



EFFECTIVE MAINTENANCE PLANNING AND SCHEDULING



OUR GLOBAL STANDARDS AND ACCREDITATION



هيئة المعرفة والتنمية البشرية
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EFFECTIVE MAINTENANCE PLANNING AND SCHEDULING

INTRODUCTION

This program is intended to introduce participants to a deep and advanced knowledge of maintenance planning & scheduling. The program introduces participants to the importance of maintenance planning & scheduling as a tool for prolonging equipment life and preventing major problems. A focus is directed on planning and scheduling procedures, types of maintenance plans, classification of equipment maintenance and techniques, maintenance work allocation and task assignment.

This program also emphasizes maintenance sequencing, equipment replacement, Planning and control of spare parts, materials requirements planning, queuing theory & waiting time, maintenance project planning, crash time, resource constraint PER, maintenance job shop dispatching rule, computer application in maintenance.

OBJECTIVES

Leading industrial organizations are evolving away from reactive ("fix-it-when-it-breaks") management into predictive, proactive management ("anticipating, planning, and fix-it-before-it-breaks"). This evolution requires well-planned and executed action on several fronts. In this course you will learn to:

- 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.

TRAINING METHODOLOGY

The training methodology is interactive with group exercises and is suitable for all employees involved in functions management. The pace and level of the training workshop is customized to the understanding of the delegates. On-going back-up and support is available after the training on request to the supplier, and the training course is also available for in-house presentation as well as for "Competency Transfer"



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WHO SHOULD ATTEND?

Delegates should represent a wide range of personnel in the organization who are related to the Work Planning Function. These should include:

- 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.

COURSE OUTLINE

The Work Planning Process

- Site Investigation
- Root Cause Analysis
- Failure History
- The Required Documentation
- Specifying Important Information to Capture During the Job
- Failure Preventing Job Procedures

Inventory Purchasing and Management

- Refurbishment Decisions and Costs
- Important Purchasing Information
- Useful Store Control Practices
- Good Storage Practices
- Working with and Developing Suppliers

Project Management Principles and Practices

- Identify Work Priorities
- Set Project Goals and Objectives
- Specifications and Contracts
- Bar (Gantt) Charts
- PERT Charts (Critical Path)
- Checkpoints and Checklists
- Preparing for All Eventualities
- Specifying Job Quality Standards
- Safety Considerations, Calculate Maintenance Cost vs. Budget
- Compiling the Job Pack
- Job Planning
- Preparations Before the Job Starts



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- Complete the Checklists
- Job and Workmanship Feedback
- Post-Job Review
- Continuously Improving the Planning

Miscellaneous

- Shutdown and Outages Planning
- The Maintenance Scheduling Process and Scheduling Procedures
- Review and Discussion of Activity
- Visual Management in All Occasions
- Production-Maintenance Relationship Building
- The Production Plan
- Manpower Scheduling and Resources Scheduling
- Preparations before the Job Starts
- Addressing On-site Issues and Changes in the Plan with Teambased
- Risk Analysis
- Monitoring Job Performance and Schedule
- Backlog Management



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REGISTRATION DETAILS

FAMILY NAME: _____
FIRST NAME: _____
POSITION: _____
COMPANY: _____
MAILING ADDRESS: _____
TELEPHONE: _____
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AUTHORISATION

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MODE OF PAYMENT

- PLEASE INVOICE MY COMPANY
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CONNECT WITH US:

Hotel Accommodation

Hotel Accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least one week prior to the commencement of the course.

Event Disclaimer

We reserve the right to cancel or postpone a course or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid.

We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/ or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

Cancellation & Substitution

You must notify the Registrar of cancellations at least one week before a scheduled course in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a course due to low enrollment.

All registrants will be notified in advance and a full refund will be provided upon request.

4 Ways to Register

- +971 2 69 11 888
- +971 2 62 62 300
- P.O. Box: 31441, Abu Dhabi, U.A.E.
- info@ecomman-uae.com

Would you like to run this course In-House?

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