

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Planning and Scheduling Maintenance Work Comprehensive

Code	City	hotel	Start	End	price	Language - Hours
MA-703SA	Abha	Hotel Meeting Room	2027-09-12	2027-09-16	12950 SR	En - 25

INTRODUCTION

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.

Leading industrial organizations are evolving away from reactive ("fix-it-when-it-breaks") management into predictive, productive management ("anticipating, planning, and fix-it-before-it-breaks"). This evolution requires well-planned and executed actions on several fronts.

Our highly interactive programme is designed to provide the workforce with essential physical asset management skills, gain a clear understanding of their role and work more effectively within a team environment.

"Maintenance is not only part of the production process, it must be planned into the production process."

ILM CERTIFICATION

The Certified Maintenance Planner/Scheduler is endorsed by the Institute of Leadership and Management (ILM). Delegates will complete an assessment at the end of the programme and, if successful, will become certified with the ILM. The assessment will focus on the topics covered by this programme.

PROGRAMME OBJECTIVES

Leading industrial organizations are evolving away from reactive ("fix-it-when-it-breaks") management into predictive, productive management ("anticipating, planning, and fix-it-before-it-breaks"). This evolution requires well-planned and executed actions on several fronts.

- 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 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

TRAINING METHODOLOGY

Facilitated by an experienced maintenance specialist, our programme will be conducted as a highly interactive work session (as opposed to lectures), encouraging participants to share their own experiences and apply the programme material to real-life situations. Programme size will be limited to 30 delegates in order to stimulate discussion and efficiency of subject coverage. Each delegate will receive an extensive reference manual, as well as case studies, while worked out solutions will be handed out to the delegates on conclusion of group discussions. Throughout the programme, delegates will be encouraged to identify what they can do to enhance Maintenance Planning, Scheduling and Work Control in their organizations

PROGRAMME SUMMARY

The programme provides the delegate with study material on the basic principles of effective maintenance planning, as well as proven techniques for the development of an

effective maintenance plan, the planning and control of maintenance work, shutdown management, and management reporting and analysis.

PROGRAMME OUTLINE

Modern Maintenance Management Practice in Perspective

- Maintenance Practice in Perspective
- Maintenance in the Business Process
- Evolution in Maintenance Management
- The Contribution of Maintenance to the achievement of the Business Objectives
- Business, Operations and Maintenance Key Performance Area
- The Maintenance Objective
- Roles and Accountability

Maintenance Policies and Logistics Planning

- Equipment Classification and Identification
    - Functional Location
    - Equipment Type Classification
    - Equipment Identification
    - Part Number and Bill of Material
    - Documentation Structures
    - Document Identification and Classification
- Maintenance Management Policies
- Equipment Criticality Grading
- Job Record Policy
- Job Information Requirements
- Principles of Work Order Design
- Maintenance Work Prioritisation
- Logistic Support Analysis
- Maintenance Task Detail Planning

- Maintenance Work Estimating
- Maintenance Levels
- Support Documentation
- Support Equipment
- Personnel and Organisation
- Maintenance Logistics Planning

Failure Management Programme Development

- Failure Modes, Effects and Consequences
  - Equipment Functions and Performance Standards
  - Functional Failures
  - Failure Modes
  - Failure Effects
  - Consequences of Failure
- Failure Management Policies
- Age Related Failure Patterns
- Random Failure Patterns
- Routine Restoration and Discard Tasks
- Routine Condition-based Tasks
- Failure-finding Tasks
- The application of RCM in the Development of Failure Management Policies
- Proposed Routine Maintenance Tasks
- Categorising and structuring Routine Maintenance Tasks
- Corrective Maintenance Planning
- Logistic Requirements Planning
- Implementing Failure Management Policies

Work Planning, Scheduling and Control

- Definition of Notifications, Defects, Deviations
- Notification Process, Roles and Principles
- Prioritising Notifications

- Weekly Master Schedule
    - Master Schedule Objectives
    - Categorise the Outstanding Workload
    - Determine Resource Availability
    - Determine Equipment Non-utilisation Profile
    - Develop Draft Master Schedule
    - Conduct Master Schedule Review Meeting
    - Final Master Schedule and Implementation
    - Backlog Management

Information and Performance Management

- Management and Information
    - Information and Control
    - Management Levels and Information
- Performance Indicators
- Performance Indicators
- Workload Performance Indicators
- Planning Performance Indicators
- Effectiveness Performance Indicators
- Cost Performance Indicators
- Management Reports

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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