

# BEST PRACTICES FOR COST EFFECTIVE MAINTENANCE

**Sept. 22 - 26, 2019**  
**Muscat, Oman**



## Early Bird Discount & Registration

Register and pay 25 days prior to the event date and get 15% discount.  
Registrations will close 15 days prior to the start of the Course.

## Course Overview:

Maintenance & Reliability Best Practices are critical for every successful individual and company. The first module of this workshop delivers many practical and new Maintenance and Reliability Best Practices concepts and tools. You will discuss these concepts and practice using practical tools in case studies and discussion groups. The second module then helps you decide in a rational way which activities are best done with internal resources and which are best outsourced.

Tools and Techniques are introduced which will help you ensure that outsourcing contracts are comprehensive and avoid the common pitfalls. The costs associated with equipment downtime and reduced production can be significant. Learning how to effectively manage all aspects of your industrial facility is a must - so is this three - day seminar.

The focus of this course are highlighted on understanding outsourcing methodologies, contracting types, including Service Level Agreements, Risk Based Maintenance to ground maintenance contracts, Dashboards and Real-Time Performance monitoring and Key Performance Indicators to monitor performance and continuous improvement, and performance management: how to evaluate the performance with all parties involved.

## Course Objectives:

**After completing this course, participants will be able to:**

- ◆ Evaluate and justify your maintenance programs using Value = Benefit - Cost
- ◆ Apply Life Cycle cost and risk planning to your facility assets
- ◆ Target Maintainability and/or Reliability in the development of your facility maintenance plans
- ◆ Learn the PLAN, DO, REVIEW Cycle of Continuous improvement
- ◆ Understand how to decide Rationally what Maintenance Activities to outsource and what is not
- ◆ Learn the features, functions and benefits of lean maintenance contracts
- ◆ Understand the different types of maintenance contracts (incl. Service Level Agreements) and when/how to apply them
- ◆ Learn how to define service levels and monitor the contractor performance
- ◆ Learn how to develop and negotiate a maintenance contract
- ◆ Recognize the pitfalls
- ◆ Understand how to evaluate the delivered performance of all parties involved
- ◆ Learn how to implement Maintenance Contract Management

## Who Should Attend?

The course is designed for All Professionals negotiating, managing and verifying Maintenance Contracts. Also any one wishes to update himself on Reliability, Maintenance Contracts & Outsourcing.

## Course Language:

The Presentation, supplied documents, and workshop exercises of the course are in **English**.



## Course Contents:

### Module (01) Cost Management Overview

- 1.1 Definitions
- 1.2 The Total Cost of Maintenance
- 1.3 Best Practice Reliability
- 1.4 Maintenance Process
- 1.5 Elements of Best Practice Asset Management
- 1.6 Auditing Performance
- 1.7 Information Requirements
- 1.8 Maintenance Team Work Skills

### Module (02) Laying the Groundwork

- 2.1 Asset Management - Definitions
- 2.2 Inventory Impact and Costs
- 2.3 Determining Best Practice PM Frequency
- 2.4 Selecting Reliability & Maintenance Tactics
- 2.5 Predictive Maintenance & Condition Monitoring
- 2.6 Developing Predictive Maintenance System
- 2.7 Open Discussion Session

### Module (03) Applying the Value based Process

- 3.1 Performance Management
- 3.2 Four Important Reliability Functions
- 3.3 Different Sources of Reliability Data
- 3.4 Lessons learned from Other Industrials
- 3.5 Recording Failure Properly
- 3.6 Reliability & Failure Analysis Best Practices
- 3.7 Failure Analysis Best Practice Software

### Module (04) Applying the Value based Process

- 4.1 Criticality Assessment Methodologies
- 4.2 Best Practice Equipment Life Cycle management
- 4.3 Life Cycle Reliability assessment Best Practices
- 4.4 Equipment healthcare contracts
- 4.5 Developing best practice Maintenance Programs
- 4.6 Maintenance Program justification techniques
- 4.7 Cost justification Best Practice software
- 4.8 Case Study

### Module (05) Maintenance Activities Review

- 5.1 Planning Techniques
- 5.2 Focusing on High Risks
- 5.3 Optimizing Spares
- 5.4 Right type of Maintenance
- 5.5 History Recording
- 5.6 Life Cycle Asset Management

### Module (06) Outsourcing Considerations

- 6.1 Business impact of Maintenance
- 6.2 Consideration in Outsourcing Maintenance
- 6.3 Activity on Asset Matrix
- 6.4 Risks Involved

### Module (07) Maintenance Contracts

- 7.1 Maintenance Contract types
- 7.2 Parties Involved
- 7.3 The Tendering Process – modern ways of tendering
- 7.4 Choosing the Right Contractor
- 7.5 Costing the Service
- 7.6 Defining Key Performance Indicators

### Module (08) Developing the Maintenance Contract

- 8.1 Vendor Management
- 8.2 The Contracting Cycle
- 8.3 specify the required service levels
- 8.4 Contents of a Maintenance Contract
- 8.5 Interactive Exercise: Review Some Existing Contracts
- 8.6 Implementing Contract Management
- 8.7 Periodic Evaluation & Improvement

### Module (09) Grounding & Negotiating the Contract

- 9.1 Expectations about Availability, Reliability and Costs
- 9.2 The extensive Preventive Maintenance Schedule
- 9.3 The Seven Steps to develop a Risk based Maintenance
- 9.4 Negotiate more effectively lean maintenance contracts
- 9.5 Negotiating the Contract – Negotiation Plays
- 9.6 Negotiating the Contract – Negotiation Tactics
- 9.7 Interactive Exercise and Role Play of Negotiating

### Course Summary & Conclusion

## Registration Form:

**Please fill the information below:**

Nominee Name:			
Company Name:			
Position Title:		Department:	
Phone:		Mobile:	
Email:			
Company Address:			
Do you want to request this to be conducted as an <b>In-House</b> Course? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>Please fill the required additional information below</i>			
Date Required:		No. of Participants:	
Preferred Venue:		Other Requirements:	

## Course Fees:

The amount of **3500 USD** will be charged for the course fee and Full Payment is required prior to commencement of the course.

## Payment Methods:

A confirmation will be sent upon your registration. Note that full payment must be made prior to the event. Only those delegates who have paid in full will be admitted to the event. All payments should be to APEX Account:

Bank Name : Emirates NBD

Branch : Jebel Ali Branch, Dubai, UAE

IBAN No : AE260260001024622899402

Swift Code : EBILAEADJAZ

## Cancellation:

If you are unable to attend the course you may send a substitute delegate.

Cancellation should be made 15 days prior to the course conduction. Failure to cancel within 10 days will be to pay the course fee in full amount.

## Registration Methods:

**Email** : info@apex-dubai.com

**Fax** : +971 4 454 2910

**Website** : www.apex-dubai.com

## General Information:

- ◆ Closing of Registration will be two (2) weeks prior to the course date.
- ◆ APEX can assist and provide corporate rates for the hotel accommodation.
- ◆ Course fees will cover Course Materials, Certificate of Participation, Coffee Breaks and Lunch.
- ◆ In-House course is also available upon request and can be customized as per client's needs.

## Contact us:

**Tel** : +971 4 445 8567

**Fax** : +971 4 454 2910

**Email** : info@apex-dubai.com

**Website** : www.apex-dubai.com