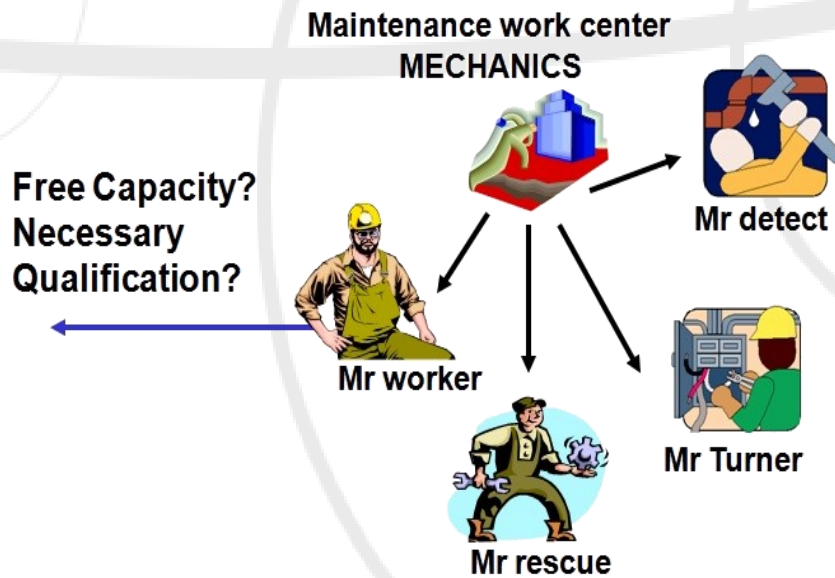


# MAINTENANCE PLANNING, SCHEDULING & WORK CONTROL

**June 21 - 25, 2019**  
**Dubai, UAE**



## 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:

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. The Effectiveness of Asset Management has not improved significantly in many Organizations in spite of the implementation of powerful computerized management systems. Research shows that a lack of physical asset management skills at all levels of the maintenance and operations workforce lies at the core of the problem.

To be able to compete successfully both at national and international levels, production systems and equipment must perform at levels not even thinkable a decade ago. Requirements for increased product quality, reduced through put time and enhanced operating effectiveness within a rapidly changing customer demand environment continue to demand a high maintenance performance. In some cases, maintenance is required to increase operational effectiveness and revenues and customer satisfaction while reducing capital, operating and support costs.

This may be the largest challenge facing production enterprises these days. For this, maintenance strategy is required to be aligned with the production logistics and also to keep updated with the current best practices. Maintenance is not only present in production enterprises but also in service industry, facility management and a lot more. Maintenance is strongly linked to the modern concept of asset management and maximizing utilization.

## Course Objectives:

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

- ◆ Lead their Organization and Management into Predictive, and Productive Management.
- ◆ Identify planning best Practices and key Elements for taking action on them.
- ◆ Improve the use of information and Communication Tools.
- ◆ Create and preserve lead - time in Work Management and use it for Planning and Scheduling Resources.
- ◆ Have improved their ability to influence people.
- ◆ Improve Consistency and Reliability of asset Information Management.
- ◆ Optimize Preventive and Predictive Maintenance Strategies.
- ◆ Secure Alterations in Production Program or Scheduling of Maintenance Work to confirm to Production Plants.
- ◆ Follow up and monitoring the Progress of Maintenance Work and evaluate the Work and Performance.
- ◆ Develop a weekly maintenance schedule with commitment of operations and all role players to ensure compliance with the Routine Maintenance Program and Reduction of Risk.

## Who Should Attend?

The course is designed for Maintenance Engineers, Supervisors, Planners and Schedulers. Also, recommended to Operation Engineers and High Qualified Technicians.

## Course Language:

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



## Course Contents:

### Module (01) Maintenance Practice in Perspective

- 1.1 Maintenance in the Business Process
- 1.2 Evolution in Maintenance Management
- 1.3 Maintenance Strategy / Objectives
- 1.4 Key Performance Area (O&M)
- 1.5 Symptoms of Harmonic Problems
- 1.6 Roles and Accountability

### Module (02) Equipment Classification & Identification

- 2.1 CMMS Requirements
- 2.2 Functional Location
- 2.3 Equipment Type Classification
- 2.4 Equipment Identification
- 2.5 Part Number and Bill of Material
- 2.6 Documentation Structure
- 2.7 Document Identification

### Module (03) Maintenance Management Policies

- 3.1 Equipment Criticality Grading
- 3.2 Job Record Policy
- 3.3 Job Information Requirements
- 3.4 Principles of Work Order Design
- 3.5 Maintenance Work Prioritization

### Module (04) Maintenance Logistics Planning

- 4.1 Logistic Support Analysis
- 4.2 Maintenance Task Detail Planning
- 4.3 Maintenance Work Estimating
- 4.4 Maintenance Levels
- 4.5 Support Documentation
- 4.6 Support Equipment
- 4.7 Personnel and Organization
- 4.8 Competency Development

### Module (05) Work Planning & Scheduling

- 5.1 Definition of Notifications
- 5.2 Defects & Deviations
- 5.3 Notification Process
- 5.4 Roles and Policies

### Module (06) Master Scheduling Techniques

- 6.1 Master Schedule Objectives
- 6.2 Categorize the Outstanding Workload
- 6.3 Determine Resource Availability
- 6.4 Determine Equipment Non-utilization Profile
- 6.5 Develop Draft Master Schedule
- 6.6 Conduct Master Schedule Review Meeting
- 6.7 Final Master Schedule and Implementation
- 6.8 Backlog Management
- 6.9 Backlog Analysis & Feedback

### Module (07) Work Orders

- 7.1 Work Identification
- 7.2 Work Prioritization
- 7.3 Work Execution
- 7.4 Improvement of Work Process
- 7.5 Maintenance Check List

### Module (08) Cost Reduction Strategies

- 8.1 Cost Reduction Job
- 8.2 Controlling and Analyze Working Overtime
- 8.3 Importance of Maintenance Work Quality
- 8.4 Cutting the Cost of Maintenance
- 8.5 Importance and Criticality of Housekeeping

### Module (09) Project Maintenance Management

- 9.1 Critical Path Analysis
- 9.2 Project Schedule
- 9.3 Resource Planning
- 9.4 Maintenance Project Plan
- 9.5 Schedule Resource and Materials

### Module (10) Audits Performance Indicators

- 10.1 Performance Indicators
- 10.2 Workload Performance Indicators
- 10.3 Effectiveness Performance Indicators
- 10.4 Cost Performance Indicators
- 10.5 Management Reports

### *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