

# CONTRACTOR MANAGEMENT

Developing successful partnerships to boost shutdown efficiency

## Shutdowns and Turnarounds 2009 Conference

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# **CONTRACTOR MANAGEMENT**

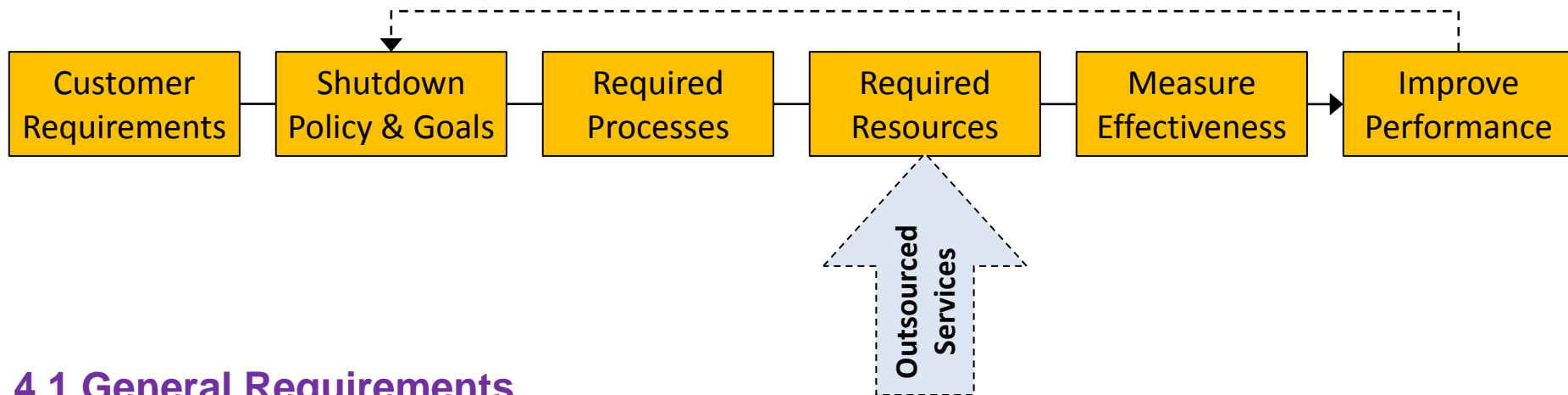
Developing successful partnerships to boost shutdown efficiency



# **CONTRACTED SERVICES DELIVERY PROCESS MANAGEMENT**

Developing successful partnerships to boost shutdown efficiency

# Designing a Process with ISO 9001



## 4.1 General Requirements

**NOTE 1:** Processes needed for the quality management system referred to above include processes for management activities, provision of resources, product realization and measurement, analysis and improvement.

**NOTE 2:** An “outsourced process” is a process that the organization needs for its quality management system and which the organization chooses to have performed by an external party.

**NOTE 3:** Ensuring control over outsourced processes does not absolve the organization of the responsibility of conformity to all customer, statutory and regulatory requirements. The type and extent of control to be applied to the outsourced process may be influenced by factors such as:

- a) the potential impact of the outsourced process on the organization’s capability to provide product that conforms to requirements;
- b) the degree to which the control for the process is shared;
- c) the capability of achieving the necessary control through the application of clause 7.4 (Purchasing).

# Problems with Customer Requirements

## – Operations (Customer)

- Safety during shutdown
- Reliability in operation
- Maintain budget
- Maintain schedule
- Flawless start-up
- Ramp to full production
- No rework
- etc

## – Maintenance

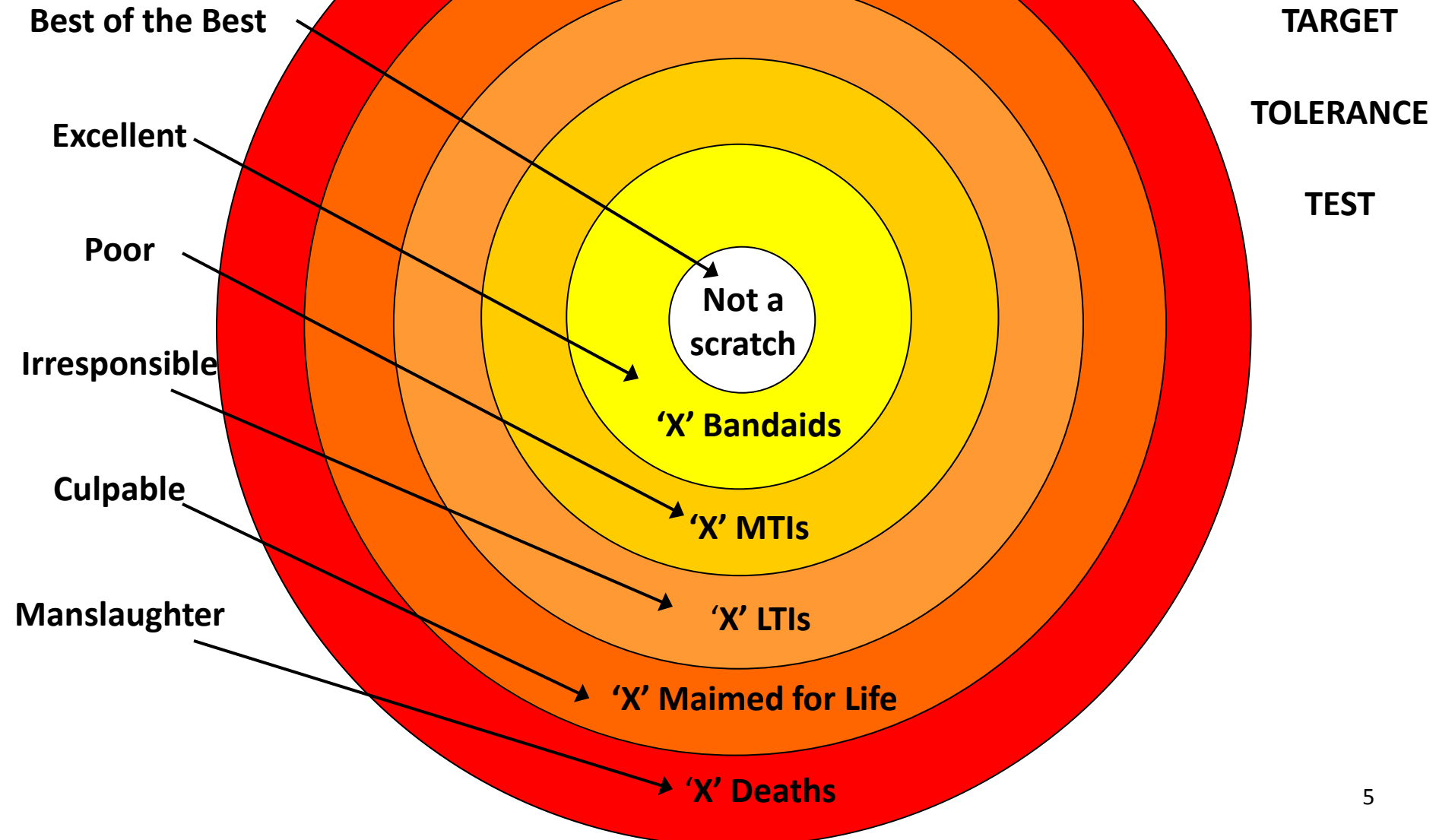
- Records of all jobs
- Improve job procedures
- Improve shut process
- Improve shut planning
- Improve materials management
- Improve purchasing
- etc

**What are the priorities; what is the importance of one over the other ?**

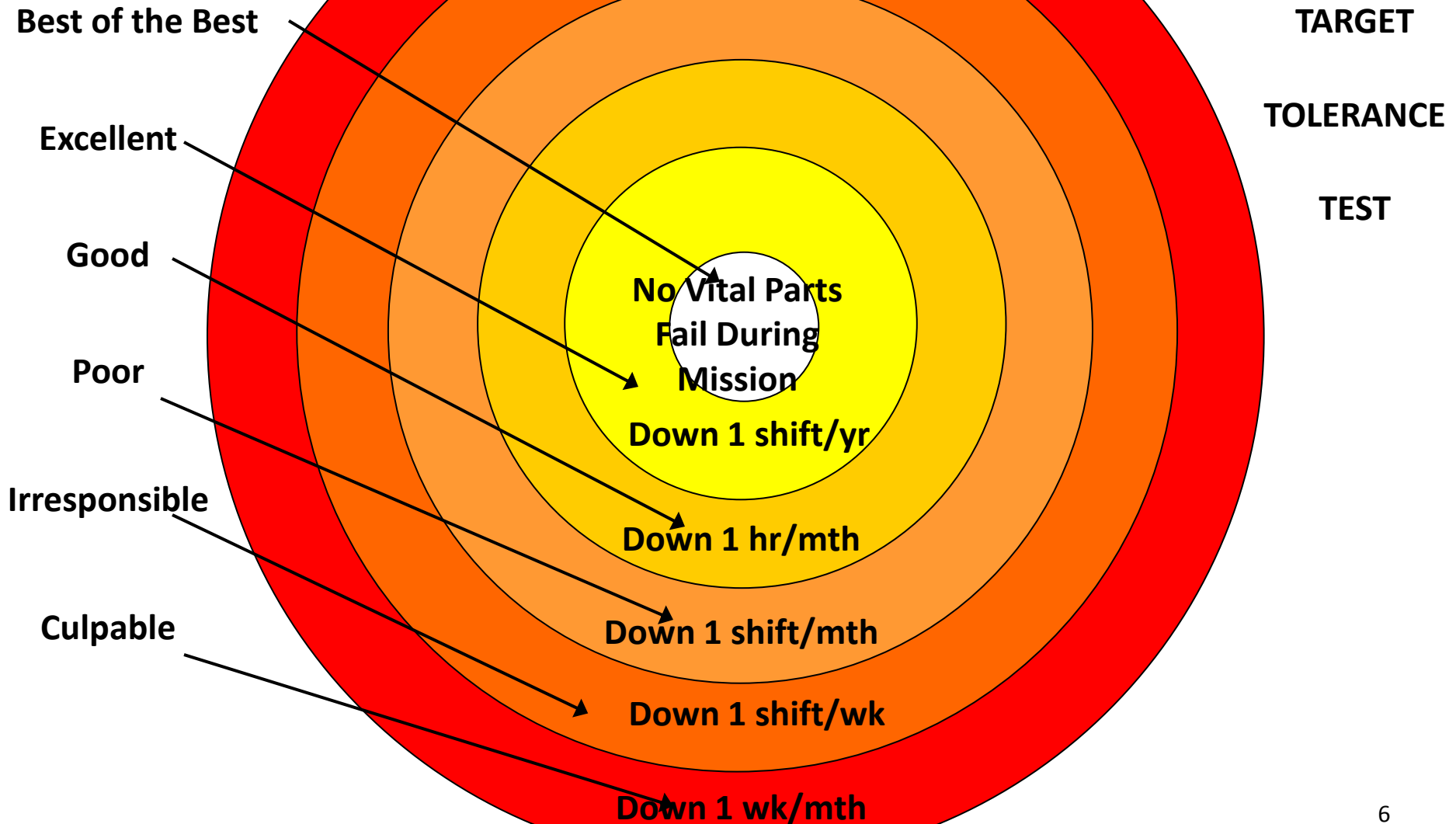
**How do you know that you have satisfied the 'customer requirements'?**

**How good do you need to be?**

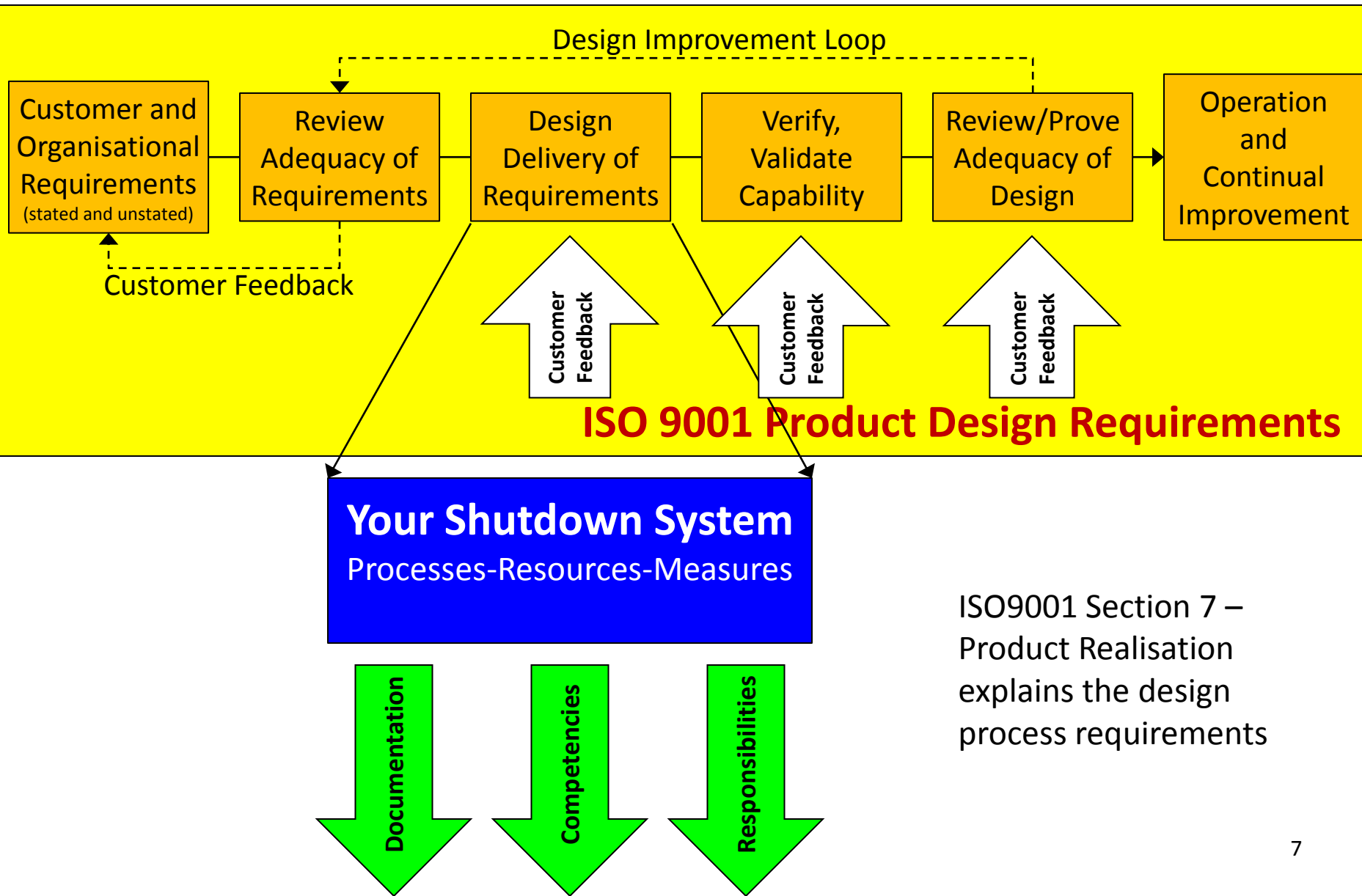
# Meeting Safety Requirements with 3Ts



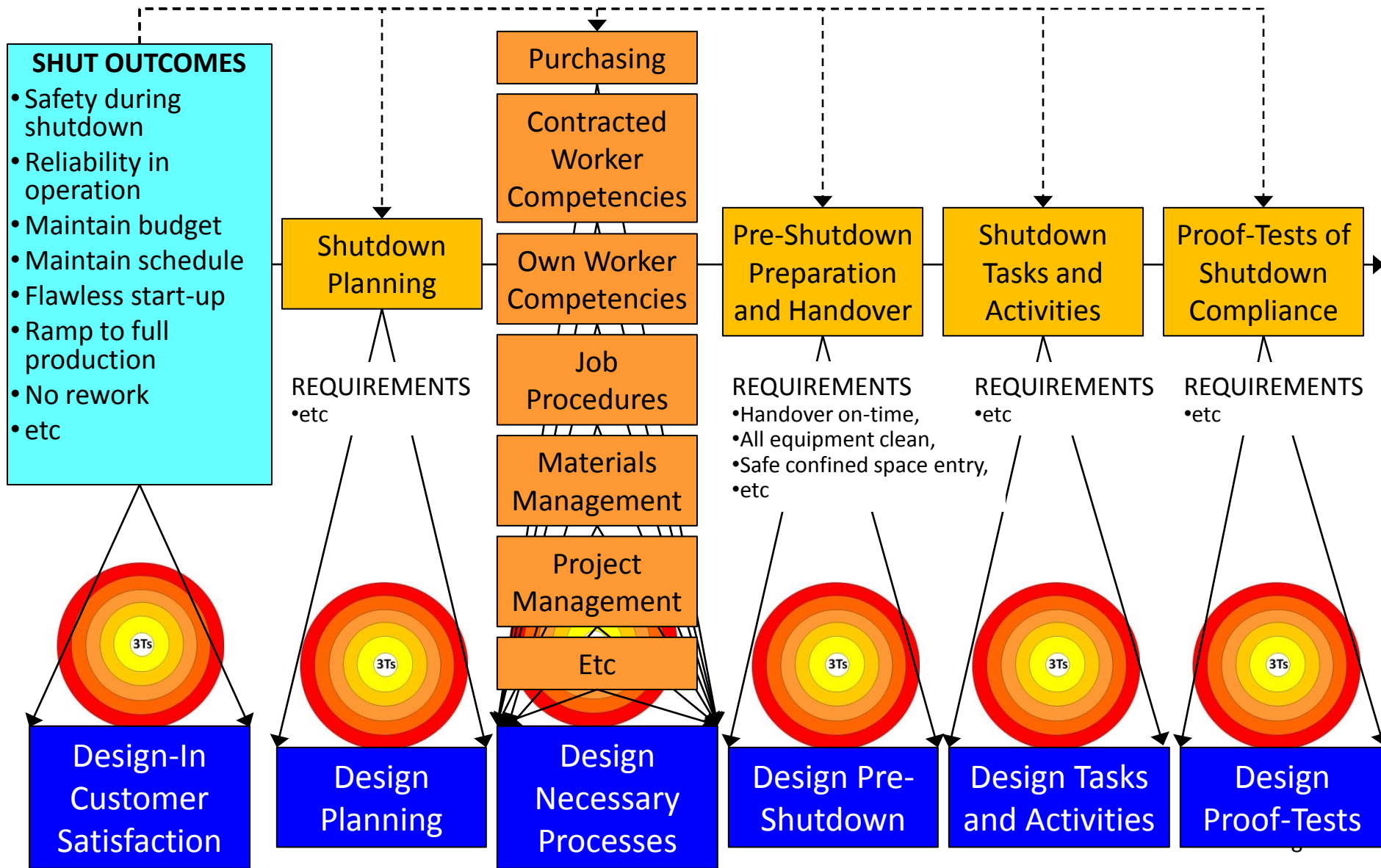
# Meeting **Reliability** Requirements with 3Ts



# Product Realisation Design Process



# Creating the Shutdown 'System'





# Cascading Objectives that Tie Directly Back to the Overall Customer Requirements

## EXAMPLE

### Customer Requirements

Safety = Zero LTIs  
Operational Reliability = 24mth zero breakdown  
Flawless Start-up = Ramp to 100% capacity

### Shutdown Targets

Safety = ?? Equipment Reliability = ?? Financial = ?? Commissioning =??

### Shutdown Targets for Contractor A

Safety = ?? Equipment Reliability = ??  
Financial = ?? Commissioning =??

### Shutdown Targets for Contractor B

Safety = ?? Equipment Reliability = ??  
Financial = ?? Commissioning =??

### Shutdown Targets for Contractor C

Safety = ?? Equipment Reliability = ??  
Financial = ?? Commissioning =??

### Shutdown Safety Plans

- Daily pre-start toolbox talks
- Risk analysis of each equipment performed
- Buddy-up for Take-5 pre-job hazard analysis on all work orders

### Equipment Reliability Plans

- Off-site competency tests or vital skills retaining
- Pumps 3 yrs MTBF
  - *New pumps purchased comply with API 682 seal for 3 yrs uninterrupted run*
- Compressors 4 yrs MTBF
  - *Detailed and reviewed procedures for vital parts*
- Control valves 8 yrs
  - *Detailed and reviewed procedures for vital parts*

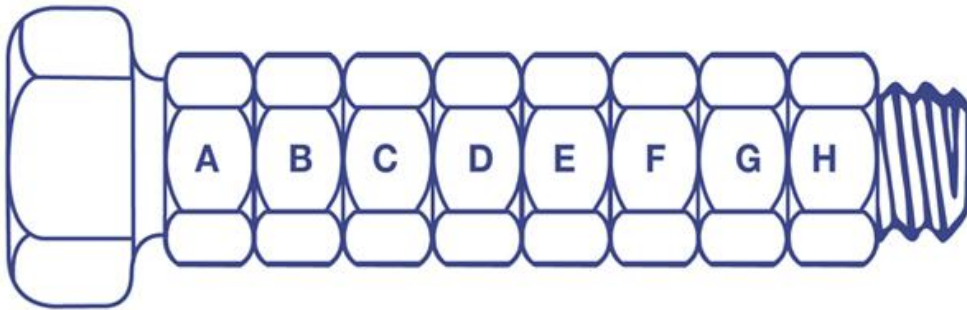
### Project Financial Control Plans

- Fully estimated schedule
- Contractors on fixed price with incentive reward

### Plant Commissioning Plans

- Do what commissioning can be done as part of job
- Pre-commissioning test plans developed
- Operations write & review Commissioning Plan
- Operators start-up equip
  - *Operators zero check instruments*

# The Odds are Against Doing it Right!

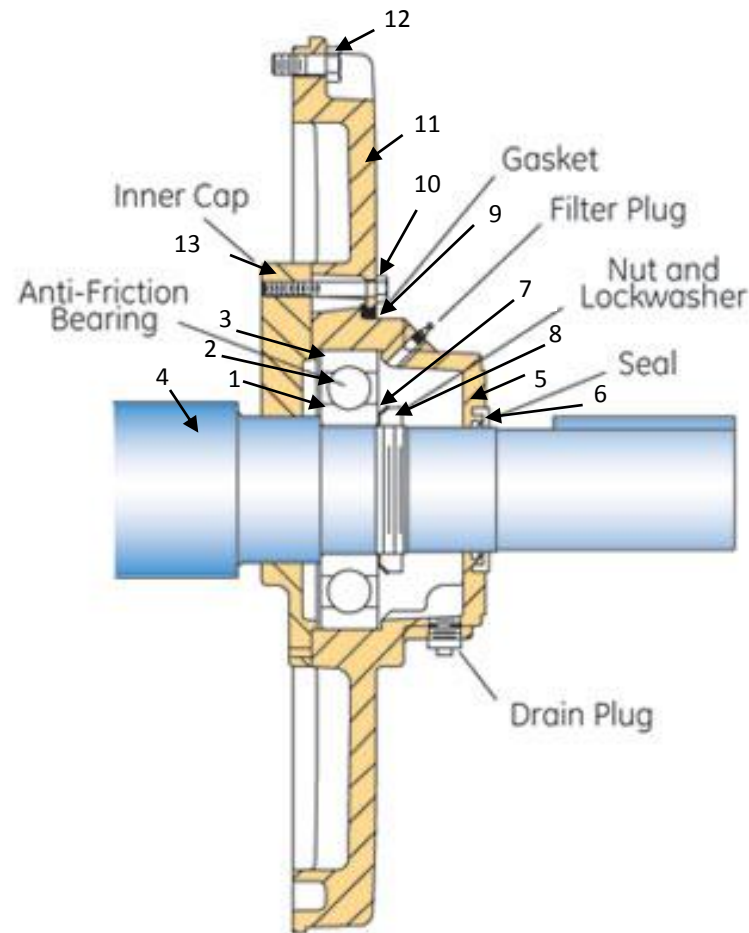


Only one way to  
disassemble

40,000+ ways to  
incorrectly  
reassemble!

Source: US Federal Aviation Authority, 'Maintenance Human Factors Presentation' CD

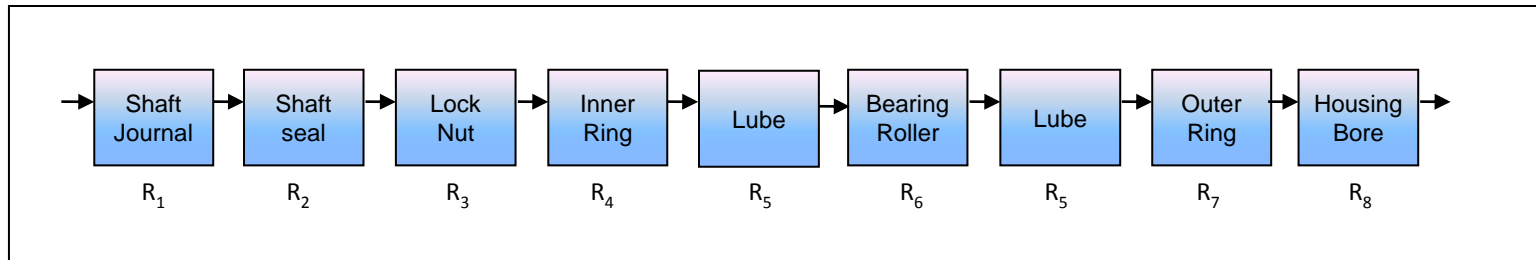
# Machines are Components in Series



Electric motor drive end bearing

# Calculating Equipment Reliability

Reliability is the **chance** that an item will last long enough to do its duty



$$R_{\text{series}} = R_1 \times R_2 \times R_3 \times \dots R_n$$

$$R_{\text{series}} = 0.999 \times 0.999 \times 0.999 \times 0.999 \times 0.999 \times 0.999 \times 0.999 \times 0.999 \times 0.999 = (0.999)^9 = 0.993$$

$$R_{\text{series}} = 0.999 \times 0.999 \times 0.999 \times 0.999 \times 0.5 \times 0.999 \times 0.5 \times 0.999 \times 0.999 = 0.25$$

*“Any poor,  
all poor”*

$$R_{\text{series}} = 0.99 \times 0.99 \times 0.99 \times 0.99 \times 0 \times 0.99 \times 0 \times 0.99 \times 0.99 = 0$$

*“Any fails,  
all fails”*

# The Story in Human Error Rate Tables

	Error rate (per task)				Error rate (per task)		
	Read/ reason	Physical operation	Everyday yardstick		Read/ reason	Physical operation	Everyday yardstick
<i>Simplest possible task</i>				Read analogue indicator wrongly	0.005		
Fail to respond to annunciator	0.0001	~5 sigma		Read 10-digit number wrongly	0.006		
Overfill bath			0.00001	Leave light on			0.003
Fail to isolate supply (electrical work)		0.0001		~4 sigma			
Read single alphanumeric wrongly	0.0002			<i>Routine task with care needed</i>			
Read 5-letter word with good resolution wrongly	0.0003			Mate a connector wrongly		0.01	
Select wrong switch (with mimic diagram)		0.0005		Fail to reset valve after some related task		0.01	
Fail to notice major cross-roads			0.0005	Record information or read graph wrongly	0.01		
<i>Routine simple task</i>				Let milk boil over			0.01
Read a checklist or digital display wrongly	0.001			Type or punch character wrongly		0.01	
Set switch (multiposition) wrongly		0.001		Do simple arithmetic wrongly	0.01–0.03		
Calibrate dial by potentiometer wrongly		0.002		Wrong selection – vending machine			0.02
Check for wrong indicator in an array	0.003	~4.5 sigma		Wrongly replace a detailed part		0.02	
Wrongly carry out visual inspection for a defined criterion (e.g. leak)	0.003			Do simple algebra wrongly	0.02		
Fail to correctly replace PCB		0.004		Read 5-letter word with poor resolution wrongly	0.03		
Select wrong switch among similar		0.005		Put 10 digits into calculator wrongly	0.05		
				Dial 10 digits wrongly	0.06		
				<i>Complicated non-routine task</i>			
				Fail to notice adverse indicator when reaching for wrong switch or item	0.1		
				Fail to recognize incorrect status in roving inspection	0.1		
				New workshift – fail to check hardware, unless specified	0.1	~2 - 3 sigma	
				General (high stress)	0.25		
				Fail to notice wrong position of valves	0.5		
				Fail to act correctly after 1 min in emergency situation	0.9		

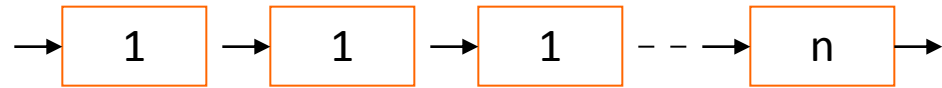
**Source:** Smith, David J., 'Reliability, Maintainability and Risk', Appendix 6, Seventh Edition, Elsevier – Butterworth Heinemann

In failure rate terms the incident rate in a plant is likely to be in the range of  $20 \times 10^{-6}$  per h (general human error) to  $1 \times 10^{-6}$  per h (safety-related incident).

The Table confirms that 'human element' error is real and unavoidable. We do not perform well when tasks are structured in ways that require care and we perform especially badly under complicated non-routine conditions. Add stress into that mix and you get disaster.

# Reliability Properties for Arrangements

- **Series**



$$R_{\text{system}} = R_1 \times R_2 \times R_3$$

$$R = 0.95 \times 0.95 = \mathbf{0.9025}$$

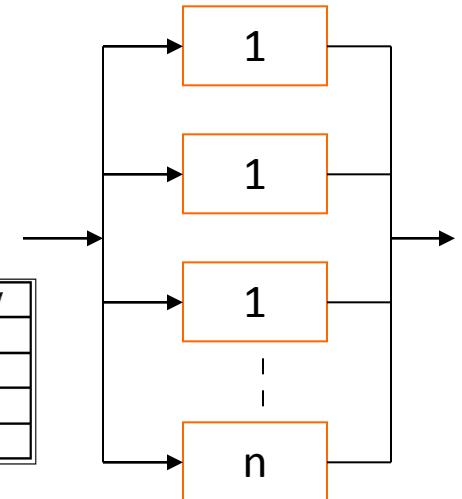
Number of Components	System Reliability
1	0.95
2	0.9025
4	0.8145
6	0.7351
8	0.6634
10	0.5987

- **Parallel**

$$R_{\text{system}} = 1 - [(1 - R_1) \times (1 - R_2) \times (1 - R_3)]$$

$$R = 1 - [(1 - 0.6) \times (1 - 0.6)] = \mathbf{0.84}$$

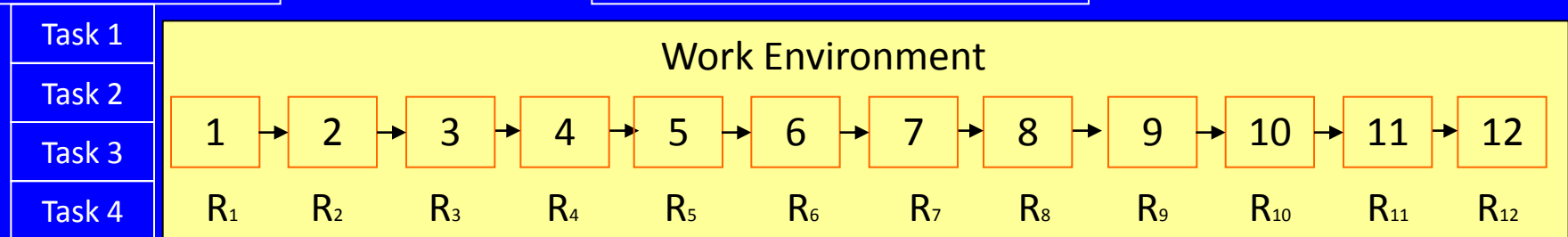
Number of Components	System Reliability
1	0.6
2	0.84
4	0.9744
6	0.9959



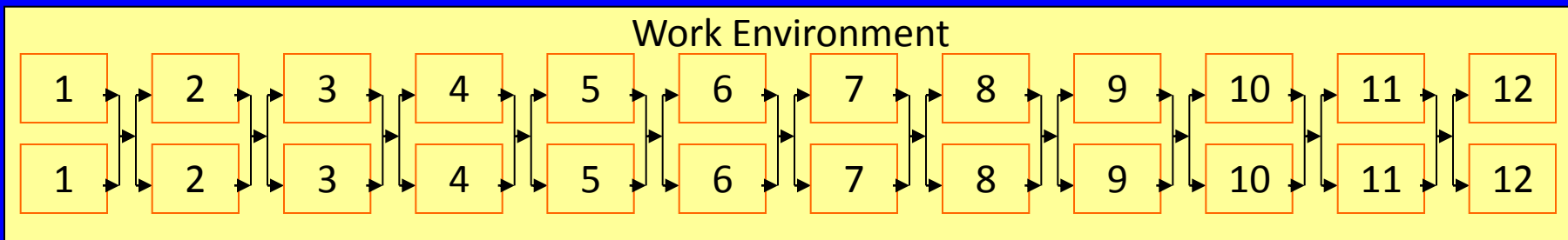
# Work is a Series Arrangement of Tasks

## A Maintenance Job ...

## ...is a Series Work Process

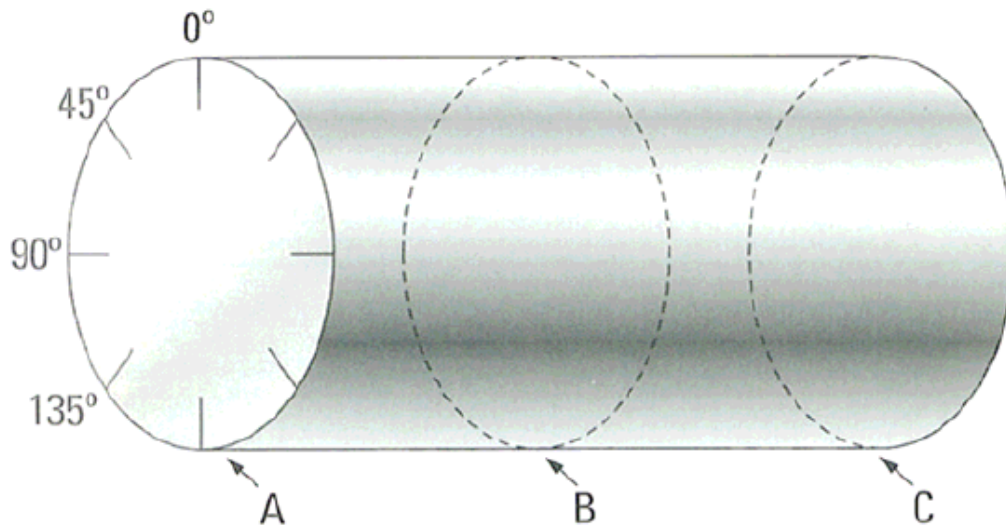


**Each task can be made more certain if we can include redundancy and turn it into a parallel arrangement?**



# A Vital Reliability Requirement

## Shaft Tolerances for Bearing Adapter Sleeves



Shaft Diameter		Tolerance h9 $\mu$		Form IT5 $\mu$
over	incl	high	Low	max
10	18	0	-43	8
18	30	0	-52	9
30	50	0	-62	11
50	80	0	-74	13
80	120	0	-87	15
120	180	0	-100	18
180	250	0	-115	20
250	315	0	-130	23
315	400	0	-140	25
400	500	0	-155	27
500	630	0	-175	32
630	800	0	-200	36
800	1 000	0	-230	40
1 000	1 250	0	-260	47

As an example, the measurements for a 150 mm shaft might look like this:

	0°	45°	90°	135°	Plane Average
Plane A	149.98	149.99	149.98	149.99	149.99
Plane B	149.97	149.94	149.98	149.95	149.96
Plane C	149.98	149.98	149.95	149.99	149.98



## 1) This shaft is not to be used...

but what if you didn't know that until the machine was stripped during a shutdown?

Would your shutdown management process handle the 'discovery' and still deliver the customer requirements of 'Reliability in Operation' with the machine back in service within the shutdown schedule?

## 2) This shaft will be used...

unless you ensure the problems with the shaft are surely identified so corrective actions can be taken.

How does your shutdown management process guarantee that will always happen?

### a. Taper Evaluation

Compare the maximum and minimum average diameters for the three planes. If the Max-Min is less than the IT5 tolerance, then the shaft is okay for taper.

	0°	45°	90°	135°	Plane Average
Plane A	149.98	149.99	149.98	149.99	149.99
Plane B	149.97	149.94	149.98	149.95	149.96
Plane C	149.98	149.98	149.95	149.99	149.98
Max-Min					0.03

In this example the "Max-Min" value is 0.03.

The IT5 tolerance is 0.02, so the shaft has excessive taper.

### b. Roundness Evaluation

Compare the maximum and minimum values for Plane A.

If the difference is less than the IT5 tolerance, then this plane is okay for roundness.

Repeat for Planes B and C.

	0°	45°	90°	135°	Plane Average	Max-Min
Plane A	149.98	149.99	149.98	149.99	149.99	0.01
Plane B	149.97	149.94	149.98	149.95	149.96	0.04
Plane C	149.98	149.98	149.95	149.99	149.98	0.04

In this example the "Max-Min" values are 0.01, 0.04, and 0.04.

The tolerance is 0.02, so Planes B and C are out of round.

### c. Cylindricity Evaluation

Compare the maximum and minimum values for each angle of measurement.

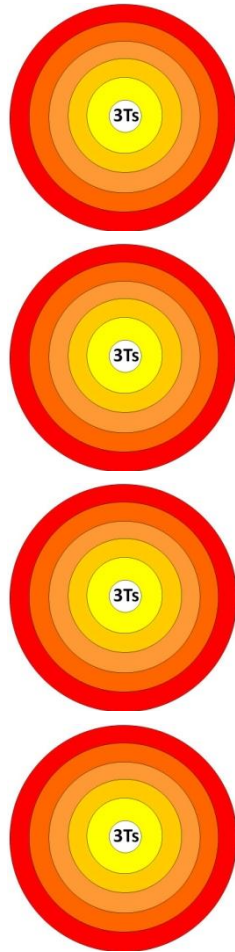
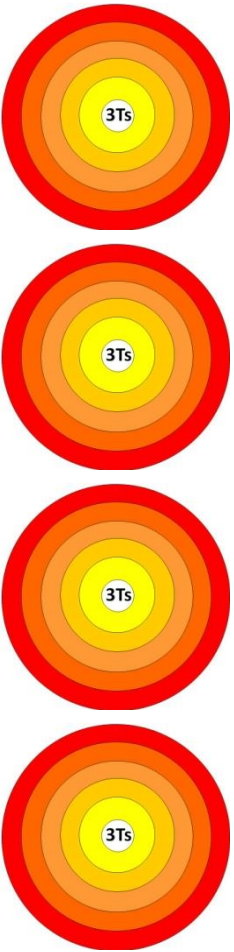
If the difference is less than the IT5 tolerance for all angles, then the shaft is okay for cylindricity.

	0°	45°	90°	135°	Plane Average
Plane A	149.98	149.99	149.98	149.99	149.99
Plane B	149.97	149.94	149.98	149.95	149.96
Plane C	149.98	149.98	149.95	149.99	149.98
Max-Min	0.01	0.05	0.03	0.04	

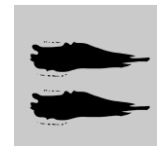
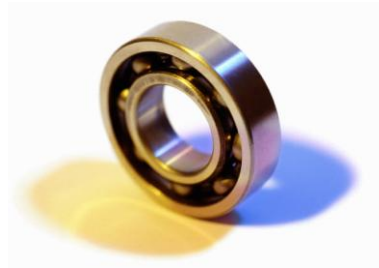
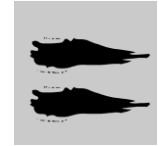
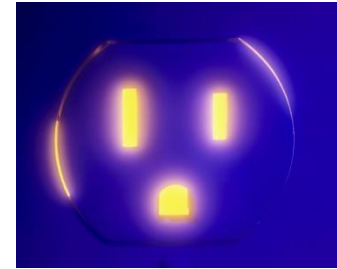
In this example the "Max-Min" values are 0.01, 0.05, 0.03 and 0.04.

The tolerance is 0.02, so the shaft is not cylindrical.

# Is This Okay for Your Machines?



# What Risks will You Accept



# ISO 9001:2008 on Competency

**Competency:** The ability to achieve the desired results.

**Qualified:** The appropriate education, training and skills to perform a job.

**They are not the same!**

Competence is about what people can deliver ... the demonstrated ability to use knowledge, skills and behaviours to achieve the results required of the role.

#1: It means delivering the required outcomes

#2: It requires meeting set performance standards

#3: It is shown by the ability to perform the whole role in the work environment – a real and demonstrated capability

# ISO 9001:2008 on Competency

**Clause 6.2.1** *“Personnel performing work affecting conformity of product requirements SHALL be competent on the basis of appropriate education, training, skills and experience.”*

**Clause 6.2.2a** *“The organisation SHALL determine the necessary competence for personnel performing work affecting conformity to product requirements.”*

**Clause 6.2.2b** *“The organisation SHALL where applicable provide training or take other actions to satisfy these needs.”*

**Clause 6.2.2c** *“The organisation SHALL ensure that the necessary competence has been achieved.”*

**Clause 6.2.2d** *“The organisation SHALL ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives, and.”*

**Clause 6.2.2e** *“The organisation SHALL maintain appropriate records of education, training, skills and experience.”*



# Helping People to Get it Right

**Consolidated Bearing Company**

**FITTING OF TAPERED BORE SPHERICAL ROLLER BEARINGS**

**1.** Unwrap bearing and inspect for internal clearance group. When supplied with housings they will usually be - "Normal clearance" - no suffix after number, - "C3 clearance" - one group greater than normal. Multiply last two numerals of bearing number by 5 to determine nominal bore size in millimetres for reference to table column "A" - see below.

**Example 1 > 223232** 32 x 6 x 160mm nominal bore.

**Note**

- Bearing bore diameter, not adapter bore diameter.
- Suffix 'K' denotes 1:12 tapered bore.
- Suffix 'K30' denotes 1:30 tapered bore.

**2.** Measure bearing radial clearance with feeler gauges, as shown, and record measured internal clearance. Top rollers should be fitted up side by side at the top of the bearing and progressively larger feelers slide between rollers and outer race until beginning of interference is felt. Under no circumstances should bearing be related to "roll" feelers through - this will result in an erroneous reading.

**Example 1 (cont.)** Assume this bearing measured 0,210mm internal clearance.

**Note** Use "long series" internal gauges so that blades pass simultaneously across both rollers.

**3.** When actual internal clearance is determined it can be checked with ISO standard range for that bearing. (See table column "B"). From actual clearance measured, subtract "required reduction in radial clearance" from column "C"; this will determine the required "residual clearance" for that bearing.

**Example 1 (cont.) >**

223232 K C3 measured 0,210mm, actual ISO standard "B", 0,180 to 0,230mm, therefore bearing falls in the correct group - C3.

**II** Read "Required reduction in radial clearance" from column "C", 223232 K C3 : 0,075 to 0,100mm

**III** Residual clearance:

Max = 0,210 minus 0,075 = 0,135mm

Min = 0,210 minus 0,100 = 0,110mm

This residual clearance range is the what the bearing clearance should be within, after tightening adapter. (Step 7).

**4.** Bearing should be "located" or "fixed" in one housing and allowed to "float" in the other. Therefore spacer rings need to be used in one housing only. One or two spacer rings are used according to bearing size (see C.B.C. housing catalogue). If one is used it should be located on lookout side of sleeve. If two are used they should be positioned each side of bearing.

Two types of spacer rings are commonly used - a) Solid type (fully clear) b) Gap type

Gap types can be fitted over shaft after bearing and seals have been fitted. Solid types must be fitted in progressive assembly, so check type of spacer prior to Step 5. Gap can also be cut from solid type supplied.

**5.** Bearings, adapter sleeves, rotating seal components (and spacer rings if solid), should be fitted loosely to shaft in approximately required positions. In many cases the teflon seals (with outer cover) can be positioned already assembled - otherwise rotating labyrinth and lip seal can be positioned loosely.

**6.** After clearing, set up bases in position. Fit base bolts (if on base frame) but leave loose so that bases can be moved later to provide correct shaft alignment.

Lower bearings and shaft assembly into position carefully, re-securing components as required.

(a) Teflon bodies on shaft.

(b) Teflon bodies on housing if required.

**7.** When bearings are in position the adapter sleeves can be tightened. Fixed bearing should be tightened first. C-spanners should be used where possible. Progressively tighten locknut whilst feeler gauge readings are taken (similar to Step 2) to achieve desired "residual clearance" (Step 3). Suggested method is to select mid-range feeler. In case of example, use 0,140mm blade and tighten until slight interference is felt. When approaching this condition watch for lookout slot bearing alignment with a lockwasher tab.

After double checking that correct residual clearance has been reached, tab should be bent into slot.

**8.** The floating bearing should now be positioned slightly off housing centre toward lookout side of sleeve so that as nut is tightened, bearing will be displaced, as per column "D" below, approximately back to centre line. Tighten as per Step 7.

No spacer rings are used of course, and bearing does not have to be on centre as long as adequate float is available each side of bearing between housing seat shoulders.

Rotate assembly by hand and ensure that there is no resistance.

**9.** Lithium based greases with medium base oil viscosities are normally used to lubricate bearings in plunger block housings. All the free space within the bearing should be packed full of grease by hand, 1/3 of the remaining volume in the housing cavity should then be filled. For feed rates, high temperatures, high speeds, or other unusual application requirements, please contact C.B.C.

PLS. TURN

PLUG LUBE POINT

PLUG LUBE POINT

PLUG LUBE POINT

CLOSED 'A' PREFERRED NIPPLE CONNECTIONS

**10.** Housing caps, after clearing, can be assembled to bodies (they are not generally interchangeable).

Taconite seals should be fitted and it may be necessary to adjust housing base alignment to allow constant clearance around circumference of rotating labyrinth and teflon cover body.

Feeler gauge (say 0,12mm) should be "fired" between housing base and frame pad to ensure flatness and that shims are not required. Base bolts can then be tightened. Check continuously during these procedures that rotation is free and not impeded.

Teflon seals should be lubricated until grease extrudes fully around labyrinth circumference. Do not overgrease the bearing else from damage from over-heating can occur during initial running period. It should be lubricated and plugged as per Step 9.

**General Notes**

- Table values are for normal loads, solid shafts and bearing internal clearance groups of Normal, C3 and C4. For heavy loads ( $P > 0,12 Cr$ ) please consult C.B.C.
- After determining residual clearance in Step 3, consult column "E" in table as a double check that the final figure achieved does not fall below the minimum permissible residual clearance.
- In some applications it may not be possible to use feeler gauges to serve as a tightening guide. In these cases it is often possible to measure "axial displacement" between adapter sleeve and inner race of bearing during tightening (see chart column "F"). These values are for relative movement between sleeve and bearing faces and can be measured with the depth gauge of a standard vernier gauge, or other methods.
- All joint faces are machined. Grease applied between faces should be sufficient to act as a sealant. However, in exposed locations we recommend jacking compound be used, especially with type "K" (closed) covers - see Step 5.
- An air lift bearing assembly table and work area should be kept as clean as practicable.
- Check that the shaft diameter conforms to ISO tolerance h8, and fit for ovality - see Sheet 3/4.

**This section presented on separate plastic C.B.C. fitting card - MOUNTING NTN TAPERED BORE SPHERICAL ROLLER BEARINGS**

Bearing bore diameter (d)	Normal				C3				C4				Residual reduction in radial clearance				Axial Displacement Taper V2 - C				Axial Displacement Taper V3 - C				Minimum permissible residual clearance			
	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in	mm	in
10	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015	0,039	0,0015

**Fig. 1**  
Mounting with Tapered Shaft

**Fig. 2**  
Mounting with Adapter Sleeve

**Fig. 3**  
Mounting with Withdrawal Sleeve

**Fig. 4**  
Radial Internal Clearance

**Example 2 >**

Bearing 223232 K C3 (140mm bore, taper 1:12) is being mounted on an adapter sleeve.

- Using feeler gauge, measure unmounted RIC. From table, it should measure between 0,180mm and 0,200mm.
- Move bearing on sleeve until bearing bore is properly seated on the tapered rollers, as stated above.
- Using a locknut or hydraulic nut, drive bearing up tapered seat until RIC is reduced by 0,050mm to 0,090mm.
- Final measured RIC should not be less than 0,050mm as per column "E".

This will chart standard in the property of C.B.C. Australia.

It is not to be copied in part or whole using any method whatsoever without the written permission of C.B.C. Australia.

Web: [www.cbodesigncentre.com.au](http://www.cbodesigncentre.com.au)

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**BEARINGS  
POWER TRANSMISSION**

**FITTING OF TAPERED BORE SPHERICAL ROLLER BEARINGS AND "P" STANDARD HOUSINGS**

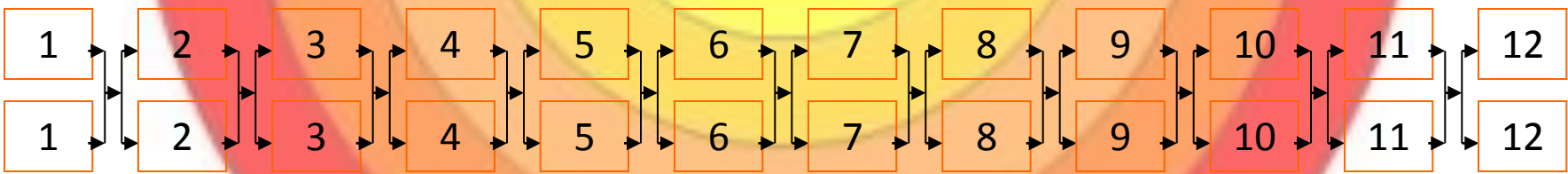
AT Sheet: **CBC-DC-11** A

# Addressing Skills Requirements

...so you can meeting reliability, safety, flawless start-up, and all the other requirements

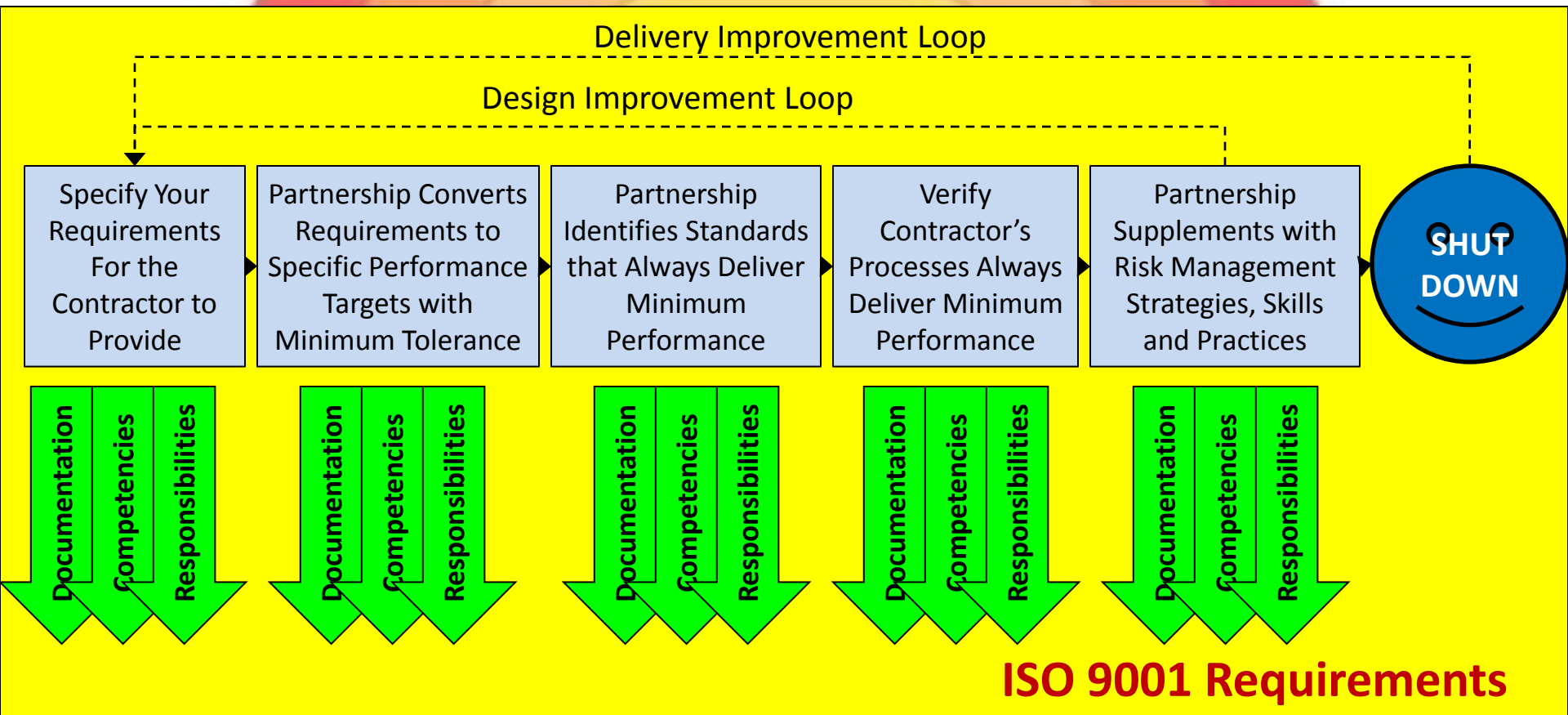
Customer Requirements
Safety = Zero LTIs Operational Reliability = 24mth zero breakdown Flawless Start-up = Ramp to 100% capacity

3Ts

- Specify **necessary skills to do a task to the minimum standard needed to meet Requirements**
  - For a **vital skill** to successfully meeting Requirements have **evidence of 'skill competence'**
  - If necessary **parallel** those who have adequate skills with **'equipment competent' people**
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- The diagram illustrates two parallel sequences of 12 steps each, represented by numbered boxes (1 to 12) connected by arrows. The top sequence is a single row of boxes, and the bottom sequence is a single row of boxes. Each box in the top sequence is connected to the corresponding box in the bottom sequence by a vertical double-headed arrow, indicating a parallel relationship between the two sequences. The boxes are numbered 1 through 12 in both sequences, suggesting a step-by-step process that can be performed by different groups of people (one with specific skills and one with general equipment competence).
- Don't use those who haven't the necessary skills** e.g. structural steel installers fitting bearings

# CONTRACTED SERVICES DELIVERY PROCESS MANAGEMENT

Developing successful partnerships to boost shutdown efficiency





# The Power of a Shared Vision

