

Maintenance Planning & Scheduling

INTRODUCTION

Effective & Reliable Maintenance provides a competitive edge in many companies.

Effective planning and scheduling contribute significantly to the following:

- *Reduced maintenance cost.*
- *Improved utilization of the maintenance workforce by reducing delays and interruptions.*
- *Improved maintenance systems improve people and motivation as a consequence. It is no secret that good leaders create good followers.*

Maintenance Planning and Scheduling is all about improving quality of maintenance work by adopting the best methods and procedures and assigning the most qualified workers for the job. The true benefit of effective maintenance is an inventory and production improvement in TAKT time; Cycle time; Basic time and Standard time.

This planning training is packed with the insights and the powerful techniques of successful maintenance planning and scheduling for high equipment reliability.

The comprehensive content introduces you to best practice 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 the production plant back into operation faster and running for longer.



TRAINING OBJECTIVES

The objectives of this course includes an understanding of:

- ✓ Maintenance Planning: It's Role in the Business and its Foundation Basics
- ✓ Maintenance Types; including Condition-based Maintenance – Visual Inspection
- ✓ The Purpose and Role of Maintenance Planning and Scheduling
- ✓ Risk Management Fundamentals
- ✓ Equipment Criticality Analysis – identify plant and equipment at risk
- ✓ RCM as a tool for Optimization of Operations and Maintenance activities
- ✓ Classification of Maintenance Work According to Planning and Scheduling Purposes
- ✓ Planning and Maintenance Key Performance Indicators (KPI)
- ✓ Maintenance Effectiveness Indicators (PERT)
- ✓ The Maintenance Planning Work Process
- ✓ Necessary Planning Office Systems and Methods
- ✓ Standardizing Planning Procedures and Scheduling Procedures
- ✓ Equipment Refurbishment Decisions and Costs
- ✓ Elements of Sound Scheduling
- ✓ Staging Parts and Tools; What, Where and Who to stage, the process of staging
- ✓ Work Scheduling & Job Sequencing
- ✓ Manpower Scheduling and Resources Scheduling
- ✓ Measurement of Maintenance effectiveness with Metrics
- ✓ The People Side of Planning
- ✓ Specific Planning Advice to Go Along with a CMMS
- ✓ Effective Shutdown Execution
- ✓ The Overall Objectives of this course includes:
 - Minimizing the idle time of maintenance workers.
 - Maximizing the efficient use of work time, material, and equipment.
 - Maintaining the operating equipment at a responsive level to the need of production in terms of delivery schedule and quality.
 - Determine the correct load on machines and equipment – eliminate overload or under load. This leads to a correct make or buy decision on the strategic management level.

- ✓ Practical exercises of the different tools to help delegates find the tools that are easiest for them or that work best under certain conditions.
- ✓ The ratio of theory to practical is: 10% theory; 90% practical; including working on soft copies.
- ✓ Case Studies will be provided and worked through with delegates in a separate workbook supplied.

WHO SHOULD ATTEND?

This course is designed for:

- **Maintenance Supervisors:** Realize their critical role at implementation level.
- **Maintenance Managers:** Interfacing with all other departments for scarce resources. Support from a team point of view.
- **Logistics Managers:** In order to recognize the importance of critical spares; tools and Equipment and agree on a level of safety stock.
- **Plant Managers:** They are frustrated with machine downtime and poor motivation.
- **Plant Engineers:** They are in the position to design out repetitive errors by innovation.
- **Maintenance Planners:** They need to realize importance of effective communication and be aware of who; what; when; how; why regarding shut downs and preventative Maintenance.
- **Management Information staff:** Understand the role of CMMS in maintenance.
- **Risk Management Professionals:** The importance of care of physical assets incident and accident preventions.
- Managers who must plan the future budgets and strategies going forward.

Course Duration: 5 Days

SAAMA Accredited: 5 CPD Points

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