



A Successful 3-Day In-house Training Course

# Maintenance Management Best Practices

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## WHY CHOOSE THIS TRAINING COURSE?

The objective of modern maintenance management is to ensure that maintenance downtime is minimised while realising the inherent reliability of plant and equipment at an acceptable cost.

### This will be achieved through:

- The integration of the maintenance requirement with the plant production schedule to ensure both the achievement of the immediate production target, as well as the long-term life cycle objectives for the plant.
- Planning for the utilisation of maintenance resources to ensure a cost-effective maintenance.
- Adherence to the routine maintenance programme and statutory requirement to ensure plant integrity and safety.
- Proper logistics planning to eliminate waste and ensure work quality.

## WHAT ARE THE GOALS?

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.

- 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
- Optimize preventive and predictive maintenance strategies

## WHO IS THIS TRAINING COURSE FOR?

Delegates should represent a wide range of personnel in the organization who are involved in, or dependent on, effective maintenance management. These should include:

- Maintenance Managers and Engineers
- Operations Managers
- Maintenance Supervisors
- Maintenance Planners and Schedulers
- CMMS Administrator or key users
- Key Maintenance support assistants

## HOW WILL THIS TRAINING COURSE BE PRESENTED?

Facilitated by an experienced maintenance specialist, our programme will be conducted as a highly interactive work session (as opposed to lectures), encouraging participants to share their own experiences and apply the programme material to real-life situations.

Each delegate will receive an extensive reference manual, as well as case studies, while worked out solutions will be handed out to the delegates on conclusion of group discussions. Throughout the programme, delegates will be encouraged to identify what they can do to enhance Maintenance Planning and Scheduling in their organizations.

## QUALITY CERTIFICATIONS



# Daily Topics

## DAY ONE

### An Overview of Modern Maintenance Management

- Maintenance Practice in Perspective
  - » Maintenance in the Business Process
  - » What it looks like
  - » What it could look like
  - » Evolution in Maintenance Management
- Problems with Maintenance Planning and Scheduling
  - » Reactive vs Proactive Maintenance
  - » Roles of Maintenance Team Leader and Maintenance Planner
  - » Failure of Computerised Maintenance Management System (CMMS)

- Maintenance Logistics Planning
  - » Maintenance Task Detail Planning
  - » Maintenance Work Estimating
  - » Requirements Planning
  - » Requirements Forecasting
- Weekly Master Schedule
  - » Assess the Outstanding Workload
  - » Determine Resource Availability
  - » Determine Plant and Equipment availability for maintenance
  - » Develop Draft Master Schedule
  - » Master Schedule Review Meeting
  - » Master Schedule Implementation
  - » Forward Workload (backlog) Management

### Failure Management Programme

- Equipment Criticality Definition
  - » Risk Priority Number
  - » The Criticality Matrix
- Failure Modes, Effects and Consequences
  - » Equipment Functions and Performance Standards
  - » Functional Failures
  - » Failure Modes and Effects
  - » Consequences of Failures
- Failure Management Policies
  - » Failure Characteristics
  - » Maintenance Approaches
  - » Reliability-centred Maintenance

## DAY THREE

### Performance Measurement, Management Reports and Analysis

- Management and Information
  - » Information and Control
  - » Management Levels and Information
  - » Performance Indicators
- Performance Indicators
  - » Workload Performance Indicators
  - » Planning Performance Indicators
  - » Effectiveness Performance Indicators
  - » Cost Performance Indicators
  - » Management Reports

### Case Studies and Group Exercises

## DAY TWO

### Maintenance Planning and Scheduling

- Maintenance Policies and Guidelines
  - » Maintenance History Record
  - » Maintenance Task Definition
  - » Principles of Work Order Design
  - » Work Flow and Status
  - » Maintenance Task Prioritisation
  - » Notifications/Work Request






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**PetroKnowledge Limited**

P. O. Box 135120  
Abu Dhabi, United Arab Emirates

 +971.2.557.7389  
 [info@petroknowledge.com](mailto:info@petroknowledge.com)  
 [www.petroknowledge.com](http://www.petroknowledge.com)

