



Arabian Institute For Training

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# Certificate Course in Maintenance Planning

## INTRODUCTION

- Whether you are new into maintenance planning or you have been doing maintenance planning and scheduling for a while, this Certificate course in maintenance planning training seminar will give you the knowledge, insights, and skills that are most valuable to your career.
- Maintenance planning plays a critical role within the overall physical asset management processes yet, many organisations are still struggling to get it implemented properly and reap the benefits that it brings. Understanding the processes behind this operational level strategy, enables you to identify the gaps in your personal skill set and in your organisation so that you can acquire and apply whatever is outstanding to the benefit of yourself and your organisation. As a result of your participation in this Maintenance Planning training seminar, you will also understand your role and responsibilities to within an effective maintenance planning function.
- This training seminar places the emphasis on the following key processes and techniques of maintenance planning that are necessary to sustain the reliability of our assets.

### This training seminar will highlight:

- The foundation of an efficient planning function
- An object-based approach to programmed maintenance development
- Planning work for safety, quality and efficiency
- Scheduling work with operational continuity in mind
- Bridging the gap between operations to the maintenance scheduling
- Developing one-page performance indicator reports to drive improvement
- Eliminating equipment defects through detection, disclosure, planning, scheduling and execution

## OBJECTIVES

### At the end of this Certification training course, you will learn to:

- Set up master data to support asset maintenance
  - Facilitate the development and implementation of programmed maintenance
  - Develop task plans and procedures that meet safety, quality and efficiency criteria
  - Initiate the acquisition of logistics to enable execution of backlog work
  - Compile a work schedule for a forthcoming period in consultation with stakeholders
  - Produce performance indicator based reports that expose problem areas
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## TRAINING METHODOLOGY

- This Certificate Course in Maintenance Planning training course is delivered by means of a combination of instructor-led topic areas and class discussions. This Maintenance Engineering training seminar is further enhanced by the use of case studies, examples and practical exercises that are pre-loaded onto a laptop for each delegate. The templates, case studies, examples and exercises are subsequently available to each delegate after the course as a reference for further study, research or practice. This ensures a high level of knowledge and skill retention.

## WHO SHOULD ATTEND?

This Certification training course is suitable to a wide range of professionals but will greatly benefit:

- Planners
- Maintenance and Reliability Engineers
- Planning Engineers
- Maintenance Supervisors
- Maintenance Engineers
- Maintenance Team Leaders and Managers
- Operations Team Leaders and Managers
- Technical Support Staff

## Course Outline

### The Building Blocks of a Modern Maintenance Management System

- The 'Asset Healthcare Model'
- Asset Master Data
- Organisation Master Data
- Maintenance Logistics Planning
- Practical Exercise and Discussion

### Programmed Maintenance Development and Planning

- Criticality Grading
  - Failure Modes and Effects Analysis
  - Programmed Task Selection Criteria and Tools
  - CMMS Task Plans and Work Orders
  - Corrective Maintenance Task Procedures
  - Practical Exercise and Discussion
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## Work Management

- Work Management Process Model
- Defect Reporting and Notifications
- Backlog Control
- Capacity Planning and Resourcing
- Schedule with Consensus of Stakeholders
- Practical Exercise and Discussion

## Shutdown and Turnaround Management

- Network Planning and Critical Path Scheduling
- Resource Profile
- Resource Leveling and Balancing to Optimise the Schedule and Resource Profile
- Shutdown and Turnaround Progress Tracking and Control
- Practical Exercise and Discussion

## Performance Management

- Setting-up Performance Indicators and Data Sources
  - Work Management Performance Indicators
  - Asset Maintenance Effectiveness Performance Indicators
  - Cost Control Performance Indicators
  - Planning Performance Indicators
  - Practical Exercise and Discussion
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