



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



ME142

Maintenance Management

Best Practices



ACTVET
Abu Dhabi Centre for
Technical and Vocational
Education and Training

Gini GLOBAL
INNOVATION
INSTITUTE
Authorized Innovation Provider®

PMI Project
Management
Institute
Registered
Education
Provider



International Association
for Health and Occupational Safety
and the Environment

EFQM
Member



Course Introduction:

Maintenance Management Best Practices are critical for every successful individual and company. This comprehensive 5-day program has been designed to benefit both qualified new professionals as well as experienced professionals who might need to refresh their skills. It covers all the fundamentals of maintenance management that a suitably qualified professional would be expected to carry out during his duty starting with the first steps and building up in a stair case fashion to a fully functional maintenance organization.

Course Objectives:

Upon successful completion of this course, the delegates will be able to:

- Provide a step-by-step guide to maintenance management best practice starting with foundations and building up to best practice that will deliver maximum business benefits
- Instruct Maintenance Management optimization best practice techniques
- Provide opportunities to discuss the application of these best practices
- Provide an opportunity to learn these concepts through practical exercises

Who Should Attend?

This course is intended for all maintenance, reliability, engineering and technical support staff including leadership and management.

Course Outline:

Day 1:

An Overview of Key Maintenance Work Processes

- Introduction to Maintenance Management
- Definitions of key terms
- Types of Maintenance - Reactive, planned and improvement jobs, Preventive and Proactive

Day 2:

Maintenance Management Systems

- Maintenance Planning and Scheduling
- Computerized Maintenance Management Systems
- Developing Maintenance Key Performance Indicators

Day 3:

Preventive Maintenance and Maintenance Strategy

- Maintenance Organization Structure and Policies
- Developing and Implementing a Preventive Maintenance Program
- Applying Reliability Based principles to Maintenance Strategy Development

Day 4:

Maintenance Logistics and Cost Control

- Managing Maintenance Spare Parts and Logistics
- Optimizing Spare Parts Inventory Levels
- Maintenance Budgeting
- Controlling Maintenance Costs
- Introduction to Life Cycle Cost Concepts

Day 5:

Maintenance Team Work

- Engineering, Production & Maintenance Teams
- Benefits of Integrated teams
- Motivation and empowerment
- Total Productive Maintenance Concepts
- Implementing Team Based Continuous Improvement in Maintenance

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques

- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per course locations. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

المركز العالمي للتدريب والتطوير
International Centre For Training & Development