

## Learning Topic: Technical (Maintenance).

## Course Name: Maintenance Management Best Practices- Systems, Tools & Techniques.

Reference Code: TEC 414

### About the course:

Maintenance Management Best Practices are critical for every successful individual and company. This kind of management 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 Objective:

This course is prepared 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.

- To instruct Maintenance Management optimization best practice techniques
- To provide opportunities to discuss the application of these best practices
- Provide an opportunity to learn these concepts through practical exercises

### Programme Methodology:

This training course is designed to be a hands-on, stimulating experience. The training course is highly interactive with many discussion and facilitated practice sessions.

- Pre-test and Post-test
- Variety of Learning Methods
- Presentation
- Lectures
- Group Work

#### United Arab Emirates

Emirates Towers, Level 41 Sheikh Zayed Road  
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Khobar Gate Tower  
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#### Kingdom of Saudi Arabia

101 Business Tower, 8th Floor  
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Tel.: +966 13 361 5552

- Animations
- Discussion

## Who Should attend?

It is highly recommended that all Maintenance, Reliability, Engineering and technical support staff including leadership and management attend this training course , the targeting persons who play a great role in increasing productivity, for them this is a valuable training course.

## Course Outline:

### Day One: An Overview of Key Maintenance Work Processes

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

### Day Two: Maintenance Management Systems

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

### Day Three: 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 Four: Maintenance Logistics and Cost Control

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

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Day Five: 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
- Post test

Course Duration	Date	Venue	Course Fee
5 Days			

**Time:** 08:00 AM -03:00 PM

**Numbers of hours:** 30 Hours

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