



# ME201

## Essential Competencies of Maintenance Management

# Course Introduction:

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Maintenance is a tough, challenging activity. Are you under pressure to reduce costs and plant downtime? Do a constant stream of breakdown stop you making the improvements you want? Are your requests for investing in new equipment sometimes refused? Then this course is for you because it describes the fundamental principles behind good maintenance management.

# Course Objectives:

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

- Transfer knowledge to assist with the implementation of maintenance best practice
- Provide information to assist the company to reduce maintenance costs
- Provide knowledge for the implementation of maintenance techniques to avoid failures of plant and equipment
- Apply the proven methodologies and templates which are introduced
- Focus maintenance activities on key areas
- Manage spares more effectively
- Make the right maintenance choices for strategic equipment
- Reduce the impact of plant downtime
- Unlock the true potential of all their people

# Who Should Attend?

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This course is directed towards newly-appointed senior technicians, senior operators, production supervisors, maintenance supervisors and maintenance engineers who wish to review the critical competencies required for successful cost-effective maintenance activities and gain a broad overall.

# Course Outline:

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## Day 1:

### **Introduction and Overview of Maintenance**

- Introduction to maintenance and Maintenance Management
- ROI and The business Case for Good Maintenance
- Asset Effectiveness and Asset Productivity
- Maintenance Preconceptions
- Total Cost of Maintenance

### **An Overview of the Field of Maintenance Management**

- Maintenance Work Management and Work Order Systems
- Computerized Maintenance Systems

- Critically Analysis
- Reliability-Centered Maintenance – RCM
- Total Productive Maintenance – TPM

### **Day 2:**

#### **Shutdown and Turnaround Management**

- Introduction to Shutdown/Turnaround Management
- Project Management Techniques in Maintenance
- Shutdown Scope of Work Development and Planning Techniques
- Execution Issues in Shutdown and Turnaround Management

#### **Spare Parts Management**

- The Need to Reduce Lead-Time
- Balancing Cost and Risk in Spare Parts Decisions
- Parts Categorization
- Forming Alliances with Key Suppliers
- Excellence in Spares Management

### **Day 3:**

#### **Budgeting, Measuring and Controlling Maintenance**

- Budgeting and Cost Control
- Introduction to Zero Based Budgeting Concepts
- Downtime Monitoring
- Developing the Maintenance Scorecard
- Managing Availability

### **Day 4:**

#### **Use of Information Technology**

- Using a Computer Maintenance Management System – CMMS
- Maintenance Codes & Failure Reporting
- Condition-Monitoring System
- Reliability Systems
- Example of Data Analysis

### **Day 5:**

#### **Advanced Technique in Maintenance**

- Condition Monitoring Based Approaches
- Predictive Maintenance

- Implementing Cm and Predictive Maintenance
- The Future of Maintenance Management

## Course Certificate:

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

## Course Methodology:

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**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:

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**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:

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### Daily Course Timings:

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|---------------|----------------------------|
| 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               |