



# Maintenance Planning, Scheduling and Following up

البرنامج المتقدم في تخطيط وجدولة ومراقبة أعمال الصيانة

03 - 07 July 2023

Dubai / UAE

## Introduction

Maintenance Planning, control and documentation is critical for every successful industrial organization.

This intensive 5-day course has been designed to benefit engineers and technicians who are involved in the operation and maintenance of any industrial unit. It covers all the fundamentals of Maintenance as well as the advanced techniques of maintenance planning, scheduling & monitoring. Focuses are directed on basic concepts preventive and predictive maintenance programs and scheduling procedures for machinery troubleshooting.

## Objectives

The understanding of possible reasons leading to machinery failure is important to personnel involved to machinery, design, manufacture, operation and maintenance. This will help all of them to take possible precessions in their jobs to avoid future failures.

## Who Should Attend?

- Managers and engineers supervising maintenance
- Maintenance program planners and projects
- Workers in automated systems

## Course Outline

### Day One

#### **Types of Maintenance**

- Maintenance philosophy
- Reactive maintenance
- Time based maintenance
- Condition based maintenance
- Proactive maintenance
- Application of maintenance programmers
- Causes of machine failures.
- Maintenance strategies

### Day Two

#### **The Failure Analysis and Troubleshooting System**

- Troubleshooting as an Extension of Failure Analysis.
- Causes of Machinery Failures.
- Root Causes of Machinery Failure.
- Expert system for maintenance
- Methods of fault analysis
- Vibration analysis and diagnostic

#### **Inspection & remaining life evaluation of process plant equipment**

#### **Basics of NDT**

#### **Applying the predictive approach**

#### **Surviving the maintenance shutdown**

#### **The planning & scheduling machines**

### Day Three

#### **Maintenance Control Systems/Procedures**

#### **Work Request / Work Order Systems**

#### **Typical Files for Maintenance Control**

#### **Work Request/Order Backlog File**

- Scheduling Backlog File
- Awaiting Materials File
- Preventive Maintenance Control File
- Closed Work Request/Order File
- Inventory Control File

#### **Management Reports**

- Maintenance Backlog Report

- Maintenance Performance Report
- Monthly Status Report
- Application planning sheet
- Building maintenance scheduling
- Case Study & Application
- Maintenance project management and planning module

#### **Day Four**

##### **Initiating Maintenance Requests**

- Procedure

##### **Processing By Work Receipt and Control**

- Unplanned Maintenance
- Planned Maintenance
- Procedure
- Estimating
- Labor
- Management software (e.g.: MS Project, Excel,.....)

##### **Maintenance planning**

- Planner qualifications
- Planning Work Flow
- Good maintenance elements

#### **Day Five**

##### **Preparing maintenance plan**

- Planning sheet
- Planning of spare parts (Maintenance Material Control)
- Stock holding costs
- Stock ordering costs
- Lead time elements
- Economical order quantity EOQ

##### **Materials requirements planning (MRP)**

- Computer applications in maintenance material control

### Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation.
- slides and handouts.
- Post-assessment

### Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

### Schedule

The course agenda will be as follows:

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

### Course Fees\*

- **3,200 USD**  
*\*VAT is Excluded If Applicable*



## المقدمة

تتناول هذه الدورة المكثفة أسس تخطيط وجدولة ومراقبة أعمال الصيانة وكذلك الاجراءات التي يمكن اتخاذها لمراقبة كل أوجه أنشطة الصيانة. ان تنفيذ برنامج محكم لمراقبة الصيانة أمر بالغ الأهمية للتقليل الى أدنى حد ممكن من تكاليف الصيانة وأوقات التعطيل، وللاحتفاظ بسجل واف للأعمال دون حاجة الى أفراد أكثر او أقل من اللازم، ولوضع نظام دقيق لتقديم التقرير عن التقدم والأداء إلى إدارة الشركة.

## الأهداف

أن الوظيفة الرئيسية لأي تنظيم ناجح لمراقبة الصيانة هي التخطيط والبرمجة الاقتصادية والفعالة لكل متطلبات خدمات الصيانة. والمعلومات الواردة في هذه الدورة تغطي المبادئ الأساسية التي تعتبر ضرورية من أجل التنفيذ الفعال للتنظيم المعتمد لمراقبة الصيانة.

## الحضور

- المدراء والمهندسون المشرفون على عمليات الصيانة
- مخططوا برامج الصيانة والمشاريع
- العاملون في الأنظمة الآلية