

# Outage Templates

# Accessing Outage

1. Open Internet Explorer
2. Type outage.ipaper.com in address line



**INTERNATIONAL PAPER**

## View Outage Plans

Enter Outage	View Update/Excel	Reports	Data Maintenance	Help
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**Shutdown Category**

☒ All Outages ☐ Black Mill (No Power/Steam) ☐ Cold Mill (No Steam) ☐ Total Mill (Utilities Available) ☐ Partial Mill ☐ Field Day ☐ Major Project ☐ LOO (Lack of Orders)

**Site**

Division	P&C Papers	Facility	Courtland Mill	Business Unit	All
Area	All	Line	All		

**Date**

Start Date: 2/1/2014 End Date: 12/31/2015 Date Range: [Dropdown]

Title: [Text Box]

Coordinator: [Dropdown]

Contractor: [Dropdown] Resources: [Dropdown]

Annual Outages Only ☐

Record Count: 0

[View/Update](#) [Excel](#) [Gantt View](#)

Enter Outage	View Update/Excel	Reports	Data Maintenance	Help
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English (United States) [Choose Language](#)

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Database (RCFAPRD), Current User: Amy Albrinck (NAIPAPER\AALBRIN) [Switch User](#)

# Enter Outage

Click Enter Outage menu option

INTERNATIONAL PAPER		Enter New Outage							
Enter Outage		View Update/Excel		Reports		Data Maintenance		Help	
<b>*Shutdown Category</b>									
<input type="radio"/> Black Mill (No Power/Steam) <input type="radio"/> Cold Mill (No Steam) <input type="radio"/> Total Mill (Utilities Available) <input type="radio"/> Partial Mill <input type="radio"/> Field Day <input type="radio"/> Major Project <input type="radio"/> LOO (Lack of Orders)									
<b>*Facility</b>					<b>Business Unit/Area</b>				
Training Site					<input type="checkbox"/> Finished Products-Finishing-1 and 2 PS and D <input type="checkbox"/> Finished Products-Finishing-3 PS and D <input type="checkbox"/> Finished Products-Finishing-4 and 5 PS and D <input type="checkbox"/> Finished Products-None-None <input type="checkbox"/> Finished Products-PM-1 Paper Machine <input type="checkbox"/> Finished Products-PM-2 Paper Machine				
<b>Date/Cost</b>									
Planned Start		3/12/2014		Time		00 00		Planned End	
Actual Start				Time		00 00		Actual End	
Downtime(hrs)				Calculate		Planned Cost US\$			
Downtime(hrs)				Calculate		Actual Cost US\$			
*Title					*Coordinator				
Description									
Comments									
<b>Annual Outage</b>									
Annual Outage Check Here					Preparedness Assessment Date				
					M&R COE Lead				
Created By: None		Creation Date: None		Last Updated By: None		Last Update Date: None			
Spell Check		Save New Outage Record		Delete					

\*Required Fields

# Enter Outage

## Required Fields

- The required fields are identified with \*
- Shutdown Category
- Facility
- Title
- Outage Coordinator
- All other fields are optional

# Outage Template

Once Outage has been created. An additional field will appear.

A screenshot of a web form element. It consists of a light green rectangular box. On the left side of the box, the text 'Task Template' is written in a bold, black, sans-serif font. To the right of this text is a white rectangular input field. At the far right end of the input field, there is a small, light gray square button containing a black downward-pointing triangle, indicating a dropdown menu.

Any templates that are active will be listed in the drop down list.

# View Task Template

Click View to see the detail for the template tasks. You can also create the tasks from the view page.

**Task Template** NEW GT ANNUAL OUTAGE (175 tasks) View

All tasks associated with the template selected will be displayed.

Task Template									
These are the tasks associated with the selected template. Please uncheck any tasks that you DO NOT want created. To create the same task for multiple areas, please select the area roles from the drop down lists. YOU MUST review EACH PAGE and CLICK Save Tasks button for EACH PAGE before changing pages, otherwise your selections will be lost. Click Close to return to Outage page.									
<span>Create All Tasks</span> <span>Create Selected Tasks</span> <span>Close</span>									
Pages 1 2 3									
CREATE	Title/Description	Weeks Before	Weeks After	Primary Role	Area Role	Area Role	Area Role	Area Role	Area Role
<input checked="" type="checkbox"/>	MILESTONE: Annual outage planning process initiated	39		Maintenance					
<input checked="" type="checkbox"/>	Annual outage date and duration identified (Considering other conflicts of other facilities both within and outside of IP)	39		Maintenance					
<input checked="" type="checkbox"/>	Preliminary overall mill annual outage budget established	39		Maintenance					
<input checked="" type="checkbox"/>	Repair job budgets established for the annual outage	39		Maintenance					
<input checked="" type="checkbox"/>	Annual outage goals established and documented	39		Maintenance					
<input checked="" type="checkbox"/>	Enterprise outage calendar updated with annual outage date/duration information	39		Maintenance					
<input checked="" type="checkbox"/>	Annual outage coordinator and team (area coordinators) identified	39		Maintenance					
<input checked="" type="checkbox"/>	Annual outage dates and team communicated to the mill and business	39		Maintenance					
<input checked="" type="checkbox"/>	Annual outage team meeting held	35		Outage Coordinator	Pulp Mill Operations				
<input checked="" type="checkbox"/>	Financial annual outage instruments created (repair jobs, ePad, SAP, etc.)	35		Outage Coordinator					
<input checked="" type="checkbox"/>	Insurance provider (Factory Mutual) initially notified	35		Maintenance					
<input checked="" type="checkbox"/>	Last year's contractor outage	35		Outage					

# Task Template Selection

- At the top of the Task Selection window is a brief explanation
- Create All Tasks – all tasks associated with the template will be created
- Create Selected Tasks – Only tasks ON THE CURRENT PAGE that are selected will be created.

**Task Template**

These are the tasks associated with the selected template. Please uncheck any tasks that you DO NOT want created.  
 To create the same task for multiple areas, please select the area roles from the drop down lists.  
**YOU MUST review EACH PAGE and CLICK Save Tasks button for EACH PAGE before changing pages, otherwise your selections will be lost. Click Close to return to Outage page.**

Create All Tasks
Create Selected Tasks
Close

Pages [1](#) [2](#) [3](#)

CREATE	Title/Description	Weeks Before	Weeks After	Primary Role	Area Role	Area Role	Area Role	Area Role	Area Role
<input checked="" type="checkbox"/>	MILESTONE: Annual outage planning process initiated	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Annual outage date and duration identified (Considering other conflicts of other facilities both within and outside of IP)	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Preliminary overall mill annual outage budget established	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Repair job budgets established for the annual outage	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Annual outage goals established and documented	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Enterprise outage calendar updated with annual outage date/duration information	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Annual outage coordinator and team (area coordinators) identified	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Annual outage dates and team communicated to the mill and business	39		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Annual outage team meeting held	35		Outage Coordinator	Pulp Mill Operations <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Financial annual outage instruments created (repair jobs, ePad, SAP, etc.)	35		Outage Coordinator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Insurance provider (Factory Mutual) initially notified	35		Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Last year's contractor outage	35		Outage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Task Template View

- If the template has more than 1000 tasks, there will be multiple pages.
- You need to click create selected tasks on each page, otherwise the tasks will not get created.

**Task Template**

These are the tasks associated with the selected template. Please uncheck any tasks that you DO NOT want created.  
 To create the same task for multiple areas, please select the area roles from the drop down lists.  
**YOU MUST review EACH PAGE and CLICK Save Tasks button for EACH PAGE before changing pages, otherwise your selections will be lost. Click Close to return to Outage page.**

Create All Tasks
Create Selected Tasks
Close

Pages [1](#) [2](#) [3](#)

CREATE	Title/Description	Weeks Before	Weeks After	Primary Role	Area Role	Area Role	Area Role	Area Role	Area Role
<input checked="" type="checkbox"/>	MILESTONE: Annual outage planning process initiated	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Annual outage date and duration identified (Considering other conflicts of other facilities both within and outside of IP)	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Preliminary overall mill annual outage budget established	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Repair job budgets established for the annual outage	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Annual outage goals established and documented	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Enterprise outage calendar updated with annual outage date/duration information	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Annual outage coordinator and team (area coordinators) identified	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Annual outage dates and team communicated to the mill and business	39		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Annual outage team meeting held	35		Outage Coordinator	Pulp Mill Operations <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Financial annual outage instruments created (repair jobs, ePad, SAP, etc.)	35		Outage Coordinator	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Insurance provider (Factory Mutual) initially notified	35		Maintenance	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
<input checked="" type="checkbox"/>	Last year's contractor outage	35		Outage	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>

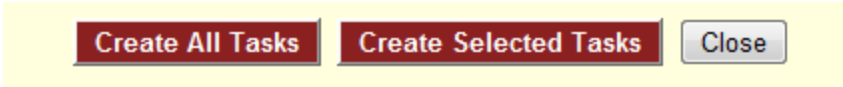


# Task Template Selection

- Create – checkbox to allow you to select/unselect individual tasks
  - Only those selected will be created
- Title/Description
- Weeks Before – Task due date will set to the Outage Planned Start Date **minus** the number of week before
- Weeks After – Task due date will be set to the Outage Planned End Date **plus** the number of weeks after
- Primary Role – A single task will be created for this role
- Area Role(s) – If any area roles are selected, a sub-task will get created with the parent task being the one created for the primary role.

# Task Template Selection

- Create All Tasks – all tasks associated with the template selected will be created. Any changes you've made, will be ignored.
- Create Selected Tasks – creates the selected tasks and sub tasks for the current page.
- Close – takes you back to the Enter Outage page.




Create All Tasks

Create Selected Tasks

Close

# Enter Outage

## When not Viewing Tasks

INTERNATIONAL  PAPER

Update Outage 2634

Enter Outage	View Update/Excel	Reports	Data Maintenance	Help
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**\*Shutdown Category**  
☒ Black Mill (No Power/Steam) ☐ Cold Mill (No Steam) ☐ Total Mill (Utilities Available) ☐ Partial Mill ☐ Field Day ☐ Major Project ☐ LOO (Lack of Orders)

**\*Facility**  
Training Site

**Business Unit/Area**  
☒ Finished Products-Finishing-1 and 2 PS and D  
☐ Finished Products-Finishing-3 PS and D  
☐ Finished Products-Finishing-4 and 5 PS and D  
☐ Finished Products-None-None  
☐ Finished Products-PM-1 Paper Machine  
☐ Finished Products-PM-2 Paper Machine

**Date/Cost**  
Planned Start 3/12/2014 Time 00 00 Planned End 3/12/2014 Time 00 00  
Actual Start Time 00 00 Actual End Time 00 00  
Downtime(hrs) 0 Calculate  
Planned Cost US\$ 0  
Actual Cost US\$ 0

**\*Title** Outage Test Record  
**\*Coordinator** Albrinck, Amy

**Description**

**Comments**

**Task Template** ANNUAL OUTAGE (286 tasks) View

**Annual Outage**  
Annual Outage Check Here ☐ Preparedness Assessment Date   
M&R COE Lead

Created By: Amy Albrinck Creation Date: 3/12/2014 Last Updated By: Amy Albrinck Last Update Date: 3/12/2014

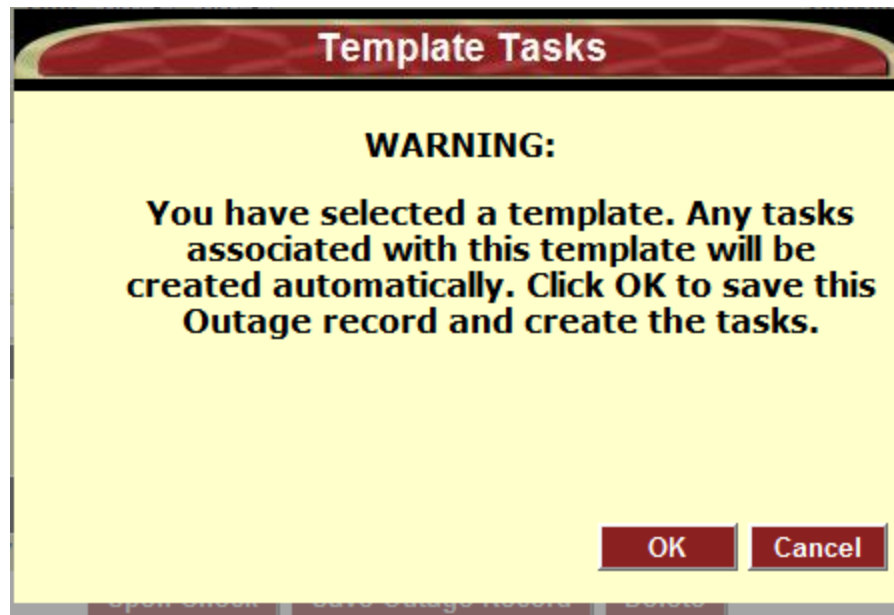
Spell Check Save Outage Record Delete  
Major Scope (0) Contractors Resources Task Items (0) Attachments

\*Required Fields

Select Task Template  
Click Save New Outage Record

# Enter Outage

- Warning popup will appear letting you know that a template was selected and that the tasks will be created.
- OK – Outage saved and tasks created
- Cancel – Back to Enter Outage page



# Update Outage

- The outage record has now been saved
- Notice that the task template drop down list can no longer be changed
- Template selection is a one shot deal because there is no way to keep any template changes in synch with tasks that were created from a template.
- You CAN still view the template tasks – any that have been created will be disabled.
- Comment added that indicates how many tasks were created.
- Additional Button options including Task Items
- Clicking on Task Items will take you to Task Tracker so you can manage the tasks.

Task Template NEW GT ANNUAL OUTAGE (175 tasks) View 239 Tasks were created from template.

Spell Check Save Outage Record Delete  
Major Scope (0) Contractors Resources Task Items (239) Attachments

# Update Outage

INTERNATIONAL PAPER		Update Outage 2634				
Enter Outage		View Update/Excel		Reports	Data Maintenance	Help
<b>*Shutdown Category</b>						
<input checked="" type="radio"/> Black Mill (No Power/Steam) <input type="radio"/> Cold Mill (No Steam) <input type="radio"/> Total Mill (Utilities Available) <input type="radio"/> Partial Mill <input type="radio"/> Field Day <input type="radio"/> Major Project <input type="radio"/> LOO (Lack of Orders)						
<b>Facility</b>		<b>Business Unit/Area</b>				
Training Site		<input checked="" type="checkbox"/> Finished Products-Finishing-1 and 2 PS and D <input type="checkbox"/> Finished Products-Finishing-3 PS and D <input type="checkbox"/> Finished Products-Finishing-4 and 5 PS and D <input type="checkbox"/> Finished Products-None-None <input type="checkbox"/> Finished Products-PM-1 Paper Machine <input type="checkbox"/> Finished Products-PM-2 Paper Machine				
<b>Date/Cost</b>						
Planned Start 3/12/2014 Time 00:00		Planned End 3/12/2014 Time 00:00		Downtime(hrs) 0 <b>Calculate</b>		Planned Cost US\$ 0
Actual Start Time 00:00		Actual End Time 00:00		Downtime(hrs) 0 <b>Calculate</b>		Actual Cost US\$ 0
*Title Outage Test Record				*Coordinator Albrinck, Amy		
<b>Description</b>						
<b>Comments</b>						
Task Template ANNUAL OUTAGE (286 tasks)		<b>View</b> 286 Tasks were created from template.				
<b>Annual Outage</b>						
Annual Outage Check Here <input type="checkbox"/>		Preparedness Assessment Date M&R COE Lead				
Created By: Amy Albrinck		Creation Date: 3/12/2014		Last Updated By: Amy Albrinck		Last Update Date: 3/12/2014
<b>Spell Check</b> <b>Save Outage Record</b> <b>Delete</b>						
<b>Major Scope (0)</b> <b>Contractors</b> <b>Resources</b> <b>Task Items (286)</b> <b>Attachments</b>						
*Required Fields						

# Task Creation

- Since templates are created based on roles, some maintenance made need to take place in the event that no one has been assigned to a role that a template task was assigned to.
- You will receive an email once you save your outage record, indicating this.
- You have 2 options to rectify this
  - Assign user to the Roles identified as having no one assigned
  - Change responsible person on the tasks to a specific person rather than a role

From: Manufacturing Task  
To: Amy Albrinck  
Cc:  
Subject: Outage Template Tasks with WARNINGS

**Manufacturing Task Tracker Tasks were created for Outage 2078.**

[Training Outage Record](#)

**COMPLETED SUCCESSFULLY**

Training Site	239 Tasks were created from template.	Outage Coordinator
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**WARNINGS**

Training Site	No Person Assigned To This Role	Accounting
Training Site	No Person Assigned To This Role	Central Maintenance Lead
Training Site	No Person Assigned To This Role	Communications Manager
Training Site	No Person Assigned To This Role	EPD Lead
Training Site	No Person Assigned To This Role	Engineering
Training Site	No Person Assigned To This Role	Environmental Lead
Training Site	No Person Assigned To This Role	Human Resources
Training Site	No Person Assigned To This Role	Hydroblasting Coordinator
Training Site	No Person Assigned To This Role	Logistics Coordinator
Training Site	No Person Assigned To This Role	Mill Balance Coordinator

# Task Items (Task Tracker)

- Click Task Items to access tasks and manage them.

Task List - Windows Internet Explorer provided by International Paper

Task Items for Header # [21245]

Add Task Items Edit Multiple Tasks

Responsible Person	Due Date	Status	Title	Edit
Training Site - Outage Coordinator	27 Feb 2013	! Late/Not Completed	SHUTDOWN COORDINATORS - Enterprise outage calendar updated with annual outage date/duration information	Edit Task
Training Site - Outage Coordinator	27 Feb 2013	! Late/Not Completed	SHUTDOWN COORDINATOR - Annual outage planning process initiated - MILESTONE	Edit Task
Training Site - Outage Coordinator	13 Mar 2013	! Late/Not Completed	SHUTDOWN COORDINATORS - Common file management location (local server, sharepoint, etc.) is created	Edit Task
Training Site - Outage Coordinator	10 Apr 2013	! Late/Not Completed	SHUTDOWN COORINDATORS - Verify business group been involved in the outage scheduling	Edit Task
Training Site - Central Maintenance Lead	24 Apr 2013	! Late/Not Completed	MAINTENANCE WORK - Outage tank inspection, NDT, PRV requirements communicated to areas & published	Edit Task
Training Site - Schedule Coordinator	08 May 2013	! Late/Not Completed	BAR CHART/SEQUENCING - Publish a "Preliminary Bar Chart" based on knowledge from the previous year's outage. Provide preliminary bar chart to outage planning team to establish critical path work from	Edit Task
Training Site - Accounting	08 May 2013	! Late/Not Completed	FINANCE - Initial area budget meetings held.	Edit Task
Training Site - Pulp Mill Lead	15 May 2013	! Late/Not Completed	BAR CHART/SEQUENCING - The "Preliminary Bar Chart" is reviewed by all operating departments.	Edit Task
Training Site - Paper Mill Lead	15 May 2013	! Late/Not Completed	BAR CHART/SEQUENCING - The "Preliminary Bar Chart" is reviewed by all operating departments.	Edit Task
Training Site - Paper Mill Lead	15 May 2013	! Late/Not Completed	BAR CHART/SEQUENCING - The "Preliminary Bar Chart" is reviewed by all operating departments.	Edit Task
Training Site - Power Plant Lead	15 May 2013	! Late/Not Completed	BAR CHART/SEQUENCING - The "Preliminary Bar Chart" is reviewed by all operating departments.	Edit Task
Training Site - Pulp Mill Lead	22 May 2013	! Late/Not Completed	OPERATIONS WORK - Last year's contractor outage reports and critiques reviewed in order to incorporate into repair plans and budget	Edit Task