

Use the highly successful planning methods, practices and processes that deliver great work productivity, outstanding equipment reliability, and maximum ‘tool time’

Maintenance Planning & Scheduling Training for High Reliability & Maintenance Performance

Email us to register for the next course in your city

(Save money by running the course in-house if you have 4 or more people.)

Maintenance planner training for high reliability and productivity that saves your operation \$100,000’s in maintenance costs & downtime losses

This maintenance planner course is packed with the insights and the powerful techniques of successful maintenance planning and scheduling for high equipment reliability. The comprehensive content gives you best practice maintenance planning and scheduling training. Your maintenance planner training covers all aspects of maintenance planning and scheduling systems and explains how to produce great task productivity and maintenance work quality. You learn what to do and why to do it so you can get production plant back into operation faster and running for longer. You learn how to quickly move your maintenance planning and scheduling performance towards the Pacesetter results in the table below.

Key Performance Indicator	Poor Performance	Pacesetter Performance
‘Hands on tools time’ % possible	20	50
Jobs per man-day (Mech, I/E)	1 , 4	3 , 8
Testing jobs overdue %	20	2
Mechanics per Planner	8 - 10 : 1	20 - 27 : 1
Maintenance Workforce Weeks Backlog	8 – 10 weeks	4 weeks
% Planned Work	< 50%	> 80%
Schedule Compliance	< 50%	> 90%
Urgent Job Requests	70%	5%



High quality maintenance planning is a vital ingredient for top quality maintenance work performance and high equipment reliability. At the Maintenance Planning and Scheduling training course for High Reliability and Maintenance Performance you learn what is done in the best job preparation and work organisation processes. You discover the good techniques, practices and methods that deliver successful maintenance planning and scheduling results. You learn the specific requirements necessary to deliver highly effective maintenance work planning and scheduling outcomes. The great Chinese philosopher Confucius said, *"In all things, success depends on previous preparation, and without such preparation there is sure to be failure."* Too much time, production and money can be lost if the preparation is not done well. Knowing

how to do maintenance planning and scheduling successfully is one of the many benefits you get from this world class training course. When you do maintenance planning and scheduling well you maximise your maintainers ‘tool time’ with jobs ready to go, equipment prepared and safe to work on, and all materials, resources and information at-hand so tradesmen walk from job to job, doing top quality work, right-first-time.

Maintenance planner training course that teaches how to lift reliability and lower maintenance costs

There is a great difference between being a top Maintenance Tradesman and a top Maintenance Planner. The skill sets are completely different. This maintenance planner course prepares you to be top-class maintenance planner and scheduler with world class maintenance planning training covering the systems and processes you need to use. The maintenance planner course and

MORE TRAINING

Plant Wellness Way to Maintenance Management Mastery

World Class Machinery and Rotating Equipment Reliability

Lifecycle Asset Management the Plant Wellness Way

Applied Reliability Engineering for Operating Plant Improvement

Operational Excellence the Plant Wellness Way

SEE OUR WEBSITE FOR INDUSTRIAL TRAINING COURSES

www.lifetime-reliability.com



provides the information, the knowledge and the skills you need to have to be successful in this incredibly important role. Documented evidence confirms that proper maintenance planning and scheduling can deliver you the following benefits when compared to planning on-the-run:

- Up to 100% more work done
- ‘Tool time’ can rise to 50% of maintainers’ day
- Planned work is 4 – 12 times more efficient
- Planned work is 3 – 9 times less cost than reactive work
- On larger jobs an hour of planning saves 3 – 5 hours of execution
- 90% of your work can be planned
- 95% of work can be done when first scheduled

The ‘Maintenance Planning and Scheduling Training for High Reliability and Maintenance Work Performance’ course teaches you how to prepare work, coordinate resources and people, install the right systems and schedule maintenance activities so maintenance work runs smoothly, maintainers deliver high-quality workmanship and are highly productive, and your machines and equipment operate reliably for far longer.

Discover how to improve maintenance planning and scheduling results

At a time when the engineering workforce is growing older and retiring, during an industry-wide and world-wide skill shortage, this maintenance planning training course teaches your maintenance planners how to organise maintenance work well and use fewer maintainers while lifting operating uptime and throughput for less cost. The course trains Attendees on the key points and best practices of planning and scheduling so when they return to work they can use the right methods and practices in the operation. Substantial and comprehensive course notes are provided and the full PowerPoint presentations are given to every attendee for future reference.

Great testimonials and unqualified support from across industry

People who attended the training said the following about what they experienced:

“Very good – has changed the way I think about maintenance planning.” – “Helped to give me confidence that I’m heading in the right direction in planning.” – “Usually I find if one thing of use is learnt per day then value is achieved; value has been achieved! Also good notes, CD and risk analysis template.” – “Some very good concepts to take back to work which could help our business.” – “Very interesting, more than enough information for a 3-day course.” – “The course members from industry were very impressed with the content.” – “Being a planner for only three months, I found this course excellent and relevant to my position.” – “Heaps of information put out.” – “Very informative. Eye-opener in some areas.” – “Excellent, will help with my future job prospects.”



BHP Billiton (Iron ore miner), **Fortescue Metals Group** (Iron ore miner), **Woodside Energy** (Oil and Gas producer), **BGC Construction** (Building products manufacturer), **Wesfarmers Premier Coal** (Open-cut coal miner), **Pearlsteet** (Maintenance services), **Albany Pine Plantations** (Woodchip supplier), **Esperance Port Authority** (Bulk materials), **Talison Mining** (Tantalum Miner), **Anglogold Ashanti** and **KCGM** (Gold Mining), **Onesteel** (Steel Roll Mill), **Hans Smallgoods**, **Hyne Timber** (Saw Mill), **Defence Materiel Organisation**, **Offshore Su Tu Den Group** (Vietnamese O&G), **Japanese Vietnam Petroleum** (Vietnamese O&G), **Canberra Hospital** (Facility Management), **Nickel West** (Nickel Refining), **Sandvik** (Machine Shop), **Riyadh Cement** (Saudi Arabia) **Mermaid Marine** (Maritime Services) **Griffin Coal**

Course Content Overview

Day 1 – Maintenance and Reliability: The Foundations of Maintenance Planning

The Purpose of Maintenance
Defect and Failure True Cost
Purpose of Maintenance Planning & of Scheduling
How Maintenance Planning & Scheduling Reduce Costs
Risk Management Fundamentals
Plant and Equipment Life Cycle
Equipment Criticality Analysis
Activity 1 - Equipment Criticality Example
Failure Mode and Effects Analysis (FMEA)
Activity 2 – FMEA example
Equipment Reliability Basics
Creating high Equipment Reliability
Important Engineering & Equipment Care Standards
Activity 3 –Applicable Maintenance Standards
The 6 Maintenance Types and when to use them

Precision Maintenance for Maximum Failure-Free Life

Day 2 – Planning Maintenance Work

Activity 4 –Planning Activity
Review and Discussion of Activity 4
Necessary Planning Office Systems and Methods
Data Capture for Maintenance
Specifying Workmanship Standards
Purchasing Parts and Materials
Inventory and Stores Management
Project Management Principles and Practices
The Work Planning Process
Shutdown and Outages Best Practice
Activity 5 –Planning Activity
Review and Discussion of Activity 5

Day 3 – Work Planning (continued) and Scheduling



Failure and Defect Prevention Maintenance Procedures
Controlling Work Process Variation with 3T Limits
The Accuracy Controlled Enterprise (ACE)
Standardized Planning and Scheduling Procedure
Activity 6 – Develop Standardized Planning Procedure
Activity 7 – Planning Activity with Standardized Procedure
Review and Discussion of Activity 7
Planning and Maintenance Key Performance Indicators
Activity 8 – Developing Performance Indicators

Scheduling Maintenance Work

Using Visual Management
Relationship Building
Production Requirements and Limits

One Plan for Production and Maintenance
Job Task Scheduling
Scheduling Work Face Activities
Prioritising Work Orders
Manpower Scheduling and Leveling
Resources Scheduling
Preparations before the Job Starts
Addressing On-site Issues and Changes in the Plan
Monitoring Job Performance to Plan
Tracking the Schedule
Backlog Management
Activity 9 – Scheduling so Work is Done Right & On-Time
Review of Scheduling
Review of Course and Key Issues
End of Course

Details of Your Presenter:



The Course Presenter, Mike Sondalini, is a mechanical tradesman, a professional maintenance engineer, a maintenance planner and a maintenance manager. In engineering and maintenance since 1974, his career extends across original equipment manufacturing, beverage production, steel fabrication, industrial chemical manufacturing, quality management, project management, industrial asset management and industrial training. His book 'Plant and Equipment Wellness' is published by Engineers Media, a subsidiary of Engineers Australia.



Mike takes attendees through a carefully structured course during which he imparts key understandings and skills needed for successful planning and scheduling. But more than that, he uses his years of experience as a maintenance manager to focus on the critical success factors of what to do, and how to do it quickly and well, so the maintenance crew can swiftly and safely minimise cost and time loss. He helps organisations build sound business risk management practices, introduce world-class lean practices, develop ultra-high reliable enterprise asset management systems and instill the precision maintenance skills needed to continually improve plant uptime. Mike helps attendees do their planning and scheduling roles so they can improve maintenance performance through wise use of resources, in less time, and for the least downtime.

Those EARLY BIRDS who register secure their seats and save 20%

For EARLY BIRDS who book and pay a month in advance, the 3-day maintenance planning and scheduling for high reliability and maintenance performance course costs \$2,400 plus GST. Standard price is \$3,000 plus GST and payment must be received before the course start date. Included in the price are softcopy of the presentation slides and course notes, arrival tea/coffee, morning and afternoon tea/coffee with finger food and a light lunch. **YOU MUST BRING YOUR OWN LAPTOP OR PAD** to view the slides, as there is no printed course book handed out during the training.

Call now to get a place and then make your payment in time to get a seat. It is best to register immediately for the course if you want to be sure of a seat. Seating is limited and is allocated on a first-come-first-served basis. Complete your registration form then choose your payment option and scan the registration form into an email to info@lifetime-reliability.com. Book yourself and your key people into the course now. You can contact us on mobile 0402 731 563 to confirm places are still available.

You get Full Protection of a 100% Money Back Guarantee

All Attendees are afforded maximum protection at our seminars, courses and workshops by a 100% Money Back Guarantee. If, for whatever reason, you believe your expectations have not been met, your attendance fees will be totally refunded in full. As further compensation you are also allowed to keep all materials handed out during the presentation. (Guarantee is subject to booking fee being received in full by the due date.)

More Course Information and On-Site Training Details

Course registration is from 8am on the first day with the course starting at 8.30am and finishing at 4.30pm each day. Please check local road maps, or the venue website, to find nearby parking. A certificate of training is provided at the end of the course. Please contact us by email at info@lifetime-reliability.com.au or by telephone on +61 8 9457 6297, or cell/mobile +61 8 (0) 402 731 563 to get more information and answer any questions that you have. We can also run our training course on-site in your operation. Contact us to get a free quotation and practical advice.

Your Course Registration Form and Payment Details

1 - Select Your Course: Maintenance Planning and Scheduling for High Reliability and Maintenance Performance 3-Day Training Course

City: _____ **Dates:** _____

2 - Registration Fee:

EARLY BIRD: AUD\$2,400, GST \$240 **Total** \$2,640

STANDARD: AUD\$3,000, GST \$300 **Total** \$3,300

Early Bird payment is required in full a month before the course start date.

Standard Payment is required in full prior the course start date. Attendees **MUST BRING A LAPTOP** to get a softcopy of the PowerPoint slides and course book, with unrestricted usage rights within their company, along with morning tea, lunch, afternoon tea provided each day.

3 - Register:

By Phone: (+61) 0402 731 563

By Email: info@lifetime-reliability.com

By Fax: (+61 8) 9457 8642

By Post: General Training Pty Ltd,
 PO Box 2091,
 Rossmoyne, 6148, WA
 Australia

4 – Your Payment Options to Make Payment:

A. Electronic Fund Transfer to:

Bank: National Australia Bank
 Branch: Bull Creek Branch Office
 Shop 33 Stockland Bull Creek
 Cnr South Street and Benningfield Road
 Bull Creek, WA 6149

Account: General Training Pty Ltd
 BSB No: 086-138
 Account No: 580663221
 Swift Code: NATAAU3306P

B. Cheque in favour of ‘General Training Pty Ltd’ sent to postal address

C. Credit Card secure online at www.paypal.com.au with Visa, Am-Ex or MasterCard (*fee applies*)

PayPal On-line Payment

email address: info@lifetime-reliability.com for
 Order/Item # - **Planning & Scheduling Course**

D. Purchase Order:
 (*Only in Australia*)

Cancellation Policy: Substitute delegate welcome. To cover administration costs, management costs and training venue penalties there is 80% refund with prior 30 days’ notice of cancellation, 70% refund between 30-15 days, 50% refund after 15 days. 25% refund for non-attendance.

5 - Delegate Details (One form per person attending):

Name:

Job Title:

Company:

Street/Box:

Suburb:

Zip/Post Code: State/Country:

Email:

Phone No:

6 - How did you find out about the course?

7 - If via the Internet, which website address?



Detailed Content of Maintenance Planning and Scheduling Course

Day 1

Maintenance Strategy and Reliability: The Foundations 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 and Effects Analysis (FMEA) - identify parts at risk and necessary maintenance.

Activity – Do a simple FMEA example

High Equipment Reliability Fundamentals

- 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
- Measure Machine Baseline Condition

**Day 2****Planning Maintenance Work**

Activity – *Planning Activity* and 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

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
- Specifying Important Information to Capture During the Job
- Developing Job Procedure with Required 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 Task Planning
- Scheduling the Job Plan
- 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
- Successful Shutdown Management Strategies

Activity – *Planning Activity* and Review and Discussion of Activity



Day 3

Failure Prevention and Defect Elimination Maintenance Procedures

Controlling Work Process Variation with 3T Work Quality Standards

Activity – Develop Accuracy Controlled Maintenance Procedure

Standardizing Planning Procedures and Scheduling Procedures

Activity – Develop Standardized Planning Procedure

Activity – Planning Activity and Review and Discussion of Activity

Planning and Maintenance Key Performance Indicators

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

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

Scheduling Maintenance Work

Visual Management in All Occasions

Relationship Building

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

Production Requirements and Limits

The Production Plan

- Liaison with Production
- Scheduling into the Production Plan

Important Time Management and Scheduling Concepts

Clear Job and Work Order Scheduling

Prioritise Work Orders based on Operational Risk

Manpower Scheduling and Resources Scheduling

Activity – Design standardized Scheduling Process

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