

€ TRAINING

Maintenance Management Best Practices &
Workflow Improvement



Maintenance Management Best Practices & Workflow Improvement

Introduction:

This program provides the Maintenance Section Personnel practical knowledge and skills required to understand and execute the Maintenance System Functions Effectively. The program follows the TQM flow-chart approach to understanding Maintenance functions, understanding inter-department interfaces, identification of key activities, highlighting problem points, management reporting needs, and identifying improvement opportunities. All important maintenance management methodologies and techniques are covered in this program. This program also introduces you to the practical use and implementation of the Latest Tools, Best Practices and Methodologies for Maintenance Professionals - Preventive Maintenance, Condition Based Maintenance, Breakdown Maintenance, Shutdown Maintenance - ERP, Maintenance Management Systems, Planning, and Management Techniques and TQM.

Course Objectives:

At the end of this course, the participants will be able to:

- Improve the effectiveness of their maintenance management system
- Optimize preventive maintenance and improve reliability
- Develop and implement total life cycle asset management strategies
- Develop and implement an enhanced performance measurement scorecard and link this to more effective decision making in the maintenance
- Optimize the maintenance logistics support functions

Targeted Audience:

- Maintenance Managers interested in raising the performance of their department to a higher level
- Maintenance Engineers, Reliability Engineers, and Maintenance Technical Support staff wishing to enhance their knowledge and improve their knowledge of tools and techniques they can use to improve maintenance performance
- Maintenance Supervisors and Maintenance Planners and Schedulers wishing to enhance their knowledge and improve their knowledge of tools and techniques they can use to improve maintenance performance

Course Outlines:

Unit 1:

- Maintenance of Business Work Processes
- Maintenance Management Function
- Maintenance Sources of Know-how
- Best Practices in
- Maintenance Strategies

Unit 2:

- Maintenance Planning
- Maintenance Scheduling

- Maintenance Coordination
- Building Knowledge Bases
- Early Warning Systems

Unit 3:

- Outsourcing Maintenance
- Building Customer Satisfaction
- Internal Customers
- External Customers
- Building Performance Excellence in Maintenance
- Maintenance Methodologies

Unit 4:

- Maintenance Inspection and Testing
- Preventive Maintenance
- Corrective Maintenance
- Predictive and Condition Based Maintenance
- Reliability Analysis

Unit 5:

- Root Cause Analysis
- Managing Maintenance Projects
- Shutdown Maintenance Planning & Management
- Improvement Methodology for Maintenance Management
- Performance Indicators in Maintenance Management