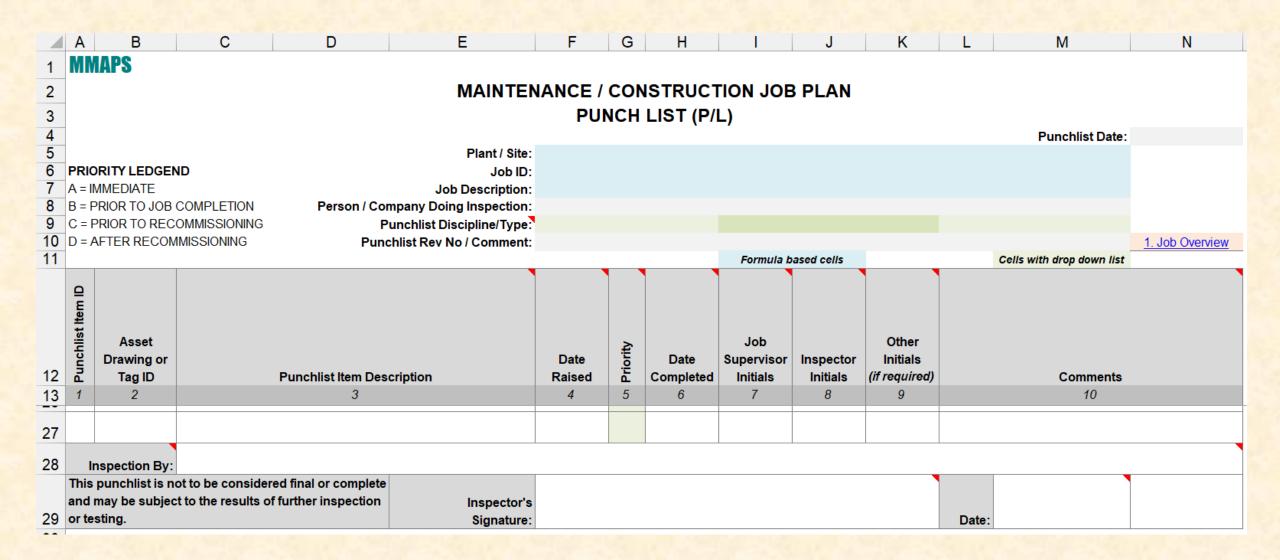


MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 10. INSPECTION AND TEST PLAN FORM

Slide 13 of 19

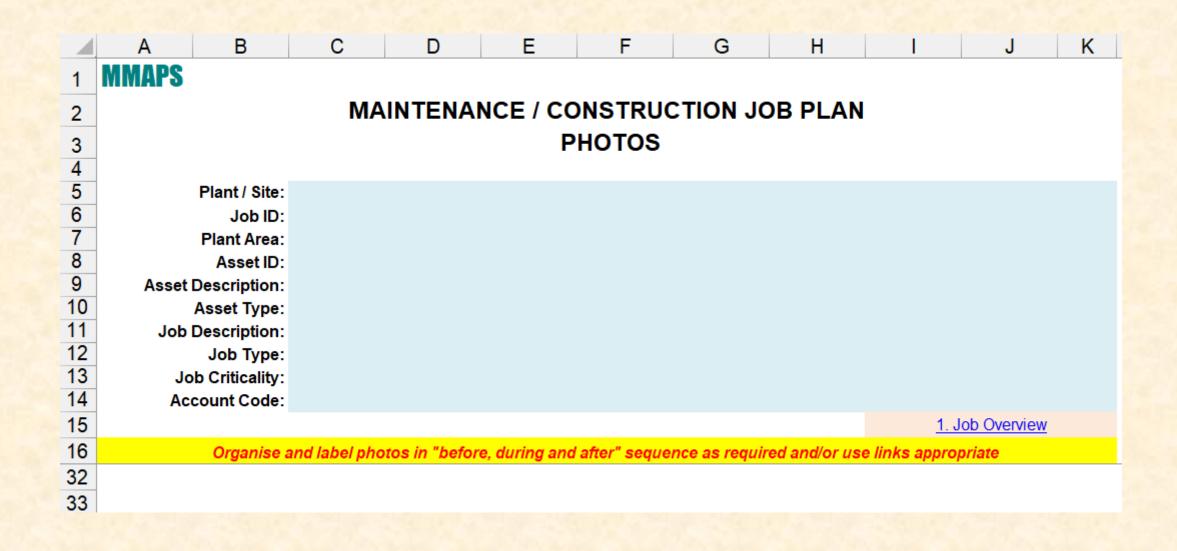
	A B	С	D	Е	F	G	Н	I	J	K	L	M				
1	MMAPS															
2	MAINTENANCE / CONSTRUCTION JOB PLAN															
3	INSPECTION & TEST PLAN (ITP)															
4												ITP Rev Date:				
5	H = HOLD POINT	INSPECTION / TEST POINT LEGEND Plant / Site: H = HOLD POINT Job ID:														
7	W = WITNESS POINT		Job Description:													
8	R = DOCUMENT REVIEW		Person / Company Preparing ITP:									Cells with drop down list				
9	S = SURVEILLANCE		ITP Discipline / Type: ITP Rev No / Comment:									Formula based cells				
11			TIP Rev No / Comment.									1. Job Overview				
12	ا کے Activity Description Activity Description		Inspection & Test Activity Description	Activity Control Procedure or Specification	Acceptance Criteria	Job / Contract Personnel Insp Point	Job / Contract Personnel Initials	Insp / Client Personnel Insp Point	Comments							
13	1 2	3	4	5	6	7	8	9	10	11		12				
29																
30																
31	ITPs provided by Contractors: Acco	-	Accepted / Approved By: Date:					Date:								
31	compliance with the terms and condition															
32	Work may proceed.															

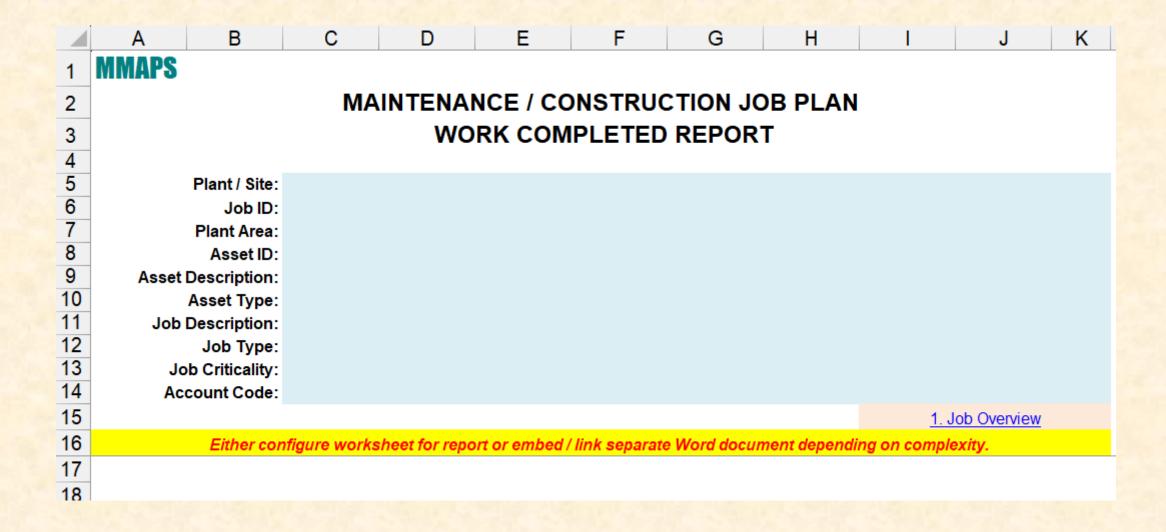
MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 11. PUNCH LIST FORM





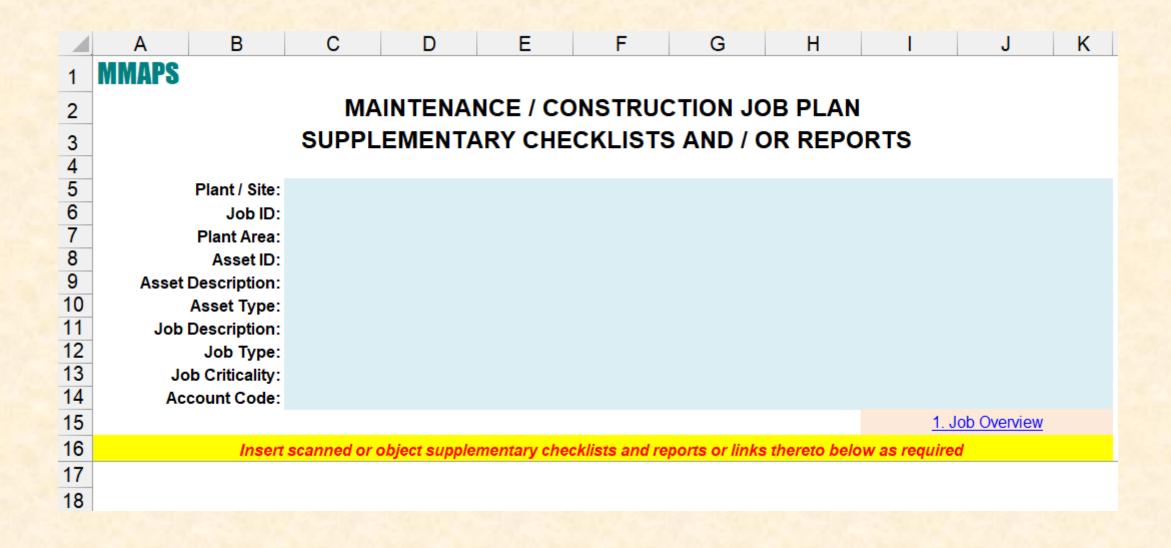
MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 12. JOB WORK PHOTOS







MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 14. JOB SUPPLEMENTARY REPORTS





MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 15. RISK_HAZARD CRITERIA

4	Α	В	С	D	E	F	G	Н	1	J	K	L	M	
1	ΜN	MAPS												
2	MAINTENANCE / CONSTRUCTION JOB PLAN													
3	RISK-HAZARD CRITERIA													
4			6. Risk-Hazard Form											
5			1. Job Overview											
6							SSESSMEI	NT	MATRIX					
7	_		С	ONSEQUENC	ES / SEVERITY	<i>(</i>					LIKLIHOOD			
8		People Environment Equipment Production Quality Reputation			Low / Rare	Low-Medium / Unlikely	Medium / Possible	Medium-High / Likely	High / Almost Certain					
9									1	2	3	4	5	
10	Catastrophic	Multiple fatalities	Major local pollution, prosecution probable	Extensive damage >\$100k	>10 days loss or delay	Reduced quality cost >\$100k	National impact	5	5	10	15	20	25	
11	Major	Permanent disability / fatality	Significant local pollution off-site, prosecution possible	Major damage >\$50k <\$100k	>3 days <10 days loss or delay	Reduced quality cost <\$50k <\$100k	Regional impact	4	4	8	12	16	20	
12	Moderate	Lost Time Injury	Localised on & off site pollution, prosecution unlikely	Significant damage >\$10k <\$50k	>1 <3 days loss or delay	Reduced quality cost >\$10k <\$50k	Significant local impact	3	3	6	9	12	15	
13	Tolerable	Medical Treatment	Medium spill or emission on- site within consent limits	Minor or moderate damage >\$5k <\$10k	>4 hours <8 hours loss or delay	Reduced quality cost >\$5k<\$10k	Minor local impact	2	2	4	6	8	10	
14	Insignificant	Zero Harm / First Aid Treatment	Minor spill or emission on- site within consent limitations	Minimal or no damage	<4 hours loss or delay	Reduced quality cost <\$5k	Minimal or no impact	1	1	2	3	4	5	
			Drop Down Lis	t Based on W	orksafe Form	:								
		None												
17		Work involving a										-		
18	$\overline{}$		ompresssed breause of explosives of									-		
19	U	Work involving u	-											
20	E	Work in excavation, trench or pit > 1.5m deep and depth > horizontal width at top E Work in any excavation with any face > 5m vertical height and average slope steeper than ratio of 1 horizontal to 2 vertical												
21										rk from ladder only				
	$\overline{}$		oliance other than			r to lift mass = 1>5	00kg a vertical di	istan	ce = />5m					
23	SC	Scaffold erection	on/dismantling wit	h risk of falls >5m										

MAINTENANCE / CONSTRUCTION JOB PLAN WORKBOOK WORKSHEET 16. ASSOCIATED DROPDOWN LISTS

Slide 19 of 19

	Α	В	С	D	E	F	G H	1.1	J	K	L	M N	0	Р	Q	R
_	MMAPS				_		1 - 1			1 1				-		
2	MAINTE	NANCE / CONSTRUCTION JO	DB PL	AN												
3 [DROP D	OWN LISTS					1. Job Overview									
4																
5 A	5 ACTIVITIES & RESOURCES DROP DOWN LISTS (5)			S & MATERIALS DROP DOWN LISTS (4)	PUNCHLIST DROP DOV	VN LISTS () ITP DROP DOWN LIST (1)	RISK DR	OP DOWN	LISTS (4)			WOR	K PERMIT TYPES (2)		
_	'esorNo		Probabi	•	Discipline/Type	Priority	Inspection Criteria			Detectability		Principal Risk	_	Permit Type	Work	Permit Extension Type
7	Yes		1	Critical - definitely required	Mechanical	A	H HOLD POINT	1	1	1 Detectab		P People		l crime type	-	orimic Extension Type
8	No		2	Less Critical - definitely required	Piping	В	W WITNESS POINT	2	2	2 detectab		EN Environme	nt			
9 II	ndent Leve		3	Possibly required	Instrument	C	R DOCUMENT REVIEW		3	3 Possibly		EQ Equipment				
10	1	Job Summary Activity	4	Insurance spare	Electrical	D	S SURVEILLANCE	4	4	4 Undetect		P Production				
11	2	Job Milestone			Lagging			5	5			Q Quality				
12	3	Activity Group Summary Activity	Item Av	ailability Status	Surface Coating							R Reputation				
13	4	Activity Group Sub Activities	IS	In store	Civil											
14 A	sset Level	i	os	On site	Building											
15	G	Group (i.e. group of parents)	SUP	In stock at local supplier	Fire Protection											
16	Р	Parent (i.e. parent of => 1 child)	0	Ordered	Refrigeration											
17	С	Child	YTO	Yet to order	Air Cconditioning											
18			S	Shipped												
	sset Type	(site specific)														
20				Availability Status												
21				All critical items available												
22			ALCA													
23 24			SCA	All critical and Less critical items	_											
25			SLCA	Some critical items available Some less critical items available	_											
26				Some critical and less critical items	_											
27			JULUA	Some chical and less chical items	_											
28					_											
29			OFM Co	des - Site / Plant Specific												
	ccount Co			Full Name												
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