



ME100

Applied Maintenance Management

Course Introduction:

This course provides essential knowledge required for achieving excellence in maintenance management. Work control, planning, scheduling will be covered. Participants will receive a sound, integrated, basic knowledge of the maintenance function and how to progress towards world-class performance. Individual action plans will carry course learning into the work environment. Better utilization of Computerized Maintenance Management Systems (CMMS) will be covered in this course. A pre-test and post-test self-assessment will be given to indicate delegate's competency improvements.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- Describe the maintenance management optimization best practice techniques
- Identify the world class maintenance standards and how to apply them
- Develop the essential elements of work planning and scheduling
- Develop the optimization of preventive and predictive maintenance program
- Improve the ability to influence people
- Improve consistency and reliability of asset information management
- Manage the maintenance logistics and cost control with high work quality
- Develop organizational competence

Who Should Attend?

This course is intended for engineers and maintenance superintendents. Also, will be more beneficial for reliability engineers and maintenance planners and schedulers who are direct and not directly involved in the plant maintenance activities.

Course Outline:

Day 1:

Maintenance Hierarchy

- Introduction of Maintenance Management
- Specific Maintenance Definition
- Maintenance Goals
- Reactive Maintenance (CM)
- Predictive Maintenance
- Preventative Maintenance (PM)

- Total Productive Maintenance (TPM)
- Reliability - Centered Maintenance (RCM)
- Overall Equipment Effectiveness (OEE)
- Principles of Maintenance Management

Maintenance Planning and Scheduling

- Why we have a Maintenance Plan?
- Maintenance Process
- Levels of Planning & Expected Outcomes
- Maintenance Budget
- Effective Planned Maintenance
- How to implement a good Maintenance Plan (Manpower, Spare Parts and Tools)
- Plan Evaluation & Feedback
- Scheduling Techniques and Procedures
- Daily Scheduling (Stick to your Schedule)
- Weekly Scheduling
- Establishing Priority
- "Look—Ahead" Scheduling
- Maintenance Scheduling Check List

Day 2:

Maintenance Logistics and Cost Control

- Your Cost Reduction Job
- How to control absenteeism/Tardiness?
- Controlling and analyze working overtime
- Managing Maintenance Spare Parts
- Optimizing Spare Parts Inventory levels
- Controlling Maintenance Direct/Indirect Costs
- Machine Life Cycle Cost Concepts
- Importance and Criticality of Housekeeping
- Availability and Utilization Maintenance Tools
- Best Optimization Manpower Distribution

Maintenance Team Work

- Engineering, Production & Maintenance Team
- Benefits of Integrated Teams
- Motivation and Empowerment

- Implementing Team based Continuous Improvement in Maintenance
- Leading & Managing Maintenance Management
- Getting more from Outside Contracting Manpower

Day 3:

Maintenance Management Strategy

- Developing and Implementing PM programs
- Applying Reliability based Maintenance Strategy
- Reliability & Maintainability Program Approach
- Maintenance Strategy Development

Day 4:

Effective Maintenance Management

- Company Goals & Values
- Maintenance Policy
- Preventive Maintenance Program
- Condition Monitoring
- Work Order System
- Job Planning & Scheduling
- Priority and Backlog Control
- Data Recording System
- Performance Measurement (measures, indicates)
- Qualified Manpower with Suitable Tools

Day 5:

Maintenance Organization

Resources

Administration

Work Control System

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per course locations. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session