

€ TRAINING

Advanced Maintenance Management Best
Practices



Advanced Maintenance Management Best Practices

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 methodology 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:

- 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 the 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
- Optimize preventive and predictive maintenance strategies
- Audit your maintenance operations
- Use the results to develop an improvement strategy
- Establish Auditing and Performance Indicators as a key element of the maintenance strategy

Targeted Audience:

- All Professionals involved in Maintenance Management
- Professionals involved in Work Planning & Control
- Maintenance Supervisors
- Maintenance Engineers
- Maintenance Team Leaders and Managers
- Operations Team Leaders and Managers

Course Outlines:

Unit 1: Maintenance Management Strategy:

- Maintenance in the Business Process
- Evolution in Maintenance Management
- The Maintenance Management Environment and the need for improvement
- An overview of various approaches to maintenance improvement
- The Maintenance Benchmarking Process

- Maintenance Benchmarking Methodology
- World-Class Maintenance Management
- Structure and content of the Maintenance Management Strategy

Unit 2: Maintenance Plan: Define the Workload:

- Risk Priority Number
- The Criticality Matrix
- Failure Modes and Effects Analysis FMEA
- Consequences of Failure
- Failure Management Policies
- The application of RCM in the Development of Failure Management Policies
- Implementing Failure Management Policies
- Corrective Maintenance Planning
- Maintenance Logistics Planning
- Maintenance Task Detail Planning
- Maintenance Work Estimating

Unit 3: Maintenance Management Systems:

- Maintenance Work Prioritization
- Maintenance Work Flow
- Notifications
- Weekly Master Schedule
- Backlog Management

Unit 4: Maintenance Auditing and Improvement:

- Introduction to Maintenance Auditing and Benchmarking
- Using Auditing and Benchmarking to drive improvement
- The Maintenance Auditing Process
- Maintenance Auditing Methodology
- Conducting a Maintenance Audit
- Interpreting Audit Results
- Using Auditing to Drive Improvement

Unit 5: Performance Indicators and Management Reporting:

- Managing and Measuring Progress to Excellence
- Information and Control
- Management Levels and Information
- Maintenance Performance Indicators
- Management Reports
- Continuous Improvement in Maintenance