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Maintenance Planning, Scheduling & Work Control

16 September - 4 Octob

Munich (Germany)

Maintenance Planning, Scheduling & Work Control

course code: C8021 From: 16 September - 4 October 2024 Venue: Munich (Germany) - course Fees: 6750 Euro

INTRODUCTION

The maintenance of physical assets can no longer be treated as an 'engineering problem'. The competitive environment in which business operates requires an approach that integrates the operational objectives of the business and the life-cycle objectives of the physical assets.

Leading industrial organizations are evolving away from reactive ("fix-it-when-it-breaks") management into predictive, productive management ("anticipating, planning, and fix-it-before-it-breaks"). This evolution requires well-planned and executed actions on several fronts.

Our highly interactive programme is designed to provide the workforce with essential physical asset management skills, gain a clear understanding of their role and work more effectively within a team environment.

"Maintenance is not only part of the production process, it must be planned into the production process."

ILM CERTIFICATION

The Certified Maintenance Planner/Scheduler is endorsed by the Institute of Leadership and Management (ILM). Delegates will complete an assessment at the end of the programme and, if successful, will become certified with the ILM. The assessment will focus on the topics covered by this programme.

PROGRAMME OBJECTIVES

Leading industrial organizations are evolving away from reactive ("fix-it-when-it-breaks") management into predictive, productive management ("anticipating, planning, and fix-it-before-it-breaks"). This evolution requires well-planned and executed actions on several fronts.

- Identify planning best practices and key elements for taking action on them
- Understand how world-class organizations solve common planning problems,
- Evaluate your practices compared to those of others
- Improve the use of your information and communication tools
- Improve productivity through use of better, more timely information
- Create and preserve lead-time in work management and use it for planning and scheduling resources
- Improve consistency and reliability of asset information

TRAINING METHODOLOGY

Facilitated by an experienced maintenance specialist, our programme will be conducted as a highly interactive work session (as opposed to lectures), encouraging participants to share their own experiences and apply the programme material to real-life situations. Programme size will be limited to 30 delegates in order to stimulate discussion and efficiency of subject coverage. Each delegate will receive an extensive reference manual, as well as case studies, while worked out solutions will

be handed out to the delegates on conclusion of group discussions. Throughout the programme, delegates will be encouraged to identify what they can do to enhance Maintenance Planning, Scheduling and Work Control in their organizations

PROGRAMME SUMMARY

The programme provides the delegate with study material on the basic principles of effective maintenance planning, as well as proven techniques for the development of an effective maintenance plan, the planning and control of maintenance work, shutdown management, and management reporting and analysis.

PROGRAMME OUTLINE

Modern Maintenance Management Practice in Perspective

- Maintenance Practice in Perspective
    - Maintenance in the Business Process
    - Evolution in Maintenance Management
    - The Contribution of Maintenance to the achievement of the Business Objectives
    - Business, Operations and Maintenance Key Performance Area
    - The Maintenance Objective
    - Roles and Accountability

Maintenance Policies and Logistics Planning

- Equipment Classification and Identification
    - Functional Location
    - Equipment Type Classification
    - Equipment Identification
    - Part Number and Bill of Material
    - Documentation Structures
    - Document Identification and Classification
- Maintenance Management Policies
- Equipment Criticality Grading
- Job Record Policy
- Job Information Requirements
- Principles of Work Order Design
- Maintenance Work Prioritisation
- Logistic Support Analysis
- Maintenance Task Detail Planning
- Maintenance Work Estimating
- Maintenance Levels
- Support Documentation
- Support Equipment
- Personnel and Organisation
- Maintenance Logistics Planning

Failure Management Programme Development

- Failure Modes, Effects and Consequences
    - Equipment Functions and Performance Standards
    - Functional Failures
    - Failure Modes

    - Failure Effects
    - Consequences of Failure
- Failure Management Policies
- Age Related Failure Patterns
- Random Failure Patterns
- Routine Restoration and Discard Tasks
- Routine Condition-based Tasks
- Failure-finding Tasks
- The application of RCM in the Development of Failure Management Policies
- Proposed Routine Maintenance Tasks
- Categorising and structuring Routine Maintenance Tasks
- Corrective Maintenance Planning
- Logistic Requirements Planning
- Implementing Failure Management Policies

Work Planning, Scheduling and Control

- Definition of Notifications, Defects, Deviations
- Notification Process, Roles and Principles
- Prioritising Notifications
- Weekly Master Schedule
    - Master Schedule Objectives
    - Categorise the Outstanding Workload
    - Determine Resource Availability
    - Determine Equipment Non-utilisation Profile
    - Develop Draft Master Schedule
    - Conduct Master Schedule Review Meeting
    - Final Master Schedule and Implementation
    - Backlog Management

Information and Performance Management

- Management and Information
    - Information and Control
    - Management Levels and Information
- Performance Indicators
- Performance Indicators
- Workload Performance Indicators
- Planning Performance Indicators
- Effectiveness Performance Indicators
- Cost Performance Indicators
- Management Reports