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## Maintenance Planning, Scheduling and Work Control

3-Day Workshop

In Association with

*Roland Bergh Consulting (Pty) Ltd*



### 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 live-cycle objectives of the physical assets.



The effectiveness of asset management has not improved significantly in many management organisations in spite of the implementation of powerful computerised management systems. Research shows that a lack of physical asset management skills at all levels of the maintenance and operations workforce lies at the core of the problem.



Our highly interactive courses are 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.



### Training Methodology

Facilitated by an experienced maintenance specialist, our seminar will be conducted as a highly interactive work session (as apposed to lectures), encouraging participants to share their own experiences and apply the course material to real-life situations. Seminar size will be limited to 30 delegates in order to stimulate discussion and efficiency of subject coverage.

### For Bookings

Contact:  
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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 course, delegates will be encouraged to identify what they can do to enhance Maintenance and Asset Management in their organisations.

### Course Objectives

Leading industrial organisations are evolving away from re-active ("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.

Participants attending this course will:

- Identify maintenance planning and scheduling best practices and key elements for taking action on them;
- Understand how world-class organisations 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;
- Achieve more productive turnarounds;
- Optimise preventive and predictive maintenance strategies.

### Typical Course Candidates

- Maintenance Managers
- Maintenance Supervisors
- Personnel designated as Planners, or identified to become Planners
- Leaders from each Maintenance Craft
- Operations Supervisors
- Materials Management Managers / Supervisors
- CMMS Administrator or Key Users
- Maintenance Support Assistants
- Stakeholders in the Work Planning function

For more information, visit us at [www.optilog.co.za](http://www.optilog.co.za)

# Maintenance Planning, Scheduling and Work Control

## Course Overview

In Association with

Roland Bergh Consulting (Pty) Ltd

## Course Summary

Our 3-day course on Maintenance Planning, Scheduling and Work Control is aimed at Operations and Maintenance Managers, Operations and Maintenance Supervisors and Maintenance Planning Personnel.

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.

## Course Outline

### 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

- Maintenance Strategy Development Process
- The Business Objective
- Business, Operations and Maintenance Key Performance Area
- The Maintenance Objective
- Roles and Accountability

#### Maintenance Policies and Logistics Planning Failure Management Program

- Equipment Criticality Grading
- Job Record Policy
- Job Information Requirements
- Principles of Work Order Design
- Maintenance Work Prioritisation

#### Maintenance Logistics Planning

- Logistic Support Analysis
- Maintenance Task Detail Planning
- Maintenance Work Estimating
- Maintenance Levels
- Support Documentation
- Support Equipment
- Personnel and Organisation
- Competency 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
- Types of Condition-based Tasks
- Failure-finding Tasks
- The Application of RCM in the Development of Failure Management Policies

## Implementing Failure Management Policies

- Proposed Routine Maintenance Tasks
- Categorising and structuring Routine Maintenance Tasks
- Corrective Maintenance Planning
- Logistic Requirements Planning

### Day 2: Work Planning, Scheduling and Control

#### Notifications

- Definition of Notifications, Defects and 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

#### Project Maintenance Management

- Critical Path analysis
- Project Schedule
- Resource Planning
- Maintenance Project Plan
- Schedule Resources and Materials

### Day 3: Information and Performance Management

#### Management and Information

- Information and Control
- Management Levels and Information
- Audits
- Performance Indicators

#### Performance Indicators

- Workload Performance Indicators
- Planning Performance Indicators
- Effectiveness Performance Indicators
- Cost performance Indicators
- Management reports

## Continuous Improvement in Physical Asset Management

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