



ME160

Best Practices In Maintenance Management Strategy

Course Introduction:

This course program discuss the technological and management aspects intensive review of maintenance management. The participants will also gain skills in applying the best worldwide practices in maintenance management in planning, quality assurance, technology and management.

Course Objectives:

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

- Gain multi-discipline understanding of the issues to incorporate the needs and expectations of all the stakeholders/customers in the improvement proposals and actions
- Build a knowledge framework in which job related experience can be caught and remembered
- Implement improvements in the organization
- Prepare a customized action plan

Who Should Attend?

This course is highly recommended that all maintenance, reliability, engineering and technical support staff including leadership and management attend this course including engineers, maintenance and operations, supervisors, Planners, craftsmen and tradesmen.

Course Outline:

Day 1:

- Maintenance Strategic Aspects
- Maintenance Business Work Processes
- Maintenance Planning & Management Function
- Maintenance Sources of Knowhow
- Best Practices in
 - Maintenance Strategies
 - Maintenance Planning
 - Maintenance Scheduling
 - Maintenance Coordination
- Building Knowledge Bases
 - Early Warning Systems

- Outsourcing Maintenance

Day 2:

- Building Customer Satisfaction
 - Internal Customers
 - External Customers
- Building Performance Excellence in Maintenance
- Maintenance Methodologies
- Maintenance Inspection and Testing
- Preventive Maintenance
- Corrective Maintenance

Day 3:

- Predictive and Condition Based Maintenance
- Reliability Analysis
- Root Cause Analysis
- Managing & Planning Maintenance Projects
- Shutdown Maintenance Planning & Management
- Improvement Methodology for Maintenance Management

Day 4:

- Performance Indicators in Maintenance Management
- Maintenance Case studies
- Advanced Maintenance Planning
- Advanced Maintenance Administration
- Leadership in Maintenance Management
- Maintenance Management IT Systems

Day 5:

- Implementing a Good Management System in the Maintenance Department
- Identifying & Implementing Best Industry Practices
- Project Management of Maintenance Projects
 - ○ Feasibility Study

- ○ Proposal
- ○ Sensitivity Analysis
- ○ Preliminary Project Quality Planning
- ○ Proposal Evaluation
- ○ Risk Assessment
- ○ Contracting Out
- ○ Tender Documents
- ○ Detailed Project Quality Planning
- ○ Project Monitoring
- ○ Quality Assurance
- ○ Contract Administration
- ○ Performance Evaluation
- ○ Management Auditing of Maintenance Projects
- Planning & Management of Shutdown/Turn-Around Maintenance Projects
- Your Personalized Maintenance Management Action Plan (To Implement Improvements in Your Organization)

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

المركز العالمي للتدريب والتطوير
International Centre For Training & Development