

# Modern Maintenance Management Workshop

Designed for  
Engineers, Maintenance Managers, Supervisors and Planners.

## Objectives

After attending this programme, participants should be able to:

1. Effectively manage maintenance.
2. Improve the operational efficiency of the organization's maintenance effort.
3. Suggest techniques and procedures of effective planning and scheduling.
4. Relate project management and time management to maintenance
5. Identify, evaluate and minimise the risks associated with maintenance operations.

## Key Topics (MODULE I)

### Maintenance Planning & Scheduling

#### Planning

1. The impact of planning and scheduling on your operation
2. How much productivity is wasted by reactive maintenance
3. The planner's roles, responsibilities and qualifications
4. Safety issues in planning
5. Systems and processes needed before Planning and Scheduling begin
6. The planning process from beginning to end
7. Estimating maintenance jobs
8. Tricks planners use
9. Assessing your planning system and environment

#### Scheduling

1. Calculating hours available for people and assets
2. Developing a maintenance calendar
3. Synchronizing maintenance and operations
4. Coordinating with operations to reduce downtime
5. Scheduling tools and techniques
6. The metrics of Planning and Scheduling
7. Assessing your scheduling system and environment

#### Maintenance Management

1. Ways to cut the cost of repairs
2. Insure uptime with Reliability Centered Maintenance
3. Techniques to minimize breakdowns
4. When to outsource and when to in-source
5. Choosing and using contractors for a competitive advantage
6. Easy road maps for maintenance budgeting and effective financial modeling
7. Computing the best intervals for component replacements and other preventive/predictive maintenance techniques

#### Managing Maintenance Shutdowns and Outages

1. Giant checklist of issues to consider before the shutdown
2. When and how to say no to added work
3. Using Gantt, CPM and PERT charts
4. What documents to save and how to organize them
5. Break major jobs into activities
6. Set up your shutdown team for smooth functioning
7. Where to look for help on estimates
8. Find out what shifts & structures to use and how much they really cost.
9. Specific safety risks to your workers
10. Controlling a shutdown
11. Project management software to assist the process
12. What to do if a shutdown gets into trouble
13. Calculating the critical paths (even if you don't have software)
14. Which work orders and tasks come first

15. Evaluate the effectiveness of your current shutdown
16. Where to find some great Internet-based resources
17. Effectively budgeting your next shutdown, turnaround or outage
18. Managing risk on any project
19. Learn from your mistakes and institutionalize the lessons learned

#### Health & Safety Culture in Maintenance

1. Training for staff
2. Noise Assessments
3. Working in Confined Spaces
4. Safety Inspections
5. Risk Assessments of Equipment
6. Fire Risk Assessments
7. Safety Audits
8. Annual Action Plans

#### Basic Management Skills

1. Problem Solving and Decision Making
2. Project Management
3. Time Management
4. Communication Skills

#### Key Topics (MODULE II)

##### Independent Project Demonstration IPD

Delegates are expected to select a topic from the list of topics discussed during the seminar and write a mini-project of not less than 1,000 words. The topic should relate to their current work and how what they have learnt from the seminar can be used to solve or address a particular challenge within their organization.

An example of a Topic: “Improving Maintenance Effectiveness in Oman India Fertilizer Company”

##### Course Fee

£3800 – the Fee covers tuition, course materials, conference bag, tea, snacks, and lunch for the seminar sessions only.

##### Course Date

**September 17-20, 2013**

##### Course Venue

Clarens, Switzerland

##### Course Methodology

Lectures, discussions, case studies and exercises. Audio-visual aids will be used to reinforce the training and learning methods.

##### Sponsors of the Programme

1. St Clements Private Swiss University
2. Abbey College in London
3. London Graduate School
4. Commonwealth University Belize
5. Institute of Management Specialist, UK

If you are interested please contact Professor Sir Dr. Tan Man Ho for further details.