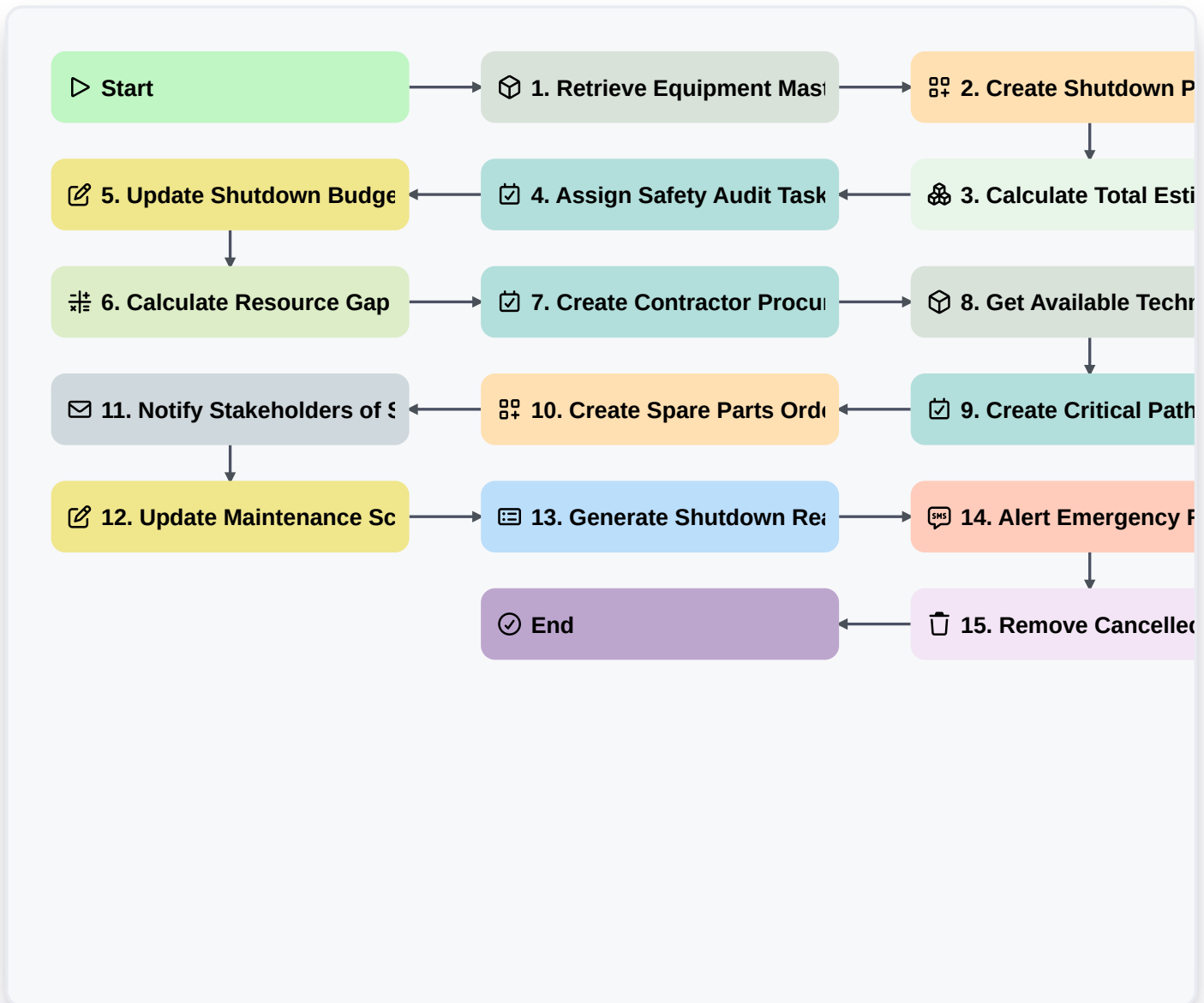


# Annual Maintenance Shutdown Planning



## Start

Start of the Workflow/Process.

## 1. Retrieve Equipment Master List

Fetch all machinery and assets from the Equipment Data Model that are due for maintenance.

## 2. Create Shutdown Project Entry

Initialize a new Shutdown Plan entry in the Maintenance Projects data model with a specific date range.

## 3. Calculate Total Estimated Parts Cost

Sum the estimated costs of all required spare parts identified in the maintenance requirements.

## 4. Assign Safety Audit Task

Create a task for the Safety Officer to review the shutdown risk assessment.

## 5. Update Shutdown Budget

Update the 'Total Estimated Cost' field in the Shutdown Project entry with the aggregated parts cost.

## 6. Calculate Resource Gap

Calculate the difference between 'Required Man-hours' and 'Available Man-hours' from the Resource Plan.



### **7. Create Contractor Procurement Task**

Create a task for the Procurement Manager to issue RFPs for external labor services.

### **8. Get Available Technician Schedule**

Retrieve the availability data for the maintenance team during the shutdown window.

### **9. Create Critical Path Schedule Task**

Create a task for the Maintenance Planner to build the hour-by-hour shutdown sequence.

### **10. Create Spare Parts Order**

Create entries in the Purchase Order data model for all required critical components.

### **11. Notify Stakeholders of Shutdown Dates**

Send an email to Department Heads regarding the confirmed shutdown window and expected downtime.

### **12. Update Maintenance Schedule Status**

Update the status of the Shutdown Project to 'Planned' once the schedule is finalized.

### **13. Generate Shutdown Readiness Report**

Generate a summary report showing completed tasks, budget vs. actual, and identified risks.

### **14. Alert Emergency Response Team**

Send an SMS alert to the emergency response lead to ensure standby availability.

### **15. Remove Cancelled Work Orders**

Delete entries from the Work Order data model that were identified as non-critical and deferred to next year.

### **End**

End of the Workflow/Process.