

Training Title

Maintenance Planning, Scheduling & Work Control

5 days

Training Venue and Dates

Maintenance Planning Scheduling & Work Control	5	10-14 January	\$3,300	Dubai
Maintenance Planning & Work Control	5	17-21 October	\$3,300	Abu Dhabi

In any of 5 star hotel. Exact venue will be informed later.

Training Fees

- 3300 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

Define Management Consultants Certificate of course completion will be issued to all attendees.

Language: English

TRAINING OVERVIEW

Training Description

The maintenance of physical assets can no longer be treated as an 'engineering problem'. The competitive environment in which business operates requires an approach that integrates the operational objectives of the business and the life-cycle objectives of the physical assets.

The effectiveness of asset management has not improved significantly in many organisations in spite of the implementation of powerful computerised management systems. Research shows that a lack of physical asset management skills at all levels of the maintenance and operations workforce lies at the core of the problem.



Objectives

Leading industrial organizations are evolving away from reactive ("fix-it-when-it-breaks") management into predictive, productive management ("anticipating, planning, and fix-it-before-it-breaks"). This evolution requires well-planned and executed actions on several fronts.

You will be able to know

- Identify planning best practices and key elements for taking action on them
- Understand how world-class organizations solve common planning problems,
- Evaluate your practices compared to those of others
- Improve the use of your information and communication tools
- Improve productivity through use of better, more timely information
- Create and preserve lead-time in work management and use it for planning and scheduling resources
- Improve consistency and reliability of asset information
- Achieve more productive turnarounds
- Optimize preventive and predictive maintenance strategies

Who Should Attend

- Maintenance Managers
- Maintenance Supervisors
- Personnel designated as planners, or identified to become planners
- Key leaders from each Maintenance craft
- Key Operations Supervisors
- Materials Management Managers/Supervisors
- CMMS Administrator or key users
- Key Maintenance support assistants
- Other stakeholders in the Work Planning Function

Training Outline

DAY 1

Modern Maintenance Management Practice in Perspective Equipment Classification and Identification

Maintenance Practice in Perspective

- **Maintenance in the Business Process**
- **Evolution in Maintenance Management**

The Contribution of Maintenance to the achievement of the Business Objectives

- **Maintenance Strategy Development Process**
- **The Business Objective**
- **Business, Operations and Maintenance Key Performance Area**
- **The Maintenance Objective**
- **Roles and Accountability**

DAY 2

Equipment Classification and Identification

- **CMMS Requirements**
- **Functional Location**
- **Equipment Type Classification**
- **Equipment Identification**
- **Part Number and Bill of Material**
- **Documentation Structures**
- **Document Identification and Classification**

Maintenance Policies and Logistics Planning

Maintenance Management Policies

- **Equipment Criticality Grading**
- **Job Record Policy**
- **Job Information Requirements**
- **Principles of Work Order Design**
- **Maintenance Work Prioritisation**

Maintenance Logistics Planning

- **Logistic Support Analysis**
- **Maintenance Planning**
- **Maintenance Work Estimating**
- **Maintenance Levels**
- **Support Documentation**

- **Support Equipment**
- **Personnel and Organisation**

DAY 3

Failure Management Program Development

Failure Modes, Effects and Consequences

- **Equipment Functions and Performance Standards**
- **Failure Modes**
- **Failure Effects**
- **Consequences of Failure**

Failure Management Policies

- **Age Related Failure**
- **Random Failure**
- **Breakdown Maintenance**
- **Periodical Shut Down Maintenance**
- **Correction, and Corrective Maintenance**
- **Condition-based Maintenance**
- **Condition Monitoring**
- **RCM in the Development of Failure Management Policies**

Implementing Failure Management Policies

- **Proposed Routine Maintenance**
- **Categorising and structuring Routine Maintenance**
- **Corrective Maintenance Planning**
- **Logistic Requirements Planning**

DAY 4

- Work Planning, Scheduling and Control Notifications

- **Definition of Notifications, Defects, Deviations**
- **Notification Process, Roles and Principles**
- **Prioritising Notifications**
- **Maintenance Planning & Scheduling**

Weekly Master Schedule

- **Master Schedule Objectives**
- **Categorise the Outstanding Workload**
- **Determine Resource Availability**
- **Determine Equipment Non-utilisation Profile**
- **Develop Draft Master Schedule**
- **Conduct Master Schedule Review Meeting**
- **Final Master Schedule and Implementation**

Project Maintenance Management

- **Critical Path Analysis**
- **Project Schedule**
- **Resource Planning**
- **Maintenance Project Plan**
- **Schedule Resources and Materials**

Day 5

- Information and Performance Management

Management and Information

- **Information and Control**
- **Management Levels and Information**

Audits Performance Indicators

- **Performance Indicators**
- **Workload Performance Indicators**
- **Effectiveness Performance Indicators**
- **Cost Performance Indicators**
- **Management Reports**

Case Studies, Discussions, Last Day Review & Assessments will be carried out.