Lifetime Reliability • Solutions
South Africa

Tel: +27 12 003 3379
Fax: +27 86 212 4984
E-mail: info@lifetime-reliability.co.za
Website: www.lifetime-reliability.com

3 Day Maintenance Planning & Scheduling for High Reliability Course

Day 1

Maintenance Methodology and Reliability: The Foundation of Maintenance Planning

The Purpose of Maintenance
- Sustaining Production
- Equipment Reliability
- Failure Avoidance
- Defect Elimination

Defect and Failure True Cost

The Purpose and Role of Maintenance Planning and of Scheduling

How Maintenance Planning and Scheduling Reduce Costs
- The Strategic Business Importance of Planning Maintenance

Plant and Equipment Life Cycle
- Life Cycle Costs / Life Cycle Profits
- Equipment Condition Monitoring

Risk Management Fundamentals for Maintenance

Equipment Criticality Analysis – identify plant and equipment at risk

Activity – Do a simple Equipment Criticality example

Failure Mode Effects Analysis (FMEA) – identify parts at risk and necessary maintenance.

Activity – Do a simple FMEA example

Equipment Reliability Basics
- Maximum Allowable Downtime
- Calculate True Downtime Cost per Hour
- Increasing Equipment Reliability
- Increasing System Reliability

International Engineering and Equipment Care Standards
- Alignment and Distortion
- Lubrication
- Balance and Vibration
- Bearing/Shaft Clearances
- Looseness
- Contamination and Cleanliness

Activity – Identifying Applicable Engineering and Maintenance Standards for the Site

Maintenance Types
- Preventive, Predictive/Condition Monitoring, Breakdown, Corrective, Block (Shutdown), Opportunity
- Proactive Inspection and Detection Rounds/Watch-keeping

Precision Maintenance for Maximum Failure-Free Life
- Creative Disassembly
- Precision Assembly
- Precision Installation
- Using Condition Monitoring to Test Work Quality and Measure Machine Baseline Condition

Day 2

Work Planning

Activity – Planning Activity with Example

Review and Discussion of Activity

Necessary Planning Office Systems and Methods
- Work Order Costing
- Plant and Equipment Information
- Planning Documents and their Control
- Equipment Records and their Control
- Job Procedures
- Job Records and their Control
- Equipment Performance Trending
- Job Performance Trending
- Track Planning Performance & Benefits
- Job, Work and Personnel Safety

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Specifying Workmanship Standards
- Standardized Work
- Setting the Standards for a Job
- Identifying Necessary Skills for a Job
- Failure Preventing Job Procedures

Data Capture for Maintenance

Inventory Purchasing and Management
- Refurbishment Decisions and Costs
- Important Purchasing Information
- Useful Store Control Practices
- Good Storage Practices
- Working with and Developing Suppliers

Project Management Principles and Practices
- Identify Work Priorities
- Set Project Goals and Objectives
- Specifications and Contracts
- Bar (Gantt) Charts
- PERT Charts (Critical Path)
- Checkpoints and Checklists
- Preparing for All Eventualities

The Work Planning Process
- Site Investigation
- Root Cause Analysis
- Failure History
- The Required Documentation
- Specify Important Information to Capture During Job
- Develop Job Procedure with Outcomes and Measures
- Specifying Materials
- Specifying Subcontract Resources
- Specifying Tools and Ancillary Equipment
- Specifying Human Resources
- Build-in Time for Quality Work
- Developing the Job Plan and Times
- Setting Job Performance Requirements
- Specifying Job Quality Standards
- Safety Considerations
- Calculate Maintenance Cost vs Budget
- Compiling the Job Pack
- Job Planning and Review Meetings
- Preparations Before the Job Starts
- Complete the Checklists
- Job and Workmanship Feedback
- Post-Job Review
- 'Lessons Learnt' Meeting
- Continuously Improving the Planning

Shutdown and Outages Planning
- Using Project Management Methodology

Activity – Planning Activity with Example

Review and Discussion of Activity

Failure Prevention and Defect Elimination Maintenance Procedures

Controlling Work Process Variation with ACE 3T

Standardizing Planning Procedures and Scheduling Procedures

Activity – Develop Standardized Planning Process and Procedure

Review and Discussion of Activity

Planning and Maintenance Key Performance Indicators
- Maintenance Effectiveness Indicators
- Equipment Performance Indicators
- Production Indicators
- Planning Indicators
- Job Quality Indictors
- Supplier Performance
- Inventory/Store Management
- Workplace and Job Safety
- Top-performance Industry Benchmarks

Activity – Setting, Measuring and Trending the Types of Performance Indicators

Day 3

Work Scheduling

Visual Management in All Occasions

Production-Maintenance Relationship Building
- Identify planning/scheduling value add
- Bring groups together to cooperate
- Request others' improvement ideas

Production Requirements and Limits

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The Production Plan

- Liaison with Production
- Scheduling into the Production Plan

Manpower Scheduling and Resources Scheduling

Preparations before the Job Starts

Addressing On-site Issues and Changes in the Plan with Team-based Risk Analysis

Monitoring Job Performance and Schedule

Backlog Management

Activity – Scheduling to Get the Job Done Right First Time

Review of Course and Key Issues

Feedback Questionnaire

End of Course

Registration for the Course

Register now for the course and secure your place by telephoning mobile **072 141 5941**. Registration is limited by the room size and seat allocation is on a first-come-first-served basis.

Complete your registration form found on the last page, then choose your payment option and fax it to us at **086 212 4984**, or scan it and email to **info@lifetime-reliability.co.za** Book yourself and your key people into the course today.

Public Training Course Cost

The 3-day Maintenance Planning & Scheduling Course costs R8 950.00 per person Excl.Vat
Companies with 4 or more delegates qualifies for 15% discount
We have a special running from August - November 2018, @ R7500 p/person excl Vat

Course Information Details

Training Costs Includes:

- Course notes/material
- Full Lunch Meals,
- Tea, Coffee & Juice

Transportation and Accommodation

- Delegates must provide their own transport to the venue
- Visa Applications & Accommodation arrangements can be made at additional cost.

❖ Confirmation of registration will be emailed to the email address on your registration form and includes all venue details.
❖ On the first-day venue doors open from 8.00am and finishing at 4.00pm each day. Morning and afternoon teas are 15 minutes and lunch is 45 minutes. Substantial and comprehensive course notes are given to every attendee for future reference.

A certificate of training is provided at the end of the course.

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Registration Form

1. Course: 3 Day Maintenance Planning & Scheduling Course
2. Registration Fee: 3 Day Course – R7 500.00 Excl.Vat (On special)

(Please tick)

AUG 2018	**01 - 03**	☐	**06 - 08**	☐	**29 - 31**	☐
SEPT 2018	**03 -0 5**	☐	**12 - 14**	☐	**19 - 21**	☐
OCT 2018	**01 - 03**	☐	**10 - 12**	☐	**15 - 17**	☐

PLEASE NOTE: Payment must be made at least (14) days prior your course start date.

3. Register:

By Phone: +27 72 141 5941
By Email: info@lifetime-reliability.co.za
By Fax: 086 2124 984

4 - Payment Options

A. Electronic Fund Transfer to Bank:

Name of Account	Kgokano Engineering
Bank Name	FNB CHEQUE ACC
Bank account No	62763335801
Branch code	250117
Reference	Name & Course date

B. **Credit Card** secure online at **www.paypal.com** with Visa or MasterCard

Details you require to make Online Payment

Email address: **info@lifetime-reliability.co.za**

Order/Item #: **MPS Course**

C. **Purchase Order:**

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(only in S.A)

Cancellation Policy: Substitute delegate welcome. 75% refund prior 7 days, 50% refund within 7 days. Full refund if course cancelled, or free registration to next, or another course of equal value.

5 - Delegate Details (One form per person):

Name: …… ……..

Job Title…… ……

Company: …… ……..……

Street/Box: ……..……..

Suburb: ……..

Zip/Post Code: ……..…… State/Country: ……

Email: ……Phone No:……