Maintenance Planning and Scheduling and Shutdown, Turnaround and Outage

Optimize Your Maintenance Strategies, Techniques and Spend Management in-line with The Current Drop in Oil Prices and Increase in Supply

<table>
<thead>
<tr>
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<th>Maintenance Planning &amp; Scheduling and Shutdown, Turnaround &amp; Outage</th>
<th>Maintenance Planning &amp; Scheduling</th>
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<td>Bandung, ID</td>
<td>14th November - 18th November 2016</td>
<td>14th - 16th November 2016</td>
<td>17th - 18th November 2016</td>
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</tbody>
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Petrosync Lecturer
Prof. Len Gelman

- Prof. Len Gelman with more than 35 years experience in consulting and training to industry in all parts of the world. He is an international expert for both offshore and onshore facilities in the areas of advanced maintenance planning and scheduling, reliability centred maintenance, machinery failure analysis and prevention, risk assessment, hazard identification and condition monitoring of complex mechanical systems. Recently, he has worked for the oil and gas industry under a contract with Shell (UK).

- Chairman of the Condition Monitoring and Diagnostic Technology Technical Committee British Institute of Non-Destructive Testing (BINDT)

- President-Elect International Institute of Acoustics and Vibration (USA)

- The author of over 200 publications (including 17 patents, 5 books and 2 book chapters) and 17 keynote training papers in the area of maintenance, machinery failure analysis and prevention and monitoring

Testimonials

“The training helped us to schedule and plan more effectively.”

“The training was very well organised and a very insightful session.”

“This training gave us an insight into maintenance planning in detail.”

“Arrangements in terms of facility and material was excellent!”

“Well qualified and experienced Professor and presentation was very good and useful. Very well organised!”

Supported by
Maintenance planning and scheduling using structured and systematic approaches are critical for every successful plant. Maintenance planning and scheduling are the fastest and most effective investments that an organization can make to improve plant productivity and equipment availability.

This course is designed to build competency in maintenance planning and scheduling. The techniques that participants will learn in this course will allow for effective planning and scheduling of maintenance resources.

The course covers all the fundamentals and advanced methods and applications that a suitably qualified professional would use in carrying out fully functional plant maintenance. In summary, the course provides a step-by-step practical guide to best practices of maintenance planning and scheduling that will essentially reduce maintenance costs and deliver maximum business benefits.

Course Overview

Maintenance planning and scheduling using structured and systematic approaches are critical for every successful plant. Maintenance planning and scheduling are the fastest and most effective investments that an organization can make to improve plant productivity and equipment availability.

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Course Objectives

- Optimal selection/planning for work orders of preventive maintenance, predictive maintenance, run to failure maintenance and maintenance by redundancy/re-design
- Effective use of condition monitoring technologies (i.e. vibration, acoustic emission, infrared thermography and wear debris) for maintenance work orders
- Integration of reliability centered maintenance with maintenance planning and scheduling
- Management of maintenance backlog
- Demonstration of Computerized Maintenance Management Systems (CMMS) and radically novel Enterprise Resource Planning Software

Specially Designed for

This highly interactive training course will benefit anyone responsible for maintenance, who wishes to build competency in maintenance planning and scheduling to improve plant performance. This includes:

- Maintenance Engineer/ Planner/ Schedulers/ Supervisors/ Managers
- Plant Engineer/ Manager
- Operation Engineer/ Manager
- Material and Storeroom Engineer/ Manager
- Production Engineer/ Manager
- Mechanical Engineer/ Manager

IN-HOUSE SOLUTIONS

SAVE COST • IMPROVE PERFORMANCE • REDUCE RISK

PetroSync understands that in current economic climate, getting an excellent return on your training investment is critical for all our clients. This excellent training can be conducted exclusively for your organization. The training can be tailored to meet your specific needs at your preferred location and time. We will meet you anywhere around the globe. If you like to know more about this excellent program, please contact us on +65 6415 4500 or email general@petrosync.com
Course Agenda

Day 1
Maintenance Planning and Scheduling: The Key Elements of Maintenance

Session 1
Ensuring that your Maintenance Planning Contributes to the Company’s Profit to Achieve Business Outcomes
- Introduction
- Maintenance: Definitions, the Main Concepts and the Seven Basic Questions
- Planning and Scheduling Maintenance: Introduction
- Planning and Scheduling Maintenance: Who Are the Main People? A Planner, a Maintenance Supervisor, a Craftsman, Storeroom Personnel, an Operations Superintendent and an Operator
- Flow Chart of Maintenance Planning & Scheduling
- Developing High Quality Maintenance Work Orders
- Work Orders: Top Ten Essential Estimations
- Work Orders: Industrial Case Studies
- Maintenance Planning Principles
- Maintenance Scheduling Principles
- Why Week is Enough for Maintenance Schedule?

Session 2
Converting Maintenance Strategy into Smart Tactics to Ensure an Optimal Approach to Maintenance
- Build Systematic Maintenance Tactics for Your Organization:
  - Preventive Maintenance
  - Predictive Maintenance
  - Run to Failure Maintenance
  - Proactive Maintenance
  - Maintenance by Redundancy
  - Opportunity Maintenance
  - Opportunistic Maintenance
  - Corrective Maintenance

- Classification of Day to Day Maintenance Jobs
- Assessing Risks: Introduction
- Five Steps in Risk Assessment
- Risk Analysis
- Risk Based Maintenance: Estimating Risks of Failure and Planning Based on the Probability and Severity of Failure Consequences
- Fault Tree Analysis for Risk Based Maintenance Planning
- Fault Tree Analysis: Industrial Case Studies
- Event Tree Analysis for Risk Based Maintenance Planning
- Event Tree Analysis: Industrial Case Studies
- HAZOP (Hazard and Operability Study) for Risk Based Maintenance Planning
- HAZOP: Industrial Case Studies
- Risk Based Maintenance: Industrial Case Study
- Identifying the Main Maintenance Costs
- Cost Benefit Analysis
- Life Cycle Cost Technique for Creating Work Orders
- Life Cycle Cost Technique for Maintenance Planning: Industrial Case Study
- Spare Part Management and Outsourcing
- Operations vs. Maintenance
- Importance of Maintenance Planning and Scheduling
- The Key Maintenance Metrics:
  - The Mean Time Between Failures
  - The Failure Rate, the Instantaneous Failure Rate for Plant Machines/Equipment
  - Plant Machines/Equipment Availability and Maintainability
  - The Mean Time to Failure
  - The Mean Time to Repair
  - Reliability
  - Maintainability
  - The Main Key Maintenance Performance Indicators

HYBRID TRAINING SOLUTIONS
FOCUS TRAINING • REDUCE COST • ENHANCED RESULTS

Over the years, there has been a growing demand for hybrid training programs. It is an excellent option to maximize your training dollar for your specific training needs. We make it possible to run a training program that is customized totally to your training needs at a fraction of an in-house budget!
If you like to know more about this excellent program, please contact us on +65 6415 4500 or email general@petrosync.com
Session 3
Selecting Maintenance Types for Work Orders that Increases Reliability of Assets

- Maintenance Strategy: Seven Stages Process
- Asset Functions: Primary and Secondary
- Asset Failures: Potential and Functional
- The Instantaneous Hazard (Failure) Rates: Traditional View, Bathtub, Slow Aging, Best New, Random Failure and Worst New
- Relationship Between the Failure Rate Pattern and Maintenance Type Selection for Work Orders
- Planning of Job Frequencies for Work Orders for Predictive Maintenance Using the P-F Interval, the Net P-F Interval and Multiple P-F Interval
- Estimation of the Optimum Maintenance Interval for Work Orders for Predictive and Preventive Maintenance
- Asset Operating Context
- The Operating Context: Industrial Case Studies
  - Failure Modes
  - Hidden and Evident Failures
  - Analysing Failure Effects
  - Analysing Failure Consequences for Maintenance Type Selection for Work Orders:
    - Hidden Consequences
    - Safety and Environmental Consequences
    - Operational Consequences
    - Non-Operational Consequences
  - Determining Equipment Criticality for Work Orders
  - The Main Rules for Selecting Maintenance Types for Work Orders:
    - Predictive Maintenance Selection
    - Preventive Maintenance Selection
    - Failure Finding Maintenance Selection
    - Maintenance by Re-Design/ Redundancy Selection
    - Breakdown Maintenance Selection
    - Determining When to Prevent Failure and When to Allow Failure to Occur; Replace, Maintain or Refurbish: Optimally Planning Your Next Maintenance Action

Day 2
Session 1
Effectively Planning Asset Overhauls:
- Time Between Asset Overhauls
- Service Limit Overhauls
- New Limit Overhauls

Session 2
Planning Predictive Maintenance Using Condition Based Maintenance (CBM) Technologies
- Innovative CBM Approaches to Maximize Equipment Availability
- How to Plan Vibration CBM for Work Orders
- How to Plan Acoustic Emission CBM for Work Orders
- How to Plan Wear Debris CBM for Work Orders
- How to Plan Infrared Thermography CBM for Work Orders
- New International Standard for Planning Condition Based Maintenance for Work Orders
- Condition Based Maintenance: Nine Industrial Case Studies, Including Four Video Case Studies

Session 3
Improving Advanced Planning and Scheduling in your Management Process. Maintenance Software and the Main Planning/ Scheduling Techniques
- Computerized Maintenance Management System (CMMS):
  - Asset Records
  - Asset Control
  - Plant and Equipment Information

PROGRAM SCHEDULE

<table>
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<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>08:00</td>
<td>Registration (Day1)</td>
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<tr>
<td>09:00</td>
<td>Session I</td>
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<tr>
<td>11:00</td>
<td>Refreshment &amp; Networking Session I</td>
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<tr>
<td>11:15</td>
<td>Session II</td>
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<td>13:00</td>
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<tr>
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<td>Session III</td>
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<tr>
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<td>Refreshment &amp; Networking Session II</td>
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<tr>
<td>15:45</td>
<td>Session IV</td>
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<td>17:00</td>
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To ensure that all objectives of the course match yours, all PetroSync programs are developed after intensive and extensive research within the industry.

PetroSync programs focus on your immediate working issues to ensure that you are able to apply and deliver immediate results in real work situations.

Application and implementation of industry knowledge and experience are the drivers for our course design, not theoretical academic lectures.

PetroSync training focuses on practical interactive learning tools and techniques including case studies, group discussions, scenarios, simulations, practical exercises and knowledge assessments during the course. Invest a small amount of your time to prepare before attending the course to ensure maximum learning.

PetroSync follows a rigorous selection process to ensure that all expert trainers have first-hand, up-to-date and practical knowledge and are leaders of their respective industrial discipline.

WHY YOU SHOULD ATTEND PETROSYNC’S EVENTS

- Work Order Issue and Control
- Estimation of Maintenance Key Performance Indicators
- Inventory/ Stores Management
- Planning Predictive/ Preventive Maintenance
- Managing Condition Monitoring Outputs
- Advanced Maintenance Planning Software:
- Equipment Selection
- Failure/ Fault Consequence Classification
- Priority of Maintenance Tasks
- Frequency for Predictive/ Preventive Maintenance
- Optimum Combination of Maintenance Tasks
- Corrective Maintenance
- Management of FMEA and FMECA
- Maintenance Tasks: Reports and Graphical Presentation
- Work Breakdown Structures: The Main Principles
- Gantt Chart: The Main Principles
- Management of Maintenance Backlog

Day 3

Session 1
Enterprise Resource Planning (ERP). Maximising ERP as a Tool to Reduce Costs and Improve Productivity, Quality and Control
- New Generation Enterprise Resource Planning Software
- ERP: The Future Trends
- Maintenance Control via Audit
- Time Planning for Maintenance

Session 2
Planning Maintenance via Root Cause Analysis and Failure Assessment to Essentially Cut Unnecessary Maintenance Costs
- Principles of Root Cause Analysis of Failures for the Proactive Maintenance: an Approach of Six Root Causes
- The Generic “Eight Disciplines Problem Solving” Technique for Root Cause Analysis Planning
- Root Causes of Assets Failures: Description
- Planning Industrial Root Cause Analysis for Assets: 17 Industrial Case Studies
- Planning Failure Assessment for Maintenance: 9 Classical Steps
- Planning Failure Assessment for Maintenance: Industrial Case Studies

Session 3
The People Matter: Developing Sustainable Planning by your Team to Meet Future Needs of Maintenance
- Implementation of the Planned Maintenance: Teamwork and Facilitator
- Human Errors in Planned Maintenance
- Reduction of Human Errors in Planned Maintenance
- Planned Maintenance: Application and Achievements; Measuring Effectiveness of the Planning and Scheduling Process
- Review: Learning Outcomes
- Closing Comments

Maintenance Planning and Scheduling - (3 Days)

14th - 16th November 2016 at Bandung, Indonesia
21st - 23rd November 2016 at Kuala Lumpur, Malaysia
ShUTDOWN, TURNAROUND AND OUTAGE (STO) - 2 DAYS

17th - 18th November 2016 at Bandung, Indonesia
24th - 25th November 2016 at Kuala Lumpur, Malaysia

Course Overview

Planning, scheduling, estimating and managing shutdowns, turnarounds and outages (STO) in a plant environment is a complex and demanding function. If STO are not properly planned, managed and controlled, plants run the risks of serious budget overruns, costly schedule delays and negative financial impact of the STO on a plant.

In this training course you will learn about development a practical STO strategy and tactics, top factors ensuring that shutdown/turnaround happens efficiently, without essential delays and unexpected costs and according to what was planned, the main maintenance best practice planning principles for STO, the main maintenance best practice scheduling principles for STO, effective methods for estimation of the standard job hours for work orders, and also effective shutdown/turnaround preparation for maximizing shutdown/turnaround success.

Course Objectives

- To enhance the company’s STO management and maintenance capabilities
- To manage maintenance of all stages of STO
- Development of maintenance plan and schedule and estimations for STO work orders
- To create awareness of planning and scheduling methods in the execution of successful STO
- To learn how to contract maintenance for STO
- To learn how estimate shutdown/turnaround duration using cost-benefit analysis

Specially Designed for

This highly interactive training course is specifically designed for anyone responsible for plant maintenance and STO and who wishes to build competency in management of STO to improve plant performance. This includes:

- Maintenance Engineer/ Supervisors/ Coordinators
- Plant Engineer/ Manager
- STO Coordinators/ Professionals
- Project Engineer/ Manager
- Operation Engineer/ Manager
- Mechanical Engineer/ Manager
- Inspection, Materials, Safety and Maintenance Engineers
- Operation Managers, Supervisors, Materials and Storeroom
- Planning/ Scheduling and Cost Control Staff
- Engineers and Contract Administrators
Day 1

Session 1
Maintenance Planning and Scheduling are Key Factors for Achieving STO Success
- Introduction Planning and Scheduling STO; How Shutdown/ Turnaround Can Contribute to the Business Benefits of a Plant
- Conceptualizing Planning and Scheduling as the Key Elements of the Maintenance of STO:
- The Main Maintenance Best Practice Planning Principles for STO
- The Main Maintenance Best Practice Scheduling Principles for STO
- Selecting and Utilizing the Right Planner for STO
- Wrench Time: One of the Key Performance Indicators for STO
- STO Maintenance Plan: The Main Rules
- Effective Methods for Estimation of the Standard Job Hours for Work Orders
- Outsourced/ Contracted Maintenance and In-House Maintenance for STO; Types of Contracted Maintenance for STO and Criteria for Contractor Selection
- Risks and Benefits Associated with the Use of Contractors for STO
- Effective Methods for Estimation of the Standard Job Hours for STO Work Orders

Session 2
Applying Maintenance Tactics for STO to Ensure a Systematic Approach to Shutdowns
- Maintenance: Definitions
- Effective Methods for Estimation of the Standard Job Hours for STO Work Orders
- Time Based Maintenance
- Condition Based Maintenance
- Maintenance by Re-Design
- Failure Mode and Effect Analysis (FMEA) for Maintenance of STO
- Review Design and Operation of Chosen Machine/ Equipment
- Review Failure History and Failure Modes
- Review Root Causes of Failure Modes; Estimate Root Cause Occurrences
- Review Failure Consequences; Estimate Severities of Consequences
- Review Detection/ Diagnosis Capabilities; Estimate Detection/ Diagnosis Capabilities
- Estimate the Risk Priority Numbers
- Assign Optimized Maintenance Tasks/ Frequencies
- Failure Analysis Review
- FMEA: Ranking
- FMEA: Industrial Case Studies
- FMEA: Exercises
- Failure Mode Effect and Criticality Analysis (FMECA) for Maintenance of STO
- FMECA: Industrial Case Study
Day 2

Session 1
Best Practices During Shutdown/ Turnaround: Long-Term Planning, Scoping and Organisation
- When Shutdown/ Turnaround Should Start? Shutdown/ Turnaround Stages:
  - Pre-Shutdown/ Turnaround Stage
  - Shutdown/ Turnaround Stage
  - Post-Shutdown/ Turnaround Stage
- Selection of Time and Scale for Shutdown/ Turnaround
- Effective Shutdown/ Turnaround Preparation for Avoiding Unknown Defects and Maximizing Shutdown/ Turnaround Success
- Identifying Routine Condition Based Tasks to be Performed Prior to Shutdown/ Turnaround
- Identifying Function Testing at Conclusion of Shutdown and Turnaround
- Long-Term Shutdown/ Turnaround Planning; Completing the Shutdown Plan and Schedule
- Estimation of Shutdown/ Turnaround Duration using Cost-Benefit Analysis
- Shutdown/ Turnaround Return on Investment

Session 2
Top Factors Ensuring that Shutdown/ Turnaround Happens Efficiently, Without Essential Delays and Unexpected Costs and According to What Was Planned
- Shutdown/ Turnaround: External Risks
- Shutdown/ Turnaround Work List; Review, Communicate, Approve and Lock Work List
- Determining True Shutdown/ Turnaround Jobs
- Applying Risk/ Consequence-Based Job Selection Methods to Prioritise STO Jobs
- Shutdown/ Turnaround Work Scope
- Shutdown/ Turnaround Job and Task Planning
- Focus on Overall Daily Work Completion
- Shutdown/ Turnaround Strategic Planning
- Shutdown/ Turnaround: Purchasing Materials and Services
- Determining Criticality of Shutdown/ Turnaround Tasks During Planning
- Effectively Plan Shutdown/ Turnaround by Gantt Charts and WBS
- Applying Critical Path Analysis to Ensure that Shutdown/ Turnaround Runs on Time
- Hazard Analysis for Shutdown/ Turnaround
- Stress During Shutdown/ Turnaround
- Reduction of Maintenance Human Errors for Shutdown/ Turnaround
- The Main Shutdown Key Performance Indicators
- Industrial Case Study
- Review of Learning Outcomes
- Closing Comments
Prof. Len Gelman with more than 35 years experience in consulting and training to industry in all parts of the world. He is an international expert for both offshore and onshore facilities in the areas of advanced maintenance planning and scheduling, reliability centred maintenance, machinery failure analysis and prevention, risk assessment, hazard identification and condition monitoring of complex mechanical systems. Recently, he has worked for the oil and gas industry under a contract with Shell (UK).

Prof. Len Gelman is an author of over 200 publications (including 17 patents, 5 books and 2 book chapters) and 17 keynote conference papers in the area of advanced maintenance and machinery failure analysis, prevention and monitoring. Len is the Honorary Editor of the International Journal of Condition Monitoring.

Prof. Len Gelman is a Chief Designer of numerous technologies and engineering prototypes for proactive maintenance, fault detection/ diagnosis/ isolation. Recently, he was awarded Rolls-Royce award for innovation for development and implementation of the novel technologies for failure prevention in gas turbines.

Prof. Gelman is a Fellow of the British Institute of Non-Destructive Testing (BINDT), International Association of Engineers and UK Institution of Diagnostic Engineers, Co-Chairman of the Condition Monitoring and Diagnostic Technology Technical Committee of the BINDT, the President of the International Institute of Acoustics and Vibration, Honorary Editor of the International Journal of Condition Monitoring and the Chairman of the International Society for Condition Monitoring.


**Client List**

- Shell (UK)
- SKF
- Caterpillar
- Rolls-Royce
- Shell Exploration & Production (Asia Pacific - Malaysia)
- ARAMCO (KSA)
- Qatar Petroleum
- Dresser-Rand
- ORYX
- ERIKS
- Indorama
- Boeing
- Saudi Electricity Company (KSA)
- London Underground
- Sohar Aluminium (Oman)
- Elmamani Group (UAE)
- Alpha Star Aviation (KSA)
INVESTMENT PACKAGES

Please checklist the package that you are attending!

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<th>Course Title</th>
<th>Standard Price</th>
<th>Early Bird</th>
<th>Course Schedule</th>
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<td>SGD 3,095</td>
<td>14th - 18th November 2016 Bandung, Indonesia</td>
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<td>SGD 1,795</td>
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*10% discount for groups of 3 registering from the same organization at the same time
* Group discount is based on standard price
* Early Bird Offer is one month before the event schedule
* To enjoy the offer, full payment must be made before the deadline.
* For 5 or more delegates, please inquire for more attractive package.
* Prices include lunches, refreshments and training materials. Discounts cannot be combined with other promotional offers.
* Important: Please note that registration without payment will incur a SGD 200 administration fee.

DELEGATE DETAILS

1st Delegate Name: ____________________________ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Others ☐
Direct Line Number: __________________________ Email: __________________________
Job Title: __________________________ Department: __________________________
Head of Department: __________________________

2nd Delegate Name: ____________________________ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Others ☐
Direct Line Number: __________________________ Email: __________________________
Job Title: __________________________ Department: __________________________
Head of Department: __________________________

3rd Delegate Name: ____________________________ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Others ☐
Direct Line Number: __________________________ Email: __________________________
Job Title: __________________________ Department: __________________________
Head of Department: __________________________

INVOICE DETAILS

Attention Invoice to: ___________________________
Direct Line Number: __________________________ Fax: __________________________
Company: __________________________ Industry: __________________________
Address: __________________________ Postcode: __________________________
Country: __________________________ Email: __________________________

Please note:
- Indicate if you have already registered by Phone ☐ Fax ☐ Email ☐ Web ☐
- If you have not received an acknowledgement before the training, please call us to confirm your booking.

PAYMENT METHODS

☐ By Credit Card :
Please debit my credit card: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Security Code: __________
Card Number: __________________________ Expiry Date: __________________________
Name printed on card: __________________________

☐ By Direct Transfer : Please quote invoice number(s) on remittance advice
PetroSync Global Pte Ltd Bank details:
Account Name: PetroSync Global Pte Ltd
Bank Name: DBS Bank Ltd
Bank Code : 7171 • Bank Swift Code : DBSSSGSGXXX • Branch code : 288
Account No : SDG : 288-901898-0 • USD : 0288-002682-01-6

All bank charges to be borne by payer. Please ensure that PetroSync Global Pte Ltd receives the full invoiced amount.

I agree to PetroSync’s terms & conditions,payment terms and cancellation policy.

Authorized Signature : __________________________

PAYMENT TERMS : Payment is due in full at the time of registration. Full payment is mandatory for event attendance.

TERMS AND CONDITIONS

DISCLAIMER
Please note that trainers and topics were confirmed at the time of publishing; however, PetroSync may necessitate substitutions, alterations or cancellations of the trainers or topics. As such, PetroSync reserves the right to change or cancel any part of its published programme due to unforeseen circumstances. Any substitutions or alterations will be updated on our web page as soon as possible.

DATA PROTECTION
The information you provide will be safeguarded by PetroSync that may be used to keep you informed of relevant products and services. As an international group we may transfer your data on a global basis for the purpose indicated above. If you do not want us to share your information with other reputable companies, please tick this box ☐

CANCELLATION POLICY
You may substitute delegates at any time as long as reasonable advance notice is given to PetroSync. For any cancellation received in writing not less than fourteen (14) working days prior to the training course, you will receive a credit voucher worth total transaction less a SGD 200 administration fee and any related bank or credit card charges.

Delegates who cancel less than fourteen (14) working days of the training course, or who do not attend the course, are liable to pay the full course fee and no refunds will be granted.
In the event that PetroSync cancels or postpones an event for any reason and that the delegate is unable or unwilling to attend in on the rescheduled date, you will receive a credit voucher for 100% of the contract fee paid. You may use this credit voucher for another PetroSync to be mutually agreed with PetroSync, which must occur within a year from the date of postponement.
PetroSync is not responsible for any loss or damage as a result of the cancellation policy. PetroSync will assume no liability whatsoever in the event this event is cancelled, rescheduled or postponed due to any Act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, industrial action, or any other reason beyond management control.

CERTIFICATE OF ATTENDANCE
80% attendance is required for PetroSync’s Certificate of Attendance.

DETAILS
Please accept our apologies for mail or email that is incorrectly addressed.
Please email us at registration@petrosync.com and inform us of any incorrect details. We will amend them accordingly.

CHARGES & FEE(s)

- For Payment by Direct Telegraphic Transfer, client has to bear both local and overseas bank charges.
- For credit card payment, there is additional 4% credit card processing fee.

Authorized Signature : __________________________

COURSE CONFIRMATION

I agree to PetroSync’s terms & conditions,payment terms and cancellation policy.