



*Training Course:  
Planning and scheduling maintenance work  
Comprehensive*

*17 - 28 February 2025  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Planning and scheduling maintenance work Comprehensive

Training Course code: EN6016 From: 17 - 28 February 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 10600 € Euro

### 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 program 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, but it must also be planned into the production process."

### 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 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

### Methodology

Facilitated by an experienced maintenance specialist, our program will be conducted as a highly interactive work session as opposed to lectures, encouraging participants to share their own experiences and apply the program material to real-life situations. Program 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 the conclusion of group discussions. Throughout

the program, delegates will be encouraged to identify what they can do to enhance Maintenance Planning, Scheduling and Work Control in their organizations

## Outlines

### Day 1:

#### 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

### Day 2:

#### 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

### Day 3:

#### 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
- Categorizing and structuring Routine Maintenance Tasks

- Corrective Maintenance Planning
- Logistic Requirements Planning
- Implementing Failure Management Policies

#### Day 4:

##### Work Planning, Scheduling, and Control

- Definition of Notifications, Defects, Deviations
- Notification Process, Roles and Principles
- Prioritizing Notifications
- Weekly Master Schedule
  - Master Schedule Objectives
  - Categorize 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

#### Day 5:

##### 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

## Registration form on the Training Course: Planning and scheduling maintenance work Comprehensive

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
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Giza, Giza Governorate,  
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