NEW ZEALAND SHUTDOWN PLANNING CHECKLIST

Your Essential Guide to Planning Successful Shutdowns in NZ Conditions

ABOUT THIS CHECKLIST

Shutdown planning in New Zealand faces unique challenges: unpredictable weather, limited contractor availability, long lead times for overseas parts, and remote site access issues. This checklist ensures you account for all critical factors specific to NZ operations.

PHASE 1: PRE-PLANNING (12-16 WEEKS BEFORE SHUTDOWN)

- ☐ Define shutdown scope and objectives
  - Document specific equipment to be worked on, desired outcomes, and success criteria
- ☐ Conduct critical asset assessment
  - Identify assets with long lead time parts (6-12 weeks from overseas)
  - Priority: Components requiring shipment from Europe, USA, or Asia
- ☐ Check historical weather patterns
  - Review last 5 years weather data for planned shutdown month
  - West Coast/Southern operations: Plan around winter weather windows
  - Build in 20-30% time contingency for weather delays
- ☐ Secure contractor availability (NZ Challenge: Limited specialist pool)
  - Contact specialists 3-4 months ahead (high demand periods: Dec-Feb, Easter)
  - Confirm backup contractors for critical trades (scaffolding, cranes, NDT)
  - Lock in accommodation early (limited options in provincial areas)
- ☐ Order long-lead-time parts NOW
  - Place orders for overseas parts (typical: 8-12 weeks + shipping)
  - Consider air freight vs sea freight cost/time tradeoff
  - Have customs clearance documentation ready

PHASE 2: DETAILED PLANNING (8-12 WEEKS BEFORE SHUTDOWN)

- ☐ Develop detailed work breakdown structure
  - Sequence tasks accounting for NZ HSE requirements
  - Build critical path schedule with float for weather

- ☐ Arrange permits and consents (NZ-specific)
    - Resource consent for noise (if working extended hours)
    - Fire Service notification for hot work
    - Regional Council discharge permits (if applicable)
- ☐ Confirm parts delivery tracking
    - Verify all overseas orders are shipped and trackable
    - Identify high-risk items and arrange expedited shipping backup
    - Estimate customs clearance time (Auckland: 1-3 days, regional ports: 3-5 days)
- ☐ Remote site access planning (Critical for NZ operations)
    - Confirm road access (forestry/farm roads may be seasonal)
    - Helicopter access backup plan (West Coast, high country operations)
    - Check bridge weight limits for heavy equipment transport

PHASE 3: EXECUTION PREPARATION (4-8 WEEKS BEFORE)

- ☐ Finalize contractor mobilization
    - Confirm arrival dates and site induction requirements
    - Arrange tool and equipment hire (book early - limited availability)
    - Verify insurance and WorkSafe documentation
- ☐ Weather contingency planning
    - Subscribe to MetService forecasts and warnings
    - Identify weather-sensitive tasks (overhead crane work, outdoor welding)
    - Plan indoor alternative work if outdoor tasks delayed
- ☐ Critical spares verification
    - Physically verify all critical parts have arrived
    - Inspect for shipping damage before shutdown starts
    - Have emergency procurement contacts ready (24/7 supplier access)
- ☐ Communication protocols
    - Daily morning briefings (7am standard for shift coordination)
    - Establish 'delay decision points' (when to extend vs push tasks)
    - Set up WhatsApp group for real-time coordination (poor cell coverage backup plan)

PHASE 4: DURING SHUTDOWN EXECUTION

- ☐ Daily progress tracking

    - Compare actual vs planned progress at 8am and 4pm daily
    - Update critical path with real-time adjustments

- ☐ Weather monitoring

    - Check forecast 3x daily (6am, 12pm, 6pm)
    - Relocate weather-sensitive tasks within 24hr weather windows

- ☐ Parts issue resolution

    - If unexpected part needed: Check NZ suppliers first (same-day courier possible)
    - Australia: 2-3 day air freight (better than 6-week sea from Europe)
    - Maintain list of 24/7 bearing/seal/hydraulic suppliers

- ☐ Safety compliance (NZ WorkSafe focus areas)

    - Height safety equipment inspections daily
    - Confined space entry permits and gas testing
    - WorkSafe notification for any incidents (4-hour rule)

PHASE 5: POST-SHUTDOWN REVIEW & DOCUMENTATION

- ☐ Capture lessons learned

    - Document weather delays and cost impact
    - Note parts that should be stocked locally (vs overseas ordering)
    - Contractor performance ratings for future reference

- ☐ Financial reconciliation

    - Calculate actual cost vs budget variance
    - Quantify weather delay costs
    - Parts expediting fees (use to justify local stock investment)

- ☐ Update shutdown playbook

    - Refine weather contingency percentages based on actuals
    - Update contractor database with reliable performers
    - Document critical spares that should be kept on-site

NZ-SPECIFIC SUCCESS FACTORS

✓ Weather Planning: Always add 20-30% time buffer for West Coast/Southern operations

✓ Parts Strategy: Order overseas parts 12-16 weeks ahead (not the standard 8 weeks)

✓ Contractor Booking: Secure specialists 3-4 months early (small contractor pool)

✓ Remote Access: Always have helicopter backup plan for isolated West Coast/high country sites

✓ Critical Stock: Keep 2-3 high-failure items locally (bearing sets, seals, sensors) to avoid $50k+ expediting

✓ Australian Sources: Build relationships with Australian suppliers for 2-3 day emergency parts

ABOUT PM PLAYBOOK

This checklist is provided by PM Playbook – New Zealand's practical resource for maintenance excellence.

We specialize in frameworks and tools designed for NZ's unique challenges: long supply chains, weather-dependent operations, and SME budgets.

Need help planning your next shutdown?

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📍 Based in Hamilton, New Zealand